



**Quality Committee**  
**Venue: ANECA, Orense, 11, Madrid, Spain**  
**25 May 2015**

**Participants:**

- University Abdelmalek Essaâdi: Houdaifa Ameziane, Hassan Ezbakhe
  - Lebanese University: Marlène Cordahi
  - ANECA: Rafael Llavori, Nick Harris
  - University of Barcelona: Zeineb Mazouz, Nicolas Patrici
- Abdallah Al-Zoubi from the Princess Sumaya University, Jordan, could eventually not attend the Quality Committee as previously scheduled due to important meetings held at the Ministry of Higher Education in Amman, Jordan.

Tour de Table: each participant introduced him/herself

Zeineb Mazouz presented the current State of the Art of the MIMI project and the remaining activities for Year 2.

Nick Harris suggested having a standardized format for evaluation of all strands of work as part of the Quality Assurance plan of the project. This work will be based on Bologna Process Self Assessment: to keep WP leaders on track internally. A template will be sent to the WP leaders for them to fill it and send it back to the coordinator who will also transfer it to the University Abdelmalek Essaâdi (in charge of WP. 8: Quality Plan- template to be translated into French for WP.8).

Advantages: pro-active + easier to write the final report.

→ Participants agreed on this procedure.

**Schedule for activities in YEAR 2:**

Dev. 4.1 International Projects Management (Jordan): third or fourth week of October

Dev. 4.2 First Multiplier Effect: in order to ensure that the partner universities organise multiplier and dissemination events, the QC agreed on having a recap excel file to be sent to the institutions in Morocco, Jordan, and Lebanon and in which they will report on the schedule, participants etc. and send supporting documents such as photos, presentations. It was also agreed that after the first multiplier effect to be held in each of the concerned country, a brainstorming session should be organised in order to suggest enhancement, changes, lessons learnt or simply comment of the achievements of the event and prepare the one in the other institution. Make sure that people are reflective on what they do or need to be done. In addition, the Quality Committee will provide guidance on the content of the multiplier effect such as: area to be covered, agenda template, attendees etc.

Dev. 4.3 Students Soft skills and Mobility Exchanges (Morocco): November 12-13 or 19-20

Dev. 4.4 Second Multiplier Effect: to be held in 2016



#### Dev. 5.1 Selecting ANI experts

Select two (2) from the partners' universities and one (1) from the Ministry. Difficult to include experts who are not from the consortium:

- i. Not eligible for the travel cost(s) e.g.: training in EAIE in The Netherlands
- ii. No means to ensure a proper commitment/involvement

The experts will be in charge of forming a national network or to work with existing one if any to optimize the work to be done. For instance the Moroccan Ministry of Higher Education has an expert team formed of 10 people working on ECTS, LMD reform and the Bologna Process and it can be merged with the ANI experts. The project's coordinator needs to discuss and agree with the EAIE on the content and format of the training in compliance with the allocated budget:

- 2 trainings at different periods of the year for the same person or for a different one each time
- 1 training and 1 validation of the training at different periods of the year but for the same person
- 1 training for 2 different people from the same institution taking place at a determined date: determine the total duration of the training

**NB:** Changes to the training format, duration, dates, and number of participants will only be made after reception of an official validation from the European Commission.

#### **Main conclusions:**

- Most of the project's initial work is done although the Internationalisation Management Model (IMM) is not produced yet. The IMM will be used as the starting point and reference document of the QA booklet.
- Because of the wide scope of the project and its outcomes it would be useful (for internal QA purposes) to monitor the achievements/outcomes of each work package systematically and explicitly;

All QC's representatives were given the opportunity to share their opinion, perspective and make suggestions to the discussed topics. This meeting allowed for clarifications on the remaining steps to be undertaken by the MIMI projects, the sharing of tasks and the work of the Quality Committee.

#### **Next steps:**

- Determine dates for deliverables 4.1 and 4.2: ZM to contact the concerned partners (respectively Yarmouk University and Ibn Tofail University) and then share the information with the consortium
- Quality Plan: NH to send the Quality Committee a standardized template for evaluation of the project's implementation + schedule for receiving it filled from the WP leaders
- Selecting ANI experts: partners to send to ZM the names + ZM to agree with EAIE on trainings' content and format
- ZM to follow up with Marek Polak (Warsaw University of Technology) on the IMM