QUALITY ASSURANCE PLAN

CC WATER

February 2021

Technical reference

Project info

Project title	Graduates for Climate Change adapted water management/CCWater
Project reference number	*619456-EPP-1-2020-1-NO-EPPKA2-CBHE*
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Project duration	2020-2023

Document info

Deliverables number	D5.1
Work package	Work package 5
Task	Task 5.1.2

Document history

1	Date	Beneficiary	Author	Changes
2				
3				

SUMMARY

This plan was developed within the Working Package 5-Quality plan of the CCWater project. The aim of the project's quality plan is to share and exchange the common understanding of quality assurance for learning and to teaching and transfer the useful experiences for developing "Water&Climate change" curricula. To undertake this plan, the mechanism of the measurement and monitoring of the procedures, deliverables, and progress is defined in this report.

DISCLAIMER

The conclusions and descriptions in this work do not reflect the views of the Erasmus + programme of the Europen Union are not responsible for the any of the infomartion may be used.

LIST OF ABBREVIATIONS

IMUFE - Inner Mongolia University of Finance and Economics

MUST – Mongolian University of Science and Technology

NMBU – Norwegian University of Life Sciences

NUM – National University of Mongolia

TBC – To be confirmed

RUSL - Rajarata University of Sri Lanka

SEUSL- South-Eastern University of Sri Lanka

SIAT - Shenzhen Institutes of Advanced Sciences

UoP – University of Peradeniya

QAC – Quality assurance committee

QAP – Quality assurance plan

QUT – Qingdao University of Technology

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1. INTRODUCTION

The quality assurance of the project is to contribute to the common understanding of quality assurance for learning and teaching across borders and among all partner institutions. It will bring up quality of higher education as a result of the interaction between teachers, students and the institutional learning environment.

This document presents the Quality Plan for Erasmus+ KA2 Cooperation for innovation and the exchange of good practices-capacity building in in the field of Higher Education "graduates for climate change-adapted water management/CCWater" (CCWater). It is developed within the scope of the WP5 (Quality plan) of the Project.

In scope of quality assurance during the project, it has 3 activities that include one or several subtasks specified in Figure 1. Activities will be implemented by achieving milestones.
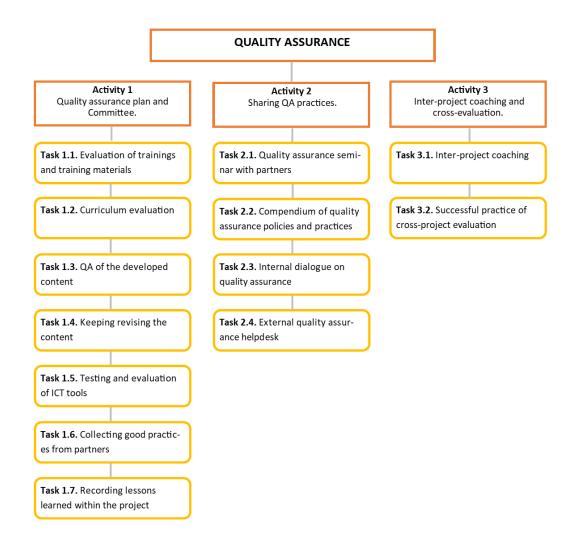
QUALITY ASSURANCE

Activity 1
Quality assurance plan and Committee.

Activity 2
Sharing QA practices.

Activity 3
Inter-project coaching and cross-evaluation.

Task 1.1. Evaluation of trainings and training materials

Task 1.2. Curriculum evaluation

Task 1.3. QA of the developed content

Task 1.4. Keeping revising the content

Task 1.5. Testing and evaluation of ICT tools

Task 1.6. Collecting good practices from partners

Task 1.7. Recording lessons learned within the project

Task 2.1. Quality assurance seminar with partners

Task 2.2. Compendium of quality assurance policies and practices

Task 2.3. Internal dialogue on quality assurance

Task 2.4. External quality assurance helpdesk

Task 3.1. Inter-project coaching

Task 3.2. Successful practice of cross-project evaluation

Figure 1. Activities and tasks of quality assurance of the project

The QAP constitutes a working document that can be adapted and revised throughout the implementation of WP 5 upon agreement of all parties. This may apply in cases such as where e.g. the procedures laid out in the QAP turn out to be not feasible for their purpose.
Furthermore, the structure of WP5-Quality plan is organized in the following sections:

- ✓ Quality assurance plan
- ✓ Quality assessment tools
- ✓ Evaluation of events
- ✓ Risk management
- ✓ Conclusions
- ✓ Annexes

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2. OVERVIEW OF THE QUALITY ASSURANCE PLAN

The objective is to ensure that learning environment in which the jointly developed Water and Climate change curricula, learning opportunities, and facilities are fit for purpose as a part of programs that lead to degree award. The outcome of this WP will be better recognition of qualifications, programmes, and other provision between partner institutions built on mutual trust in quality, transparency, and partners' engagement. It will also influence institution's policies and processes to ensure and improve the quality of their other activities, such as research and governance.

2.1. QUALITY ASSURANCE COMMITTEE

The quality assurance committee is in charge of coordinating the tasks and will be established at the project kick-off meeting by partner universities including one representative from each university.

Table 1. Information on the quality assurance committee

№	Name of the committee member	Organization	Email
1	Harsha Ratnaweera (TBC)	NMBU (P1)	harsha.ratnaweera@nmbu.no
2	Pawel Burandt (TBC)	UWM (P2)	pawel.burandt@uwm.edu.pl
3	Stefan Wolf (TBC)	THOWL (P3)	Stefan.wolf@th-owl.de
4	S.B.Weerakoon (TBC)	UoP (P4)	sbweera@gmail.com
5	DMS Duminda (TBC)	RUSL (P5)	dmsduminda@yahoo.com
6	A.M. Aslam Saja (TBC)	SEUSL (P6)	saja.aslam@seu.ac.lk
7	Khaliun E (TBC)	MUST (P7)	khaliun@must.edu.mn
8	Soninkhishig N (TBC)	NUM (P8)	soninkhishig@num.edu.mn
9	Lihua Cheng (TBC)	QTU (P9)	chenglihua666@163.com
10	CHEN Wei (TBC)	SIAT (P10)	chenwei@siat.ac.cn
11	Wei LIU (TBC)	IMUFE (P11)	weiliu_2015@126.com

The quality assurance committee will be responsible for the following tasks.

→ Identifying quality requirements and standards for the projects and its deliverables, and documenting how the project will demonstrate compliance with those;
→ Translating quality assurance plan into executable quality activities;
→ Monitoring, recording and reporting to the project management committee the results of executing the quality management activities to assess performance and ensure the project results/deliverables are complete, correct and meet the project goals
→ The QAC will meet regularly twice a year and take decisions about the quality management status and procedures in the project, revising the QAP when necessary.

2.2. DELIVERABLES

The deliverable should be developed through the objects of the targets and produced using the templates. All deliverables should cover the following.
Regarding the QAP tasks, the deliverables will produced by following types.

☐ Report
☐ Training materials
☐ Events

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Table 2. Deliverables

	Milestones	Deliverables	Responsible person	Due date
T5.1.1	The Quality Assurance Plan developed	Report on quality assurance plan	Munkhtsetseg Z Soninkhishig Nergui Stefan Wolf	Nov 15 2021
T5.1.2	Quality Assurance Committee meetings conducted	Report	Susann Andersen (=Katherina Pilar von Pilchau Wei Wang	30 Oct 2023
T5.2.1	Quality assurance seminar conducted	Training material Event Report	Wei Liu Oldenburg, Pilar von Pilchau, Stefan Wolf	Feb 28 2022
T5.2.2	Compendium of QA policies and practices collected	Report	Pilar von Pilchau Harsha Ratnaweera	Feb 28 2022
T5.2.3a	Internal dialogues on quality assurance in Mongolia	Report	Ayurzana B Khaliun E	Apr 1 2022
T5.2.3b	Internal dialogues on quality assurance in Sri Lanka	Report	Ayurzana B AM Aslam Saja	Apr 1 2022
T5.2.3c	Internal dialogues on quality assurance in China	Report	Ayurzana B Zhu Ming	Apr 1 2022
T5.2.4	External quality assurance helpdesk functioning	Report	Martin Oldenburg Susann Andersen	Oct1 2022
T5.3.1	Inter-project coaching sessions carried out	Training material	Harhsa Ratnaweera Kasia	Oct 1 2022
T5.3.2	Project cross-evaluation completed	Report	Zakhar Maletskyi Martin Oldenburg	Oct 31 2022

3. QUALITY ASSESSMENT TOOL

3.1. VERIFICATION OF WORK PROGRESS

All partners of the working package 5 are responsible for quality of the CCWater project implementation in order to achieve overall broader and specific objectives. They should respect defined procedures and tools for quality assurance, in full respect to the signed partnership agreements. The quality of the achieved CCWater objectives, i.e. to ensure learning environment that in which jointly developed Water&Climate change in line with the European Higher Education Area standards and national accreditation.

3.2. PEER REVIEW OF DELIVERABLES

The deliverables of the project including WP5 including types of report, events, and training materials.

3.2.1. ADEQUACY OF DELIVERABLES

The delivered products must be in line with the objectives of the target and proposed audiences. When developing delieverables, the responsible person shall start with a clear objective and contents of the documents including Summary, Objectives, Conclusions and Next activities in the documents.

3.2.2. QUALITY ASSURANCE PROCEDURE

QAC is responsible for committing to high quality of project deliverables in sharing and exchange of quality assurance practices identified in the previous Erasmus+ project (Water Harmony Erasmus +), and institutional quality assurance policies and practices exist in a form available for sharing. Moreover, institutional management and administration of the all parties open for dialogue on quality assurance and prioritize external quality assurance as strategies. Based on this, useful experience will be transfer from other projects into CCWater. Two procedures have been designed for the revision of the deliverables depending on the types of it.

3.2.2.1 REPORT

The **report** will be developed as a fomat (Annex 1) and reviewed by taks leaders through the comments from the team. After the review, task leasder will be revised and deliver to the team leader for processing to hand over to the project team.

- The author of the report will develop a report accroding to the format and hand over to the task leaders.
- The leader will review and comment in 2 weeks for submitting the final version to the team leader.
- The team leader also shall be submitted to the in 2 weeks to the project management team.

3.2.2.2. EVENT

The infomration such as agenda, participnats, organizers and objectives of the **event** will be registered in a sheet (Annex 2) and the organizer or task leader will be developed minutes.

- The responsible person for organizing the event will send and distribute the agenda to the attendees in 10 working days.
- During the event, the organizer shall note the minutes and photos.
- After the events, the minutes shall be developed by the task leader.

3.2.2.3. TRAINING MATERIALS

Development of the **training materials** (Annex 3) will be evaluated using defined templates for training and training materials.

- the training materials shall be evaluated by the related stakeholder such as departments, institutions and universities as well as other parties in water sectors if needed.

3.2.3. QUALITY ASSURANCE SCHEDULE

When the development of the delivery will begin, the responsible person should contact the WP5 leader to identify the related reviewers. WP 5 leader,, deliver leader and the reviewers shall agreed the timeframe to finalize the delivarbales. The schedules for the review process are given in the Table 3.

Table 3. Schedule for the review process of deliverables in WP5

Review process stage	Starts when	Duration	Roles involved
Contact QAC and coordinator and agree on schedule	Start of deliverable preparation	2 weeks	Task leader QAC Coordinator
Submit final draft to reviewers for content review and quality check and to WP5 leader	3 weeks before the submission date	2 weeks	Task leader QAC Coordinator
Address reviewer comments and approval by reviewer	10 days before the submission date	7 working days for update and 3 working days for approval by the QAC	Task leader QAC WP5 leader
Submission to the project	Deadline		WP5 leader

Based on the activiteis and tasks of the WP5 have scheduled described in detail.

According to the Activity 2 of the WP5- Sharing quality assurance practices including national/international accreditation. Partners will exchange their quality assurance practices related to learning and teaching in higher education, including the learning environment and relevant links to research and innovation.

The first task of the Activity called T5.2.1 Quality assurance seminar with partners: Partners from program countries will prepare this seminar based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). This will help to set a common framework for quality assurance systems for learning and teaching. Partners from the program and Partner Countries will present their examples of successfully implemented quality assurance systems, highlighting policies and practices that provide information to assure higher education institutions and the public of the quality of the higher education institution's activities (accountability), as well as provide advice and recommendations on how it could improve what it is doing (enhancement). The seminar will also cover external quality assurance: methodologies, implementation process, peer-review process, criteria for outcomes, reporting, quality assurance agencies.

Table 4. Schedule for the quality assurance seminar with partners

Review process stage	Starts when	Duration	Roles involved
Contact QAC and coordinator and agree on schedule	Start of Seminar Preparation Feb 1 2021	2 weeks	Wei Liu (Task leader) QAC Soninkhishig N (WP leader)
Submit final draft of the agenda and participants to QAC	2 weeks before the seminar date Feb 14 2022	2 weeks	Wei Liu (Task leader) QAC Soninkhishig N (WP leader)
Implement the seminar	Feb 28 2022		

Submit the report, minutes, and the materials to the reviewers	10 days before the submission date.	2 weeks	Wei Liu (Task leader) QAC Soninkhishig N (WP leader)
Revision of the documents according to the comments		7 working days for update and 3 working days for approval by the QAC	
Submission to the project	Deadline		WP5 leader

The second task of Activity 2 called T5.2.2 Compendium of quality assurance policies and practices. Partners will prepare a collection of policies and practices on quality assurance at their universities that cover institutional policies for quality assurance; processes for the design and approval of their programmes; practices to ensure student-centered learning, teaching and assessment; regulations covering all phases of the student's "life cycle", e.g. student admission, progression, recognition, and certification; competence assurance of teachers; information management and public information about universities; ongoing monitoring and periodic review of programs.

Table 5. Schedule for the compendium of quality assurance policies and practices

Review process stage	Starts when	Duration	Roles involved
Contact QAC and coordinator and agree on schedule	Start of deliverable preparation Jan 15 2022	2 weeks	Harsha Ratnaweera (Task leader) QAC Soninkhishig N (WP leader)
Send and distribute the template to collect the desired materials	4 weeks before the submission date. Feb 15 2022		Harsha Ratnaweera (Task leader) QAC Soninkhishig N (WP leader)
Submit the report to the reviewers	10 days before the submission date. Feb 25 2022		Harsha Ratnaweera (Task leader) QAC Soninkhishig N (WP leader)
Revision of the documents according to the comments	10 days	7 working days for update and 3 working days for approval by the QAC	WP5 leader
Submission to the report	Deadline 28 Feb 2022		

Third task of the Activity 2 called - T5.2.3 Internal dialogues on quality assurance (seminars, round tables, presentations at faculty/institutional board meetings etc.). Universities from Partner Countries will organize internal discussions of the quality assurance issues based on the outcomes of the seminar (T5.2.2) and using the compendium of practices (T5.2.3) as a reference. Representatives from Partners Countries will participate in these dialogues either physically or via online calls. Schedule of such meetings and detailed agenda will be created at the kick-off meeting and can be revised and updated following project progress.

Table 6. Schedule for the internal dialogues on quality assurance

Review process stage	Starts when	Duration	Roles involved

Contact QAC and coordinator and agree on schedule	Start of internal dialogues on QA Preparation 10 Feb 2022	10 days	Khaliun E (Mongolia) A.M. Aslam Saja (Sri Lanka) Zhu Ming (China) (Task leaders) QAC Soninkhishig N (WP leader)
Send the agenda and participants to QAC	4 weeks before the seminar date 1 Mar 2022	2 weeks	Khaliun E (Mongolia) A.M. Aslam Saja (Sri Lanka) Zhu Ming (China) (Task leaders) QAC Soninkhishig N (WP leader)
Implement the seminar	1 Apr 2022		Khaliun E (Mongolia) A.M. Aslam Saja (Sri Lanka) Zhu Ming (China)
Submit the report, minutes, and the materials to the reviewers	10 days before the submission date. 10 Apr 2022	2 weeks	Khaliun E (Mongolia) A.M. Aslam Saja (Sri Lanka) Zhu Ming (China) (Task leaders) QAC Soninkhishig N (WP leader)
Revision of the documents according to the comments		5 days	Khaliun E (Mongolia) A.M. Aslam Saja (Sri Lanka) Zhu Ming (China)
Submission to the project	Deadline Apr 16 2022		Soninkhishig N

The last task of Activity 2 called T5.2.4 External quality assurance helpdesk. Partners from program countries will establish an advisory service on external quality assurance. They will organize an online collection of questions/issues into a cloud context-aware help desk at the internal project webpage. The questions/issues will be answered based on external quality assurance experience at the partner universities in Program Countries, involving departments/experts that were involved in such processes. The collected information will be disseminated as a FAQ on the project webpage.

According to the Activity 3 of the WP5 is Inter-project coaching and cross-evaluation. Partners will organize cross-evaluation, exchange of experience, good practices, and lessons learned in the ongoing and past projects. This first task of Activity 3 is namely *T5.3.1* Inter-project coaching sessions will be arranged as presentations during the project meetings. At these sessions, partners will present selected cases from their ongoing and past projects aiming at transferring experience, good practices and lessons learned to CCWater. Such presentations will cover content development practices, quality assurance, project management issues, intercultural background, factors of project environment, assets of institutions, etc.

The second task of the Activity 3 is namely T5.3.2 Successful practice of cross-project evaluation from the previous Water Harmony Erasmus+ and other multi-national educational projects coordinated by NMBU and partners (www.waterharmony.net) will be taken further in CCWater. The idea of cross-project evaluation is to exchange evaluations between several ongoing CBHE projects. For this purpose, project consortia that participate in evaluation form 2 expert panels from each project. These external review panels first conduct desktop study on the project using publicly available materials (e.g. webpage, printed materials etc.) and project documents provided by coordinator. During the desktop study, they check project goals and objectives, logical framework and indicators, work plan, and deliverables. The expert panels prepare questions and comments regarding the evaluated project. In the second step, the expert panels meet each other and carry out short

project presentations and questions-and-answer sessions for each other. Based on the desktop study and the presentations session, expert panels prepare cross-project evaluation reports that are used to improve project quality and implement new useful practices.

3.2.4. METHOD TO BE USED BY REVIEWERS

The person who works on the developing deliverables, he/she shall work with Word documents to enable adding comments and changes of the reviewers who should be done using 'Track changes' mode combined with specific text comments alighned with the specific section. If the deliverables are developed in the pdf in any cases, the reviewers shall gave their review as a notes at the specific conditions.

The reviewers are invited to give detailed and constructive comments (with references, whenever possible) that will help the authors to improve the deliverable. A structured review report is provided in the Annex 2.

3. EVALUATION OF EVENTS

Meetings, seminars, and other relevant events of the WP5 should be evaluated by participants to ensure high quality and continuous improvement. A model of the questionnaire is provided to be used and adapted for this purpose. This model can also be used for other events that partners might organize.

4. RISK MANAGEMENT

As described in the project description, the following risks might be encountered, and the risk management is to minimize the impacts as mitigation processes.

Risk 1: Low commitment of partners to high quality of project deliverables.

Prevention: The coordinator has discussed Erasmus+ quality principles with partners during the application development.

Mitigation: Quality assurance procedures will be enforced by the quality management committee through the quality management plan.

Risk 2. Institutional quality assurance policies and practices do not exist in a form available for sharing (e.g., in English as common working language).

Prevention: policies and practices are mandatory and exist in program country universities that will be used as a basis.

Mitigation: Project partners will prepare short summaries of policies and practices in other languages.

Risk 3. Institutional management and administration raise restrictions on the dialogue on quality assurance.

Prevention: The coordinator engaged the management of the partner universities in the proposal stage.

Mitigation: bottom-up dialogue; create awareness on the need and benefits.

5. CONCLUSIONS

This document summarizes procedures to ensure successful collaborative work within the WP5 of the project, describes relevant roles and tasks, as well as tools and instruments available to conduct and report the work undertaken within the WP5 at the highest possible quality level.

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Annex 1. Report template

TITLE

Subtle emphasis

HEADING 1

Normal

HEADING 2

HEADING 3

Annex 2. Reviewer report

Overview information

Author(s):	
Dissmemination level:	
Due submission date:	
Peer reviewer (Person, organization)	
Date of admission to Peer reviewer	
Date of Peer reviewer completion	

Lenght and structure of the deliverables

	Reviewer comments	Authors remediation
Overall length: Is the overall length of the deliverable justified?		
Lenght of separate parts: Please indicate parts that are overlong, irrelevant, and redundant. Please indicate parts which are too short or not enough elobarated.		
Overall style: Does the document comply with the project editing standards?		

Content

	Reviewer comment	Author's remediation
Comliance with GA: Does the deliverable contain what was defined in the delivarable description in the Grant Agreement? If not, please indicate the parts where improvement is necessary.		
Logical Consistency and Clarity: Is the content presented in a logical and to-the-point manner? Is the work done and the results presented clearly? If not, please indicate the parts where the modifications are necessary.		
Language quality: Are there any grammatical/typographucal errors and/or imcomrehensive sentences? If yes, please provide, the authors with appropriate annotations?		
Overall content: Does the delivarable require substantial revision or rewriting? If so, please make precise suggestions on how the deliverable can be improved.		

Other observations: mention any other striking aspects that require revision.		

Peer review summary

Overall rating	☐ Poor ☐ Below avearage ☐ Average ☐ Good ☐ Excellent
Current version of the deliverable	☐ Is ready to be submitted. ☐ Requires minor revisions ☐ Requires substantial revisions ☐ Requires a second reviewer at stage
Additional remarks/recommendations	

Project title: Graduates for Climate Change Adapted Water Management/CCWater

Acronym: CCWater

Project number: 619456-EPP-1-2020-1-NO-EPPKA2-CHBE-JP

Name of the event: *Title*

Venue:

Agenda

Day, Date	
Venue and address	
CCWater participants registration	
Welcome speeches	
Coffee break	
Buffet lunch (Rectorate Building Restaurant)	
Conclusions of the day	
Social event	

List of participants

№	Name of the participant	Job title	Email address	Signature

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Annex 4. Questionaire of the assessment for the event

Evaluation of the meeting (0=NA; 1=excellent; 2=good; 3=sufficient; 4=poor)

Attainment of the objectives of the meeting (the objective of the meeting were met)	
Positivist and collaborative atmosphere among participants	
Duration of the meeting (1=adequate; 2=totally inadequate)	
Opportunity for individual participation and input in the meeting	
Comments:	