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# **Enhancing Teaching Practice in Higher Education in RUSSIA and CHINA (ENTEPE)**

**15 October 2017 – 14 October 2020**

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## **QUALITY CONTROL PLAN**

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## INTRODUCTION

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The quality of the partners' performance in the implementation of the ENTEP project is undoubtedly a necessary precondition for the accomplishment of the planned results and for the achievement of the sustainable project effects, which will last also after the project end. The quality reflection of the ENTEP activities has started already during the project design, which is now in the phase of implementation. We are confident that the ENTEP work-plan and time-table provide efficient and reliable guidance throughout the project implementation cycle and help to monitor the implementation of the planned activities, tasks and outcomes.

The implementation of the ENTEP Project, by all means, depends on cooperation of all partners; each partner has to invest active engagement in order to secure a contribution to the project results and outcomes. The present Quality Control Plan (QCP) is intended to help monitor the ENTEP project management cycle, detect possible difficulties and obstacles and consequently offer suggestions to prepare adequate remedial measures.

In addition to the control and monitoring of the internal implementation processes, we would like to secure also external response to the produced final results and outcomes in order to receive recommendations for further improvements, which can be introduced by the end of the project life-span. In this regard evaluation questionnaires will be prepared for ENTEP stakeholders and beneficiaries.

The external expert evaluation of the ENTEP results will be secured through individual peer evaluation, which will be elaborated by carefully selected independent external reviewer.

The process of continuous ENTEP quality control and monitoring as well as project progress reports will be discussed at regular Consortium management meetings. Five such meetings are foreseen in the life-span of the ENTEP project. The most recent meeting was held in Kazan in October 2018.

## QUALITY CONTROL OVERALL APPROACH

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Quality control and monitoring of the project activities and results is a continuous action throughout the whole duration of the project. It is foreseen that every major ENTEP activity receives adequate quality control assessment. The basic measures and steps are determined in this plan, which serves as the main orientation. The process of quality control throughout the project implementation is led by the ENTEP Project Administrator Svitlana Vyshnevska and coordinated by PCI coordinator Elena Guseletova, who guide the process with planning,

interventions, proposals and requests. The code of conduct in realisation of this process is presented at the end of this document.

TUD as a grant holder exercises financial control of the project funds spending. It has developed a manual for eligible expenditures and regulations for financial reporting and annexed it to the partners' agreements. TUD financial manager, who is familiar with the requirements of Erasmus+ and other European programs checks all the submitted documents and properly stores them before final submission to the EACEA.

External monitoring takes place regularly during the project life-time. The consortium partners proposed to appoint an External Expert, who will undertake monitoring, provide regular feedback and who will attend ENTEP management meetings each year. The External Expert should be knowledgeable of Erasmus+ Program requirements, RU, CN and EU higher education systems, and of matters concerning teaching standards and professional development. Interim and final reports will be written by the Expert and presented to the consortium partners and EACEA.

As part of the normal processes of approval at the PCIs, new curriculum and syllabi will be peer-reviewed and assessed in accordance with the quality procedures. Once approved, PCIs require that several quality management actions be made, including peer reviews, student feedback and monitoring of trainees' performance statistics. Quality assurance manual will be developed by each PCI to conform to the EU quality standards and making their programs more competitive and attractive to foreign students. The manual will contain all quality regulations of EU Quality Assurance Code of Practice.

Quality evaluation is based on internal and external indicators. Internal indicators include among others: approval by the Project Council of internal evaluation surveys and reports prepared by the IQCWG. External quality control will include: evaluation of the project outcomes by the External Expert, assessment by the National Erasmus+ Office, Report on Factual Findings by External Audits, monitoring and evaluation by the PCI Academic Authorities.

## **ENTEPI INTERNAL QUALITY CONTROL WORKING GROUP**

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The ENTEPI Internal Quality Control Working Group (IQCWG) is the main project body to perform the tasks connected to the ENTEPI internal quality assurance and monitoring and as such it serves as a support and consultative body to the TUD Project Coordinator.

Project Internal Quality Control Group was established at the kick-off meeting. Being the main body for the internal quality control and monitoring it periodically approves the quality of implementation of the planned project activities and results.

**Key responsibilities** of this group include: monitoring and ensuring that all project activities are carried out to an appropriately high quality standard, comparing project outcomes against initial work plan and scheduled LFM results, evaluation and approval of the quality of training plan, materials and publications, final assessment of the quality of delivered services and trainings (analysing feedback questionnaires from trainees), producing 6-monthly progress reports and presenting them to the ENTEP Council.

The IQCWG is composed of five representatives of the Project consortium partner Universities:

TUD – leader, is represented by S. Vyshnevskaya, [svitlana.vyshnevskaya@tu-dresden.de](mailto:svitlana.vyshnevskaya@tu-dresden.de)

USUE – E. Guseletova, [guselen@list.ru](mailto:guselen@list.ru)

LJMU – N. Wise, [N.A.Wise@ljmu.ac.uk](mailto:N.A.Wise@ljmu.ac.uk)

UH – Beatrix Kreß, [kressb@uni-hildesheim.de](mailto:kressb@uni-hildesheim.de)

SU – Dan Wang, [1405831901@qq.com](mailto:1405831901@qq.com)

The nominated persons are responsible for the coordination of the quality control and monitoring procedures and tasks on the country level for all project partner organisations from their respective countries. They are a monitoring point for their country and should be in regular communication with contact persons from partner institutions in their country, who will provide them with all the necessary information from their institutions.

IQCWG meetings are held through distance communication or in conjunction with the core project activities, such as conferences or project management meetings. At the meetings of IQCWG project processes, activities and outputs, alongside with the documentary evidence (internal project documents, analytical reports, recommendations for improvement, course materials, manuals, guides, etc.) are to be discussed to determine timeliness, effectiveness, and efficiency regarding quality. IQCWG recommends members for an Advisory Board to ensure the quality of all materials proposed for publication.

IQCWG monitors and assesses the quality of training programmes and qualification of the trainers, providing training, through peer reviews and trainees' questionnaires. The questionnaires also allow for PCI trainees evaluation regarding the developed skills and improved teaching qualification during their trainings at EUIs.

At the institutional level it is important that EU partners and IQCWG representatives carry monitoring through visits to RU and CN PCIs in order to identify strengths and highlight areas where improvement is necessary for project success. Each visit will be accompanied by a monitoring report.

Quality Control Internal Communication Flow:

- Contact person (Manager) of the project partner institution collects information inside of their institution
- Country member of IQCWG collects information for partner institutions in their country

- IQCWG Leader and TUD Project Coordinator prepare integral quality control narrative reports and submit them to the EACEA supervisor

## QUALITY CONTROL MEASURES

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Basic elements of quality control measures are presented below:

### Internal quality control system

Internal quality control system is composed of:

- IQCWG interim quality control reports (4 reports)
- ENTEP Integral interim and final reports (2 reports)
- Interim corrective measures

It is planned that IQCWG will produce four (4) internal quality control reports. The purpose of these interim quality control reports is to receive an overview of the progress made on implementation of the project activities by the certain time-period. The quality control evaluation will include descriptive qualitative assessment as well as certain quantitative progress indicators. The interim quality reports are important for preparation of eventual corrective measures by the IQCWG and at the same time they will serve as a basis for compilation of integral evaluation reports, which will be composed by IQCWG leader and TUD project coordinator.

The foreseen dates for the delivery of the IQCWG quality control reports are as follows:

- 15/04/2019
- 05/12/2019
- 25/05/2020
- 14/10/2020

The internal quality reports are to be prepared according to the quality report form.

The TUD project management team will prepare two integral quality and evaluation reports during the project life-span and they will serve as a basis for reporting to the EACEA in Brussels.

The dates for submission of reports are:

- 15/04/2019 (submission deadline in Brussels)
- 14/12/2020 (submission deadline in Brussels; end-date of ENTEP project is 14/10/2020)

The content of the final integral ENTEP report will be discussed in detail at the final ENTEP Council management meeting, which will be held in Yekaterinburg, Russia, in October 2020. The ENTEP final evaluation report will be published and distributed among the project participants and stakeholders. The external evaluation reports by the external expert will be included in the ENTEP final evaluation report as well.

Eventual corrective measures for improvement and for elimination of obstacles will be formulated by IQCWG and sent to the relevant partners.

### External quality control

ENTEPE project envisages the invitation of the external expert, who will perform the independent evaluation and assessment of the ENTEPE results and outcomes.

The external expert should meet the following criteria:

- Be independent and not bound to any of the partner institutions or official structures of ENTEPE partner countries or European Union structure;
- Demonstrate research and/or teaching interest in the ENTEPE topics in the recent years;
- Demonstrate certification for the foreign language skills required to fulfil the tasks that have been set;
- Exhibit remarkable expert references (publications, participation in conferences, experience of being an expert, etc.)
- Demonstrate understanding and knowledge of Erasmus+ programme in general and capacity building projects in particular.
- Be knowledgeable of RU, CN and EU higher education systems, teaching standards and professional development.
- Demonstrate methodical approach for the development of the required services as an external expert.

Required services:

- definition of binding evaluation criteria together with the coordinating institution, TUD;
- comprehensive review of all project documents (proposal, meeting protocols, interim reports etc.);
- development of recommendations for the project implementation and constant communication with the project consortium members during the entire course of the project implementation;
- development of the interim and a final reports, to be submitted to TU Dresden;
- participation in the conferences in Sanya, China (19.11-22.11.2019) and Yekaterinburg, Russia (autumn 2020), as well as in the Project Council meetings.

## Quality Control through feedbacks from beneficiaries & stakeholders

The beneficiaries and stakeholders are important factors for achieving the ENTEP sustainability and securing long-lasting results after the project end. The stakeholders are persons and bodies at the faculty, university, local, regional, national and international level, who can affect the ENTEP outcomes; among them are management bodies of the faculties, librarians, administrative personnel, and decision-making bodies at the university level, regional/national level, adequate ministries, governmental agencies and others. Stakeholders are also those who can be affected by the outcomes of the ENTEP project.

Due to their significance, it is important to secure the feedback from beneficiaries and stakeholders on the ENTEP project results. Their opinions and suggestions can be very helpful in assessment of the ENTEP outcomes and for determining the areas for improvement.

The following feedback questionnaires will be developed by the IQCWG:

- Feedback questionnaire for the teachers, participating in training workshop at EU Universities;
- Feedback questionnaire for management, decision-making and administrative staff participating in training workshop, at EU Universities;
- Feedback questionnaire for Masters' and PhD students from PCIs, participating in mobility (study visits to EU Universities);
- Feedback questionnaire for the stakeholders in every partner country.

### ENTEPE QUALITY CONTROL SCHEDULE

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The table below shows the schedule for quality control and monitoring activities.

No of WP	DELIVERABLES	ESTIMATED DELIVERY MONTH	RESPONSIBLE PERSON OR INSTITUTION	MEASURES IMPLEMENTED AND REMEDIAL ACTIONS TAKEN IF ANY
<b>WP1 (PREP)</b>	Analytical report summarizing needs for professional development of PCI teachers and outlining best teaching practices at EUs	June 2018	ARWG (IPC, IPPSP, PSU and JXNU) - UNIBO leader Morena Cuconato	A review on the Report with recommendations for improvement was written by IQCWG (N.Wise, LJMU) The recommendations were taken into account; the Report was improved, presented to the ENTEPE Council on 27.05.2019 and approved for publication.

<b>WP2 (PREP)</b>	Improved qualification of the PCI management staff in strategic planning of academic and research activities and teaching staff in educational methods, quality assurance and assessment techniques	October 2018	TUD Svitlana Vyshnevskia	Feedback provided by the trainees through questionnaires was analysed by IQCWG (Beatrix Kreß, HU), presented to the Council and approved on 27.05.2019. The majority of the responses were positive and trainees confirmed their improved qualification.
<b>WP3 (DEV)</b>	Centres for Teaching & Learning are established in Russian and Chinese Universities and fully equipped with computers, printers, software and methodological literature	September 2019	USUE	Statutes and regulations on the Centres are developed; premises are provided by PCI top management and equipped. Members of IQCWG visit PCIs and inspect the Centres. Reports will be presented to the Council and remedial measures taken by PCIs by the established deadline. Members of IQCWG will monitor if the deadline is met.
<b>WP4 (DEV)</b>	Didactic Manual on innovative teaching methods and contemporary educational approaches	January 2019	DMDWG (TUD, IPPSP, PSU, JXNU) USUE-leader Elena Guseletova	The Manual is developed and presented to IQCWG for review and the Council for approval. The Manual is improved by the DMDWG and final version is recommended for publication.
<b>WP4 (DEV)</b>	Guide on formulating degree programme profiles, including curricula and syllabi templates, programme competences and learning outcomes	January 2019	GDWG (IPC, USUE, UH) LJMU-leader Nick Wise	The Guide is developed and presented to IQCWG for review and the Council for approval. The Guide is improved by the GDWG and final version is recommended for publication.
<b>WP5 (DEV)</b>	Seminars on curricula and module development focused on learning outcomes at PCIs by EUI experts. Inspection of the Centres for Teaching and Learning at PCIs by IQCWG members	September-November 2019 April-May 2020	USUE Elena Guseletova, IQCWG	Seminars are held at PCIs to help the teaching staff of the Centres develop professional development programmes for the teachers aimed at improving their pedagogical qualification. Questionnaires are analysed by IQCWG members and reports are provided on the trainees' satisfaction and establishment of the Centres and programmes.

				PCIs improve programmes in accordance with the remarks.
<b>WP5 (DEV)</b>	Pilot curriculum, module syllabi and a guidebook for higher education teacher training are introduced at Centres for Teaching and Learning at each PCI	January - December 2020	Coordinator at each PCI	Pilot delivery of the professional development courses for the teaching staff of PCIs. IQCWG members monitor the delivery and analyse the feedback, provided by the trainees. PCIs improve the delivery methods in accordance with the remarks.
<b>WP6 (DEV)</b>	PhD and Master's degree programmes at PCIs are enriched with modules on teaching methodology, pedagogy and psychology	September 2019	Coordinator at each PCI	Modules on teaching methodology, pedagogy and psychology are introduced into PhD and Master's degree programmes. IQCWG analyse feedback, provided by students. The courses are improved by PCIs in accordance with the remarks.
<b>WP6 (DEV)</b>	Pedagogical study visits for 28 MA and PhD students from PCIs are organized at EUIs for 14 days	July 2020	Coordinator at each PCI and EUIs	Students are introduced to the contemporary teaching practices and pedagogical and psychological approaches. These students are likely to take teaching positions at their respective Universities after graduation. IQCWG analyses feedback, provided by students.
<b>WP7 (QULT)</b>	Quality Code of Practice is implemented in cooperation between QA Units and Centres for Teaching & Learning at PCIs	October 2020	Coordinator at each PCI	Quality Code of Practice is reviewed by IQCWG and improvements are suggested. PCIs improve Quality Code of Practice in accordance with the remarks.
<b>WP7 (QULT)</b>	Project internal and external quality control and monitoring is implemented throughout the project life	October 2017- December 2020	IQCWG, TUD - leader	IQCWG periodically monitors and approves the quality of the planned project activities and results. If the quality is unsatisfactory, IQCWG recommends improvements and consortium members follow the recommendations.
<b>WP7 (QULT)</b>	IQCWG meetings	October 2018 – Kazan May 2019 – Guangzhou November 2019 – Sanya	IQCWG (USUE, SU, HU, LJMU) TUD - leader	IQCWG reviews all produced deliverables and gives recommendations for improvement. Consortium members follow the recommendations and IQCWG

		October 2020 - Yekaterinburg		monitors the implementation.
	IQCWG internal quality control reports	1 <sup>st</sup> report – 15/04/2019 2 <sup>nd</sup> report – 05/12/2019 3 <sup>rd</sup> report – 25/05/2020 4 <sup>th</sup> report – 14/10/2020	IQCWG (USUE, SU, HU, LJMU) TUD - leader	IQCWG produces reports on project progress and achievements in accordance with the deadlines. The IQCWG leader (TUD-S. Vyshnevskya) makes sure that the deadlines are met.
	External monitoring of the project activities and reports made by the external expert.	September 2019 – October 2020	IQCWG and External Expert	Project implementation quality is assessed by external expert and advice on improvement is provided. Consortium members follow the recommendations and make improvements.
<b>WP8 (DISS/EXPL)</b>	Dissemination and sustainability strategy and plan	October 2017 – October 2020	DSWG (USUE, UH, IPC, HLU) PSU - leader	IQCWG reviews the strategy and plan and suggests improvements. DSWG follow the instructions for improvement.
	Three dissemination conferences will be held at PCIs for the project promotion (in Kazan at the beginning, in Sanya in the middle and in Yekaterinburg at the end of the project).	October 2018 – Kazan November 2019 – Sanya October 2020 – Ekaterinburg	IPPSP SU USUE	IQCWG evaluates the quality of the conferences, presentations and publications and recommends for publication only materials, which meet the established criteria.
	Dissemination package including project web-site, logo, presentation standard, leaflet, and output templates creates project visual identity	October 2017 – October 2020	TUD	IQCWG evaluates the quality of the dissemination package and suggests corrective measures. TUD follows the recommendations and produces dissemination package, which meets the established quality.
<b>WP9 (MNGT)</b>	ENTEP Council is established to collectively manage the project activities, resolve disputes and collectively approve presented outcomes and take decisions at the management meetings	March 2018 – October 2020	TUD	Management strategy and Minutes of ENTEP Council management meetings are assessed by IQCWG. Council members follow the advice of IQCWG.
	Concluding and signing Grant Agreements between the grant-holder and all partners, formalizing their project relationships and establishing effective communication	April 2018	TUD	IQCWG monitors project implementation in accordance with the partnership agreements and the guide for the use of the grant. IQCWG offers corrective measures if

				needed. Consortium members follow the advice.
	Effective management for execution of the project work plan, budget, and reporting	October 2017 – October 2020	TUD	For effective track of activities, the project will combine official reporting to EACEA with internal IQCWG management and reporting mechanisms. IQCWG monitors that the deadlines are met. If the deadline is missed IQCWG analyses the situation and gives recommendations to the consortium members how to avoid such situations in future.

## CODE OF ENTEP QUALITY CONTROL AND MONITORING

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The ENTEP Consortium partners commit to respect the following basic principles:

- ENTEP IQCWG has the overall responsibility for ensuring adequate, efficient and timely quality control and monitoring activities;
- All partners should fully cooperate with the IQCWG in the process of quality assurance;
- All individuals, responsible for accomplishment of a certain task, should invest their maximum efforts into its implementation due to their best knowledge and abilities;
- Contact persons of the partner institutions should coordinate and supervise the quality control activities within their institutions;
- Members of the IQCWG will put their best efforts into the preparation of the comprehensive and timely interim quality control reports, which form the foundation for the integral ENTEP reports and for the application of the corrective measures;
- Quality of ENTEP project outcomes is recognised as a unanimous aim of all ENTEP partner institutions, which are committed to the achievement of the best project results.