



Western Balkans Urban Agriculture Initiative BUGI

WP4 Quality Plan

Kick off meeting
11-12 December 2017
Francesco Orsini UNIBO –Dipsa



WP4 Quality Assurance (QA)

- Start date: 15-10-2017 – End date: 14-10-2020
- Lead organisation: **P6 UNIBO + P1 SARAJEVO**
- All partners participate
- Aims:
 - ❖ To ensure high quality project and results.
 - ❖ To establish, implement and deliver internal and external quality assurance, control and monitoring mechanisms in order to guarantee high quality outcomes and smooth running of the project.



WP4 Quality Assurance (QA)

- **What will be evaluated?**
 - ❖ Quality of deliverables
 - ❖ Quality of process
 - ❖ Quality of curricula
 - ❖ Quality of dissemination and exploitation
 - ❖ Budget realization
- **Who will evaluate? Monitoring will be carried out at different levels:**
 - ❖ By the Coordinator
 - ❖ By the WP leaders
 - ❖ By the target groups (students, trainees and teachers)
 - ❖ By the external evaluators and by the peer-reviewers



Quality Assurance Comity (QAC)

A **Quality assurance comity** will be appointed at the kickoff meeting and will have 4 members (2 from partner and 2 from program HEIs) with **previous experience in quality assurance** and who will **not be engaged in any other project activities (???)**.

QAC will work closely with project coordinator, WP coordinators and steering committee (SC) at the following tasks:

- To establish specific **performance indicators for evaluation** of the progress and results of project activities, and a pool of peer-reviewers.
- **To collect, analyze feedbacks** from WP teams, peer reviewers, project members and stakeholders
- To provide a **quality evaluation report**
- To organize **Skype conferences**
- **To report on, inspect and, if necessary, propose change**



External evaluation

In addition to QAC activities, **2 external evaluations** of results and deliverables will be carried out:

1°- during the second project year – focusing on quality of curricula (including modules), LLL programs and teaching tools

2 ° - at the end of the project - also including verification of project costs

As one of the most important project deliverables, the curricula will be evaluated by external appointed experts & peer reviewers



WP4 Tasks

1. QAC operational plan with **milestones and meetings**
2. To develop, propose and adopt the **Quality assurance guidelines** that includes quality performance indicators, guidelines for different project activities including project implementation and budget realization, report forms, questioners, etc.
3. To create a manage experts **peer reviewers pool**
4. To **analyze reports** delivered by WP teams, peer reviewers etc.
5. To **receive and analyze feedbacks** (target groups, stakeholders, social medias, etc)
6. To **deliver project evaluation reports**



WP4 Deliverables

	Title	Languages	Due date
4.1	Quality performance framework	EN	31/12/2017 *****
4.2	WPs quality evaluations and QAC functioning	EN	14/10/2020 (ONGOING)
4.3	Evaluation questionnaires	EN Partner language	01/07/2020 (ONGOING)
4.4	Evaluation reports	EN	14/10/2020 (ONGOING)
4.5	External evaluation and costs verification	En	01/08/2019 01/10/2020
4.6	Evaluation of curriculum and teaching tools	EN	01/05/2020



D4.1 Quality performance framework

Report in EN due by 31/12/2017 * (31/01/2018)**

Targeted to Consortium members, Steering committee, project administrators, WP teams

- Framework will include: agreed **procedures, methods, standards, reports and instruments to be used in the evaluation activities** (questioners for students and staff, quality report forms, peer-review forms and guidelines, etc)
- It will provide the basis for the **evaluation of WPs** performance, project progress and achieved outcomes
- The critical overview will allow **enhancing activities implementation, envisaging problems and to suggest/define changes** in planned project methodologies, if necessary



D4.2 WPs quality evaluations & QAC functioning

Report in EN due by 14/10/2020 (final version)

Targeted to Consortium members, SC, project administrators, WP teams

- The QAC will prepare **operational plan with milestones** to be followed by all project partners
- Data related to the different WPs will be collected through WP leaders
- Interim reports and reviews on each completed activity for SC and QAC, and appointed peer reviewers reports of quality of deliverables. On the basis of those assessments corrective actions will be defined and implemented as well



D4.3 Evaluation Questionnaires

Report in EN (with questionnaires in partner languages) due by 01/07/2020 (final version)

Targeted to teaching staff, students, trainees

- Quality control and monitoring will be facilitated through feedback questionnaires. **Surveys on quality of subjects, modules and teaching will be performed on students (LLL participants) and trainees** as well as other targeted groups proposed by QAC.
- Students, teaching and administrative staff will assess on new curricula content and methodology, individual workload, student support, resources and infrastructures



D4.4 Evaluation Reports

Reports in EN due every 6 months until the end of the project

Targeted to Consortium Members

- QAC will deliver **every 6 months and annually progress evaluation reports on activities and outcomes**, in order to assess whether they are in line with the project/consortium plans, aims, objectives, budget and timetables
- These reports will include **potential risks assessments and propose changes in planned project methodologies** if necessary



D4.5 External evaluation and costs verification

Report in EN due on 01/08/2019 and 01/10/2020

Targeted to Consortium Members, project coordinator

- The **2 subcontracted experts** will be asked to provide written **reports on the adequacy and appropriateness of the core educational deliverables and curricula/ programs and teaching tools** in first external evaluation. They also will assess the suitability of project's activities, deliverables and costs outlined in project application
- Report will provide a **feedback on the outputs and recommendations on potential improvements**



D4.6 Evaluation of curriculum and teaching tools

Report in EN due by 01/05/2020

Targeted to Consortium Members, project coordinator

- External evaluation activities will focus on curriculum and teaching tools
- In addition **appointed experts / peer reviewers** will evaluate curriculum and modules, teaching tools and LLL programs during the implementation process. Peer review reports will be prepared and internally published
- The stakeholders will be invited to assess master courses and LLL programs curricula and especially learning outcomes



What's next

- **Appointment of members of QA Comity** (2 from Partner and 2 from Programme HEIs) and definition of the basic communication and working procedures -> Clarification needed in terms of members / tasks / role of members
- **D4.1 Quality performance framework – v.1** -> draft expected by 31/01/2018 for feedbacks by QAC (?) / All partners (?)
- **D4.2 WPs quality evaluations and QAC functioning – ONGOING** from now on (??)
- **D4.4 Progress evaluation Report n.1 due by M6 (15/04/2017)**
- **QUESTIONNAIRE ON KICK OFF MEETING EVALUATION TO BE FILLED IN ONLINE (1 per partner) – sent by email soon!**