



ERASMUS+ PROGRAMME

CAPACITY BUILDING IN THE FIELD OF HIGHER EDUCATION

STRAND 1

**STRIVE PROJECT**

**Strengthening Internationalization of  
Vietnamese Emerging Universities**

**Project Quality Plan**

**Milestone MS1**

<b>Project reference number</b>	101128558 — STRIVE — ERASMUS-EDU-2023-CBHE
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<b>Work Package leader</b>	AlmaLaurea - project coordinator
<b>Authors</b>	Project quality committee
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## INTRODUCTION

The present document has been developed in the framework of WP1 - Project coordination and quality control, aiming at smoothly managing the project implementation by ensuring the highest quality of project outputs. A preliminary version of the quality plan has been drafted by WP1 leader, AlmaLaurea, and then shared with quality committee members for review and final approval.

STRIVE quality plan outlines the strategies, methodologies, tools and processes to ensure the achievement of project objectives, allowing the project team to maintain consistency and continuously improve the quality of the activities implemented and deliverables produced throughout project lifecycle.

All partners are committed to adhere to the project quality plan engaging the necessary resources and collaborating to their best abilities in order to reach the common goals of the project.

The quality plan is constituted by the following sections:

- **Project overview:** concise description of project scope; summary of partners' main roles; project contractual framework; project management structure.
- **Project quality assurance:** summary of project general and specific objectives with measurable indicators; description of milestones and deliverables according to work packages and due dates; details on partners' roles and responsibilities per work package.
- **Project quality control:** preparation and follow-up of project meetings; online meetings of the quality committee; release of quality control reports.

## PROJECT OVERVIEW

The project responds to Erasmus+ CBHE Strand 1 objectives, since it is designed for facilitating access to Erasmus+ opportunities by less experienced universities in Vietnam, aiming at reducing the internationalization gap among higher education institutions in the country.

The project is expected to enhance the capacity of the targeted universities for cooperating at international level, by increasing the quality of the preparation, implementation, monitoring and follow-up of international projects, and by building capacities to support students and staff mobility activities.

## PROJECT PARTNERSHIP

Partner name	Country	Partner's main role
<b>Consorzio Interuniversitario AlmaLaurea (AL)</b>	Italy	<b>Project coordinator</b> WP1 leader - Project coordination and quality control WP3 leader - Capacity building on project design and management
<b>Hanoi University (HANU)</b>	Vietnam	<b>National coordinator</b> WP6 leader – Sustainability



<b>Truong Dai Hoc Phu Xuan (PXU)</b>	Vietnam	Organizer of local WP5 awareness raising seminar on Erasmus+ opportunities
<b>Quang Ninh University of Industry (QUI)</b>	Vietnam	WP5 leader - Dissemination
<b>Hoc Vien Hanh Chinh Quoc Gia (NAPA)</b>	Vietnam	Organizer of local WP5 awareness raising seminar on Erasmus+ opportunities
<b>Universidade de Évora (UEVORA)</b>	Portugal	WP2 leader - Overview of Erasmus+ programme in higher education sector
<b>Università degli studi della Tuscia (UNITUS)</b>	Italy	WP4 leader - Capacity building capitalizing on staff and students experiences in mobility

## CONTRACTUAL FRAMEWORK

The contractual framework of STRIVE project consists mainly of two reference documents:

- Grant Agreement (GA)
- Partnership Agreement (PA)

### GRANT AGREEMENT

The GA regulates the relationship between the European Education and Culture Executive Agency (EACEA) and the project coordinator & the beneficiaries that have signed the “accession form”, by defining the rules for carrying out the action financed, notably in terms of proper implementation.

### PARTNERSHIP AGREEMENT

The PA represents an internal consortium accord defining the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the project.

In particular, the PA details: the internal organisation of the consortium; the management of access to the Funding and Tender Opportunities Portal; distribution keys for the payments and financial responsibilities in case of recoveries; additional rules on rights and obligations related to background and results; record keeping; settlement of internal disputes; liability and confidentiality arrangements between the beneficiaries.

## PROJECT MANAGEMENT STRUCTURE

Since project outset, partners have formalized the bodies in charge of project strategic management, quality assurance & monitoring, implementation of activities, whose composition, roles and actions are described in the table here below.



Project coordinator, supported by project national coordinator, ensures the liaison among the different bodies facilitating their interaction through a smooth flow of information for the achievement of project expected results.

Management Body	Composition	Role	Actions
<b>Steering Committee (SC)</b>	A high representative from each partner	Ensuring the overall governance of the project	Adoption of strategic decisions on project implementation, the principle of unanimity being strived whenever possible and qualified majority principle being the second best Validation of project quality reports Resolution of possible controversials The SC meets on a regular basis
<b>Quality committee (QC)</b>	Appointed staff from each partner	Ensuring the quality of the project outputs and monitoring its progress	Analysis of feedbacks on project meetings Application of quality assurance measures Drafting of project quality reports The QC meets online on a regular basis
<b>Working Group (WG)</b>	Local coordinator from each partner	Coordinating the work teams	Implementation of work package (WP) activities Collection of feedbacks on project meetings Transmission of information to WP teams Continuous communication with WP leaders and project coordinator

At the occasion of the project kick-off meeting, the members of the management bodies have been appointed, as per details here below.

Partner	Steering Committee	Quality Committee	Working Group
<b>AL</b>	Marina Timoteo	Enrico Dongiovanni	Luisa Mengoni
<b>HANU</b>	Nguyen Van Trao	Hoang Thu Thuy	Dang Thi Phuong Thao
<b>PXU</b>	Ho Thi Hanh Tien	Tran Thi Thanh Ha	Tran Thi Thu Thuy
<b>QUI</b>	Hoang Hung Thang	Pham Duc Thang	Ha Thi Ngoc Mai
<b>NAPA</b>	Nguyen Ba Chien	Nguyen Thi Thu Van	Nguyen Thi Ngoc Hien
<b>UEVORA</b>	Paulo Quaresma	Paulo Resende da Silva	Paulo Resende da Silva
<b>UNITUS</b>	Simone Severini	Stefano Speranza	Carlo Contardo



Any change in the appointed members of the management bodies shall be notified to the project coordinator in writing.

## PROJECT QUALITY ASSURANCE

Starting from the identification of beneficiaries' needs during the proposal preparation phase, STRIVE project has set its general and specific objectives with the corresponding measurable indicators, to be achieved through the production of milestones and deliverables organized per work package and distributed throughout project implementation period.

The sequence of tasks to be performed included in the project proposal have been drafted in an extremely detailed manner in order to accompany partners step by step towards the achievement of milestones and deliverables.

The project logical framework matrix stays as a pillar of the intervention logic, detailing objectives, expected results and activities, assumptions, verifiable indicators and sources of verification. It will be used as main quality assurance tool to guide partners in the planning, execution and monitoring of the project.

The project Gantt chart will facilitate the monitoring of the implementation activities from start to end, allowing the quality committee to intervene for rescheduling in case of shortcomings, with a clear picture of task dependencies.

The appointment of competent and committed staff from EU and Vietnamese sides constitutes a quality prerequisite for the smooth carrying out of project activities.

The following subsections complement the quality assurance guidance for partners:

- project general and specific objectives with verifiable indicators:
- description of milestones and deliverables with the dimensions to be taken into consideration for approval and the levels of verification;
- roles and responsibilities of each partner with respect to the different work packages, the resources allocated to each work package in terms of person/months and budget.



## PROJECT GENERAL AND SPECIFIC OBJECTIVES

Project general and specific objectives are summarized in the table below, according to verifiable indicators, means of verification and related assumptions.

PROJECT OBJECTIVES	PERFORMANCE INDICATORS	MEANS OF VERIFICATION	ASSUMPTIONS
<p><b>General objectives</b></p> <p>To enhance the internationalization of Vietnamese universities</p> <p>To foster the collaboration of Vietnamese universities with EU stakeholders</p>	<p>Comparison between Vietnamese university staff with increased skills on how to handle Erasmus+ opportunities and Vietnamese university staff in general</p> <p>New tools on international networking and progress monitoring on internationalization adopted by Vietnamese partners</p> <p>A KA2 CBHE project proposal prepared by Vietnamese and EU partners ready to be submitted under 2026 Erasmus+ call for proposals</p>	<p>Workshops, seminars and trainings attendance certificates</p> <p>Agreement among Vietnamese partners for the creation of the virtual centre on internationalization signed</p> <p>Application Part B and Detailed Budget Table formally validated by project partners through email records sent to the future Vietnamese coordinator of the new proposal</p>	<p>Geopolitical stability of the beneficiary country</p> <p>Absence of a new outbreak of Covid-19 pandemic</p> <p>Stable governance at each partner's level</p>
<p><b>Specific objectives</b></p> <p>To sustain the engagement of Vietnamese universities' governance in the internationalization of their institutions</p> <p>To improve Vietnamese university staff knowledge on Erasmus+ programme opportunities in higher education sector</p>	<p>1 representative of Vietnamese universities' governance participating to each steering committee meeting</p> <p>1 steering committee member per each Vietnamese university involved in the management of the internationalization virtual centre</p> <p>2 staff involved in international relation activities and 1 financial officer from each Vietnamese HEI</p>	<p>Steering committee attendances lists and minutes</p> <p>WP6 Contents of the agreement on internationalization virtual centre specifying the management membership</p> <p>WP2 Workshops attendance lists</p> <p>WP3 Training attendance lists</p>	<p>Interest of Vietnamese partner universities' governance in enhancing internationalization</p> <p>Commitment of EU partners in sharing their best practices</p> <p>Commitment of partner universities' staff in implementing project activities</p>



<p>To strengthen Vietnamese university staff capabilities on project proposals' technical and financial preparation, implementation and monitoring</p> <p>To promote the Vietnamese ownership of KA2 CBHE projects by experimenting EU best practices</p> <p>To strengthen the links between Vietnamese and EU universities in favour of staff and students mobility</p> <p>To raise the awareness of Vietnamese students and additional staff on Erasmus+ programme in higher education sector opportunities</p>	<p>attended each of the two workshops on Erasmus+ opportunities and tools available at month 8</p> <p>2 staff involved in international relation activities, 1 financial officer and 2 academic staff from each Vietnamese HEI trained on projects design and budget preparation at month 15</p> <p>1 focus group comprising 6 members from each Vietnamese HEI organized at month 18</p> <p>2 staff involved in international relation activities and 2 academic staff from each Vietnamese HEI attended the workshop on capitalization of mobility experiences at month 22</p> <p>20 students and 10 academic staff from each Vietnamese HEI attended the awareness raising seminars at month 34</p>	<p>Attendance lists and minutes of WP3 CBHE focus group</p> <p>WP4 Workshop attendance list</p> <p>WP5 Seminars attendance lists</p>	<p>Limited staff turnover throughout project lifecycle</p>
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## MILESTONES & DELIVERABLES PER WORK PACKAGE

The description of project milestones and deliverables distributed per work packages with the corresponding due dates are summarized in the tables here below.

All the milestones and deliverables are planned to be analysed and evaluated based on three dimensions:

- relevance: is the output coherent with the planned content?
- effectiveness: is the output contributing to the achievement of the project general and specific objectives?
- timing: is the output in line with the planned timeline?

The quality of milestones and deliverables is planned to be maintained at four verification levels:

- output approval by responsible WP leader;





- internal review of outputs provided by project partners not involved in deliverable authoring;
- quality evaluation of outputs by the quality committee;
- final acknowledgment of outputs by each project partner.

The project coordinator, supported by the project quality committee, ensures the smooth flow of information among partners for the respect of the three quality dimensions and four quality verification levels of each output.

<b>Work Package 1: Project coordination and quality control</b>		
<b>WP Leader: ALMALAUREA</b>		<b>Duration: Jan 2024 – Jan 2027</b>
<b>Objectives:</b> <ul style="list-style-type: none"> <li>• To smoothly manage the project implementation</li> <li>• To ensure the quality of project outputs</li> </ul>		
<b>MILESTONE</b>	<b>Description</b>	<b>Due date</b>
<b>MS1 Project quality plan</b>	The quality plan outlines the strategies, methodologies, tools and processes to ensure the achievement of project objectives, allowing the project team to maintain consistency and continuously improve the quality of the activities implemented and deliverables produced throughout project lifecycle	14-05-2024
<b>DELIVERABLES</b>	<b>Description</b>	<b>Due date</b>
<b>D1.1 Partnership agreements</b>	They determine the organisation of the partnership by regulating the rights and obligations of the coordinator and the partners in order to successfully implement the project and to ensure its accountability	14-04-2024
<b>D1.2 1st quality control report</b>	The quality control reports, based on the feedbacks received by partners will allow monitoring the project progress, ensuring the highest quality of project deliverables and the application of corrective measures in case of need	14-10-2024
<b>D1.3 2nd quality control report</b>		14-07-2025
<b>D1.4 3rd quality control report</b>		14-04-2026



<b>Work Package 2: Overview on Erasmus+ programme in higher education sector</b>		
<b>WP Leader: UEVORA</b>		<b>Duration: Apr 2024 – Feb 2025</b>
<b>Objective:</b> <ul style="list-style-type: none"> <li>To improve Vietnamese university staff knowledge on Erasmus+ programme opportunities in higher education sector</li> </ul>		
<b>MILESTONES</b>	<b>Description</b>	<b>Due date</b>
<b>MS2 Workshop on Erasmus+ opportunities</b>	The workshop will be organized following an interactive methodology between the speakers and the attendees, including illustration of successful project proposals coordinated by EU partners, foreseeing Q&A sessions	14-07-2024
<b>MS3 Workshop on available tools</b>	The workshop will be organized following an interactive methodology between the speakers and the attendees, including the practical use of the tools illustrated and foreseeing Q&A sessions	14-09-2024
<b>DELIVERABLE</b>	<b>Description</b>	<b>Due date</b>
<b>D.2.1. Summary report on workshop' insights</b>	Workshops materials and evaluation forms analysis will be collected in a comprehensive report to be opportunely disseminated within each Vietnamese partner university	14-11-2024

<b>Work Package 3: Capacity building on project design and management</b>		
<b>WP Leader: ALMALAUREA</b>		<b>Duration: Nov 2024 – Oct 2026</b>
<b>Objectives:</b> <ul style="list-style-type: none"> <li>To strengthen Vietnamese university staff capabilities on project proposals' technical and financial preparation, implementation and monitoring</li> <li>To promote the Vietnamese ownership of KA2 CBHE projects by experimenting EU best practices</li> </ul>		
<b>MILESTONE</b>	<b>Description</b>	<b>Due date</b>
<b>MS4 Focus groups on Vietnamese partners' needs report</b>	The report of the focus group will describe the main conclusions to be exploited in order to highlight the common needs emerged in terms of capacity-building at universities' level	14-07-2025
<b>DELIVERABLES</b>	<b>Description</b>	<b>Due date</b>



<b>D3.1 Trainings manual on Erasmus+ projects design, management, budget preparation and accountability measures</b>	The manual will summarize the contents and presentations illustrated at the occasion of the trainings, and the Q&A sessions occurred, so to facilitate the ownership of the capacity-building process by other Vietnamese staff not directly involved in the trainings	14-04-2025
<b>D3.2 Erasmus+ KA2 CBHE project proposal drafted</b>	The project proposal stays as application of the knowledge acquired through the trainings received by Vietnamese partners, contributing to strenghten the links with EU partners beyond project lifecycle and the ownership of CBHE project by Vietnamese partners	14-10-2026

<b>Work Package 4: Capacity building capitalizing on staff and students experiences in mobility</b>		
<b>WP Leader: UNITUS</b>		<b>Duration: Oct 2025 – Apr 2026</b>
<b>Objective:</b>		
<ul style="list-style-type: none"> <li>To strengthen the links between Vietnamese and EU universities in favour of staff and students</li> </ul>		
<b>MILESTONE</b>	<b>Description</b>	<b>Due date</b>
<b>MS5 Storytelling seminar by Vietnamese staff and students on EU mobility experiences</b>	Vietnamese staff and students having benefited from outbound mobility towards EU countries through KA1 projects will share their experiences, highlighting the impact in terms of personal and professional growth	14-01-2026
<b>DELIVERABLES</b>	<b>Description</b>	<b>Due date</b>
<b>D4.1 Workshop report on capitalization from Vietnamese and EU partners involvement in mobility experiences drafted</b>	The workshop report will include the presentations illustrated to attendees and the main Q&A raised	14-11-2025
<b>D4.2 Guidelines for fostering EU-Vietnam mobility cooperation released</b>	The successful experience of HANU and EU partners in mobility projects presented at the occasion of the workshop will be coupled with the needs expressed by workshop and storytelling seminar attendees in order to draft a guidelines document for fostering Vietnam-EU mobility of staff and students	14-04-2026

<b>Work Package 5: Dissemination</b>		
<b>WP Leader: QUI</b>		<b>Duration: Jan 2024 – Jan 2027</b>



<b>Objective:</b>		
<ul style="list-style-type: none"> <li>To raise the awareness of Vietnamese students and staff on Erasmus+ programme in higher education sector opportunities</li> </ul>		
MILESTONE	Description	Due date
MS6 Dissemination plan	The dissemination plan is aimed at enhancing project dissemination at local, national and international level, at spurring the involvement of project's stakeholders and beneficiaries, at planning the achievement of dissemination outputs	14-05-2024
DELIVERABLES	Description	Due date
D5.1. Project website	The project website contains information on project description, project consortium, meetings & events, dissemination outputs, contacts and reserved area	14-04-2024
D5.2. Report on awareness seminars to Vietnamese students and academic staff on Erasmus+ opportunities	The report will systematize the results of the awareness raising seminars	14-11-2026
D5.3 Promotional and testimonial video	The project promotional video will collect partners' testimonials on the impact and benefits gained through the involvement on project activities	14-01-2027

Work Package 6: Sustainability		
WP Leader: HANU		Duration: May 2024 – Jan 2027
<b>Objective:</b>		
<ul style="list-style-type: none"> <li>To sustain the engagement of Vietnamese universities' governance in the internationalization of their institutions</li> </ul>		
MILESTONE	Description	Due date
MS7 Agreement on monitoring tool	The Vietnamese staff will share the best fitting monitoring tool with their governance for opportune review in order to increase their engagement in monitoring the progress and the quality of the internationalization activities of their institutions	14-07-2026



<b>MS8 Signature of an agreement among Vietnamese partners establishing the virtual centre</b>	The Vietnamese staff will share the draft agreement with their governance for opportune review in order to raise the awareness and the commitment of the higher education community as regards strategic networking, effective flow of information and visibility of international activities and Erasmus+ opportunities	14-11-2026
<b>DELIVERABLES</b>	<b>Description</b>	<b>Due date</b>
<b>D6.1 Infosheet on international section of Vietnamese universities' websites</b>	Once the contents on internationalization will be defined, they will be described through a practical info sheet	14-01-2026
<b>D6.2 Monitoring tool on internationalization progress</b>	The monitoring tool will be released and put at the disposal of the virtual centre on internationalization	14-10-2026
<b>D6.3 Internazionalization virtual Centre</b>	The internationalization virtual centre will stay as a reference point for an increased visibility of the international activities of the Vietnamese universities, as well as a tool for students, staff and universities to be acquainted with the opportunities given by the Erasmus+ programme, and a strategic network for a more effective information flow and a tool for monitoring the international activities in the higher education sector in the country	14-01-2027



## PROJECT RESOURCES ACCORDING TO WORK PACKAGES

The table here below summarizes the repartition of staff person/months per partner according to work package, which will facilitate the monitoring of resources allocation in order to complete the different work packages. Each month includes the total efforts of the four staff categories: manager, researcher/trainer, technician, administrative.

PARTNER	WP1	WP2	WP3	WP4	WP5	WP6	TOTAL
HANU	3	2	2	1	3	4	15
PXU	2	2	2	2	2	5	15
QUI	3	2	2	2	1	5	15
NAPA	2	1	2	2	4	4	15
UEVORA	2	1	1	1	1	1	7
UNITUS	1	1	1	1	1	2	7
AL	3	2	2	1	2	3	13
<b>TOTAL</b>	<b>16</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>14</b>	<b>24</b>	<b>87</b>

The following table summarizes the repartition of budget resources per partner according to work package based on the maximum grant amount, which will facilitate the monitoring of financial expenditure needed in order to complete the different work packages. Cofinancing is not included.

PARTNER	WP1	WP3	WP3	WP4	WP5	WP6	TOTAL
HANU	12.419 €	11.506 €	11.782 €	10.790 €	4.481 €	7.934 €	<b>58.912 €</b>
PXU	8.230 €	9.514 €	9.621 €	9.514 €	1.724 €	10.083 €	<b>48.686 €</b>
QUI	8.786 €	9.338 €	9.230 €	8.953 €	757 €	8.725 €	<b>45.789 €</b>
NAPA	10.244 €	9.022 €	10.727 €	8.716 €	5.440 €	9.262 €	<b>53.411 €</b>
UEVORA	12.362 €	10.645 €	10.645 €	7.310 €	2.079 €	12.032 €	<b>55.073 €</b>
UNITUS	4.896 €	8.956 €	8.956 €	9.264 €	3.725 €	14.376 €	<b>50.172 €</b>
AL	14.971 €	14.576 €	17.378 €	10.885 €	6.729 €	23.369 €	<b>87.910 €</b>
<b>TOTAL</b>	<b>71.907 €</b>	<b>73.558 €</b>	<b>78.339 €</b>	<b>65.433 €</b>	<b>24.935 €</b>	<b>85.781 €</b>	<b>399.953 €</b>



## PARTNERS' ROLES AND RESPONSIBILITIES

The table below summarizes partners' roles and responsibilities according to the different WPs, providing a clear picture of each partner's contribution to the planned activities.

Partner	WP1	WP2	WP3	WP4	WP5	WP6
<b>HANU</b>	<p>Act as national coordinator ensuring liaison with Vietnamese partners</p> <p>Review and validate the partnership agreement</p> <p>Review and validate the project quality plan</p> <p>Provide feedback to AL on project implementation, highlighting eventual shortcomings and suggesting solutions</p> <p>Contribute to draft the quality reports</p> <p>Participate to QC and SC meetings</p>	<p>Take active part in the workshops</p> <p>Provide feedback on workshops</p> <p>Revise the report on workshops insights</p>	<p>Take active part in trainings</p> <p>Identify members of focus group in charge of further elaborating the scope of the new CBHE project topic</p> <p>Take part in brainstorming on implementation plan, monitoring measures, sustainability and impact for the new CBHE project</p> <p>Contribute to the draft of new CBHE project proposal</p>	<p>Share best practices on KA1 mobility projects during the dedicated workshop</p> <p>Suggest the storytellers to be invited for sharing their experiences in outbound mobility towards EU countries</p> <p>Organize the storytellers seminar</p> <p>Contribute to the analysis on workshop and seminar feedbacks</p> <p>Contribute to draft the workshop report</p> <p>Contribute to draft the guidelines for fostering Vietnam-EU mobilities</p>	<p>Promote project on institutional website and social media</p> <p>Provide AL with requested project website contents translation</p> <p>Contribute to the release of the dissemination plan</p> <p>Organize at local level the awareness-raising seminar on Erasmus+ opportunities and contribute to the draft of the related report</p> <p>Shoot the testimonial videos</p>	<p><b>WP6 LEADER</b></p> <p>Define key elements for the infosheet on international dimension</p> <p>Identify key indicators for monitoring tool on internationalization progress</p> <p>Contribute to the preparation of contents of the agreement on internationalization virtual centre</p> <p>Prepare the IT infrastructure for hosting the internationalization virtual centre</p>



<p><b>PXU</b></p>	<p>Review and validate the partnership agreement</p> <p>Review and validate the project quality plan</p> <p>Provide feedback to AL on project implementation, highlighting eventual shortcomings and suggesting solutions</p> <p>Contribute to draft the quality reports</p> <p>Participate to QC and SC meetings</p>	<p>Take active part in the workshops</p> <p>Provide feedback on workshops</p> <p>Revise the report on workshops insights</p>	<p>Arrange the needed logistics for the training on project design</p> <p>Take active part in trainings</p> <p>Identify members of focus group in charge of further elaborating the scope of the new CBHE project topic</p> <p>Take part in brainstorming on implementation plan, monitoring measures, sustainability and impact for the new CBHE project</p> <p>Contribute to the draft of new CBHE project proposal</p>	<p>Take active part in storytelling seminar</p> <p>Provide feedback to AL on seminar</p> <p>Provide feedback to AL on mobility workshop</p> <p>Contribute to the analysis on workshop and seminar feedbacks</p> <p>Contribute to draft the workshop report</p> <p>Contribute to draft the guidelines for fostering Vietnam-EU mobilities</p>	<p>Promote project on institutional website and social media</p> <p>Provide AL with requested project website contents translation</p> <p>Contribute to the release of the dissemination plan</p> <p>Organize at local level the awareness-raising seminar on Erasmus+ opportunities and contribute to the draft of the related report</p> <p>Shoot the testimonial videos</p>	<p>Definy key elements for the infosheet on international dimension</p> <p>Identify key indicators for monitoring tool on internationalization progress</p> <p>Contribute to the preparation of contents of the agreement on internationalization virtual centre</p>
<p><b>QUI</b></p>	<p>Review and validate the partnership agreement</p> <p>Review and validate the project quality plan</p> <p>Provide feedback to AL on project implementation, highlighting eventual shortcomings and suggesting solutions</p>	<p>Arrange the needed logistics for the workshop on EU tools available</p> <p>Take active part in the workshops</p> <p>Provide feedback on workshops</p>	<p>Take active part in trainings</p> <p>Identify members of focus group in charge of further elaborating the scope of the new CBHE project topic</p> <p>Take part in brainstorming on implementation plan,</p>	<p>Take active part in storytelling seminar</p> <p>Provide feedback to AL on seminar</p> <p>Provide feedback to AL on mobility workshop</p> <p>Contribute to the analysis on workshop</p>	<p><b>WP5 LEADER</b></p> <p>Promote project on institutional website and social media</p> <p>Provide AL with requested project website contents translation</p>	<p>Definy key elements for the infosheet on international dimension</p> <p>Identify key indicators for monitoring tool on internationalization progress</p> <p>Contribute to the preparation of</p>





	<p>Contribute to draft the quality reports</p> <p>Participate to QC and SC meetings</p>	<p>Revise the report on workshops insights</p>	<p>monitoring measures, sustainability and impact for the new CBHE project</p> <p>Contribute to the draft of new CBHE project proposal</p>	<p>and seminar feedbacks</p> <p>Contribute to draft the workshop report</p> <p>Contribute to draft the guidelines for fostering Vietnam-EU mobilities</p>	<p>Contribute to the release of the dissemination plan</p> <p>Organize at local level the awareness-raising seminar on Erasmus+ opportunities and contribute to the draft of the related report</p> <p>Shoot the testimonial videos</p>	<p>contents of the agreement on internationalization virtual centre</p>
<b>NAPA</b>	<p>Review and validate the partnership agreement</p> <p>Review and validate the project quality plan</p> <p>Provide feedback to AL on project implementation, highlighting eventual shortcomings and suggesting solutions</p> <p>Contribute to draft the quality reports</p> <p>Participate to QC and SC meetings</p>	<p>Take active part in the workshops</p> <p>Provide feedback on workshops</p> <p>Revise the report on workshops insights</p>	<p>Take active part in trainings</p> <p>Identify members of focus group in charge of further elaborating the scope of the new CBHE project topic</p> <p>Take part in brainstorming on implementation plan, monitoring measures, sustainability and impact for the new CBHE project</p> <p>Contribute to the draft of new CBHE project proposal</p>	<p>Take active part in storytelling seminar</p> <p>Provide feedback to AL on seminar</p> <p>Provide feedback to AL on mobility workshop</p> <p>Contribute to the analysis on workshop and seminar feedbacks</p> <p>Contribute to draft the workshop report</p> <p>Contribute to draft the guidelines for fostering Vietnam-EU mobilities</p>	<p>Promote project on institutional website and social media</p> <p>Provide AL with requested project website contents translation</p> <p>Contribute to the release of the dissemination plan</p> <p>Organize at local level the awareness-raising seminar on Erasmus+ opportunities and contribute to the draft of the related report</p> <p>Shoot the testimonial videos</p>	<p>Definy key elements for the infosheet on international dimension</p> <p>Identify key indicators for monitoring tool on internationalization progress</p> <p>Contribute to the preparation of contents of the agreement on internationalization virtual centre</p>



<b>UEVORA</b>	<p>Review and validate the partnership agreement</p> <p>Review and validate the project quality plan</p> <p>Provide feedback to AL on project implementation, highlighting eventual shortcomings and suggesting solutions</p> <p>Contribute to draft the quality reports</p> <p>Participate to QC and SC meetings</p>	<p><b>WP2 LEADER</b></p> <p>Share best practices at the occasion of the workshops</p> <p>Arrange the needed logistics for the workshop on Erasmus+ opportunities</p> <p>Revise the report on workshops insights</p>	<p>Share best practices at the occasion of the trainings</p> <p>Arrange the needed logistics for the training on project design</p> <p>Contribute to focus group guidance in charge of further elaborating the scope of the new CBHE project topic</p> <p>Take part in brainstorming on implementation plan, monitoring measures, sustainability and impact for the new CBHE project</p> <p>Contribute to the draft of new CBHE project proposal</p>	<p>Share best practices at the occasion of storytelling seminar</p> <p>Contribute to the analysis on workshop and seminar feedbacks</p> <p>Contribute to draft the workshop report</p> <p>Contribute to draft the guidelines for fostering Vietnam-EU mobilities</p>	<p>Promote project on institutional website and social media</p> <p>Contribute to the release of the dissemination plan</p> <p>Shoot the testimonial videos</p>	<p>Definy key elements for the infosheet on international dimension</p> <p>Identify key indicators for monitoring tool on internationalization progress</p> <p>Contribute to the preparation of contents of the agreement on internationalization virtual centre</p>
	<p>Review and validate the partnership agreement</p> <p>Review and validate the project quality plan</p>	<p>Share best practices at the occasion of the workshops</p>	<p>Share best practices at the occasion of the trainings</p> <p>Contribute to focus group guidance in</p>	<p><b>WP4 LEADER</b></p> <p>Share best practices at the occasion of storytelling seminar</p>	<p>Promote project on institutional website and social media</p>	<p>Definy key elements for the infosheet on international dimension</p>



<p><b>UNITUS</b></p>	<p>Provide feedback to AL on project implementation, highlighting eventual shortcomings and suggesting solutions</p> <p>Contribute to draft the quality reports</p> <p>Participate to QC and SC meetings</p>	<p>Arrange the needed logistics for the workshop on Erasmus+ opportunities</p> <p>Revise the report on workshops insights</p>	<p>charge of further elaborating the scope of the new CBHE project topic</p> <p>Take part in brainstorming on implementation plan, monitoring measures, sustainability and impact for the new CBHE project</p> <p>Contribute to the draft of new CBHE project proposal</p>	<p>Arrange the needed logistics for workshop on mobility</p> <p>Contribute to the analysis on workshop and seminar feedbacks</p> <p>Contribute to draft the workshop report</p> <p>Contribute to draft the guidelines for fostering Vietnam-EU mobilities</p>	<p>Contribute to the release of the dissemination plan</p> <p>Shoot the testimonial videos</p>	<p>Identify key indicators for monitoring tool on internationalization progress</p> <p>Contribute to the preparation of contents of the agreement on internationalization virtual centre</p>
<p><b>AL</b></p>	<p><b>WP1 LEADER</b></p>		<p><b>WP3 LEADER</b></p>			
<p>In its quality of <b>project coordinator</b>, AL:</p> <ul style="list-style-type: none"> <li>- ensures the smooth management of the project, leading the steering committee and quality committee meetings</li> <li>- liaises with Vietnamese national coordinator for minimizing the eventual shortcomings</li> <li>- supports WP leaders in the implementation of the activities</li> <li>- provides guidance for the organization of project workshops, trainings and other events, including analysis of events' assessment by beneficiaries</li> <li>- supervises the production of project milestones and deliverables</li> <li>- keeps project records for auditing purposes</li> </ul>						



## PROJECT QUALITY CONTROL

Quality control activities focus on determining whether project quality requirements for milestones, deliverables and meetings, as per the three dimensions foreseen in the project quality assurance – relevance, effectiveness, timing, are met.

Quality control activities also aim at identifying eventual shortcomings in the delivery of project outputs, suggesting possible corrective measures.

The following subsections detail the control measures planned for ensuring a high quality of project meetings, milestones and deliverables: preparation and follow-up of project meetings; online meetings of the quality committee; release of quality control reports.

### PREPARATION AND FOLLOW-UP OF PROJECT MEETINGS

In order to ensure a smooth organization of project meetings and to maximize their impact, the project coordinator will strive for:

- reaching an agreement among partners about meeting date and agenda well in advance with respect to the planned schedule;
- securing that the attendees possess the competences required according to the meeting topic;
- motivating the attendees to fulfill the meeting evaluation form;
- uploading meetings minutes and presentation on the reserved area of the project website.

Attendees will express their concerns regarding the quality and exhaustiveness of the information received through an evaluation form on project workshops, trainings and events.

The feedback collected will be analysed by the quality committee and included in the project quality control reports, allowing the tuning of forthcoming events according to attendees’ concerns for continuous improvement.

The table here below summarizes the list of project meetings planned.

MEETING NUMBER	TITLE	LOCATION & HOSTING PARTNER	PLANNED DATE	DESCRIPTION
1	Kick-off Meeting WP1	Bologna, Italy AL	January 22-23, 2024	Designation of quality committee members; signature of the partnership agreement. 1st steering committee meeting.



2	Workshop on Erasmus+ opportunities WP2	Evora, Portugal UEVORA	June 13-14, 2024	The workshop will allow the attendees to be acquainted with Erasmus+ opportunities, notably as regards KA1 mobilities and KA2 CBHE projects, eligibility criteria, funding rules and awards criteria.
3	Workshop on available tools WP2	Quang Ninh Province, Vietnam QUI	September 10-11, 2024	The workshop will allow the attendees to be acquainted with the tools made available by the European Commission for partnership building, search of funding opportunities, Grant management and reporting (FTOP). 2nd steering committee meeting.
4	Training on project design and management WP3	Hue City, Vietnam PXU	November/ December 2024	EU partners will transfer their knowledge to Vietnamese partners so to allow the trainees to be acquainted with project design, implementation and management tools and procedures. 3rd steering committee meeting.
5	Training on budget preparation and brainstorming on CBHE project implementation plan WP3	Evora, Portugal UEVORA	January/ February 2025	EU partners will transfer their knowledge to Vietnamese partners so to allow the trainees to be acquainted with budget preparation principles, internal and external auditing procedures and accountability measures. A brainstorming will take place in order to define the CBHE project's implementation plan, monitoring measures, impact and sustainability.
6	Workshop on capitalizing students' and staff's mobility experiences WP4	Viterbo, Italy UNITUS	June 2025	The workshop will allow the attendees to be acquainted with specific knowledge on how to build-up cooperation arrangements in favour of students and staff mobilities between Vietnamese and EU universities, including KA1 mobility project preparation, based on EU partners' best practices and long lasting experience of HANU.
7	Success story telling seminar WP4	Hanoi, Vietnam HANU	December 2025	Vietnamese staff and students having benefited from outbound mobility towards EU countries through KA1 projects will share their experiences, highlighting the impact in terms of personal and professional growth. 4th steering committee meeting.
8	Sustainability meeting on internationalization monitoring tool WP6	Hanoi, Vietnam NAPA	June 2026	Once the best solutions in terms of indicators and IT tools explored, the project partners will discuss and validate the most fitting monitoring tool on internationalization progress, in accordance with their needs and expected results. 5th steering committee meeting.
9	Sustainability meeting on internationalization virtual centre WP6	Hanoi, Vietnam HANU	November 2026	The Vietnamese partners, guided by the EU partners, will discuss the contents of an agreement aimed at detailing the roles, rights and obligations of each member of the internationalization virtual centre. 6th steering committee meeting.



## ONLINE MEETINGS OF THE QUALITY COMMITTEE

Four online meetings of the quality committee are planned throughout project lifecycle: the first one is aimed at validating the present document (quality plan); the others are intended to validate the quality control reports to be delivered at month 9, 18, and 27.

At the occasion of these meetings, the members of the quality committee designated at the occasion of the project kick-off meeting will have the opportunity to:

- analyse the concerns shared by project meetings' attendees in order to improve the organization of the forthcoming events in terms of contents and logistical arrangements;
- review the feedbacks on project implementation provided by the Working Group in order to ensure a high quality of project outputs;
- draft the quality control reports in order to highlight the eventual shortcomings arisen and to suggest corrective measures to be applied.

## RELEASE OF QUALITY CONTROL REPORTS

Three quality control reports are planned throughout project lifecycle at month 9, 18 and 27.

The reports will be based on the feedbacks received by the Working Group on project implementation and on the concerns shared by meetings' attendees, highlighting the eventual shortcomings arisen and suggesting corrective measures to be applied.

The reports will evaluate, according to the set of indicators detailed in the project logical framework matrix and based on the three dimensions of quality assurance – relevance, effectiveness, timing, the achievement of project outputs in relation to each work package.

The reports will also include an assessment of the resources allocated to the completion of each work package in terms of staff person/months and budget, as well as the monitoring of supporting documents needed for demonstrating the proper implementation of the action.

The project quality committee will draft the quality control reports, which will be discussed at the occasion of steering committee meetings in order to validate the eventual corrective measures suggested.