

QUALITY ASSURANCE PLAN

Work Package No.:	6
Work Package Title:	Quality assurance
Deliverable No.:	First
Deliverable Title:	Quality assurance plan
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Lead Partner:	MIIGAiK- leader of the work package
Project Number:	573555-EPP-1-2016-1-ES-EPPKA2-CBHE-JP
Agreement Number:	



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List of abbreviations

Term/Abbreviation	Description
SOC	Spin-off companies
QAP	Quality Assurance Plan
SC	Steering Committee
TC	Technical Committee
QRM	Quality Review Mechanism
QA	Quality Assurance
WP	Work packages
QAT	Quality Assurance Team



1. Purpose and Objectives

This document presents the Quality Assurance Plan (QAP) of the UNIVERSITY-ENTERPRISE COOPERATION VIA SPIN-OFF COMPANIES NETWORK / UNISON project. It is developed in the scope of Workpackage 6 (Quality Assurance Plan) of the project in compliance with the project description and all applicable rules & guidelines.

MIIGAIK is assigned the role of workpackage leader. University of Santiago De Compostela (USC) as the project coordinator is responsible for coordinating related activities. The Steering Committee is responsible for coordinating related activities. MIIGAIK (P7) is assigned the role of WP 6 leader.

Quality Assurance Plan (QAP) is an integral part of the project and aims to ensure that objectives are met in the most effective way. This Quality Assurance Plan defines the general approach to quality control, internal and external evaluation and the procedures to be followed by the partners for effective communication as well as implementation of the Project deliverables. The document outlines the strategy for how the quality control mechanisms will be applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

QAP contains a set of scheduled activities and defines the objectives, roles and responsibilities. The QAP includes established indicators, methodology and procedures for evaluation of project activities and results. For each task, it determines the responsible partner(s), timeframe and tools of implementation, the expected results or products, as well as the respective quality criteria.

The Quality Objectives in the UNISON project are aimed to:

- establish a quality assurance mechanism and agreed quality indicators/specifications;
- measure project progress throughout the entire time-line identifying any areas of further improvement for maximizing the effectiveness of the project results;
- evaluate the overall quality and impact of the project both internally and externally (by an external independent expert)

The QAP strategy of UNISON project will ensure assessing quality of both the deliverables and activities. This QAP will consist of the methodology on implementation of the project's internal guidelines for reporting and reviewing procedures to ensure the project's Quality Assurance. It reviews the quality of project processes/activities and outputs in the framework of quality indicators approved by all the partners. The monitoring of project progress embraces the overall advance of the project towards the set objectives and the inputs towards this progress by each WP.

This QAP will be applicable to all deliverables. All project partners will have to implement the quality processes as outlined in this document. The QAP has been approved by the Steering Committee. Under the coordination of the WP Leader, the Steering Committee & Technical Committee members are responsible to draft the critical quality requirements/specifications/criteria for each major project deliverable. The WP Leader (MIIGAIK/P7) has developed this QAP which should be implemented by all partners.

The QAP has two levels of evaluation of the Project: **internal and external**.



2. Internal Evaluation

The internal evaluation refers to the process of the project work. The internal evaluation is conducted by a group of project representatives gathered in Quality Assurance Team and reporting to the Steering Committee of the project. Subject to investigation will be the analysis of the relevant criteria.

The internal evaluation of the Project comprises several main components.
The QAT is made up of:

1. Enrique López Veloso - Universidade de Santiago de Compostela
2. Ralf Brüning - Fachhochschule des Mittelstands
3. Ekaterine Basilaia - Iv. Javakhishvili Tbilisi State University
4. Svetlana Shvedova - Non-commercial partnership "Agency of educational strategies and initiatives "Bologna Club"
5. Nadezda Kamynina - Moscow State University of Geodesy and Cartography
6. Rui Costa - Instituto Politécnico de Coimbra
7. Wu Daoxun - Ludong University

The Quality Assurance Team (QAT) is the main strategic body for quality control and monitoring. The QAT team develops QA criteria and plan for performing monitoring, as well as guidelines for reporting that should be submitted to the Steering Committee for approval and taking action. The QAT monitors and approves the quality of the planned project results against established qualitative & quantitative indicators of progress (LFM).

The QAT provides monitoring no less than once in **6 months**.

The monitoring is performing through the following tools:

- Via intranet,
- E-mail,
- Video conference,
- Skype interview
- Checklist for finishing reports as deliverables
- Questionnaires that developed based on dissemination plan reports by Management team.

The QAT monitors the project progress in accordance with the following quality criteria:

Overall developments:

1. Deliverables for reporting period as against the work plan
 - 1.1 Adherence to the work plan of the project
2. Delays or unfulfilled activities and their reasons
 - 2.1 Problems/ obstacles in performing the work activities
 - 2.2 Compliance with the execution dates
 - 2.3 Deviations from the original work plan (and their justification)



3. Project events performed and their quality
 - 3.1 Workshops, meetings, conferences
 - a) Agenda of the events
 - b) Handouts available /not available
 - c) Evaluation sheets
 - 3.2 Training courses
 - a) Agenda of the training courses
 - b) Handouts available /not available
 - 3.3 Evaluation by the participants
 - 3.4 Clear connection between project activities and WPs
 - 3.5 Internal dissemination activities after the training courses/staff development activities (forms and formats, how many people involved, publications, etc)
4. Developed materials
5. Delays:
 - 5.1 Performed peer reviewing and its results/recommendations
6. Project management
 - 6.1 Management meetings, regularity
 - 6.2 Reports, methodological developments and its quality
 - 6.3 Effectiveness in terms implementation of decisions taken
 - 6.4 Adequate information to all project partners on project developments
 - 6.5 Effective communication process (regularity, impact on development and project implementation)
 - 6.6 Cost effectiveness of the project
7. Involvement of all project partners teams in the project activities
 - 7.1 Clear description of roles and responsibilities of all project partners
 - 7.2 Active participation in project activities
8. Involvement of non-academic partners
 - 8.1 Participation of social partners in the project activities



Implementation of the project

1. The main results/outcomes of the WPs
2. Quality of the produced reports
3. Contribution of the partners regarding WPs
4. Effective cooperation with other HEI not involved into the project
 - 4.1 Dissemination of obtained results/outcomes
5. Efficient cooperation between project partners



3. External Evaluation

External evaluation of the entire project will be conducted by external independent expert. He/she will produce final evaluation report at the end of the project.

The external evaluation ascertains to the analysis of dissemination, implementation and sustainability of results. Based upon an evaluation design involving measurements at multiple points in the course of the project and upon its completion, data are gathered by means of multiple methods.