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CATALYST

PROJECT QUALITY MANAGEMENT PLAN

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INTRODUCTION

1.1 PURPOSE OF THE PROJECT QUALITY MANAGEMENT PLAN

The Project Quality Management Plan documents the necessary information required to effectively manage project quality from project planning to delivery. It defines the project's quality policies, procedures, criteria for and areas of application, and roles, responsibilities.

1.2 COMMITMENTS:

We are committed to the following:

- Providing effective, competency-based vocational teaching methodologies
- Listening to student voice
- Increasing staff and student awareness of inclusion
- Creating replicable modules
- Reviewing and moderating each module (within and across institutions and national contexts)

1.3 ORGANISATION AND RESPONSIBILITIES

Name	Role	Quality Responsibility
University Politehnica of Bucharest (UPB)	<i>Lead Partner</i>	UBP will lead and steer the creation of the CORE Curriculum and its implementation. UBP will also contribute to all discussions and strategic planning with respect to QA procedures and be involved in their evaluation and improvement with other EU and PC partners.
Edge Hill University (EHU)	<i>P4</i>	As part of the second interim project planning and co-ordination, EHU will organise, deliver and host QA training for all partner institutions at its Ormskirk campus in England (November 2018). EHU will observe the piloting of the agreed modules (with other PCs) and be involved in their evaluation and improvement with other EU and PC partners. EHU will also contribute to all discussions and strategic planning with respect to QA procedures and be involved in their evaluation and improvement with other EU and PC partners.
Technische Universität Dresden (TUD)	<i>P2</i>	TUD will contribute to all discussions and strategic planning with respect to QA procedures and be involved in their evaluation and improvement with other EU and PC partners.
Paul Francis East (PFE) /The Pyramid Group (TPG)	<i>P3</i>	TPG will contribute to all discussions and strategic planning with respect to QA procedures and be involved in their evaluation and improvement with other EU and PC partners.
Limerick Institute of Technology (LIT)	<i>P5</i>	LIT will contribute to all discussions and strategic planning with respect to QA procedures and be involved in their evaluation and improvement with other EU and PC partners.

Ho Chi Minh University of Technical Education (HCMUTE)	<i>P6</i>	HCMUTE will contribute to all discussions and strategic planning with respect to QA procedures. HCMUTE will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
Ho Chi Minh City University of Technology (HUTECH)	<i>P7</i>	HUTECH will contribute to all discussions and strategic planning with respect to QA procedures. HUTECH will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
Hanoi University of Science and Technology (HUST)	<i>P8</i>	HUST will contribute to all discussions and strategic planning with respect to QA procedures. HUST will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
The University of Languages and International Studies, Hanoi – (ULIS-VNU)	<i>P9</i>	ULIS-VNU will contribute to all discussions and strategic planning with respect to QA procedures. ULIS-VNU will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
Hung Yen University of Technology and Education (UTEHY)	<i>P10</i>	UTEHY will contribute to all discussions and strategic planning with respect to QA procedures. UTEHY will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
Vinh University of Technical Education (VUTED)	<i>P11</i>	VUTED will contribute to all discussions and strategic planning with respect to QA procedures. VUTED will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
National University of Laos (NUoL)	<i>P12</i>	NUoL will contribute to all discussions and strategic planning with respect to QA procedures. NUoL will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.
University of Health Sciences (UHS)	<i>P13</i>	UHS will contribute to all discussions and strategic planning with respect to QA procedures. UHS will also pilot agreed modules (with other PCs) and be involved in their evaluation and improvement with EU and PC partners.

1.4 TOOLS, ENVIRONMENT, AND INTERFACES

Tool	Description
Quality Plan	The Quality Plan will be reviewed (and revised where necessary) after each round of piloting.
Module templates	Module templates (with ECTS and EU Tuning) will be agreed at the training in Bucharest.

Student evaluation forms	Student evaluation forms will be designed before the first pilot and then evaluated (and adapted where necessary) after each round of piloting.
Tutor evaluation forms	Tutor evaluation forms will be designed before the first pilot and then evaluated (and adapted where necessary) after each round of piloting.
Observation forms.	Observation forms will be designed before the first pilot and then evaluated (and adapted where necessary) after each round of piloting.
QA Training	QA training will take place at EHU (November 2018).
Online platform	The final Quality Assurance mechanism will be published on the CATALYST online platform.

2 PROJECT QUALITY MANAGEMENT

Quality Planning (QP), Quality Assurance (QA) and Quality Control (QC). The following sections define how this project will apply each of these practice groups to define, monitor and control quality standards.

2.1 QUALITY PLANNING

The Quality Plan will be reviewed and revised each year by the Steering Group against the project aims and Erasmus+ regulations.

2.2 QUALITY ASSURANCE

The Steering Group will analyse QA data, document opportunities for improvement and apply what was learned from the quality assurance processes in order to eliminate gaps between current and desired levels of performance.

The final Quality Assurance report will include student and tutor evaluation templates and observation forms as appendices.

2.3 QUALITY CONTROL PROCESS

