



## Quality Assurance Plan

ERASMUS+ PROJECT  
**UTTERLY**



Co-funded by the  
Erasmus+ Programme  
of the European Union

Quality assurance is an essential part of project implementation, which brings confidence that quality requirements are being and will be fulfilled. Aside from avoiding problems, quality assurance is a way of preventing mistakes and potential errors in the expected project results.

**The quality control and monitoring of the project is organized by forming 3 boards:**

- (i) NAC, responsible for controlling the quality during the first project year (It focuses on the methodology of the main project activities. Quality of the certification programs will be controlled by P1);
- (ii) Internal quality assurance board, headed by P3;
- (iii) External experts, including PRF, selected by P4.

For quality evaluation, all the project materials are structured and available to all project members. All project meetings are protocolled and their minutes are available to all project members on the file-sharing platform.

**The following indicators are used to ensure the quality of the project implementation:**

- (i) benchmarking report;
- (ii) NAC reports;
- (iii) established Centers for Teaching Excellence and its 9 Ukrainian HEIs;
- (iv) professional standards for university teachers;
- (v) draft for regulating teacher attestation;
- (vi) adopted regulations for teacher attestation;
- (vii) number of retrained staff;
- (viii) roadmap for CTE, organigram, and official documents;
- (ix) elaborated teaching excellence curriculum (4 modules);
- (x) number of CTE training certification programs;
- (xi) number of certification courses piloted in Ukraine;
- (xii) number of groups for courses piloting and number of trainees;
- (xiii) certificates for CTEs training programs (100);
- (xiv) multilateral agreement on cooperation, establishing an international network for teaching excellence;
- (xv) certification courses;
- (xvi) methodology guidelines;
- (xvii) evaluation methodology developed;
- (xviii) trainees feedback and results of their analysis;

- (xix) newsletters, bulletins;
- (xx) number of dissemination events;
- (xxi) conference materials (program and proceedings);
- (xxii) evaluation reports;
- (xxiii) meeting protocols, records, list of participants from each multiplier event and project meetings;
- (xxiv) websites and MOOCs available that function adequately, number of visitors;
- (xxv) number of disseminated printing materials;
- (xxvi) semi-annual and annual project reviews;
- (xxvii) mass media coverage (announcements, reportages);
- (xxviii) financial report;
- (xxix) adherence to the scheduled dates according to the Project implementation handbook.

#### The general overview of QA

What:	Internal QA	External QA
Who:	Bayreuth (lead), Kaunas, Wroclaw and Rector's Union	4 experts in the field of higher education didactics from Germany, Poland and Ukraine
Individual activities	Surveys on the evaluation of trainings	
Implementation process	Surveys on the implementation process of the project	Individual insight into documents and meeting of the external QA board with the Project Management Board
CTEs	SWAT-Analysis Self-reflection papers on the establishment of CTEs	Individual meetings with the teams assigned with the task of creating a CTE
Courses	Feedback from QA board Evaluation form	

### 1. Internal Quality Assurance

The internal QA board led by P3 will perform its activities and monitor the general quality of the project implementation by preparing semi-annual reviews.

The semi-annual reports base on for key dimensions: (i) individual activities (ii) implementation process (iii) Centers of Teaching Excellence and (iv) courses.

The results will be discussed in meetings of the internal quality assurance board and reported to the project management board, in order to discuss further implications for the project implementation.

### **(i) Individual Activities**

The most important individual activities within the UTTERLY projects are retrainings for Ukrainian partners in the European Union as well as conducting networking meetings for all actors involved. These training and meetings will be evaluated with short questionnaires after each activity in order to continuously improve the quality of the provided of them.

### **(ii) Implementation Process**

Due to the war of the Russian Federation against Ukraine and other uncertainties as the still ongoing COVID-19 pandemic as well as international factors it is necessary to provide ongoing monitoring of the implementation process at all partner universities. This is in order to notice as early as possible factors which could harm the implementation of the process of partner universities. Additionally, it gives insights into the wishes and needs of the partners, which will help adapting the next steps of the UTTERLY programme. The data will be collected using quantitative methods, which means an online survey, in which all Ukrainian partners have to take part in.

### **(iii) Centers of Teaching Excellence (CTEs)**

CTEs are one of the most important and sustainable outcomes of the UTTERLY project. However, it is a complex task to create them and run them at each partner university in Ukraine, due to different institutional contexts and the persons involved. Therefore, we opt for a two-step approach:

- During the first retraining in Bayreuth, all partners conducted a SWOT-Analysis about the strengths, weaknesses, opportunities, and risks at their university, when it comes to creating a CTE. That was followed by a peer-consulting session.
- In the process of creating the CTEs, each parter university has to write a self-reflection paper on the process of creating the center. The paper has to focus on the strategic role of university development, available resources, and restraints, as well as the demands and needs of the teaching staff. Based on that feedback and consultation will be provided by the NAC and EU partners to Ukrainian universities.

### **(iv) Courses**

Consultation on the piloted courses will be provided in advance by the quality assurance board, which will give feedback on their structure, and learning outcomes as well as on how well they fit into the overall framework.

The quality assurance board will provide all partner universities with a standardized evaluation form for all courses, which has to be used after conducting them for the first time. The form will be filled out by the participants of the courses anonymously. The idea is to give fruitful feedback on the courses in order to improve them.

## **2. External Quality Assurance**

Three internationally-recognized experts on teaching excellence and capacity building in higher education will be invited for an external evaluation of the (i) project implementation and (ii) CTE performance, curricula, and certification programs. These experts will come from universities or think tanks on teaching excellence. Their report will be presented to the project consortium.

### **(i) Project implementation**

The members of the external quality assurance board will get access to the minutes of project management board meetings as well as internal quality assurance meetings. After that, there will be a joint session of the external experts and the Project management board, and the National academic council. The goal of that session is to give the external experts insights into project implementation and give them the opportunity to ask critical questions on the implementation process. After that, the minutes of that session will be shared with the whole consortium.

### **(ii) CTE performance, curricula, and certification programs**

Curricula and certification process will be analyzed by external experts in a session of the external quality assurance board. They will make suggestions on how to improve the curricula and certification towards the consortium.

In a second step, each member of the external quality assurance board will be assigned to four Ukrainian universities and conduct 60min online interviews on the implementation and creation of the CTE at their university. After conducting all interviews, the external experts meet again as external quality assurance board and create a report with an analysis of the process of CTE

creation, its problems and possible implication for the implementation of the UTTERLY project.

Both internal and external reviews will be summarized by the P3, while semi-annual reviews on interim project results, challenges with conclusions, and recommendations will be issued and presented at project coordination meetings as well as published in the annual project bulletin.