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**Foreign Language Teacher Training Capacity  
Development as a Way to Ukraine's Multilingual  
Education and European Integration  
(610427-EPP-1-2019-1-EE-EPPKA2-CBHE-JP)**

**QUALITY ASSURANCE PLAN**

**2020**



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## INTRODUCTION

This document presents the Quality Assurance Plan developed in the scope of the WP 6 “Quality Plan” in compliance with the Project description. Quality assurance of the project will be a regular activity monitored and evaluated by the Quality Assurance Committee.

The Quality Assurance Plan (QAP) determines the general approach to quality control, the procedures to be used to evaluate the effectiveness of the project. The document outlines quality control mechanisms and how they will be applied with the aim of monitoring and refining all the procedures within the project.



# STRATEGY OF THE PROJECT QUALITY

It is assumed that the consortium partners are quality and schedule driven. The quality control strategy of MultiEd project is based on the idea that all project activities and public events rest upon the principles of excellence and European good practices in terms of the content, approaches, methods, procedures and coordination. The quality control will focus on the assessment of project management, communication, dissemination strategies, working meetings, group performance, seminars, materials created. It will review the quality of project outputs within the quality indicators approved by all the partners. The monitoring of the project progress and quality of outputs in each WP will guarantee the high quality of project outcomes and ensure the correspondence of the project results to project objectives. Quality control of the project is to take place throughout the project duration.

The chronology and progressive motion of the project activities and events in every of its packages are aimed at assuring the quality of all deliverables. These deliverables of the WPs and tasks undergo evaluation. Once the deliverable is ready (with all the necessary improvements) it is uploaded on the project website and all the members are informed of it. The procedure can last two weeks maximum.

## W 1. PREPARATION

1.1. Project launch

1.2. Kick off meeting



## **W 2. DEVELOPMENT: CURRICULUM REFORM**

- 2.1. Guidelines for curricula design
- 2.2. Curricula design
- 2.3. Survey on curricula quality
- 2.4. TFL curricula analysis
- 2.5. TFL curricula design
- 2.6. Designed TFL curricula analysis
- 2.7. Final TFL curricula update
- 2.8. Updated TFL curricula approval
- 2.9. Launch and piloting of updated TFL curricula
- 2.10. Updated TFL curricula survey and feedback analysis  
and elimination of weaknesses
- 2.11. Permanent running of reformed TFL curricula
- 2.12. National Guidelines for TFL curricula



## **W 3. DEVELOPMENT: CLIL METHODOLOGY INTRODUCTION IN UKRAINE**

- 3.1. Guidelines for CLIL-based course design
- 3.2. Seminars “Introduction to CLIL methodology”
- 3.3. Design of CLIL-based courses (selected for update)
- 3.4. Peer-review of CLIL-based courses
- 3.5. Final update of CLIL-based courses
- 3.6. Launch and piloting of updated CLIL-based courses
- 3.7. CLIL-based course survey and elimination of weaknesses
- 3.8. Permanent running of CLIL-based courses
- 3.9. Design of new courses
- 3.10. Peer-review of new courses
- 3.11. Placement for CLIL internship
- 3.12. Final update of new courses
- 3.13. Approval of new courses
- 3.14. Launch and piloting of new courses
- 3.15. New course survey
- 3.16. Permanent running of new courses



## **W 4. DEVELOPMENT: “CLIL METHODOLOGY” E-COURSE**

- 4.1. Guidelines for e-course development
- 4.2. Seminar on e-course development feedback report
- 4.3. E-course development
- 4.4. E-course peer-review and update
- 4.5. E-course launch and piloting
- 4.6. E-course feedback and final update
- 4.7. Permanent running of e-course



## **W 5. DEVELOPMENT: MULTILINGUAL EDUCATION STRATEGY DEVELOPMENT IN UKRAINE**

5.1. Study visits

5.2. Survey development “Multilingual education in Ukraine”

5.3. Survey “Multilingual education in Ukraine”

5.4. “Multilingual education in Ukraine” survey analysis and report

5.5. Development of “Multilingual education strategy” by UA universities

5.6. National Recommendations “Multilingual HE in Ukraine”





## **W 6. QUALITY PLAN: PROJECT QUALITY ASSURANCE**

- 6.1. Quality Assurance Advisory Board
- 6.2. Quality Assurance Plan
- 6.5. Language progress evaluation and control
- 6.6. Stakeholders' feedback
- 6.7. Quality panel monitoring



## **W 7. DISSEMINATION & EXPLOITATION**

- 7.1. Development of Maximum Dissemination Plan
- 7.2. Sustainable dissemination and raising awareness campaigns
- 7.3. Project website and online dissemination
- 7.4. Dissemination events
- 7.5. Final research study and academic publications



## W 8. MANAGEMENT

- 8.1. Project Management and Administrative Boards
- 8.2. Project Management Plan 15/02/2020, 30/11/2020,  
30/11/2021
- 8.3. Consortium Agreement
- 8.4. Project Management Board meetings and reports
- 8.5. Sustainable project management
- 8.6. Sustainable administrative work



## **Quality Assurance Advisory Board**

The Quality Assurance Advisory Board is set up during the Kick-off meeting. Each consortium partner identifies a team member for Quality Assurance Advisory Board. The Quality Assurance Advisory Board will be responsible for tracking and providing the quality of the project, its activities and events, introduced courses and curricula, developed materials.

At the beginning of every project year the quality plan will be revised and updated if necessary to reach the best project results.

Quality control meetings will be held biannually on-site or in the form of teleconferences. Each session will be coordinated by a different member. Quality Assurance Advisory Board will prepare regular reports and will concentrate on such aspects of deliverables as timeliness, organizational quality, content quality, feedback results. The coordinator will be responsible for the elaboration of the due report.



## Internal and External Evaluation

The Quality Assurance Advisory Board is responsible for regular internal evaluation.

The quality assurance analysis will be based on:

- *qualitative data* (i.e. meeting deadlines, achievement of objectives, report analysis),
- *quantitative data* (i.e. answers to questionnaires, surveys).

Data will be gathered from all project partners and key stakeholders.

The quality of the project deliverables will be also assessed by independent experts who will provide mid-term and final evaluation reports.

The project will be monitored by National Erasmus+ Offices according to their schedule of projects' monitoring process.



## PROJECT EVALUATION PLAN

Elements	Quality Indicators	Items to be evaluated	Tools
Meetings	<ul style="list-style-type: none"> <li>• quality of information and communication prior to the event;</li> <li>• quality of information and communication at the event;</li> <li>• in-depth analysis of the questions discussed;</li> <li>• meeting objectives achieved;</li> <li>• participation and contribution at the event;</li> <li>• respecting the agenda;</li> <li>• working environment;</li> <li>• participants have a clear plan of upcoming activities</li> </ul>	<ul style="list-style-type: none"> <li>• minutes of the discussions</li> <li>• materials which were discussed and developed</li> </ul>	questionnaire

Seminars	<ul style="list-style-type: none"> <li>• quality of information and communication prior to the event;</li> <li>• quality of information and communication at the event;</li> <li>• objectives achieved;</li> <li>• participation and contribution at the event;</li> <li>• respecting the agenda;</li> <li>• working environment;</li> <li>• participants have a clear plan of actions;</li> <li>• number of participants</li> </ul>	<ul style="list-style-type: none"> <li>• contents;</li> <li>• materials;</li> <li>• tools;</li> <li>• professionalism of the speakers</li> </ul>	participants' feedback template
Curriculum design	<ul style="list-style-type: none"> <li>• surveys developed and undertaken;</li> <li>• peer review by UA and EU;</li> <li>• correspondence to schedule;</li> <li>• curriculum update</li> </ul>	Curriculum design	<ul style="list-style-type: none"> <li>• teachers' feedback template;</li> <li>• students' feedback template;</li> <li>• reports on curriculum design</li> </ul>

<p>Course design / update and material development</p>	<ul style="list-style-type: none"> <li>• surveys developed and undertaken;</li> <li>• peer review by partner institutions;</li> <li>• EU course-design mentoring;</li> <li>• correspondence to schedule;</li> <li>• course update</li> </ul>	<ul style="list-style-type: none"> <li>• introduced courses;</li> <li>• updated courses;</li> <li>• suggested materials;</li> <li>• students' language proficiency;</li> <li>• content of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• teachers' feedback template</li> <li>• students' feedback template</li> <li>• language proficiency tests;</li> <li>• reports on the course design and update</li> </ul>
<p>Study visits</p>	<ul style="list-style-type: none"> <li>• quality of information and communication prior to the visit;</li> <li>• quality of information and communication during the visit;</li> <li>• effective study visit programme;</li> <li>• objectives achieved;</li> <li>• participation and contribution during the visit;</li> <li>• working environment;</li> <li>• participants have a clear plan of upcoming activities</li> </ul>	<ul style="list-style-type: none"> <li>• obtained information;</li> <li>• gained experience</li> </ul>	<ul style="list-style-type: none"> <li>• participants' feedback template;</li> <li>• reports</li> </ul>



Development of Multilingual education strategy	Multilingual education strategy developed and reviewed	Multilingual education strategy	Experts' feedback
Quality Control	<ul style="list-style-type: none"> <li>• developed and approved Quality Assurance Plan;</li> <li>• evaluation by Quality Assurance Advisory Board;</li> <li>• external evaluation by independent experts;</li> <li>• external evaluation reports and recommendations;</li> <li>• peer-review;</li> <li>• consultations with the Erasmus + office;</li> <li>• language progress evaluation before and after the course;</li> <li>• stakeholders' feedback;</li> <li>• Quality panel monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Assurance Plan;</li> <li>• mid-term evaluation and final evaluation reports;</li> <li>• language progress evaluation;</li> <li>• stakeholders' feedback;</li> <li>• report of the Quality panel</li> </ul>	<ul style="list-style-type: none"> <li>• quality control and management reports;</li> <li>• entry and final tests to monitor the language progress of students enrolled in the updated and new courses and curricula;</li> <li>• stakeholders' feedback template;</li> <li>• report of the Quality panel</li> </ul>
Dissemination & exploitation	<ul style="list-style-type: none"> <li>• development and dissemination of Project Materials;</li> <li>• development of Project Website, monitoring its traffic, identifying its</li> </ul>	<ul style="list-style-type: none"> <li>• published project package</li> <li>• number of publications in the press and social media</li> <li>• number of visitors</li> </ul>	feedback template

	<p>dissemination value;</p> <ul style="list-style-type: none"> <li>• development of Maximum Dissemination Plan and its effective fulfillment;</li> <li>• highlighting the events in the maximum possible number of sources of different levels (from local to international);</li> <li>• dissemination events organized, including the final conference;</li> <li>• promoting the project in social media;</li> <li>• collaboration agreements between partners signed</li> </ul>	<p>to the project events</p> <ul style="list-style-type: none"> <li>• number of visitors on the project website</li> <li>• number of collaboration agreements signed</li> </ul>	
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# Annexes

Annex 1

## Event (seminar/workshop/conference etc) participants feedback template

*Please rank different aspects of the meeting on the scale 1-4*

**(1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)**

	Not at all	To a small degree	To a large degree	Completely
<b>A. Organisation</b>				
Was the communication satisfactory before the event?	1	2	3	4
Was the organisation satisfactory during the event?	1	2	3	4
Was there a clear and reasonable timetable in place?	1	2	3	4
Did the event adhere to the timetable?	1	2	3	4
Comment:				
<b>D. Structure</b>				
Were the objectives of the event clear?	1	2	3	4
Was the event structure clear?	1	2	3	4
Were you given an opportunity to contribute to the structure of the event?	1	2	3	4
To what extent have the goals been achieved?	1	2	3	4
Was there a good range and balance of activities?	1	2	3	4
To what extent have participants contributed to the discussion?	1	2	3	4

Comment:				
<b>C Environment and resources</b>				
Was the working environment satisfactory?	1	2	3	4
Was the provision of materials, resources and equipment suitable?	1	2	3	4
How could environment and resources be improved?	1	2	3	4
Comment:				

**Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the event, which will be taken into account when organising future events.**

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### Meeting evaluation questionnaire

**Please rank different aspects of the meeting on the scale 1-4**

**(1: Not at all; 2: To a small degree; 3: To a large degree; 4: Completely)**

	<i>Not at all</i>	<i>To a small degree</i>	<i>To a large degree</i>	<i>Completely</i>
<b>A. Organisation</b>				
Were the objectives of the meeting clear?	1	2	3	4
Was the meeting agenda clear?	1	2	3	4
Were you given an opportunity to contribute to the agenda of the meeting?	1	2	3	4
Was the meeting agenda received in advance?	1	2	3	4
Comment:				
<b>B. Communication</b>				
Was the communication satisfactory before the meeting?	1	2	3	4
Did the meeting adhere to the agenda?	1	2	3	4
Was the meeting duration satisfactory?	1	2	3	4
Was the quality of presentations given during the meeting satisfactory?	1	2	3	4
Was the quality of materials provided during the meeting	1	2	3	4

satisfactory?				
Comment:				
<b>C. Success</b>				
Were necessary decisions reached at the meeting?	1	2	3	4
Were you given opportunities to express your opinion and influence decisions?	1	2	3	4
Were the meeting objectives achieved?	1	2	3	4
14. Were tasks for the upcoming activities and meetings discussed?	1	2	3	4
15. Were follow-up tasks assigned?	1	2	3	4
Comment:				

**Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the meeting, which will be taken into account when organising future meetings.**

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