



**UCA**

Universidad  
de Cádiz



# **Fostering Internationalisation at Montenegrin HEIs through Efficient Strategic Planning - IESP**

**WP5 – Quality Control and Monitoring**

## Objectives:

- To establish a simple, easy-to-follow quality control procedure
- To develop proper implementation tools for quality control & assurance
- To ensure the adequate implementation of the aims of the project
- To set up a matrix of indicators containing all WP objectives and deliverables
- To monitor the delivery of tasks/deliverables of each WP according to the project schedule
- To set up proper corrective measures in case of delay
- To engage all partners in the quality procedures

# The UCA Team:

List by alphabetical order:

- ❑ **Antonio Javier González Rueda.** Administrative Staff.
  - ❑ Commissioned by the Rector to develop and follow-up the Strategic Plan of UCA. Part of the SEA-EU QA team.
- ❑ **Laura J. Howard.** Associate professor at the Faculty of Educational Sciences.
  - ❑ Previously: Director of the International Promotion Office at UCA; former President of the EAIE (European Association for International Education)
  - ❑ Present director of internationalization of Education at SEA-EU
- ❑ **Juan Carlos García Galindo.** Associate professor at the Faculty of Sciences.
  - ❑ Previously: General Director (Vice-Rector) of Internationalization (2011-2019)
  - ❑ Currently: coordinator of the KA2 CBHE consortium e-VAL

# The UCA Team:

List by alphabetical order:

- ❑ **Rafael Vélez Gómez.** Associate professor at the Faculty of Arts & Humanities.
  - ❑ Previously: General Director of the International Mobility; Vice-Dean of Internationalisation & Infrastructures
  - ❑ Present: Vice-Dean of Internationalisation & Students
- ❑ **Eduardo Romero Bruzón.** Associate professor at the School of Engineering
  - ❑ Previously: Deputy Director of Research; General Director of International Projects and Cooperation

## Organization:

**5.1.- Quality Body (QB)**

**5.2.- Stages of the Quality Control and Monitoring**

**5.3.- Meetings of the QB**

**5.4.- Measure for quality control and assurance**

**5.5.- Project Management follow-up**

## 5.1.- Quality Body (QB)

5.1.1.- Formed by a representative for each partner.

5.1.2.- Activities starting on M3 (Kick-off meeting).

### Duties:

- To ensure the dissemination of the Internal Quality Control and Monitoring Plan among all partners.
- To follow-up the schedule of activities
- To make sure that all the documentation, evidences of meetings and activities, reports, and financial information is delivered on time and distributed among the partners.
- To ensure that all partners will present on time the deliverables of each WP.
- To propose corrective measures to WP leaders in case of deviations

## 5.2.- Stages of the Quality Control and Monitoring

5.2.1- **Annual QA reports** will be developed by the QAB and submitted to PMB (M13, M24).

**New proposal:** quarterly reports starting on **M7, M13, M19**. Reason: it is a two-year project, and deviations must be detected asap.

5.2.2.- **Delivery of mid-term** report/s required by the EACEA (Activity Mng. M7.4)

5.2.3.- **Monitoring:** after each consortium meeting (WP, activities, seminars), a report will be delivered to the QAB with the comparison between the initial schedule and the real situation, with a brief SWOT analysis and correcting measures if needed.

5.2.4.- Selection of the external evaluator (M10-12) and external evaluations (M14 and M24). **New proposal:** start the selection on month M7.

## 5.3.- Meetings of the QAB

5.3.1.- **New proposal:** QB will meet virtually three times a year.

5.3.2.- The QB will follow-up and evaluate the development of the project.

5.3.3.- QB will ensure that all tasks are carried out correctly and on time.

5.3.4.- QAB will ensure that deliverables are presented on time according to the schedule.



## 5.4.- Measures for quality control and quality assurance

5.4.1.- The QAB will deliver the Internal Quality Control and Monitoring Plan (QCMP).

5.4.2.- The QAB will disseminate among all partners the QCMP. Each representative of each partner at the QAB will be responsible for the dissemination in his Institution.

## 5.4.- Measures for quality control and quality assurance

5.4.3.- QAB will deliver the following **tools** for Quality Assurance (included as parts of the QCMP):

- Templates for assessment of events, activities, tasks and check-list of deliverables
- Templates for reports by the PMB, QB or the WP meetings
- Templates for attendance lists to events, meetings, and activities
- Meetings and reports of the QB
- List of Indicators concerning the different tasks and deliverables of each WP (Matrix of Follow-up indicators).

## 5.5.- Project Management Follow-up

### 5.5.1. Financial monitoring

5.5.2. Impact Analysis on Beneficiaries. Satisfaction Surveys for each of the target groups.

- Students
- Staff
- Administrative team
- IOs
- Governing boards



# THANK YOU VERY MUCH!!!

