

QUALITY POLICY DOCUMENT

Project should have a policy for quality assurance that is made public and forms part of their strategic management. Internal stakeholders should develop and implement this policy through appropriate structures and processes, while involving external stakeholders. Any action planned or taken as a result should be communicated to all those concerned.

The quality policy document provides an overview of the project quality strategy consistently deriving from the Erasmus Plus's guidelines [RD1]. The IN2IT project benefits from the acquired experience of the IRIS project, therefore this document is aligned with the IRIS quality policy [RD2].

The quality policy document ensures the continual improvement of the efficiency and effectiveness of the project.

All partners agree that their involvement in the project is guided by the following core aspects:

- 1. Resources:** Partners should make optimal use for the resources allocated according to the project proposal, both human and financial, to carry out their work.
They shall:
 - commit themselves to do everything in their power to carry out the activities as specified in the work plan and foster the implementation of the project;
 - provide the staff, facilities, equipment and material necessary to perform the project activities.
- 2. Partner involvement:** Each deliverable shall be produced to the utmost level of quality that is possible to achieve by the partner, whether work package leader or not.
- 3. Partner satisfaction:** The project will be evaluated periodically for achievement of the project objectives, participants' satisfaction with the project progress, and management style. The processes will be assessed in a timely manner regarding completion of the project work packages and accomplishment of planned tasks. The deliverables will be measured upon delivery regarding users' expectations vs. satisfaction and compliance with plans.
- 4. Information management:** Partners should ensure that they collect, analyze and use relevant information for the effective management of the project and other activities.
- 5. Internal communication:** Partners should share information about their project activities, which is clear, accurate, objective, up-to date and readily accessible.
- 6. On-going monitoring and periodic reporting of project:** Partners should monitor and periodically report their tasks to ensure that they achieve the objectives set for them and respond to the needs of students and society.
- 7. Coordination:** The coordinator is in charge of guaranteeing the achievement of the deliverables both in terms of completion and quality. Each partner accepts any decision of the coordinator necessary to fulfill this deed.
- 8. Lead Responsibility:** The lead partners for each work package are responsible for the completion of the deliverables with their work package. They should discuss and plan activities with the other partners involved and make sure activities are timely planned according to quality work plan and project proposal.

Commitment to quality of the entire organization is key to the quality of the products and success of the project. The management of Product Assurance is fully embedded in the management of the project and should receive the highest priority from all the participants.

References:

QUALITY POLICY DOCUMENT

- RD1. Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). (2015). Brussels, Belgium.
- RD2. Quality Policy Paper, IRIS Project, TEMPUS.

A quality policy document must be sanctioned at the highest levels of the organisation because it will invariably be used to negotiate and expedite resolutions when conflicts about resources arise.

Done on _____, in fourteen (14) originals in the English language, one original for each partner.

For ORT Braude College:	For Sapir Academic College:
For Shenkar College of Engineering, Design and Art:	For Al-Qasemi Academic College of Education:
For Beit Berl College:	For Kaye Academic College of Education:
For Hai Academic College:	For Tel Aviv Yaffo Academic College:
For Warsaw University of Technology:	For Università Cattolica del Sacro Cuore:
For Politecnico di Milano:	For Ludwigsburg University of Education:
For Université de Montpellier:	For Kingston University London:
For VARAM:	