



EUROPEAN STUDIES REVITALIZED ACROSS ASIAN UNIVERSITIES - *EURASIA*

Quality Assurance Plan

Deliverable 5.1

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I. PROJECT SUMMARY

The EURASIA Consortium:

- Partner 1 Sofia University Sveti Kliment Ohridski (SU) - Bulgaria
- Partner 2 Jagiellonian University – Poland
- Partner 3 University of Catania (UNICT) – Italy
- Partner 4 O.P. Jindal Global University (JGU) - India
- Partner 5 Symbiosis Law School, Pune (SLSP) (Constituent of Symbiosis International University) - India
- Partner 6 Guangdong University of Foreign Studies (GDUFS) - China
- Partner 7 Beijing Foreign Studies University (BFSU) - China
- Partner 8 The Languages Company (TLC) - UK
- Partner 9 University of Versailles St-Quentin-en-Yvelines (UVSQ)

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PROJECT FACT SHEET

Summary

The overall objective of the EURASIA project is to introduce high quality European Studies programs in universities in India and China and to enhance the visibility of EU-related topics in the through the creation of professional academic networks. The project aims to bring positive and long term impact to the partner higher education institutions through concerted and focused capacity-building targeting students, faculty and staff. EURASIA is a unique initiative with a significant potential to strengthen the international cooperation and dialogue between the European partners and the higher education institutions in India and China.

Project objectives

The EURASIA project aims to achieve the following objectives:

1. To contribute to capacity building in India and China in the field of European studies that can effectively enhance the EU-India and EU-China cooperation and dialogue as articulated in the 2016 EU Global Strategy in a Globalizing World.



2. To respond to the partner institutions' needs for new education and training modules in EU studies and to improve already established BA and MA level programs in EU related subject.
3. To strengthen the internationalization of education in the participating universities through the establishment of new networks of researchers and faculty in the field of EU studies.
4. To encourage intercultural communication between countries and regions.
5. To improve competences and skills in partner HE institutions to deliver quality undergraduate and graduate level education in EU studies.
6. To provide faculty and young researchers in the partner universities in India and China with innovative opportunities for training, mobility and learning exchange.

Expected results

1. Improved quality of teaching and learning of European studies (ES) in partner Asian universities.
2. Curriculum development in the partner countries by reinforcing the offer and teaching in the subject area of EU studies.
3. Developed and introduced new courses and modules in the area concerning EU-China, EU-India relations.
4. Modernized the methodologies for teaching and training through the use of digital technology.
5. Enhanced the accessibility and enrollment of students in partner universities in graduate programs in EU-related areas courses.
6. Promoted academic people-to-people contacts, cooperation and joint program delivery through faculty training, teaching and research opportunities between Programme and Partner countries.
7. Fostered regional cooperation in education between partner universities in China and India.

Project duration

EURASIA is a 3-year project, implemented from 15 Oct. 2017 to 15 Oct. 2020.



1. Aim of the Quality Assurance Plan

The project Quality Assurance Plan (QAP) constitutes a set of quality standards, quality assurance activities and quality control activities that shall be implemented throughout the duration of the project in order to ensure highest possible quality of the project’s deliverables. The QAP covers the quality management of the project’s objectives, monitoring and review of project’s progress and assess project’s results and impact. The whole quality assurance process shall be based on the principles of completeness (information provided in the deliverable/output must be reliable, complete and supported by relevant references), accuracy (information presented to be focused on the key issues), relevance (resented information should be relevant for the achievement of the project goals), and linguistic clarity (before elaboration of the final version, the deliverable/report to be submitted for proof reading).

The following table presents the main components of the quality assurance for EURASIA.

Project Deliverables and Processes	Key project deliverables/outputs and processes subject to quality review
Deliverables/ Outputs	The quality standards that are the “measures” used to determine a successful outcome for a deliverable/output.
Quality Standards	Deliverables/outputs are evaluated against these criteria before they are formally approved.
Completeness/ Correctness Criteria	Criteria must follow the indicators of achievement in the project Logframe.
Quality Assurance activities	The quality assurance activities planned to monitor and verify that the processes used to manage and create the deliverables/outputs are followed and are effective.
Quality Control Activities	The quality control activities planned to monitor and verify that the project deliverables/outputs meet defined quality standards.

2. Main Quality Assurance Activities

The EURASIA project quality assurance framework consists of five main activities coupled with specific quality assurance activities that concern the concrete deliverables (see Table 1).

The six activities include:

1. Appointment of the Internal Evaluation Team (IET) comprising one representative from each institution involved in the project. The Team will meet every 6 months in order to review the project’s progress by giving its approval to project’s workplans, budget, and deliverables and propose changes to the project’s implementation if necessary



2. Periodic progress evaluation reports shall constitute the basis for IET to assess project's progress and quality. The IET and the project team will develop the reports. 4 interim reports (08/2018; 03/2019; 09/2019; 02/2020) and one final report (08/2020) will be created.
3. Periodic evaluation meetings of the IET. A total of 6 meetings are envisaged to evaluate project performance and the quality of activities.
4. Field monitoring visits. Two visits (09/2018; 11/2019) to each Chinese and Indian HEIs will be organised in order to evaluate progress they made with the development/implementation of the curricula into their teaching programs. Each visit will be concluded by a report.
5. Capacity Building Progress Survey (09/2019) shall be carried out and developed in the Partner HEIs in order to measure progress and interim results of the project's impact on their teaching capacity.
6. External formative (08/2019) and summative (10/2020) evaluation reports will be created by an external evaluator.

3. Quality Assurance Criteria and Accreditation Procedures for EURASIA Courses

1. All courses developed in the Partner Institutions within the project shall be subject to quality control according to the following criteria:
 - Inclusion of the course within a suitable curriculum that is consistent with the Partners' academic profile
 - Identification and achievement of the course's learning outcomes
 - Suitable teaching methods and materials used
 - Existence of Partners' effective internal quality control mechanisms
 - Suitable competencies of the teaching staff
 - Scientific and teaching infrastructure
 - Existence of effective mechanisms directed at aiding and motivating the students
2. The accreditation procedure for EURASIA courses shall be performed every 3 years and consist of two phases. The first phase requires the Partner Institution to submit a self-assessment report. The report should contain the Partners' self-assessment of the criteria enshrined in the section 3.1 of the QAP. The report has to contain the following appendices:
 - Current and historical (up to 3 years back) list of students taking the EURASIA courses and information about their final grades.
 - Complete course syllabi with indicated learning outcomes
 - Profile of the teaching staff containing their academic achievements (publications, grants awarded, research projects)
 - List of achievements (if any) of the students taking the course that are relevant to the course content
 - Timetables with clearly marked timeslots of the EURASIA courses
 - List and characteristics of teaching rooms and its equipment
 - Students' exams, essays and any written work produced by them throughout the EURASIA course, which was a subject to assessment.



The self-assessment report is then evaluated by the PMT. The PMT may request additional documents and data from the Partner Institutions in order to complete the accreditation procedure. It may also perform an on-site visit in order to scrutinise the self-assessment report.

3. The PMT, after having scrutinised the self-assessment report shall give the assessment of each of the criteria on the basis of the following scoring indicators:

- a. The criterion has been fully met (score 2)
- b. The criterion has been partly met (score 1)
- c. The criterion has not been met (score 0)

4. The course can be deemed accredited if it achieves a minimum score of 11 and scores more than 0 in all the criteria.

4. Quality Assurance Criteria for Training Seminars

The training seminars organised during the project shall also be subject to quality control. In order to evaluate quality of the Training Seminars, the following aspects will be assessed:

- Clarity of the Training Seminar objectives
- Quality of facilities and staff
- Quality of seminar teaching materials
- Improvement of knowledge/skills of the trainees after the Seminar

In order to assess the aforementioned factors, the trainees will be subjects to pre-test and post-test, which will enable an objective assessment of their improving skills. The trainees will also be asked to fill in an evaluation form, where they will be able to voice their perception of the Training Seminar, usefulness of the teaching materials and assess the teaching staff.

The Trainees will be asked the following questions in the evaluation form, which will be followed by a space for free comments by the participants:

1. Has your knowledge about the subject matter been broadened? [definitely no; rather no; hard to tell; rather yes; definitely yes]
2. Were the trainers able to pass their knowledge? [definitely no; rather no; hard to tell; rather yes; definitely yes]
3. Was it possible to ask additional questions to the trainers during and after the Seminar? [definitely no; rather no; hard to tell; rather yes; definitely yes]
4. Were the trainers well prepared? [definitely no; rather no; hard to tell; rather yes; definitely yes]
5. Was the course material clear and useful? [definitely no; rather no; hard to tell; rather yes; definitely yes]
6. Were the facilities adequate? [definitely no; rather no; hard to tell; rather yes; definitely yes]

5. Evaluation and Monitoring Procedures



Table 1 Quality assurance of EURASIA deliverables

Deliverables/ processes	WP	Partner	Quality standards	Quality Assurance Activities	Quality control Activities	Frequency
Comparative report on overlapping themes, expertise and teaching capacities of partner countries	1	SU	Comprehensiveness, clarity and relevance to the project	Consultation of the content with relevant partners and stakeholders	Scrutiny of the report by the project Internal Evaluation Team	
Curricula database	1	SU	Completeness of the material, systematic data provided	Consultation of the content with relevant partners and stakeholders	Scrutiny of the database by the project Internal Evaluation Team	
Round of discussions with focus groups form IN and CC	1	All partners	Clear, complete and systematic reports from the exploratory visits	Competent personnel sent to the exploratory visits with clear guidelines	Scrutiny of the reports from the visits by the project Internal Evaluation Team	
Bibliographical reference tool	1	SU	Completeness and accessibility	Competent personnel delegated to the desk research	Scrutiny the project Internal Evaluation Team	



Report on available projects in the field	1	SU	Relevance of the findings, best practices identified	Competent personnel delegated to perform this task	Scrutiny of the report by the project Internal Evaluation Team	
Stakeholders meeting in CH and IN	1	All partners	Clear, complete and systematic reports from the exploratory visits, establishment of working relationships with counterparts in CH and IN	Competent personnel sent to the exploratory visits with clear guidelines	Evaluation of exploratory visits report	
Consortium meeting 1	1	All partners	Working programme for the next stage of the project agreed, Partners' potential and needs assessment adjusted and agreed	Comprehensive discussion on exploratory visits reports	Attendance of participants and content of the meeting minutes check	4 meetings planned
Formation of working teams	1	All Partners	Four working teams formed: steering committee, quality assurance team,	Nomination of an appropriate personnel to the teams based on merit	Scrutiny of the composition of the teams by the project Internal	



			implementation/exploitation team and a dissemination team	and experience	Evaluation Team	
Development of the content of the training modules	2	All Partners	Three comprehensive training modules developed, suited for the needs of the Partner institutions; 15-20 teaching staff and 200-400 potential participants involved in each module	Nomination of appropriate personnel to the module development that would ensure a variety of approaches. Careful selection of modules' beneficiaries	Observation of module's implementation in the Partner institutions; Assessment of the courses offered within the modules by participants	
Inter-University course "the economic and political dialogue between Europe and Asia: the perspectives of diplomacy and academic and cultural ties"	2	All partners	Creation of an on-line course with 15 lecturers and ca. 1000 students as participants	Delegation of specialised academic staff to this task	Assessment of the course by the participants	
EURASIA DIALOGUES seminar series	2	All partners	Establishment of monthly seminars on EU-related topics with BA and MA students; 12 lecturers and 200 participants	Delegation of multidisciplinary academic staff that is well-prepared for seminar-style classes and that is well-informed with EU affairs	Assessment of the seminar by the participants; assessment of any written work done by participants by the evaluation	



					team	
Two rounds of training visits at program countries for Partners from China and India	2	All partners	Organisation of intensive training for 48 faculty members from India and China	Delegation of multidisciplinary academic staff to perform the training	Assessment of the training by the participants	End of 2018 End of 2019
Peer review and validation of course content	2	All partners	Comprehensive report prepared that would concern the course content.	Involvement of all trainers and relevant stakeholders in the creation of the report	Scrutiny by the project Internal Evaluation Team	
Consortium meeting 2	2	All Partners	Interim review of the project performed	Involvement of all interested stakeholders	Attendance of participants and content of the meeting minutes check	
Identification of groups of potential students	3	All partners	Selection of 850-1500 students that will be able to perform well enough during the courses based on their academic merit and with consultation	Selection based on their academic merit and with consultation with IN and CH staff	Students' performance during classes	
Constitution of teaching teams	3	All Partners	Selection of 15-20 academic teachers with sufficient experience and background	Selection based on teachers' experience in teaching in innovative and multicultural setting	Feedback from the course participant	
Report from the validation and evaluation of the pilot	3	JU	Comprehensive report containing	Involvement of all trainers and relevant	Scrutiny of the report by the	



courses			recommendations and opinions of the validation and evaluation team	stakeholders in the creation of the report	project Internal Evaluation Team	
Introduction of teaching modules 1;2 and 3	3	All Partners	Teaching modules integrated in the IN and CH universities' curricula; 250-450 students per module	Teachers from IN and CH well prepared to perform teaching in the modules owing to previous training	Feedback from module participants; Observation of selected module components by the trainers (field visits)	
Terms of reference for on-line training courses	4	All partners	15-20 pages terms of reference created	Inclusion of feedback from all relevant trainers	Scrutiny by the project Internal Evaluation Team	
On-line training system	4	All partners	Functional on-line training system with the following components: restricted access, multimedia, testing, video-conferencing, file attachments, discussion groups and wiki resource	Delegation and contracting skilled personnel to the creation of the system and involvement of the teaching staff	Functionality check	
On-line courses	4	All partners	9 on-line courses uploaded to the system	Preparation of on-line courses performed by skilled teachers familiar with on-line teaching techniques	Functionality check and feedback from the students. Evaluation report	



					of all on-line activities	
Dissemination and exploitation plans	6	P7 P4	Comprehensive, long term and short term dissemination and exploitation plans drafts created	Drafting performed by the stakeholders in IN and CH, that would ensure their devotion and realistic assessment of the dissemination/exploitation strategies	Discussion and approval of the plans by the Project Management Team	
List of potential HEIs in CH and IN that will teach the new courses and modules	6	P7 P4	List of at least 15 HEIs that would be able to implement the modules	Completing the list performed by the stakeholders in IN and CH, that would ensure realistic assessment of the HEIs capacities	Scrutiny of the list by the project Internal Evaluation Team	
Project website	6	P7 P4	Functional website created	Delegation of competent personnel to create the website	Functionality and comprehensiveness check	
Dissemination conferences in India and China	6	P7 P4	2 conferences organised with participation of 20-40 potential stakeholders per conference	Inclusion of success stories and presentation of the outcomes of the project to potential future beneficiaries	Feedback from the conference participant	
On-line Social-Professional	6	P7 P4	Functional on-line	Delegation of skilled	Functionality	



Networking Platform			platform with relevant content created	administrative staff and use of appropriate communication tools/strategies	check and supervision of platform's activities	
Publication of handbooks, articles and other materials	6	P7 P4	At least 1 handbook and 1-5 brochures/articles published with relevant content	Selection of attractive content and clarity of the handbook	Scrutiny of the publications by the project Internal Evaluation Team	
Summer School for training PhD students and young Faculty	6	P7 P4	8-days summer school with at least 14 trainees and 12 teaching staff	Delegation of multidisciplinary academic staff to perform the training	Feedback from participants	
List of courses on ES to be accredited in partner countries	6	P7 P4	List of at least 15 courses to be accredited in the HEIs	List prepared by the personnel involved in the project. The list should be based on the course assessment by students and relevance to the HEIs academic offer	Scrutiny of the list by the project Internal Evaluation Team	
Elaboration of guidelines for accreditation of courses at partner countries HEI	6	P7 P4	5-10 Guidelines of good practices elaborated and disseminated in India and China	Delegation of staff familiar with practices involved in the accreditation process	Scrutiny of guidelines by the project Internal Evaluation Team	



Networking and promotion of EURASIA's results among university governance at partner HEI in the partner countries	6	P7 P4	At least 1 course accredited at MA and BA level in the partner HEIs and a part of regular curricula	Intensive lobbying and networking with relevant stakeholders	Ex-post Feedback from participants	
Elaboration of consolidated module offer on ES to other HEI in the partner countries	6	P7 P4	Elaborated and consolidated module on ES offered to 3-5 HEIs in India and China	Intensive lobbying and networking with relevant stakeholders	Ex post Feedback from participants	
Rules of technical and financial project archive	7	SU	Set of guidelines to create the project archive created	Delegation of staff familiar with practices involved in archivisation of project documents	Periodical check on the archives content	
Project archive	7	SU	On-line and on-paper archive created	Scrupulous archivisation according to the previously developed guidelines	Periodical check on the archives content	
Minutes of quarterly meetings	7	SU	Clear minutes taken from each meeting	Delegation of staff familiar with minute-taking and with project's activities	Periodical check on the minutes completeness and content	
Annual Stakeholders report	7	SU	Three annual stakeholders' reports prepared	Assuring that the reports comprise input from all the interested	Scrutiny of reports by the project Internal Evaluation Team	



				stakeholders		
Project Management Committee meetings	7	SU	5 Coordination meetings organised with all members of the Committee that touch upon project activities and financial management	Assuring organisational potential to organise the meetings (venues, setting the date in advance)	Attendance of participants and content of the meeting minutes check	
Interim and final project reports	7	SU	Two reports created, containing relevant, clear and complete information on project's activities	Assuring that the reports comprise input from all the interested stakeholders and follow the official templates	Scrutiny of reports by the project Internal Evaluation Team	

Quality Management Evaluation Questionnaires

Instructions	For each indicator (row) complete the score column by entering a score between 1 and 5, where 1 is poor and 5 is excellent. You can use the score criteria on the right to see what score to give. Complete the evidence column for each indicator. Each partner shall complete the check lists every 6 months and send it to the WP leader, Jagiellonian University and the project coordinator, Sofia University.
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Table 1 - PROCESS OF PROJECT IMPLEMENTATION

Indicators	Score from 1 to 5	Evidence for score - why was the score given	Proposal for improvement	Indications for scoring
Description of how the project management team is involved in the coordination and decision-making process				<u>score 1:</u> not enough <u>score 3:</u> partners are formally involved <u>score 5:</u> real team communication at each step of project implementation
Quality management system, including documented information, planning and determining process interactions				<u>score 1:</u> <u>score 3:</u> <u>score 5:</u>
Consortium meetings (online/face-to-face)				<u>score 1:</u> no meetings held with <u>score 3:</u> insufficient number of meetings <u>score 5:</u> meetings held according to plan
Clear plan for actions and timetable				<u>score 1:</u> no definite timetable <u>score 3:</u> timetable includes some events <u>score 5:</u> fully developed timetable for the project cycle
Management of human resources and consortiums work environment				<u>score 1:</u> <u>score 3:</u> <u>score 5:</u>



Cost-effective budget management				score 1: score 3: score 5:
Measurement, analysis, and improvement of the QMP through activities like internal evaluation and corrective and preventive action.				score 1: score 3: score 5:
1 Total Score				
Table 2 - PROJECT DELIVERABLES AND OUTPUTS				
Deliverable	Score awarded from 1 to 5	Evidence for score - why was the score given	Proposal for improving	Indications for scoring
Project Workplans				
Online internal project space				
Quality management plan and its updates				



Dissemination and communication plan and its updates				
Exploitation plan and its updates				
Interim and final reports				
Internal evaluation reports				
External formative and summative evaluation reports				
Databases with curricula, projects, bibliography				
Comparative report				
Modules and courses				
Faculty trainings				
Faculty training materials				
E-learning platform				
Website and ins updates				



Dissemination events (conferences in India, China)				
Summer School				
Publications, presentations, resource materials				
2 Total Score				
4- COURSE ACCREDITATION PROCEDURES				
Indicators	Score awarded from 1 to 5	Evidence for score - why was the score given -	Proposal for improving	Indications for scoring
4 Total Score				