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UNIVERSITÀ
DEGLI STUDI
DELL'AQUILA



609821-EPP-1-2019-1-IT-EPPKA2-CBHE-JP
**Multidisciplinary Skills for Artists' Entrepreneurship /
MUSAE**

“Quality Control and Monitoring Plan”

Lead Partner:

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1. Aims and Objectives

MUSAE project's Quality Control and Monitoring process will focus on :

1. Project implementation and management
2. Project outputs, their impact and their

sustainability

Quality Control and Monitoring activities are aimed at:

- guarantee the quality of the project implementation by monitoring its coherence with the work plan and project goals as approved by the EACEA;
- ensure the adequacy and the effectiveness of the procedures for the administrative and financial management;
- ensure the coherence and adequacy of the human resources and materials mobilized with the project budget approved by EACEA;
- ensure the quality of the expected results and project deliverables;
- assess the decision making process among the partners, as well as the quality and monitoring process itself

2. Actors

1) The **University of L'Aquila** will manage the Work Package 6 named "Quality Plan". Its role is to **coordinate and supervise on the Internal Quality Assessment** at national and transnational level, in strict cooperation with the project coordinator CONSAQ, local QMCs and EE. UNIVAQ is in charge of the drafting of this Quality Plan.

2) **Quality and Monitoring Committees (QMCs)** are established by M3 at each partner institution. They are jointly responsible of the **Internal Quality Assessment**. Their role is to provide the Local Working Groups (LWGs) established in each partner institution with the needed information and tool aimed at evaluating their work, as well as to supervise on their tasks and guarantee the proper implementation of the project.

3) **Stakeholders** (students, teachers, academic and national authorities, cultural organizations) will contribute to the Quality and Monitoring Control process as the main targets of interviews, surveys and that monitoring tools designed by UNIVAQ (hereby attached)

3) An **External Expert** (EE) appointed by AP is responsible of the **External Quality Assessment** according to the agreed plan and the information and documents provided by UNIVAQ and QMCs



3. Methodology

Quality Control and Monitoring activities are thought as the results of two approaches:

- **Evaluation of the products**
- **Assessment of the processes**

Both approaches will be adopted for the **internal and external** Quality Control and Monitoring. Both external and internal QCM will allow the identification of discrepancies between the foreseen results and those obtained, but also the needs expressed by the stakeholders involved, as the governance bodies at the partner institutions, the students, the teachers and the actors of the regional and national cultural sectors.

Internal Quality Control and Monitoring:

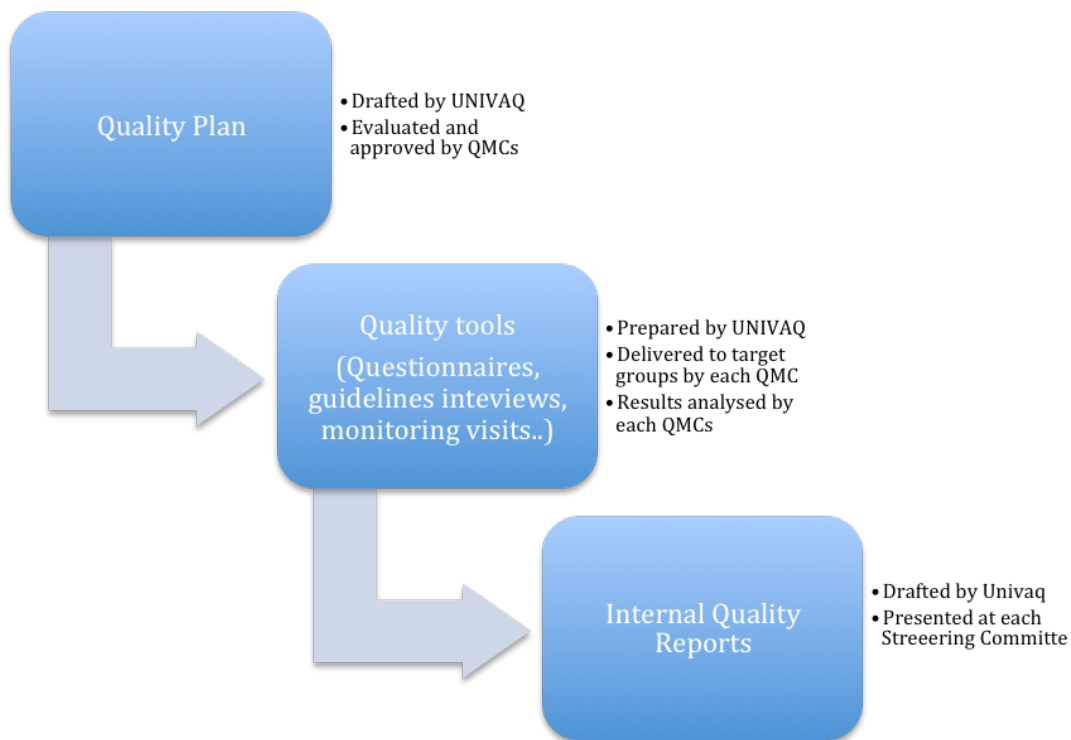
Quality and Monitoring Committees (QMCs) will be the key actors for the implementation of the quality plan. The QMCs have the competences and the tools for identifying and measuring the quality of expected results and deliverables, and they are supported by local WGs, the WP's leaders reports as well as the independent AP expert(s).

- 1) UNIVAQ must provide the tools for the Internal Quality Assessment (here annexed) to QMCs.
- 2) QMCs must provide UNIVAQ with the results of the questionnaires delivered among target groups, as well as with all relevant document/information that could be useful for the evaluation of project products and processes, according to the Qualitative and Quantitative indicators set in this Quality Plan.
- 3) UNIVAQ will therefore present Internal Quality Reports in occasion of each Steering Committee meeting and in any case 2 times per year, in order to allow the members to plan and agree a reorganization of the work and make the due corrections.

Moreover, UNIVAQ is entitled to make additional interviews to the beneficiaries of the actions under its convenience through virtual or on-field monitoring visits at partner institutions.

The **methodology** underlining the Internal Quality Control and Monitoring consists of :

- / drafting of the **Quality Plan** by UNIVAQ
- / evaluation and approval of the Quality Plan by QMCs
- / design of **quality control and monitoring tools** by UNIVAQ (interviews, questionnaires, monitoring visits, guidelines for the implementation of specific actions and project outcomes...)
- / **administration** of the quality control and monitoring tools by local QMCs among targeted groups
- / delivery of two **Internal Quality Reports** per year by UNIVAQ



According to the figure above, it is up to UNIVAQ to prepare **Quality Tools** for the general monitoring and control of the project products and processes:

- Questionnaires
- Guidelines
- Interviews
- Monitoring Visits (virtual or on field)

Each Quality Monitoring and Control tool is conceived in order to get information about the quality of specific deliverables from the targeted groups (SC meetings, teachers' retraining sessions, students' mobility) as well as in order to assess the process behind the main project outcomes and decisions (see section 5).

The aim of each **Internal Quality Report** is to monitor on the general coherence of the expected results and deliverables with the project work-plan as approved by the EACEA, as well as to evaluate the quality of work packages' outcomes, according to the qualitative and quantitative indicators listed in the table below (see Section 4).



Internal Quality Reports will be drafted by UNVAQ on the basis of :

- the evaluation of the **coherence of the project deliverables with the indicators provided** in the table below
- the **analysis of the results of the tools provided** (Annex 1- 4)
- the assessment of the **coherence of the main project outputs and processes with the guidelines** provided in this Quality Plan (Annex 5)

External assessment:

The AP expert(s' team) appointed for this activity will conduct periodically reviews in a independent way and from an external point of view. This person will provide expert advise and will ensure compliance with the quality targets and indicators.

Methodology of **External Quality Control**, by expert appointed by AP, are:

- / Assessment of project activities, methodology and outputs/outcomes by MUSAE partners;
- / Evaluations of project outputs by stakeholders (students, teachers, academic authorities and cultural organisations);
- / Adoption of the competency-based methodology for comparing and assessing the training courses curricula;
- / Assessment of impact of adopted methodology for Dissemination and Exploitation of results
- / Assessment of Internal Quality and Monitoring control processes

4. QCM Framework and Indicators

This table set the **qualitative and quantitative indicators** for the evaluation and the control of the quality of the project's expected results and deliverables. They are **listed per year and grouped per work package**.



FIRST YEAR				
Key Action	Expected Results	Deliverables	Indicators	Who and When
WP 1.1	Data Collection and Analysis	3 Country Reports	n° of surveys and interviews obtained among stakeholders and CCIs	ABAQ/BZU, by June 2020
		8 Local Report	n° of surveys and interviews obtained among students, teachers, academic authorities	ABAQ/BZU by June 2020
WP 1.2	New profiles and LOs defined in 8 PC HEIs defined	-MUSAE Strategy/Feasibility Study delivered - Project Brochure	n° and relevance of stakeholders contributing to MUSAE strategy	ABAQ/BZU by September 2020
WP 2.1	Academic staff skills updated	-1Retraining workshop of teachers - Report, Photo, Videos	n° of teachers applying for retraining	AP/TTPU By December 2020
WP 5.1	QMC established Quality Plan defined and agreed	- 2 Internal Quality report * - 1st External Quality report at M10	-QMC local group contribution - Institutional official document - Questionnaires to students and teachers delivered (Annex 3 and 4) - Project official documents - Financial officer reports	UNIVAQ/AP May - Nov 2020
WP 6.1	Dissemination and Exploitation Strategy defined and agreed	Dissemination and Exploitation Strategy	- Project logo developed - Project website developed and updated	PPU by June 2020 from June 2020 to the end of the project



WP7	<ul style="list-style-type: none"> - A project Steering Committee and coordination structure (staff and office) established - Partnership Agreement agreed and signed - 2 SC meetings 	<ul style="list-style-type: none"> - Partnership Statements defined and agreed among partners - Project document repository created and shared - SC documents and minutes 	<ul style="list-style-type: none"> - PA signed and sent to EACEA by M6 WGs documents produced and shared through the common repository - Local Financial officers reports - Questionnaires to SC meetings' participants (Annex 1) 	CONSAQ Jan 2020 – Dec 2020
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SECOND YEAR

Key Action	Expected results	Deliverables	Indicators	Leader
WP 2.1	Updated academic staff skills	2 Retraining workshop of teachers –	-40 PC Teachers trained -Questionnaires to Teachers trained	AP/TTPU by July 2021
WP 2.2	New curricula designed	Reports, Photos, Videos		
WP 3.1	Adoption/Recognition /Accreditation	New Teaching Materials	Involvement of academic and national authorities (n° of meeting)	JAMK by Sept 2021
WP 3.2	Pilot group of 48 students selected	1 st student mobility in FI - Report	-48 PC Students involved and trained -Questionnaires to students in mobility (Annex 4)	JAMK by Dec 2021
WP 4.1	Pilot courses delivered	Teaching Hours (?)	60 MA students enrolled	DAK/US Sept 2021 – Jan 2023
WP 5.2	Quality and Monitoring Plan implemented	<ul style="list-style-type: none"> - 2 Internal Quality report * - 2nd External Quality report 	<ul style="list-style-type: none"> - QMC local group contributions Institutional official document - Questionnaires to students and teachers - Project official documents - Financial officer reports 	UNIVAQ/AP - June 2021 and Dec 2021 - July 2021
WP 6.2	Dissemination and Exploitation Strategy implemented	Brochure and advertising materials of new courses	n° of students interested and enrolled n°of stakeholders involved (Annex 2)	UT/SCU July 2021 – Jan 2023



WP 7.2	70% of I install. spent and reported II installments transferred to pp	Progress Report	N° of Progress report sent by partners Approval of EACEA	CONSAQ By June 2021
WP 7.3	Meeting Organisation	2 SC meetings	- SC minutes - Questionnaires to SC meetings' participants (Annex 1)	CONSAQ Jan 2022 – Jan 2023

THIRD YEAR				
Key Action	Expected results	Deliverables	Indicators	Leader
WP 4.1	Pilot courses delivered	Exams, test, evaluation	60 MA students completed the course	DAK/US Sept 2021- Jan 2023
WP 4.2	Recognition / accreditation	Reports	n° of local meeting with local authorities	DAK/US Sept 2021- Jan 2023
WP 4.3	Preparation of project work and final event	2nd student mobility flow in BE 3rd student mobility flow in IT Reports, Video , Movie, Photos	n. of students involved n. of stakeholders involved	JAMK Jan – Dec 2022
WP 5.1	Quality and Monitoring Plan implemented	2 Internal Quality Report * 3rd External Quality Report at M26 and M35	QMC local group contributions Institutional official I document Questionnaires to students and teachers Project official I documents Financial officer reports	UNIVAQ/AP - June and Dec 2022 - March and Dec 2022
WP 6.3	Dissemination and Exploitation Strategy implemented	Brochure/Flyers/Trailers/Advertising material	Involvement of stakeholders (Annex 2) N° of agreement with stakeholders	UT/SCU - Jan 2022 – Jan 2023



			(traineeship, production..)	co-	
WP 7.2	Project Management and Reporting Final installme nt transferred to pp	CONSAQ externa I audit Final Report	N° of final report received by PP EACEA Approval and final payment		CONSAQ Jan 2022 – Jan 2023
WP 7.3	Meeting Organisation	2 SC meetings	SC minutes Questionnaires to SC meetings' participants (Annex 1)		CONSAQ Jan 2022 – Jan 2023

5. QMC TOOLS

Tools for the Internal Quality and Monitoring control can be grouped as follows:

- Questionnaires aimed at evaluating project deliverables
- Guidelines aimed at assessing implementation processes underlying main project outcomes
- Virtual and on-field monitoring visits, peer review

Hereby attached some questionnaires targeted to different groups and aimed at evaluating specific deliverables:

- **Questionnaire for the evaluation of Steering Committee's meetings (ANNEX 1)**
- **Questionnaire for the evaluation of National and Local meetings (ANNEX 2)**
- **Questionnaire/interviews for the evaluation of the retraining of teachers (ANNEX 3)**
- **Questionnaire for the evaluation of the students' mobility (ANNEX 4)**

These Annexes are part of this general Quality Plan.

In addition, Internal Quality and Monitoring control will focus on the assessment of the quality of teaching Programmes and the processes underlying the Programmes design, accreditation and promotion, as main outcomes of the project MUSAE.

The assessment of the teaching programmes will take into consideration the achievement of the objectives envisaged and the appropriateness of the profiles identified for the pilot comparison to the regional/national needs, the use of EQF and NQF for the identification of the professional profiles, the feedback from the employers.

The Guidelines for MUSAE TEACHING PROGRAMMES' Internal Quality Assurance (ANNEX 5) are therefore intended as the main tool for the implementation of Work Packages 1-4, as well as for the assessment of working methodology and outcomes.

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