



Quality Control and Monitoring Manual

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ABBREVIATIONS

D	Deliverable
EACEA	Education, Audio-visual and Culture Executive Agency
EU	European Union
HEI	Higher Education Institution
LFM	Logical Framework Matrix
NEO	National Erasmus Office
PST	Project Support Team
PT&SCHE	Part-time and short cycle studies in Serbia
QAPT	Quality Assurance Project Team
SC	Steering Committee
WP	Work package

EXECUTIVE SUMMARY

The “Quality Control and Monitoring Manual” is a deliverable within WP8 entitled “Quality Control and Monitoring” of the PT&SCHE project (“Introduction of part-time and short cycle studies in Serbia”).

The manual outlines the main definitions related to quality management. It then defines processes for planning and executing the project activities in order to ensure the highest possible quality. The manual sets the minimum principles, requirements and processes needed to implement an effective quality assurance and control. It also provides nine templates as annexes of the Manual.

1. Introduction

The Quality Control and Monitoring Manual formalizes the approach that will be followed by the partners of the PT&SCHE project to ensure the highest possible quality of the project activities, outputs and outcomes and project management.

The deliverable itself is produced based on clear responsibilities: the task / deliverable leader drafts the manual, involves the WP leader and then the QAPT (Quality Assurance Project Team) of the project and obtains feedback from all partners. The task leader then finalizes the manual which will be approved by the Steering Committee and adopted by the consortium. During the project implementation, WP leader will also monitor the implementation and acceptance of the quality procedures along with QAPT team and support the coordinator in its reinforcement.

This manual defines procedures for:

- Internal monitoring, quality and risk management,
- External monitoring, and
- Partners' technical and financial reporting.

The manual defines also the quality expectations regarding the project deliverables, i.e. reports and documents, events/workshops/meetings as well as procedures for internal and external monitoring.

The structure of the deliverable is as follows:

Chapter 2 defines the quality expectations of the consortium regarding the project as a whole, its deliverables, i.e. the documents, workshops, meetings and other activities and the project management as well as the general guidelines to be followed. Chapter 3 defines the internal monitoring strategy and outlines the responsibilities of the project partners as well as the core principles of the risk management strategy. Chapter 4 describes the external monitoring strategy. Chapter 5 focuses on the financial and technical reporting duties of the partners and finally the Annexes to the document provide templates (which are also available separately) to be used by the project partners.

2. Quality Expectations

The present chapter presents the expectations of the project consortium with reference to the PT&SCHE deliverables and activities as well as the expectations relevant to the project management.

2.1. Quality of the project implementation

The project aims to implement these action plans needed for establishment of PT&SCHE studies in Serbia, by providing necessary and proven legislation framework. Project outcomes will contribute to accomplishment of Strategy's goals, such as widening access to HE education, and making HE more relevant and adaptable to the labour market.

The partners agree that this overall objective shall always be in the forefront of all decisions to be taken. The partners therefore might decide to prioritise certain activities over others which have a higher impact in relation to the achievement of the objectives.

Specific objectives of the project are:

1. To define the legal framework supporting the development and implementation of part-time (PT) studies and short cycle (SCHE) studies in higher education in Serbia, as the existing legislation is insufficiently covering possibilities for PT studies nor studies at the EQF Level 5 in Serbia. The proposed legislation framework will help authorities to realize action plan specified for these studies in the Strategy on Education Development till 2020 in the Republic of Serbia.
2. To adopt and develop online and face-to-face (F2F) learning methodologies and technologies for PT & SCHE, suitable for adults working students, expected to be the most interested for these studies.
3. To set pilot implementations of five PT&SCHE online and face-to-face programs to test project outcomes. After one year of pilot implementation, an analysis of the effectiveness of the proposed legislation, adopted pedagogical and technological solutions will be generated, together with the guidelines to designers of PT & SCHE studies based on gained experience

2.2. Quality of project deliverables

The power of the project deliverables of PT&SCHE project lies in their ambition and well-tailored design according to the characteristics and needs of each specific target group (faculties, potential PT and SCHE students etc). The project applies multiple communication and dissemination tools such as round tables, conferences, comprehensive and attractive printed materials, newsletters, Web portal, Web application, promotional material, TV appearances, brochure, press conference etc.

A common quality expectation for all deliverables is their relevance to reach the overall objective and the specific objectives, with a further focus on their development in an efficient and effective manner. Timely delivery following the project work plan as identified in the Application Form and Action plans (modified and agreed by the SC on six-month basis) is expected.

2.2.1. Quality of document based deliverables

A consistent and common format for all document based deliverables (word document, power point presentations) is to be followed by all partners using templates provided within this Manual:

- Annex B – Word document template
- Annex C – Power point presentation template
- Annex D – Attendance sheet template
- Annex E – Participants feedback form
- Annex F – Event report template
- Annex I – News template

Three more templates are also provided for reviewers of deliverables where the second level of quality control is required (Annex A – Check list for review of deliverable), template for risk management (Annex G – Risk monitoring sheet) and table for monitoring of full set of PT&SCHE deliverables, their deadlines, dissemination levels, etc. (Annex H – List of deliverables).

Those templates are adopted by the SC members in order to ensure a common appearance of deliverables as well as to ensure that a minimum amount of information will appear consistently in all documents produced by the project. This is not relevant to deliverables that by their nature need to have a different format (i.e. project brochures, newsletters).

When partners produce studies and publications as deliverable, they are obliged to put Erasmus+ logo consisting of sentence "*Funded by Erasmus+ Programme of the European Union*" on the cover or the first page. Moreover, they must use following disclaimer on the inner pages: "*The European Commission support for the production of this publication does not*

constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

2.2.2. Quality of PT&SCHE events

All events within the project should be organised professionally. The organizers should provide in due time a full information package to the participants including the draft agenda, letter of invitation and a note on the logistics (informing about travel arrangements, venue, suggested hotels, etc.). Time for preparation activities depends on the type of event e.g. several months for conference and several weeks for trainings. This will be defined in separate action plans by task leaders.

The meeting organizers ensure smooth registration processes (including list of attendees – Annex D) and the implementation of the meetings respecting appropriate time for event sessions and breaks as well as the availability of all necessary materials (e.g. training and promotional material). The organizers will also ensure the recording of minutes of the meetings in a concise style including a list of action points. Where appropriate (e.g. for trainings, seminars) also feedback forms will be distributed among participants (Annex E) and event reports related to feedback forms will be prepared by organisers (Annex F). Power point presentation should be prepared using appropriate template (Annex C).

Based on obligations of the beneficiaries defined in article I.10.8 and II.7, related to information requirements, the partners shall inform the public, press and media (internet included) of the event which must visibly indicate *“with the support of the Erasmus+ Programme of the European Union”* as well as the graphic logos of the project and Erasmus+ Programme.

Posters, roll-up and other promotional materials shall be displayed during the event.

Each event will be documented by various materials as described in the table below.

Table 1 Documentation of PT&SCHE events

Type of event	Materials	Available at	
		PT&SCHE web-site	PT&SCHE platform
Info-days, workshops and seminar	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Presentations**	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	All presentations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kick-off, SC meetings and Final Conference	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	List of participants*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Minutes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	Presentations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trainings	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	List of trainees*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Training materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Innovation Ideas Competition and Campaigns	News	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	List of participants*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gallery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Video materials***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

* Name and affiliation will be visible; all personal data will be hidden

** Upon the approval of the presenter

*** Upon the approval of the competitors

2.2.3. Quality of promotional materials

Communication and dissemination activities of the project will adhere to the Dissemination and Exploitation Plan (WP7.1) of the project. All promotional materials will reflect the visual identity of the project and the Erasmus+ Programme.

The project coordinator (TLU) is responsible for design of all promotional material. The draft version will be sent to all partners for comments and suggestions, before printing, publishing and distribution. The materials will be disseminated by all project partners at events which are relevant to reach the project's target group (i.e. not only events organized by the project itself, but also general events with a focus on research, technological development and innovation).

2.2.4. Quality of websites and other electronic tools

The project envisages setting up the public PT&SCHE (<http://pt-sche.metropolitan.ac.rs/>) website and PT&SCHE platform as intranet tool (Google Drive) for project management. All representation tools will be continuously updated by the partners and are intended to effectively communicate the results of the project. For that purpose, partners will use Annex I – News template in order to deliver the news on organized or attended event along with necessary material for posting on the project website (agenda, list of attendees, photos and event report).

TLU will be responsible for setting up and maintaining the PT&SCHE web-site with all information and materials received from project partners. Moreover, all partners are asked to promote PT&SCHE project on their websites and other electronic tools (such as: Facebook, Twitter and LinkedIn profiles/groups, newsletters, etc.) by providing short description of the project, logo and link to PT&SCHE website.

The PT&SCHE platform can be accessed by all partners depending on their assigned tasks and roles. It will be the single point of reference for the project documentation and communication among partners. UKG will set up and maintain the PT&SCHE platform.

All tools will be implemented with high performance, good functionality and stability, emphasizing the maximum reach and awareness of the target audience.

2.3. Quality of Project Management

The project management structure was established at the project's Kick-off meeting to ensure effectiveness, decisiveness, flexibility and quality of work. It involves a Work Package leader, Local coordination team (LCT), coordinator, Steering Committee (SC), and a Quality Assurance Project Team (QAPT).

The Steering Committee will review the activities and decide on any necessary contingency measures in reorganisation tasks and resources – as usual with a strong focus on the project impact. The project management will be transparent and flexible but also strict enough to ensure the implementation of the project activities in order to achieve the project's objectives.

Each partner is equally and independently responsible for assigned activities, money use and reporting. Contact persons have the responsibility for the local management.

2.4. General Project Guidelines

PT&SCHE will follow different project guidelines and respects the requirements of the programme. Apart from the Quality Control and Monitoring Manual at hand, the reference documents include:

- EACEA - PT&SCHE project Grant Agreement
- PT&SCHE - project Partnership Agreements
- PT&SCHE - project Manual for Contractual and Financial Management
- PT&SCHE - project Dissemination and Exploitation Plan
- PT&SCHE - project budget and task assignment
- PT&SCHE - Guidelines for the Use of Grants
- PT&SCHE - Frequently Asked Questions

2.5. Amendments to the Manual

The procedures in this Manual can be amended by agreement of all partners or by a decision taken by the project's Steering Committee (SC). Any new version is communicated to all the partners and takes effect 15 calendar days after this communication.

3. Internal monitoring

Internal monitoring will be carried out by all partners, including self-evaluation by using the LFM, Workplan, budget and cash flow tables, SC meetings, monitoring visits of the QAPT and questionnaires / satisfaction surveys of target groups (e.g. participants of dissemination and training events). The PT&SCHE platform will also be used for monitoring of project activities.

3.1. Project Quality Assurance Strategy

The quality assurance in PT&SCHE includes four levels of quality control (1) Deliverable authors, Task-, and WP-leaders, (2) Deliverable reviewers, (3) Coordinator level, and (4) Steering Committee level and final approval:

1. Deliverable authors, task and WP leaders:

The 1st level corresponds to the activity level. The presentation of deliverables and activities of the project are a joint responsibility of the associated Task Leader and his/her team, partners involved in the activity and corresponding WP leader. It shall guarantee the quality and timeliness of the deliverable as identified in Application Form and action plan (modified and agreed by the SC on six-month basis). They present a “final draft deliverable” to the QAPT (i.e. the deliverable reviewers).

2. Deliverable reviewers (QAPT Team):

The 2nd level of control is elaborated by at least two assigned reviewers of the QAPT who are not authors of the deliverable. The reviewers have 5 working days to respond by sending comments using the template for the quality assurance check list (Annex A). The deliverable authors have 5 more working days to conform to the reviewer comments or send their written objections. In this case the reviewers will have another 5 days to send back their final comments.

In case profound disagreements between reviewers and Task leaders arise, the 3rd level control of the deliverables will allow the project coordinator to have a final say – with the possibility to involve the rest of the consortium if deemed necessary.

3. Coordinator level:

The 3rd level control is carried out by the Project Coordinator. If a draft deliverable has not passed the 2nd level control and there are disagreements between the deliverable authors and the reviewers, the Coordinator will take the necessary corrective actions in order to come up with acceptable deliverables. If necessary the Coordinator may involve the rest of the consortium. A draft deliverable that has passed the 2nd level of control will still be checked by

the Coordinator for final comments and when accepted it will be forwarded to the Steering Committee for formal approval (if required).

4. Steering Committee level and final approval:

The 4th level control is done at the Steering Committee level. The Steering Committee is the highest decision making body of the partnership that takes the final decision for the approval of major deliverables.

It shall be possible to include a deliverable in the project reports even if its formal approval is still pending, if it has passed the 2nd and 3rd level of control without profound disagreements as then no major alterations are to be expected.

It is expected that the partners will also establish internal quality control mechanisms, i.e. the contact persons will always check the output of his/her project team before sending documents to the review or before uploading them on the PT&SCHE.

3.2. Quality responsibilities

Different roles are identified with reference to the development of the project activities and in particular the project quality assurance procedures. Different responsibilities are associated with the different roles.

3.2.1. Task Leader (main author of the deliverable)

- Is responsible for coordinating the development of the deliverable(s) according to the deliverable template,
- Is responsible for assigning parts of the work to other partners involved in the activity,
- Is responsible for coordinating the work of other partners involved in the activity, providing guidance when necessary,
- Is responsible for aligning the contributions of the other partners involved in the activity, in order to produce the deliverable,
- Is responsible for the submission of the draft deliverable to the WP leader (1st level control), the QAPT (2nd level control) and the coordinator (3rd level control).
- Is responsible for implementing the suggestions of the QAPT team, assigning certain amendments as appropriate,
- Is responsible for sending the amended draft deliverable,
- Reports to the WP Leader for any problems occurring during the implementation of the activity,
- Cooperates with the WP Leader and other partners in the same WP in order to ensure the activity's progress in conformity with other activities and that any cross- activity

inputs and outputs are being delivered as foreseen by the WP description (respecting any changes approved by the Steering Committee as recorded in the respective minutes).

3.2.2. Other partners involved in the activity, co-authors

- Are responsible for the production of their part in the deliverable according to the Task Leader's instructions.
- Make sure that their written contributions comply with the Word Document Template so that to ensure that the Task Leader will be able to put all contributions together in the desirable format.
- Are responsible for providing to the Task Leader all the complementary information regarding their work (i.e. references, bibliography, methodologies used, contact details of people interviewed etc.)
- Are responsible to implement amendments to their contribution as a result of the amendments requested by the QAPT team, after consulting with the Task Leader.

3.2.3. WP Leader

- Is responsible for delivery of up-to-date information on the WP progress, making sure that all activities are in the time frame defined in the Action Plan,
- Is responsible for coordinating the Work Package and ensuring that all the activities are contributing to the WP's objectives,
- Cooperates with the Task Leaders and the coordinator in ensuring that all of the contributing partners are smoothly cooperating with a view to accomplish the WP's objectives and that any cross-WP inputs and outputs are being delivered as foreseen by the project description,
- Sends alerts on time to remind about submission deadlines and the procedures to be followed and provides input and suggestions to the Task Leaders of the WP during the development of the relevant deliverables,
- Provides to the Task Leaders comments and suggestions on the draft deliverables (1st level control),
- Cooperates with the Task Leaders in ensuring the implementation of the suggestions of the QAPT team and Project Coordinator (2nd and 3rd level control),
- Verifies the satisfactory implementation of the recommendations.

3.2.4 Quality Assurance Project Team (QAPT)

- Is coordinated by the QAPT Coordinator, as agreed by the Steering Committee at the Kick-off meeting,
- Is responsible for the Quality Assurance exercise of deliverables,
- Receives each draft deliverable from the Task Leader and provides feedback using the Checklist for review of deliverable (Annex A),
- Sends the Checklist for review of deliverable to the Task Leader and the Coordinator,
- Verifies the satisfactory implementation of the recommendations included in the Checklist for review of deliverable, in co-operation with the WP Leader,
- Cooperates with the Project Coordinator on general issues related to the level of quality of the project's deliverables as appropriate.

3.2.5. Project Coordinator

- Cooperates with the QAPT and the Task Leaders on all matters arising relevant to ensuring the quality of the project's deliverables,
- Accepts the deliverable or provides final comments to the Task Leaders and WP Leaders (3rd level control),
- Cooperates with the WP Leaders in order to ensure that all WPs are progressing in conformity with each other and that any cross-WP inputs and outputs are being delivered as foreseen by the WP description,
- Informs the QAPT, the WP Leaders and the Task Leaders of any changes in the Partnership Agreement and the related WorkPlan or any implicit changes in the implementation of the project that may affect the timing or the content of the relevant deliverables,
- Officially submits all approved deliverables after their approval at 4th level control.

3.2.6. Steering Committee (SC)

- Officially approves and finally accepts the deliverables.

3.3. Quality feedback by the target groups

The satisfaction of stakeholders, beneficiaries and end users will also be investigated. It will take into account a variety of information from different sources using visits, interviews, questionnaires to target groups and consultation with the project beneficiaries.

In order to allow the impact assessment of the project activities, a template for feedback for different meetings / events was developed (Annex E). Furthermore, a specific event report template (Annex F) has been developed which is to be filled by project partners (organisers) for all PT&SCHE events (workshops, info days, trainings, etc. – except SC meetings). Report will include summary review of statistical data with graphical presentations collected by participants about their satisfaction.

3.4. Project Risk Management

As part of the internal quality management, a regular risk assessment will be carried and reviewed out during the Steering Committee meetings (Risk brainstorming) which shall lead to corrective actions and potential adaptations of the WorkPlan based on a sound process.

The risk management strategy addresses issues that could potentially endanger the achievement of the overall goal of the project and its objectives considering potential financial risks (overspending and underspending), timing (postponing of activities / deliverables), performance risks (project management), and sustainability of the project results. The main aim will be to provide a sound assessment, to anticipate challenges in a systematic way and to minimize the potentially negative overall impact.

The identification and assessment of new risks is a joint responsibility of all project partners who have to communicate them to the Project Coordinator and the Steering Committee, eventually suggesting also possible interventions and solutions, as soon as they get aware of those risks. In particular, partners may think of preventive actions (avoiding that the risk occurs) and corrective actions (decreasing the severity and impact), specifying also the resources that would be needed.

The Steering Committee may react in several ways, ranging from the simple acceptance of the situation in the case of negligible risks, to the enforcement of a mitigation plan including alternatives, workarounds and the proposed corrective actions that will make the risk consequences acceptable for the consortium.

Also the external reviewers (representatives of NEO and EACEA) will be involved in the risk management. During their monitoring visits they will assess if there is a risk that the project will fail to meet its key indicators and if there is a risk that project partners will not be able to spend all the money according to the planned project budget.

The proper allocation of resources to the project by the individual project partners is of utmost importance. There are several possible risks connected: the delay of the project implementation as defined in the project work plan; the rushed implementation of the work plan with low quality; an underspending during the project implementation (also causing a shift in

the headings' ratio), meaning that the project timetable is followed with reference to technical deliverables, yet the relevant expenditures are not timely invoiced or validated; etc.

The project partners all have to ensure that they allocate the needed resources to the project, both human and financial.

3.4.1. Practical approach to risk identification

The first step in project risk management is to identify the risks that are present in a project. The risks should furthermore be identified as early as possible in order to deal with them properly and to think about corrective and/or preventive actions.

In order to identify and monitor the risks within PT&SCHE project, a risks monitoring sheet has been developed including the information on corrective and/or preventive actions (Annex G).

3.4.2. Risks / Uncertainties monitoring procedure

- WP leaders (or Task leaders) **identify possible risks/uncertainties** in their WP and fill in the template (Annex G).
- The **risks monitoring sheet (Annex G)** are communicated to QAPT Team + WP6 Leader (UNI) + Project coordinator (TLU)
- QAPT Team + WP6 Leader (UNI) + Project Coordinator (TLU) **register, analyses and priorities risks/uncertainties**
- QAPT Team + WP6 Leader (UNI) + Project Coordinator (TLU) **plans and implements risk responses.**

Steering Committee meetings will be used also to organize a risk brainstorming sessions basing on the Annex G template. After each Steering Committee meeting this template will be updated by QAPT Team.

4. External Monitoring

External monitoring of the project will be performed by National Erasmus Office (NEO) and EACEA.

NEO performs three types of monitoring, based on deliverable achievement:

- Preventive (in the first project year)
- Advisory (after the first project year)
- Control (after the end of project – sustainability check).

The monitoring by NEO includes the assessment of various aspects of project implementation, such as **relevance** (is project still relevant in terms of its goals and achievements), **efficiency** (are the activities in work-packages done on time), **effectiveness** (how well are project specific objectives met), **impact** (at the level of departments, faculty, university, etc.) and **sustainability** (what would stay after the project is finished).

Based on the progress of these aspects, the NEO sends the report on their findings to EACEA.

Apart from the monitoring from NEO and EACEA, the Tallinn University will additionally subcontract the external audit agency for the purpose of preparation of External Audit Report on the project's financial statements in accordance with the recommendations and templates of EACEA.

More detailed procedures for financial and contractual management are described in the D8.1 Manual for financial and contractual management.

5. Partners' technical and financial reporting

The main guidelines for the reporting are laid out in the Manual for contractual and financial management, which will be distributed to all partners. As it will be defined in Partnership Agreement and Manual for Contractual and Financial Management, there will be six biannual financial reports of the partners and two technical reports. Coordinator will check the supporting documents for financial reporting sent to the Project Coordinator as hard copies twice a year. During their review, they will take into consideration following assessment criteria:

- Conformity of the expenditures with the budget of the project;
- Eligibility of the expenditures;
- Correctness and completeness of all supporting documents and certified copies of invoices;
- Correctness of the calculations and applied exchange rates;
- That any changes which occurred between budget categories are eligible and justified;
- Financial biannual reports must be signed in original by the appointed contact person of partner institution;
- Expenditures must be in conformity, including full eligibility, with the allocated budget

In case that information in Biannual Report are not complete or justified, the Steering Committee will help and make recommendations on how this situation can be rectified prior to the final approval of the Biannual report by the Coordinator. The Report approved in this way is the basis for the transfer of next instalment to the partner institution.

ANNEXES

Different supporting documents have been elaborated for the overall enhancement of the project quality assurance plan.

Annex A

Checklist for review of deliverable

Annex B

Word document template

Annex C

PowerPoint presentations template

Annex D

Attendance Sheet Template

Annex E

Participant feedback form

Annex F

Event report template

Annex G

Risks monitoring sheet

Annex H

List of deliverables

Annex I

News template