

Establishment and Development of Quality Assurance Centers in Azerbaijan (EQAC)

EQAC London Meeting Agenda Middlesex University, London, February 11-15, 2019

1stDay: Monday, 11/02/2019

09:30 – 10:00 (Quadrangle)	Registration (meet & greet)	
10:00 – 10:30 PAG01	Session title: Training Programme Overview Activity type: Presentation Session objective: Explain the training programme activities	George Dafoulas Director of Programmes
10:30 – 11:30 PAG01	Session title: National Qualification Framework Activity type: Workshop Session objective: Provide a practical assessment on the national qualification framework	Inga Juknyté-Petreikienė SMK University of Applied Social Sciences
11:30 – 12:00 PAG01	Session title: Overview of Quality Activity type: Presentation Session objective: Explain core aspects of quality	Ruth Carter Director of Academic Quality
12:00 – 13:00 Town Hall Committee Room 2	Session title: Academic Development, Validation and Review Activity type: Present state of the art in course design and delivery Session objective: Offer training in key areas for the design and delivery of PENS courses	Nicola Johnson Deputy Head of Academic Quality Assurance Alison Coates Quality Enhancement Manager Sue Wellstead School Quality Enhancement Manager
13:00-15:00	Lunch Break	
14:00-15:00 PAG01	Session title: Generic and Professional Competencies/Skills Activity type: Workshop Session objective: Provide a practical session on study programmes	Inga Juknyté-Petreikienė SMK University of Applied Social Sciences
15:00 – 16:00 PAG01	Session title: Stakeholder Mapping and Engagement Activity type: Workshop Session objective: Perform a stakeholder analysis in educational Quality Assurance	Denise Galvin Universidad de Alicante
16:00 – 18:00 PA101	Session title: Project Management Meeting Activity type: Brief presentation for each WP and associated deliverables coordinated by Project Coordinator Session objective: Review of progress so far and decide actions	EQAC Project Management Committee

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2nd Day: **Tuesday, 12/02/2019**

09:30 – 10:00 (Quadrangle)	Registration (meet & greet)	
10:00 – 11:00 CG47	Session title: How to engage with industry to identify Competences and build a Competence Matrix Activity type: Workshop Session objective: Create a professional and personal skillset map	Denise Galvin Universidad de Alicante
11:00 – 12:00 CG47	Session title: Linking Competences and Learning Outcomes Activity type: Presentation Session objective: Focus on the alignment of between course learning outcomes and competences	Denise Galvin Universidad de Alicante
12:00-14:00	Lunch Break	
14:00-15:00 PAG01	Session title: How to write Learning Outcomes using Kennedy's approach Activity type: Presentation Session objective: Offer guidance for creating learning outcomes	Denise Galvin Universidad de Alicante
15:00-16:00 PAG01	Session title: Linking learning outcomes, teaching, learning and assessment methods Activity type: Practical assignment Session objective: Create learning, teaching and assessment methods in line with learning outcomes	Inga Juknytė-Petreikienė SMK University of Applied Social Sciences
16:00 – 17:00 PAG01	Session title: Project Management Meeting Activity type: Discussion on interim report requirements including finance/administration documentation coordinated by Project Coordinator Session objective: Identify what is required from each partner	Inga Juknytė-Petreikienė SMK University of Applied Social Sciences
17:00 – 18:00 PAG01	Session title: Project Management Meeting Activity type: Discussion on next actions from consortium partners including travel and deliverable deadlines coordinated by Project Coordinator Session objective: Decide meeting dates, WP processes and deliverables	EQAC Project Management Committee

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3rd Day: **Wednesday, 13/02/2019**

09:30 – 10:00 (Quadrangle)	Registration (meet & greet)	
10:00 – 12:00 C219 - Boardroom	<p>Session title: Parallel Session 1 Activity type: External Examiner Induction Session objective: Shadow External Examiner induction sessions</p> <p><u>Attention – Session limited to 15 participants only</u></p> <p>10:15 – 10:30 Tea & Coffee 10:30 – 10:45 Welcome to Middlesex 10:45 – 11:05 Overview of the External Examiner Process at Middlesex</p> <p>11:05 – 11:50 The Assessment Process</p>	<p>Neela Lubojacky Quality Enhancement Manager Externality Ursula Reed Assistant Academic Registrar, Regulations and Policies</p>
10:00 – 12:00 Barn 2	<p>Session title: Parallel Session 2 – Demonstrations of assessment practices Activity type: Demonstrate state of the art in assessment with focus on Quality Assurance planning Session objective: Reflect on assessment methods and appropriate Quality Assurance approach</p>	<p>George Dafoulas Director of Programmes</p>
12:00-14:00	Lunch Break	
14:00-15:00 Barn 2	<p>Session title: Annual monitoring Activity type: Presentation Session objective: Explain the annual monitoring process</p>	<p>Nicola Johnson Deputy Head of Academic Quality Assurance</p>
15:00-16:00 Barn 2	<p>Session title: Towards a QA framework for assessment Activity type: Forum Session objective: Exchange experiences from parallel sessions and attempt to establish an assessment Quality Assurance framework</p>	<p>George Dafoulas Director of Programmes</p>



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4th Day: **Thursday, 14/02/2019**

09:30 – 10:00 (Quadrangle)	Registration (meet & greet)	
10:00 – 12:00 CG47	<p>Session title: A Director's perspective of Quality Assurance</p> <p>Activity type: Presentation</p> <p>Session objective: Explain how Quality Assurance is implemented at programme level</p>	<p>Alison Megeney Director of Programmes</p>
12:00-14:00	Lunch Break	
14:00-15:00 PA102	<p>Session title: The importance of Quality in registry</p> <p>Activity type: Presentation</p> <p>Session objective: Explain the role quality plays for an institution's registry</p>	<p>Sue Bailey Deputy Academic Registrar</p>
15:00-16:00 PA102	<p>Session title: The impact of Quality Assurance for academic departments</p> <p>Activity type: Panel</p> <p>Session objective: Explain how Quality Assurance impacts academic departments</p>	DoP Panel (TBC)



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5th Day: Friday, 15/02/2019

09:30 – 10:00 (Quadrangle)	Registration (meet & greet)	
10:00 – 11:30 PORT6B	<p>Session title: Exploring quality aspects of the Teaching Excellence Framework</p> <p>Activity type: Presentation</p> <p>Session objective: Explain the Teaching Excellence Framework and how Quality Assurance is part of an institution's TEF ranking</p>	<p>Mark Clements Director of Learning, teaching and Student Experience</p>
11:30 – 12:00	<p>Session title: Awarding training completion certificates</p>	<p>George Dafoulas Director of Programmes</p>
12:00-14:00	Lunch Break	
14:00-16:00 PAG03	<p>Session title: The impact of Quality Assurance in running an academic department</p> <p>Activity type: Presentation</p> <p>Session objective: Discuss the different strategies, policies and operations affected by institutional Quality Assurance at departmental level</p>	<p>Miltiadis Petridis Head of Department</p>

Directions to meeting location:

https://www.mdx.ac.uk/_data/assets/pdf_file/0022/49333/Hendon_Campus_Pocketmap_2013.pdf

Contact details of hosts:

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