

**Modernisation of Institutional Management of Internationalisation in South
Neighboring Countries: Towards Internationalisation Management Model
“MIMI”
Quality Committee
Amman, Jordan - 12 June 2014
Meeting Minutes**

Participants:

- University of Barcelona, Spain: Zeineb Mazouz, Agustina Calabrese, Nicolas Patrici
- CHE-Consult, Germany: Olivia Key
- Princess Sumaya University for Technology, Jordan: Abdullah Al-Zoubi
- Modern University of Business and Science, Lebanon: Bassem El Kaissi
- Lebanese University, Lebanon: Charbel Kfoury
- Warsaw University of Technology, Poland: Marek Polack, Roman Podraza
- Carinthia University of Applied Sciences, Austria: Ramona Oros
- ANECA, Spain: Vanessa Duclos, Nick Harris

WP. 8 Monitoring and Impact Evaluation - Dev. 8.1 Quality Committee

The responsibility of the quality committee is to monitor and evaluate the progress of the project and to ensure that all its activities are carried out properly according to European standards and guidelines for quality assurance and ensuring proper execution of the project to achieve its objective.

Introduction to the meeting given by Nicolas Patrici and Zeineb Mazouz.

Olivia Key: presented the first results of the received questionnaires and a state of the art of the current situation. First results:

- Internationalisation strategy exists however we decided to ask the universities anyway as the existence of a strategy not necessarily involves a written document
- Lack of funding is the reason for not supporting students' mobility although there are grants. So that's a contradiction or at least we will explore why this is so.
- JO University has by law to dedicate part of its budget to Ph.D. students' mobility.
- Some incomplete questionnaires especially on the Management aspects: they will be re-sent and the site visits will serve to validate our information and to ask clarifying questions.

The project is about to build capacities NOT the “internationalization office”.

All strategic documents, marketing plan etc... should be provided. The information on the website is seen as incomplete or not reliable.

Internationalisation Policy Statement (IPS)

Nicolas Patrici: insist on the site visit and then ask for an IPS

Olivia Key: create a document common to all partners. We cannot build capacity without the management.

Abdullah Al-Zoubi: questions to be answered for the IPS. Who to answer them?

Have a policy statement before the on-site visit.

Nick Harris: it can be done during the site visit. But who to meet? VP, President etc..

Gather the evidence from the partners.

Bassem Kaissi: dissemination of the answers nationally

The following actions to be taken were agreed on at the end of the meeting:

→ **ENGLISH will be the only language used for all documents**

→ Ask by email to complete the questionnaires by those who did not fill it completely

→ Write an IPS by **17 July 2014**: partners need to indicate what they exactly want/expect from internationalisation? It should not exceed 2-3 pages. A template will be provided by Olivia Key and can be used or not. The received statements will be presented during one of the next MIMI gatherings + add as an attachment MUBS strategic plan. A presentation will be given by MUBS on how they reach strategic plan during a next MIMI gathering.

→ In parallel collect data: Olivia Key will send indications on the requested data. OK to prepare the guidelines by 17 July as well but to be kept by the partners and made available if needed.

→ Site visits: 6 people in October (exact dates to be determined)

- ❖ Jordan: WUT - CHE
- ❖ Morocco: ANECA - UB
- ❖ Lebanon: CHE – ANECA

Agreements on how to meet and preparation of the questions: to be done by email

Partner to send their availabilities to travel in October to Zeineb Mazouz

→ A self-SWOT Analysis will be conducted once the IPS finalised

Next gathering:

Meeting on commitment of top management after the site visit:

Location: Sapienza University

Date: 13-14 October 2014