

WP8: Quality control.

Setting procedures, documentation, questionnaires, templates for internal quality control

First of all, to ensure quality of the new outcomes a Quality Control Group will be created. The Group will be responsible for the Project Contingency Plan, implementing of internal and external QC procedures and inter-project coaching.

The quality control and monitoring will be done via the mechanisms and activities based on a developed quality manuals be include: setting the procedures and documentation needed for internal control of project process and the production of material and information for follow up (by developing and validating indicators and data collection). In particular, a detailed Quality Manual will be produced where the different Indicators, Procedures and Evaluation Mechanisms.

In order to avoid (or minimize) the delays and deviation of project implementation strategy the Quality Control Group will generate the Project Contingency Plan which includes the measures and actions to be used in case of any troubles / force majeure during the life cycle of the project.

Quality assurances , quality control and monitoring of the project are integrated parts of the project and will be maintained throughout the project by the close collaboration between the partners. Each partner university/institution will nominate one member to a steering group, which shall liaise regularly concerning the progress towards project outcomes and the quality of results. Major activities are:

- • Analysis of the content of existing Health educational, student placement, research and professional training materials (knowledge triangle) based on the modern and recent achievements in the area.

Internal institutional board will evaluate each different project outcome

- Evaluate the project quality of processes, methodologies, communication, cooperation, conflicts, etc.
- Analysis of the capacity building factors such as researcher, teachers and professional qualifications. QA steering group of each beneficiary university will be responsible for the implementation under the guide of identified criteria and standards.
- Peer reviews and checklists are some measure instruments as well as the external evaluators to ensure the objectivity of the quality control and monitoring.
- The conclusions of the peer reviews and the members of internal institutional evaluation board
- The internal evaluators will prepare the 3 minor progress reports and one comprehensive progress report each year.
- The peer reviews and external evaluators will prepare a quality progress reports.
- 3 major quality control and monitoring basic activities and meetings will be conducted during the entire period of the project (3 years).
- The Quality Assurance System comprises procedures adopted by Professor Zineldin (2006) for the core processes, these are:

Q1 Review of Programs Procedure

Q2 Review of the visits and meetings Procedure

Q3 Delivery of each outcome and product Procedure

Q4 Assessment of Participants Procedure

Q5 Written regular and final reports Procedure

At the last stage, an inter-project coaching activity is foreseen to provide an external assessment of the project activities and results. Partners of the Erasmus+ project recommended by Erasmus national office in Lebanon and Egypt during the monitoring visits could provide important inputs based on their experiences.