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**INTERNAL QUALITY ASSURANCE SYSTEM FOR AGRICULTURE AND BIOSYSTEM
ENGINEERING RELATED HEI OF ALGERIA (QUALS) 598176-EPP-1-2018-1-LT-EPPKA2-
CBHE-JP**

QUALITY ASSURANCE REPORT



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ERASMUS+ 598176-EPP-1-2018-1-LT-EPPKA2-CBHE-JP INTERNAL QUALITY FOR AGRICULTURE
AND BIOSYSTEM ENGINEERING RELATED HEI OF ALGERIA (QUALS)



factsheet

Project Number: 598176-EPP-1-2018-1-LT-EPPKA2-CBHE-JP

Project Acronym: QUALS

Project Title: INTERNAL QUALITY ASSURANCE SYSTEM FOR AGRICULTURE AND BIOSYSTEM ENGINEERING RELATED HEI OF ALGERIA (QUALS)

Title of Deliverable: Quality Assurance Report

Due date according to contract:

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Abstract: This report outlines the Quality Assurance plan implementation for the overall duration of the project. More specifically, the report summarises the actions implemented to accomplish it.

Keyword List: Quality, outputs, milestones, assurance

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I. MONITORING CHECK: AIMS AND OBJECTIVES

The Vytautas Magnus University (project coordinator), was responsible for monitoring the project compliance with the aims and objectives of the project during whole period of implementation. Project followed the aims and objectives and did not have major changes in this respect.

2. MONITORING CHECK: SPECIFIC OBJECTIVES OF THE PROJECT

This check is at the end of project and was performed periodically during implementation.

The ***ways in which the situation*** set out under the previous section (Part E) ***has been changed at the end of project***, described by specific objectives, as follows:

Objective 1. Project has offered new institutional capacity in internal quality assurance system within recipient HEI. This capacity did not exist. It was developed by local Algerian experts previously trained in European partner institutions, thus the ownership of results is ensured. The European experience and the guidance by European experts guarantee the modern system results implemented.

Objective 2. Activities were based on transfer of European experience for local staff during training sessions in European universities, also online due to pandemic. The update of skills in real case situations was achieved in implementing and testing the quality assurance system at home institutions.

Objective 3. The Algerian partner institutions were getting the guidance and piloting in preparing self-evaluation reports and external pilot evaluation by the sub-contracted European evaluation institution SKVC (Lithuania), which is listed on the European Quality Assurance Register for Higher Education and is a full member of the European Association for Quality Assurance in Higher Education.

Objective 4. The exploitation of project results includes transferring of project recommendations to national policy makers in higher education contributing to the national policy and methodology





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of quality assurance in HEI in Algeria. Project recommendations transferred to Ministry of Higher Education in Algeria.





3.MONITORING CHECK: MILESTONES AND INDICATORS

| Milestone number | Milestone name | Related Work Package(s) | Estimated date | Indicators | QA Monitoring actions | Check date | | | |
|------------------|---------------------------------|-------------------------|----------------|---|---|------------|----------|----------|----------|
| | | | | | | 01.09.19 | 06.11.20 | 01.11.21 | 10.11.22 |
| MS1 | Project start | WP1, WP4, WP5 | 01-03-2019 | - Successful project start, all beneficiaries engaged and staff recruited, kick-off meeting held and legal requirements finalised. - Communication structure and infrastructure is set (1) | Internal review by Project manager and GA | yes | yes | yes | yes |
| MS2 | The IQAS prepared | WP2 | 01-11-2020 | - Experts trained. IQAS developed at each recipient HEI, including all documents and procedures (3) | Internal periodic review (each 6 months) External expert review of IQAS at partner institutions with recommendations | n.a. | partly | yes | yes |
| MS3 | The IQAS implemented by testing | WP3 | 01-05-2022 | - IQAS implemented and tested (test report) at each HEI by local and European partners (3) | Test reports reviewed and approved internally by GA | n.a. | n.a. | partly | yes |





| | | | | | | | | | |
|-----|---|---------|------------|--|---|------|------|------|-----|
| MS4 | The pilot external evaluation concluded | W3 | 01-05-2022 | <ul style="list-style-type: none"> - Self-assessment reports prepared (3). - The evaluation report prepared (1). - Lessons and recommendations discussed with recipients | <p>Internal self-evaluation reports monitored by institutional coordinators</p> <p>External pilot institutional evaluation (ENSA) by subcontracted agency experts</p> <p>Internal review and discussing external experts' recommendations</p> | n.a. | n.a. | n.a. | yes |
| MS5 | Outcomes validated | WP4-WP5 | 15-11-2022 | <ul style="list-style-type: none"> - Recommendations delivered to the stakeholders and agreed upon (1) - The integrated set of recommendations for efficient sustainability delivered(1) | External expert(1) review and advice on quality of recommendations | n.a. | n.a. | n.a. | Yes |



4.QUALITY MONITORING CHECK: BENCHMARKS AND OUTCOMES

| Benchmarks/Outcomes | Indicators | Source information | of QA Monitoring actions | Check date | | | |
|---|---|---|---|------------|----------|----------|----------|
| | | | | 01.09.19 | 06.11.20 | 01.11.21 | 10.11.22 |
| Outcome 1.1.: Problematic in target country regarding quality assurance identified Outcome 1.2. Development of IQAS structured Outcome 1.3. Project equipped for further activities | 1.1. Reports prepared 1.2. Plan document completed 1.3. Installation documents (lot) | 1.1. Reports 1.2. Plan document 1.3. Installation documents | Internal monitoring and reviews | Yes | Yes | Yes | Yes |
| | | | | Yes | Yes | Yes | Yes |
| | | | | n.a. | Not all | Yes | Yes |
| Outcome 2.1. Capacity for IQAS elaboration developed (at each Algerian HEI) Outcome 2.2. IQAS available for implementation in each Algerian partner institution Outcome 2.3. Capacity for IQAS implementation developed (at each Algerian HEI) | 2.1. Individual training reports 2.2. Set of documents prepared 2.3. Individual training reports 2.4. Test report prepared | 2.1. Individual training reports 2.2. Set of documents 2.3. Individual training reports 2.4. Test report | Training & Events Evaluation questionnaires (ex-post) Internal monitoring and reviews External expert review of IQAS documents at partner institutions with recommendations | Yes | Yes | Yes | Yes |
| | | | | N.a. | N.a. | Yes | Yes |
| | | | | N.a. | N.a. | Partly | Yes |
| | | | | N.a. | N.a. | N.a. | Yes |



| | | | | | | | |
|---|--|---|---|---|---|---|--------------------------------------|
| <p>Outcome 2.4. IQAS operational at each recipient HEI</p> | | | | | | | |
| <p>Outcome 3.1. Capacity for self-assessment preparation at each Algerian HEI Outcome 3.2. Algerian HEI prepared for external evaluation Outcome 3.3. Recipient HEI evaluated, lessons discussed and shared among partners</p> | <p>3.1. Individual training reports prepared 3.2. Self-assessment report document available 3.3. Evaluation report completed</p> | <p>3.1. Individual training reports 3.2. Self-assessment report document 3.3. Evaluation report</p> | <p>Training & Events Evaluation questionnaires (ex-post) Internal self-evaluation reports monitored by institutional coordinators External pilot institutional evaluation (ENSA) by subcontracted agency experts Internal review and discussing external experts' recommendations</p> | <p>N.a. N.a. N.a.</p> | <p>N.a. N.a. N.a.</p> | <p>N.a. N.a. N.a.</p> | <p>Yes Yes Yes</p> |
| <p>Outcome 4.1. Key stakeholders have information about project activities. Outcome 4.2. Key stakeholders informed of activities, results</p> | <p>4.1. Plan document prepared 4.2. D&E tools implemented 4.3 D&E implemented</p> | <p>4.1. Plan document (number) 4.2. D&E tools reported 4.3D&E report</p> | <p>Internal review and approval by members GA: - Dissemination Plan -Web site; -Dissemination material;</p> | <p>Yes Yes</p> | <p>Yes Yes</p> | <p>Yes Yes</p> | <p>Yes Yes</p> |





| | | | | | | | |
|--|---|---|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <p>available for media and wider audience. Outcome 4.3.: Results available for implementation by national policies</p> | | | <p>-Dissemination events & reports; -Final conference programme & report;</p> | N.a. | N.a. | N.a. | Yes, under finalisation |
| <p>Outcome 5.1. Institutional and financial sustainability assured, project indicators achieved. Outcome 5.2. Feedback of assessment results to project activities and sustainability Outcome 5.3. Project results, outcomes and impact achieved.</p> | <p>5.1. Report document available 5.2. Report chapter available 5.3. Meetings minutes available</p> | <p>5.1. Report document 5.2. Report chapter 5.3. Meetings minutes</p> | <p>Internal review: -Partnership Agreement; -Progress report to EACEA; -Final report to EACEA. External Auditing of : -Final report to EACEA.</p> | <p>Yes Yes Yes</p> | <p>Yes Yes Yes</p> | <p>Yes Yes Yes</p> | <p>Yes Yes Yes</p> |



5.QUALITY MONITORING CHECKS: BUDGET AND COST EFFECTIVENESS

| <i>Check items</i> | <i>Check date</i> | | | |
|--|-------------------|----------|----------|----------|
| | 01.09.19 | 06.11.20 | 01.11.21 | 10.11.22 |
| <i>Project outputs and outcomes achieved in the most economical way and on time</i> | Yes | Yes | Yes | Yes |
| <i>Most of activities are coordinated with the recipient HEI with possibility of some saving of costs on travel and subsistence</i> | Yes | Yes | Yes | Yes |
| <i>Local experts employed in most of tasks with guiding from Programme Countries partners.</i> | Yes | Yes | Yes | Yes |
| <i>Distributing tasks by using unit costs allows distributing activities and resources among partners in the most efficient way</i> | Yes | Yes | Yes | Yes |
| <i>Partners use most of own resources except some subcontracting needed for document translation between English and French and external institutional evaluation by subcontracted European evaluation institution</i> | Yes | Yes | Yes | Yes |
| <i>Budget allocation amongst partners:</i> | | | | |
| <i>Partner countries are beneficiaries therefore the 2/3 of budget are allocated to beneficiary partners while roughly 1/3 - to partners of Programme countries.</i> | Yes | Yes | Yes | Yes |
| <i>Arrangement for financial management:</i> | | | | |
| <i>Coordinating partner (VDU) is responsible for efficient financial management.</i> | Yes | Yes | Yes | Yes |
| <i>Separate project accounts open at Coordinating partner (VDU) and each of partners</i> | Yes | Yes | Yes | Yes |
| <i>Financial administrative staff appointed at Coordinating partner (VDU) and each of partners.</i> | Yes | Yes | Yes | Yes |
| <i>All financial transactions among partners agreed upon and follow the ERASMUS guide.</i> | Yes | Yes | Yes | Yes |
| <i>Real cost based expenditures (for equipment, sub-contracting) are being paid by invoicing upon costs incurred.</i> | Yes | Yes | Yes | Yes |
| <i>Financial reporting and accounting is the responsibility of Coordinating partner (VDU) and each partner for the allocated expenditures.</i> | Yes | Yes | Yes | Yes |



| | | | | |
|---|------------|------------|------------|------------|
| <i>Partners have planned co-financing of overheads of 25% from direct allocated costs. These covered from partners own institutional resources.</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes</i> | <i>Yes</i> |
|---|------------|------------|------------|------------|



6.REPORT ON MANAGEMENT OF QUALITY ASSURANCE AND MONITORING

Internal Reviews:

6.1. *The Internal Review included review with respect to two aspects: technical and quality. The WP leaders and the Project Manager were responsible to conduct internal technical reviews to the deliverables before reporting, while the quality review was conducted by the Project Manager.*

6.2. *The Project Manager was responsible to assign additional reviewers in each deliverable from experts of European partners*

6.3. *Technical aspects of the project documentation were reviewed in order to ensure that all technical information is consistent to:*

- *Current state-of-the-art and recent technological and methodological level*
- *Project objectives, previous project results and specifications*

6.4. *From a quality point of view, the project documentation was reviewed against the following criteria:*

- *Format of the document according to the document template.*
- *Consistency with previous relevant documentation.*
- *Identification and correction of typing/ syntax mistakes.*

6.5. *In case of IQAS, the respective review was conducted during the IQAS testing procedures. The Project Manager was responsible for the verification and validation of the testing results signing a testing report.*

6.6. The internal review also included:

- meeting reports
- feedback forms for internal evaluation (level of satisfaction, challenges faced, recommendations for improvement)
- travel reports (to comply with official EACEA form)
- financial reporting forms (timesheets + staff declarations – to comply with official EACEA forms)



External Quality assurance mechanisms (participatory process) will include:

Testing of outputs (ex-ante). Target groups were involved directly in the testing of the outputs prior to implementation and dissemination. In particular, Internal Quality unit staff at each partner institutions(ENSA, ENSB, ENSH) tested the outputs of the IQAS.

Training & Events Evaluation questionnaires (ex-post) were distributed to target groups at the end of each training week/ event, to assess their satisfaction and gather feedback and possible suggestions for improvement.

In addition to the above, Ex-post QA will aim at measuring the impact of project outputs on target beneficiaries. In November 2022 (just after the ,second mobility training week) a questionnaire was sent out to staff having participated in the training weeks to assess to what extent the information provided/knowledge developed during the events was put into practice.

During the final conference at the end of the project , a similar questionnaire distributed to participating staff.

An international external evaluator Stephane Lauwick from the external panel of experts selected on competitive call to conduct pilot evaluation of one selected project beneficiary institution was selected to evaluate the project major outcomes. He was participating in the online preparatory meetings and provided an expert view/evaluation report. The report assess the overall outcomes and first impact of the project results.

An independent auditor UAB “Veiklos auditas” was selected, to evaluate the final financial report before submitting to the EACEA.

7. QUALITY CONTROL AND ASSURANCE PROBLEM REPORTING

The following logs was used to itemize, document and track to closure items reported through quality management activities.

7.1. Quality Control Log

| Exception ID Number | Review Dat | Output/Deliverable Reviewed | Findings | Resolution | Resolution Date |
|---------------------|------------|--|--|---------------------------------------|-----------------|
| 1.2.1 | 15.07.2019 | 1.2.Draft plan | Draft plan for IQAS preparation not revised by partner institutions | Discussed , revised, made adjustments | 01.09.2019 |
| 2.2.1 | 15.02.2020 | 2.2.Development of IQAS in each Algerian partner institution | Quality manual at each partner not finalised | Discussed , coached, finalised | 01.05.2020 |
| 2.2.2. | 15.12.2020 | 2.2.Development of IQAS in each Algerian partner institution | Procedures for the "Cooperation" Not finalised | Discussed , coached, finalised | 06.05.2021 |
| 5.2.1 | 09.07.2021 | 5.1. Interrim report | Interrim report does not reflect precisely project quality assurance | To collect inputs from partners | 01.08.2021 |
| 2.3.1 | 15.02.2022 | 2.4. ENSA IQAS Testing report | ENSA IQAS Testing report not complete | Reported, corrected | 15.03.2022 |
| 2.3.2 | 15.02.2022 | 2.4. ENSB IQAS Testing report | ENSB IQAS Testing report not complete | Reported, corrected | 15.03.2022 |
| 2.3.3 | 15.02.2022 | 2.4. ENSH IQAS Testing report | ENSH IQAS Testing report not complete | Reported, corrected | 28.03.2022 |
| 3.2.1 | 10.06.2022 | 3.2 SER ENSA | SER not revised | SER revised by SKVC experts | 20.06.2022 |
| 3.2.2 | 01.07.2022 | 3.2 SER ENSB | SER not revised | SER revised by SKVC experts | 01.08.2022 |
| 3.2.3 | 01.07.2022 | 3.2 SER ENSH | SER not revised | SER revised by SKVC experts | 01.08.2022 |
| 3.3.1 | 22.10.2022 | 3.3 Evaluation report | Final evaluation report to be checked against factual mistakes | Checked and reported | 03.11.2022 |

7.2. Quality Assurance Log

| Exception ID Number | Review Dat | Output/Deliverable Reviewed | Findings | Resolution | Resolution Date |
|---------------------|------------------------|---|--|---|---|
| 1.1. | June 2019 | 1.1. Analysis reports/reviewed by 2 experts from VMU and EMU | Some minor comments on format submitted to local experts | Updated by local experts (ENSA, ENSB, ENSH) for approval by SC. | Approved by GA SC meeting on 23.09.2019 |
| 2.2.1 | October 2020 | 2.2. IQAS documentation (Quality manual for ENSA, ENSB, ENSH)/ Reviewed by 2 VMU experts | Comments on content submitted to local expert teams | Updated by local experts (ENSA, ENSB, ENSH) for approval by SC. | Approved by the GA SC meeting on 28.12.2020 |
| 2.2.2. | January-May 2021 | 2.2. IQAS documentation (Description of Procedures joint documents for ENSA, ENSB, ENSH)/ Reviewed by 3 VMU experts | Comments on content submitted to local expert teams | Updated by local experts (ENSA, ENSB, ENSH) for approval by SC | Approved by GA SC meeting on 16.06.2021 |
| 2.4.1. | March 2022 | 2.4. IQAS testing reports/ reviewed by 2 VMU experts | Comments on content submitted to local expert teams | Updated by local experts (ENSA, ENSB, ENSH). | Approved by GA SC meeting on 28.03.2022 validated by PM |
| 3.2.1 | May 2022 | 3.2. ENSA SER prepared by local experts / revised by SKVC experts | Comments on content submitted to local expert teams | Updated by local experts (ENSA) / approved by SKVC as suitable for Pilot External evaluation. | Approved by SKVC, August 2022 |
| 3.2.1 | June 2022 | 3.2. ENSB and ENSH SER prepared by local experts / revised by SKVC experts | Comments on content submitted to local expert teams | Updated by local experts (ENSB, ENSH). Agreed by SKVC as could be good for external evaluation (if it would take place) | Agreed by SKVC as could be good for external evaluation (if it would take place), August 2022 |
| 3.3.1. | October 2022 | 3.3. External Evaluation Report/ revised by ENSA for factual inaccuracies | Comments on inaccuracies submitted to SKVC for External expert panel | SKVC External panel updating based on comments | Approved by SKVC, 05.11.2022 |
| 4.3.1 | November-December 2022 | 4.3. Recommendation for the ministry/ reviewed by external expert | Comments on content submitted to project management team | Updated and discussed among all partners | Approved by last SG meeting on 23.12.2022 |



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|-------|------------------------|---|--|--|---|
| 5.1.1 | November-December 2022 | Final financial report/ checked by external independent auditor | Certificate of factual findings submitted to project management team | Discussed among all partners | Approved by last SG meeting on 23.12.2022 |
| 5.1.2 | November-December 2022 | Final technical report/ revised by 2 experts from VMU | Comments on content submitted to project management team | Updated and discussed among all partners | Approved by last SG meeting on 23.12.2022 |

