



# MAS

## Museum Affinity Spaces

[www.masproject.eu](http://www.masproject.eu)

*Collaborate. Learn. Include*



Deliverable D1

## Quality control plan

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Museum Affinity Spaces (MAS): Re-imagining Museum-School Partnerships for the 21st century through a Multiliteracies Lens

DIDAKTOR (POST DOCTORAL RESEARCHERS) - POST-DOC/0916/0248



ΙΔΡΥΜΑ  
ΕΡΕΥΝΑΣ ΚΑΙ  
ΚΑΙΝΟΤΟΜΙΑΣ

ART+DESIGN  
elearning lab



Cyprus  
University of  
Technology



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## LIST OF ABBREVIATIONS

MAS	<i>"Museum Affinity Spaces (MAS): Re-imagining Museum-School Partnerships for the 21st century through a Multiliteracies Lens"</i> <i>DIDAKTOR (POST DOCTORAL RESEARCHERS) –</i> <i>POST-DOC/0916/0248</i>
EU	<i>European Union</i>
EACEA	<i>The Education, Audiovisual and Culture Executive Agency Key Action</i>
CBHE	<i>Capacity Building in Higher Education</i>
LFM	<i>Logical Framework Matrix</i>
WP	<i>Work Package</i>
MxYx	<i>Meeting X Year X</i>
SC	<i>Steering Committee</i>
QCC	<i>Quality Control Committee</i>
PEB	<i>Project Expert Board</i>
QA	<i>Quality assurance</i>
QCP	<i>Quality Control Plan</i>

## EXECUTIVE SUMMARY

This document presents the Quality Control Plan for *DIDAKTOR (POST DOCTORAL RESEARCHERS) project - POST-DOC/0916/0248 "Museum Affinity Spaces (MAS): Re-imagining Museum-School Partnerships for the 21st century through a Multiliteracies Lens "* (MAS). It is developed in the scope of the WP 1 (Quality Control Plan) of the Project in compliance with the Project description and all applicable rules & guidelines.

Quality control is an integral part of the project and aims to ensure that objectives are met in the most effective way. This Quality Control Plan (QCP) presents the general approach to quality control, internal and external evaluation and the procedures to be followed by the Host Institution for effective communication as well as production and documentation of the Project deliverables. The document outlines the strategy for ways in which the quality control mechanisms will be applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

The QCP includes a set of scheduled activities and defines the objectives, roles and responsibilities to be pursued. The QCP further includes established indicators, methodology and procedures for evaluation of project activities and results. For each task it determines the responsible team, timeframe and tools of implementation, the expected results or products, as well as the respective quality criteria.

## STRATEGY OF THE PROJECT QUALITY CONTROL

The quality control strategy of the MAS project will ensure that quality is considered for both the deliverables and activities. This QCP will delimitate the methodology on implementation of the project's internal guidelines for reporting and reviewing procedures to ensure the project's Quality Assurance. It will focus on the assessment of quality assurance, as well as monitoring and evaluation of project management, communication, dissemination strategies, working meetings and the steering group performance. The intention is to review the quality of project outputs in the framework of quality indicators approved by all members of the team. The monitoring of project progress and quality of outputs in each WP, will ensure high quality of project outcomes and will guarantee the compliance of project results with project objectives.

The Quality Control Plan has two levels of evaluation of the Project: *internal and external*.

### I. INTERNAL EVALUATION

The internal evaluation of the Project comprises two main components:

- **Day-to-Day Internal Evaluation of the Project:** A Quality Control Committee (QCC) was set forward during the Kick-off meeting (M1 Y1) comprising the project team of the Host Institution. QCC will evaluate the project implementation process on a day-to-day basis and report during the Coordinating meetings.

**Project Expert Board (PEB)** was nominated and established during the Kick-off meeting (M1 Y1) in order to conduct an evaluation of analytical materials for the respective WPs developed by the Host Institution. The PEB consists of senior experts from the research lab of the Host Institution, a representative of the Ministry of Education in Cyprus and External experts. The PEB will be the main strategic body for quality control and monitoring; it will monitor and approve the quality of the planned project results against established qualitative & quantitative indicators of progress (LFM). The PEB

will meet 2 times in Cyprus during the project: M1Y1, and M2Y2. The work will be mainly undertaken through the online communication tools (via intranet, e-mail, video conference, etc.). The Board will produce recommendations on a regular basis in correspondence with the Project Work Progress and QCP.

## II. EXTERNAL EVALUATION

The external evaluation of the Project comprises the following components:

- External evaluation of the entire project will be conducted by two independent experts – Ms. Eleni Demetriadou and Dr Ana Margarida Ferreira. They will produce a short mid-term evaluation and final evaluation report.
- Monitoring of the project will be implemented by the Foundation of Research and Innovation (Cyprus) according to their schedule of projects' monitoring process.
- The quality assurance activities will be based on *qualitative data* (i.e. meeting the specified deadlines, achievement of targets and indicators) and on *quantitative data* (i.e. answers to questionnaires and reports). Data will be gathered from all team members and key stakeholders. The project evaluation plan is an integral part of the QCP. It outlines the elements of project evaluation, the set of quality indicators against which progress and quality of project outputs will be measured, as well as the evaluation mode and the evaluation instruments to be used.

## PROJECT EVALUATION PLAN

Element	Quality Indicators	Evaluation level	Items to be evaluated
Methodology development	<ul style="list-style-type: none"> <li>▪ In-depth analysis of the level of internationalisation in higher education, research and innovation in partner countries undertaken</li> <li>▪ Questionnaire developed</li> </ul>	Internal	<ul style="list-style-type: none"> <li>▪ Annex 3 of kick-off meeting</li> <li>▪ Minutes of the discussions</li> <li>▪ Published methodological materials</li> </ul>
Survey and document analysis	<ul style="list-style-type: none"> <li>▪ Analysis of EU and national policy in education, research, innovation undertaken</li> <li>▪ Surveys developed and undertaken</li> </ul>	Internal	<ul style="list-style-type: none"> <li>▪ Annex 3 of study visits</li> <li>▪ Published analytical materials</li> <li>▪ Results of interviews</li> <li>▪ Published handbook of analytical materials</li> </ul>
Development of Framework of a Comprehensive internationalization strategy	<ul style="list-style-type: none"> <li>▪ Internationalisation Action Plans developed and reviewed</li> <li>▪ PC HEIs reports on piloting of the Action Plans of Internationalisation undertaken</li> <li>▪ Retraining sessions for PCs HEIs undertaken</li> </ul>	Internal	<ul style="list-style-type: none"> <li>▪ Draft of Internationalisation Action Plans</li> <li>▪ PC HEIs reports on piloting of the Action Plans of Internationalisation published</li> <li>▪ Annex 3 of training courses</li> <li>▪ Results of implementation of pedagogical scenarios published</li> </ul>

<p>Tool kits for harmonization of internationalization strategy in higher education, research and innovation in EU and Partner Countries</p>	<ul style="list-style-type: none"> <li>▪ Tool kits for harmonization of internationalization strategy in higher education, research and innovation in EU and Partner Countries developed</li> <li>▪ Tool kits reviewed by all partners</li> </ul>	<p>Internal</p>	<ul style="list-style-type: none"> <li>▪ Final version of “Tool kits for harmonization of internationalization strategy” published</li> <li>▪ Review of tool kits submitted</li> <li>▪ Programme and minutes of the methodological workshop published</li> <li>▪ Annex 3 of methodological workshop</li> </ul>
<p>Project Management</p>	<ul style="list-style-type: none"> <li>▪ Project management plan developed;</li> <li>▪ Work plan with clear division of tasks and responsibilities between partners and time table produced;</li> <li>▪ Approved decision-making procedures;</li> <li>▪ Approved methods and tools of communication between partners;</li> <li>▪ Satisfaction of Steering Committee with project management plan;</li> <li>▪ Financial management;</li> <li>▪ Project events (seminars, meetings, conferences);</li> </ul>	<p>Internal and external</p>	<ul style="list-style-type: none"> <li>▪ Annex 1</li> <li>▪ Annex 2</li> <li>▪ Information collected from project partners</li> <li>▪ SC mission &amp; working principles produced</li> <li>▪ Updated Workplan</li> </ul>



<b>Coordination and project meetings</b>	<ul style="list-style-type: none"> <li>▪ Quality of information and communication prior to and at the event;</li> <li>▪ Participation and contribution at the event;</li> <li>▪ Respecting the agenda &amp; meeting the goals of the meeting;</li> <li>▪ Working environment;</li> <li>▪ Participants have a clear plan of upcoming activities;</li> <li>▪ Accommodation, food and social element.</li> </ul>	Internal and external	<ul style="list-style-type: none"> <li>▪ Annex 3</li> <li>▪ Minutes of coordinating meetings</li> </ul>
<b>Dissemination &amp; exploitation</b>	<ul style="list-style-type: none"> <li>▪ Development &amp; dissemination of Project Materials, including a Project Book</li> <li>▪ Development of Project Website</li> <li>▪ Dissemination events organized, including the Final conference</li> <li>▪ Collaboration agreements between partners signed</li> </ul>	Internal and external	<ul style="list-style-type: none"> <li>▪ Annex 3</li> <li>▪ Annex 4</li> <li>▪ Annex 6</li> <li>▪ Published Project Handbook</li> <li>▪ Number of publications in the press and social media</li> <li>▪ Number of visitors to the project events</li> <li>▪ Number of visitors on the project website</li> <li>▪ Number of collaboration agreements signed</li> </ul>

<b>Quality Control</b>	<ul style="list-style-type: none"> <li>▪ Developed and approved quality plan</li> <li>▪ Evaluation by Quality Control Committee</li> <li>▪ External evaluation independent experts</li> <li>▪ Peer-review and consultations with the relevant RESTART projects</li> </ul>	Internal and external	<ul style="list-style-type: none"> <li>▪ Annex 5</li> <li>▪ Quality Control plan</li> <li>▪ Quality control and management reports</li> <li>▪ Mid-term evaluation and final evaluation reports</li> <li>▪ External evaluation reports and recommendations</li> </ul>
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