WP4 Report

Livia LAZAR

Table 4. List of documents

WP4 – List of documents

Abbreviation	Full name of document
QCMP –V0.7	Quality Control and Monitoring Plan
QF-DTM-V2	Deriverable Template
QF-QFT-V1	Quality Form Template
QF-QCM-V2	Internal Quality Controls and Monitoring
QF-DES-V3	Deliverable Evaluation
QF-PSM-V1	Partner Slide Master
QF-WSM-V1	Work Package Slide Master
QF-PDL-V1	Project Documents List
QF-ECI-V1	Evaluation Criteria Identification
QF-WEB-V2	Website questionnaire
QF-EVE-V1	Event Evaluation

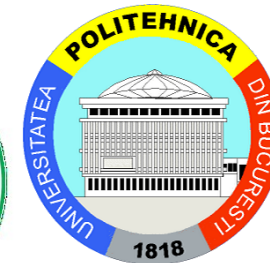Co-funded by the
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Evaluation Criteria Identification Responsible

WP	Task no.	Description	QCM responsible	YES/NO
1	1.1	Developing a gap analysis working plan	Wichai Chattinnawat/ Wasawat Nakkiew	No
	1.2	Analysing of MSIE curricula being offered, and of learning and teaching methods being applied	Teresa Monteiro	No
	1.3	Assessing needs of industry and students	Wichai Chattinnawat/ Wasawat Nakkiew	No
	1.4	Identifying gaps	Teresa Monteiro	No
	1.5	Identifying competitive factors for the curriculum	Wichai Chattinnawat/ Wasawat Nakkiew	No
	1.6	Developing recommendations for the specifications and areas of specialization for the curriculum	Wichai Chattinnawat/ Wasawat Nakkiew	No

Evaluation Criteria Identification Responsible

WP	Task no.	Description	QCM responsible	YES/ NO
2	2.1	Developing curriculum structure and academic program learning outcomes	Robert ULEWICZ	Yes
	2.2	Developing courses and course learning outcomes based on a matrix that maps course learning outcomes with program learning outcomes, and also teaching and learning methods,	Robert ULEWICZ	Yes
	2.3	Conducting pilot test of the key courses	Huynh Trung Luong	No
	2.4	Assessment of pilot test of the key courses and finalize the curriculum and the courses	Robert ULEWICZ	Yes
	2.5	Preparation for accreditation of the curriculum	Thitipong Jamrus/Komkrit Pitiruek	No
	2.6	Accreditation of the curriculum by the national accreditation institution in Thailand	Thitipong Jamrus/ Komkrit Pitiruek	No

Evaluation Criteria Identification Responsible

WP	Task no.	Description	QCM responsible	YES/NO
3	3.1	Developing teaching materials	Teresa Monteiro	No
	3.2	Translating teaching materials between English and Thai	Anintaya Kumkalya	No
	3.3	Developing a web-portal for online learning	Huynh Trung Luong	Yes
	3.4	Training of staff on new tools and best practice exchange on modern teaching techniques	Teresa Monteiro	No
	3.5	Adapting learning materials developed to the online learning	Huynh Trung Luong	No
	3.6	Purchasing and installing of teaching equipment	Huynh Trung Luong	No
	3.7	Developing a laboratory and online remote access of the laboratory works	Huynh Trung Luong	No

Evaluation Criteria Identification Responsible

WP	Task no.	Description	QCM responsible	YES/NO
4	4.1	Developing a quality control and monitoring system	Livia Veronica Lazar	Yes
	4.2	Implementing the internal quality control and monitoring of the project	Livia Veronica Lazar	No
	4.3	Inviting external evaluation of the project results	Supapan Chaiprapat	Yes
	4.4	Inviting external financial audit	Supapan Chaiprapat	Yes

Evaluation Criteria Identification Responsible

WP	Task no.	Description	QCM responsible	YES/NO
5	5.1	Development of a Dissemination, Exploitation and Sustainable plan	Livia Veronica Lazar	yes
	5.2	Creating a project website to support the dissemination strategy, and communication and collaboration among	Huynh Trung Luong	yes
	5.3	Production and dissemination of project materials	Thitipong Jamrus/Komkrit Pitiruek	no
	5.4	Publications in professional journals, newspapers, magazines, brochures, and social media	Teresa Monteiro	No
	5.5	Developing joint short-term courses in the field of Industrial Engineering in cooperation with industry for profes	Athakorn Kengpol	No
	5.6	Organizing dissemination events with relevant stakeholders	Wichai Chattinnawat/ Wasawat Nakkiew	No
	5.7	Organizing the final dissemination-sustainability conference	Huynh Trung Luong	No

Evaluation Criteria Identification Responsible

WP	Task no.	Description	responsible	YES/ NO
6	6.1	Finalizing management structure	PEC-CUT	no
	6.2	Organizing kick-off and regular consortium meetings	PEC-TU	no
	6.3	Monitoring and controlling the project	PEC-PSU	no
	6.4	Closing the project	PEC-KMUTNB	No

Project Documents List

No.	Document title	WP	Abreviation	EN/TH	Version no	Issued by	Valid from	Purpose	users	Frequency	Link
1	Quality Control and Monitoring Plan	WP4	QCMP	EN	0.7	QCMB		planning	all	permanent	
2	Standards and Guidelines for Quality Assurance in the European Higher Education Area ESG	WP4	Ref 01	EN	-	Brussels, Belgium.	2015	Informing	all	permanent	
3	Deliverable template	WP4	QF-DTM	EN	2	QCMB		Do	WPL	for every deliverable issued in the project	
4	Quality Form Template	WP4	QF-QFT	EN	1	QCMB		Do	WPL	for every form issued in the project	
5	Internal Quality Control and Monitoring	WP4	QF-QCM	EN	2	QCMB		control and monitoring	QCMB, Task 4.2 team, WPL	monthly	
6	Deliverable Evaluation	WP4	QF-DES	EN	3	QCMB		evaluation	QCMB	for every deliverable issued in the project	
7	Partner Slide Master (UPB Slide Master)	WP4	QF-PSM	EN	1	PC		Do	all	every partner presentation	
8	Workpackage Slide Master	WP4	QF-WSM	EN	1	PC		Do	all	every WP presentation	
9	Project Documents List	WP4	QF-PDL	EN	1	QCMB		Informing	all	permanent	
10	Evaluation Criteria Identification	WP4	QF-ECI	EN	1	PC		evaluation	QCMB, WPL	every task	
11	Website questionnaire	WP4	QF-WEB	EN	2	QCMB		evaluation	Task 5.2 team, users	due time	
12	Event Evaluation	WP4	QF-EVE	EN	0.1	QCMB		evaluation	Event Organizer, Participants	at the end ot the event	
13	Project Management and Communication Plan	WP6	PMCP	EN	0.3	PC		planning	all	permanent	
14	Work Package Monthly Report	WP6	MF-WMR	EN	3	PC		control and monitoring	WPL	monthly	
15	Staff Convention (CBHE Joint Declaration)	WP6	MF-SC	EN	1	PC		control and monitoring	all	every travel	
16	Monthly Time Sheet	WP6	MF-MTS	EN	3	PC		control and monitoring	all	monthly	
17	Project Time Sheet	WP6	MF-PTS	EN	1	PC		control and monitoring	all	monthly	
18	Individual Travel Report	WP6	MF-ITR	EN	1	PC		control and monitoring	all	every travel	
19	Meeting Minutes Report	WP6	MF-MMR	EN	2	PC		control and monitoring	all	every meeting	
20	Meeting Attendance Sheet	WP6	MF-MAS	EN	1	PC		control and monitoring	all	every meeting	
21	Risk Assesment Form	WP6	MF-RAF	EN	1	PC		Planning	WPL	when necessary	

QF-QCM-V2 – Internal Quality Control and Monitoring

Responsible:	Evaluation period:	Completion date:

Work Package	Task	Deliverable	Start date	End date	Team members involved	Date of review	Indicator(s)	Tools	Status (open-draft/ done-final)	Observations

Internal Quality controls and monitoring team

Partner	Role	Name
UPB	TL	Tom SAVU
AIT	CP	Huynh Trung Luong
CMU	CP	Wichai Chattinnawat
KMUTNB	CP	Athakorn Kengpol
TU	CP	Anintaya Kumkalya
KKU	CP	Sirorat Pattanapairoj
PSU	CP	Supapan Chaiprapat
UMinho	CP	???
CUT	CP	Anna WIŚNIEWSKA-SAŁEK

Quality Control and Monitoring Work Plan

QCMP (0.7) - Quality Control and Monitoring Plan

The QCMP constitutes a working document which can be adapted and revised throughout the implementation of the project upon agreement by all parties.
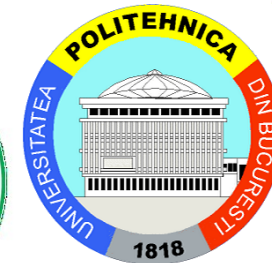
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Curriculum Development

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