

**Arab Republic of Egypt
Ministry of Higher Education
Projects Management Unit (PMU)**

**Quality Assurance & Accreditation Project
(QAAP)**

مشروع توكيد الجودة والاعتماد

**Request for Proposals (RFP)
Third Cycle
May 31th, 2005**

APPLICATION FORM

Title of the Project:

“ Establishment of an Internal Quality Assurance System in
Damietta Faculty of Education “

University/HEI	Mansoura University
Faculty	Damietta Faculty of Education
Project Director	Name: Prof. Farouk Adou Felia الاسم: أ.د/ فاروق عبده فلييه
Project No.	3
Project Code (for QAAP use only)	

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1. Endorsements, Commitments and Declarations

All submitted proposals must comply with conditions and commitments prescribed in the QAAP Operational Manual. The endorsement will imply that the university/HEI is committed to make a contribution to the proposed project equal to at least 15 percent of the requested fund either in cash and/or in kind, except for project # 2 (50%).

DETAILS OF THE INSTITUTION		
Title of the project: “ Establishment of an Internal Quality Assurance System in Damietta Faculty of Education “		
Name of the Institution: Damietta Faculty of Education, Mansoura University.		
Address: HASAB ALLAH ELKAFRAWY ST., NEW DAMIETTA CITY, DAMIETTA, EGYPT.		
Details of the Principal Investigator		
Name: Prof. Farouk Adou Felia Position: Dean, Damietta Faculty of Education, Mansoura University.		
Tel: (057) 403870 Mobile: 0127379432	Fax: (057) 403870	E-mail: Prof-felia@yahoo.com
Date: January 27, 2005	Signature:	
Details of the UPMU Director		
Name: Prof. Mehany Mohamed Ghanaiem Function: Vice Dean for Community Service and Environment Development, Faculty of Education, Mansoura University.		
Tel: (050) 2248395 Mobile: 0105018390	Fax: (050) 2244852	Email: ganaiem@yahoo.com
Date: January 29, 2005	Signature:	
Details of the University President		
Name: Prof. Magdy Mohamed Abou Rayan		
Tel: (050) 2247800	Fax: (050) 2247900	E-mail: president@mans.edu.eg
Date: January 30, 2005	Signature:	
Official Stamp of the Institution		

3. Project Team/Participants

In the following table, the names, positions, academic credentials, and professional experiences of academic and non-academic staff to be involved in the project starting with the members of the project management team*, followed by the participants involved in the project implementation* (resume in no more than 2 pages for each participant).

N°	Name*	Position of the Member	Responsibilities in Project Implementation	Signature
Project Management Team				
1	Prof. Farouk Abdou Felia, Ph.D.	The Dean of the Faculty	Project Manager	
2	Prof. Ahmed Mokhtar Shabara, Ph.D.	Vice Dean for Education and Students Affairs	Leading the course and program specifications	
3	Prof. Hadya Mohamed Abo Kalila, Ph.D.	Vice Dean for Higher studies Affairs	Leading the self-assessment	
4	Prof. Ramadan Abd Elhamid Eltantawy, Ph.D.	Vice Dean for Community Service and Environment Development	Supervision of web developing and planning	
Project Implementation Team				
1	Dr. Elsayed Mohamed elsayh, Ph.D.	Associate Prof., Dept. of Curriculum and Instruction	Program specifications	
2	Dr. Hanaa Hamid Zahran, Ph.D.	Teacher, Dept. of Curriculum and Instruction	Course specifications	
3	Dr. Elsayed Mohamed Abd Elaal, Ph.D.	Associate Prof, Dept. of Educational Psychology	Organizing the student's evaluation sheet	
4	Dr. Assam Eldesoky Elgepa	Teacher, Dept. of Educational Psychology	Collecting data from Departments And data entry	
5	Dr. Moataz Elmorsy Elnegery, Ph.D.	Teacher, Dept. of Educational Psychology	Establishment of a QA Unit	
6	Dr. Amani Mohamed Abd Elaziz Awad, Ph.d.	Teacher, Dept. of Technology of Education	Recruiting the staff	
7	Dr. Elshahat Saad Etman, Ph.D.	Teacher, Dept. of Technology of Education	Analyzing the data	
8	Dr. Sherif Mohamed Sherif, Ph.D.	Teacher, Dept. of Foundation of Education	Preparation of the QA manual	
9	Mr. Ashraf Taha Quota	Assistant Teacher, Dept. of Foreign Languages	Organizing seminars and workshops	
10	Mr. Mahmoud Gaber Hassen	Assistant Teacher, Dept. of Curriculum and Instruction	Design and develop web site	
11	Ms. Shaymaa Mohamed Abo Essa	Demonstrator, Dept. of Curriculum and Instruction	Collecting data from different departments	
12	Mr. Abd Elsalam Kamal Aish	Financial Accouter	Financial Accouter	
13	Mr. Houssin Abd Eltawab Sallah	Executive Secretary	Typing and some office works processes	

- **All management team should sign in this sheet.**

4. Project Proposal

Introduction to the Project

Please write in a maximum of two to three pages (40 lines a page, font "Arial," Size "12", 1.5 line Spacing), a background statement of the project, scope, and importance of the topic, presentation of the content, beneficiaries.

The present project has a specific importance which stems from the spread of the assurance and quality culture, and from the existence of the international standards which are necessary for producing an advantageous product. The educational product is considered one of the most important and effective products in building and developing a society. Therefore, to develop this society, the variables that affect it should undergo a process of promotion and development, especially the courses and programs which should keep up with the best international standards. To do this The starting point is to define and diagnose the present situaion and describe the present courses and programs in the different educational stages especially Higher and University Education. Besides, Faculties of Education are considered the most important institutions within Universities. Because they are responsible for preparing the teachers who are the corner stone in preparing the generations in the different fields. Accordingly, the description of the present courses and programs at Damietta Faculty of Education is considered the starting point towards developing these courses, programs, and performance as well. This is in accordance with the objectives of the state as well as the university and their interest in establishing an organization for assuring quality and credence. Concerning the undergraduate courses and programs at Damietta Faculty of Education, the present situation can be summarized in the following tables:

Table (1)
Number of Classes and Courses in General Education at
Damietta Faculty of Education

No.	Programs	Grades				Total
		First Year	Second Year	Third Year	Fourth Year	
		No. of Courses	No. of Courses	No. of Courses	No. of Courses	No. of Courses
1	Arabic Language and Islamic Studies	14	14	16	16	60
2	English Language	12	12	15	14	53
3	French Language	10	11	14	13	48
4	History	12	13	16	14	55
5	Geography	12	13	16	14	55
6	Mathematics	12	10	14	13	49
7	Chemistry and Physics	11	11	12	11	45
8	Biology	11	11	14	13	49
9	Kindergartens	11	12	15	16	54
Total		105	107	132	124	468

Table (2)
Number of Classes and Courses in Basic Education in
Damietta Faculty of Education

No.	Programs	Grades				Total
		First Year	Second Year	Third Year	Fourth Year	
		No. of Courses	No. of Courses	No. of Courses	No. of Courses	No. of Courses
1	Arabic Language	16	15	15	15	61
2	English Language	16	15	10	10	51
3	Social Studies	16	15	15	15	61
4	Mathematics	16	14	12	12	54
5	Science	16	14	10	11	51
Total		80	73	62	63	278

It is noticed that the total number of courses in the four grades of General Education is four hundred and sixty-eight, whereas the total number of courses in the four grades of Basic Education is two hundred and seventy-eight.

Based on the previous two tables, the importance of describing the programs and courses at Damietta Faculty of Education is obvious to the extent which enables us to diagnose the points of strength and weakness, and therefore overcome and treat the points of weakness and put the program and courses which suit the international standards. This is considered a kind of self-evaluation which is the starting point for development.

It is worth mentioning that the description of programs and courses at Damietta Faculty of Education will be necessary for the following institutions and individuals:

First : Ministry of Higher Education.

Second : Ministry of Education.

Third : Mansoura University.

Fourth : Teaching Staff Members and Junior Staff Members, shown in the following table:

Table (3)
Number of Teaching Staff Members and Junior Staff Members at
Damietta Faculty of Education

No.	Department	Teaching Staff Members	Assistants	Total
1	Foundations of Education	13	7	20
2	Educational Psychology	11	2	13
3	Curricula and Instruction	20	10	30
4	Technology of Education	3	6	9
5	Arabic Language and Islamic Studies	10	1	11
6	Foreign Languages	9	6	15
7	Social Studies	9	2	11
8	Kindergartens	2	3	5
Total		77	37	114

Fifth : The Administrative System of the Faculty.

Sixth : The Students whose number will be shown in the following tables:

Table (4)
Number of the Students Registered in General Education in
the Academic Year 2004/2005

Class	Arabic Language	English Language	French Language	History	Geography	Math	Chemistry and Physics	Biology
First Year	203	260	188	156	98	104	46	54
Second Year	188	298	167	162	84	118	17	35
Third Year	162	223	129	126	102	124	17	58
Fourth Year	129	207	136	121	112	102	37	90
Total	682	988	620	565	396	448	117	237

Table(5)
Number of the Students Registered in Basic Education in
the Academic Year 2004/2005

Class	
First Year	Literary Section (696) + Scientific Section (94) = 790
Second Year	Literary Section (623) + Scientific Section (125) = 748
Third Year	Arabic Language (219) + Social Studies (196) + English Language (105) + Mathematics (88) + Science (47) = 655
Fourth Year	Arabic Language (162) + Social Studies (206) + English Language (167) + Mathematics (120) + Science (51) = 706
Total	2899

Seventh : Parents.

Eighth : The Surrounding Society.

5. Project Description

Please write a maximum of three pages (40 lines a page, font "Arial," Size "12", 1.5 line Spacing), in which you describe your project, including: General objectives, methodology of the work, outputs/outcomes of the project and its assumptions and risks.

A. General Objectives:

- To prepare a comprehensive action plan for the project.
- To develop quality culture within Damietta Faculty of Education and Mansoura University through:
 - a. To spread awareness among staff members, junior staff, and administrators in the academic and administrative fields at Damietta Faculty of Education.
 - b. Establishing a QA Unit within the faculty.
 - c. Training staff members, junior staff, and administrators in the academic and administrative fields at Damietta Faculty of Education.
- To prepare a description of courses and programs at Damietta Faculty of Education.
- To define the points of weakness and points of strength by preparing the annual and periodical reports about the courses and programs at Damietta Faculty of Education.

B. Methodology of Work:

- Periodical reporting system.
- Establishing a website for the QA unit.
- Training through:
 - a. Training of trainers (ToT).
 - b. Training staff members in all department in order to describe the courses and prepare the reports.
 - c. Holding debates and forums to develop awareness of the significance of development in a world teeming with scientific, technological, social, and economic revolutions.

- * Communication and coordination with the different projects and units within Mansoura University through:
 - a. Debates, meetings, and forums.
 - b. Academic conferences.
 - c. Video-conferences.
 - d. Mutual Visits.
 - e. Electronic mail (e-mail).

C. Outputs of the Project:

The project intends to attain the following outcomes:

- Developing quality culture among the staff members, junior staff, administrators, and students at Damietta Faculty of Education.
 - a. Preparing well trained and efficient staff members, junior staff, and administrators in the academic and administrative fields.
- Developing the ability of trainers to carry out training responsibilities.
- Developing the ability to describe courses and programs and prepare course and program reports.
- Preparing annual and periodical reports within Damietta Faculty of Education.

D. Assumptions:

- There is a dire need to develop and support top management .
- At present, there is no QA Unit within Damietta Faculty of Education. Through this project, a QA Unit will be established.
- There is a need for providing the faculty with QA consultants, experts, and highly qualified trainers.
- The significance of communicating and cooperation with the QA center in the university in order to coordinate efforts and exchange views and experiences.
- The significance of helping the staff to develop the skills of preparing courses, programs, annual, and periodical reports within Damietta Faculty of Education.

E. Risks:

- The existence of a large number of courses and programs which may hinder the unit: This problem can be solved by reconsidering and reevaluating the different courses and programs and recruiting a large number of well trained staff members.
- Lack of time for trainees to attend workshops within the unit: This problem can be overcome by preparing schedules and coordinating efforts with the different departments within the faculty.
- Some staff members resist the concept of self-assessment: The project will seek to spread awareness of the significance and benefits of self-assessment among staff members and make them conscious of the culture of development.

6. Framework Matrix

Additional rows/space could be added to accommodate extra length of objectives, Outputs/Outcomes, and Activities (*divisions are used to show that objectives, outcomes, activities could be multiples at all levels*)

Code	Objective(s)	Outputs/Outcomes	Activities
I	To develop the mission of the Faculty	A. Faculty mission	1. Determining the faculty objectives 2. Preparing a content for the faculty mission
II	To raise awareness of quality assurance among faculty and administration members	raising awareness of quality assurance among faculty and administration members	1- Holding campaigns and workshops to raise awareness of quality assurance among faculty members 2- Holding campaigns and workshops to raise awareness of quality assurance among administration members
III	To establish a QA Unit	A. Establishing and maintaining an effective QA Unit	1. Hiring the infrastructure 2. Developing the organization structure 3. Developing the administrative structure 4. Recruiting the staff members
IV	To train faculty members on the concept of quality	A. Well trained faculty members on the concept of quality	1. Nominating trainees 2. Nominating trainers 3. Preparing training materials 4. Conducting the training programs 5. Monitoring and evaluation
V	To prepare a description of courses and programs	A. Describing courses and diagnosing points of strength and weakness	1. Determining the number of courses and teaching hours 2. Training staff members on how to describe courses properly
		B. Describing programs and diagnosing points of strength and weakness	1. Determining the number of programs and teaching hours 2. Training staff members and top management on how to describe programs properly
VI	To prepare the annual and periodical reports	A. Periodical reports on courses and programs	1. Training staff members on preparing periodical reports properly through workshops
		B. annual reports on courses and programs	1. Training staff members on preparing annual reports properly through workshops
VII	To develop needs of all administrative departments in the faculty	A. Database for needs analysis of different faculty administrative departments	1. Training staff members and administrators to analyze the needs of their departments 2. Training staff members and administrators to evaluate the needs of their departments 3. Preparing requirements for needs evaluation of the faculty administrative departments.

7. Activities & Implementation Plan

Plan of activities

In the following table, you should indicate the subsequent activities of each output/outcome, its time frame and required input (human resources, material, equipment, etc.). You may repeat the tables as required in order to accommodate the number of activities. (No free style, unformatted writing is required in this Section.)

Code	Main / Basic Activity	Months																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
I.A.1	1. Determining the faculty objectives	■																	
I.A.2	2. Preparing a content for the faculty mission	■																	
II.A.2	2. Developing the organization structure	■																	
II.A.3	3. Developing the administrative structure	■																	
II.A.4	4. Recruiting the staff members	■																	
III.A.3	3. Preparing training materials		■																
III.A.4	4. Conducting the training program		■	■															
III.A.5	5. Monitoring and evaluation				■														
IV.A.2	2. Training staff members on how to describe courses properly			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
IV.B.2	2. Training staff members and top management on how to describe programs properly			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
V.A.1	1. Training staff members on preparing periodical reports properly through workshops			■					■					■				■	
V.B.1	1. Training staff members on preparing annual reports properly through workshops																		■
VI.A.1	1. preparing programs to enhance the English language skills				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
VI.A.2	2. preparing programs to enhance the use of computer								■	■	■	■	■	■	■	■	■	■	■

8. Dissemination & Sustainability

Please write a maximum of two pages (40 lines a page, font "Arial," Size "12", 1.5 line spacing), in which you describe the dissemination and sustainability mechanism of the project. For the sustainability of the project, please describe the long-term perspective for project results, making particular reference to various aspects such as:

- **Financial sustainability** (how will activities be financed after the QAAP funding has ended?).
- **Institutional sustainability** (will structures be established and remain in place so as to allow activities to continue?).

Dissemination:

1. Preparing a web site on line.
2. Conducting workshops and seminars for the staff members, junior staff members, and the administrative members in order to spread the idea, philosophy, and procedures of the project.
3. Preparing the flyers, forums, and newsletters.
4. Publishing in Journals and Magazines.
5. Contacting all units of society through symposiums and conferences.
6. Conducting video-conferences.
7. Conducting round table discussions for the stakeholders.

Sustainability:

1. Benefiting from the purchased equipment in the regular training of the staff members and the administrative members.
2. Marketing the experiences of the administrative and executive team members in describing the courses and programs, and in preparing the periodical and annual reports.
3. The continuous assessment and development of the staff members and the administrative members for themselves over the years as a result of their conviction of the project importance.
4. Presenting a voluntary service from the side of the administrative and implementation team members for training the staff members, junior staff, and the administrative system on the best methods of describing the courses and programs, and preparing the periodical and annual reports after finishing the period of the project.

5. the university supports the project financially after ending its period.
6. By gaining the credit of the society, the faculty will get national and international funds (projects).
7. Developing QA system at the faculty and therefore maintaining the quality culture.

10. Quality Control & Monitoring

A maximum of one page A4 (font Arial 12 single spaced)

Please use this section to describe your overall quality control and monitoring strategies/methodologies.

Quality Control and Monitoring Strategies:

1. All members of the management team are responsible for monitoring and evaluating the project regularly.
2. Achieving all the tasks of the project from the side of the administrative and executive team members effectively.
3. Revising the descriptions of the courses, programs and periodical and annual reports of staff members, then directing them to correct the errors included in these descriptions.
4. Using the equipment perfectly and checking them regularly from the side of the administrative and implementation team members.
5. Conducting regular meetings for the administrative, implementation team members, and some experts for discussing, solving any problem, and for following up the steps of the project execution.
6. Directing all the administrative and executive team members to participate and to be responsible in the regular evaluative processes of the project.
7. Evaluating the descriptions of the courses, programs and periodical and annual reports of staff members from the side of the administrative and executive team members.
8. Facilitating the task of peer reviewers during their evaluation of the project from all its aspects.

11. Overall Work Plan

Use the following tables to illustrate the overall work plan of the project (Core Activities, Dissemination and Sustainability, Quality Control, Management of the project and its milestones).

Overall Plan of the Project

Code	Main / Basic Activity	Months																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Implementation Activities																		
	Training activities																		
	Dissemination and Sustainability																		
	Quality Control and Monitoring																		
	Management of the Project																		

12. Summary of the Project

A summary of the project must be provided in English and may be included in future QAAP publications. This summary should be a snapshot and should include the main features of your project.

Project title:	Establishment of an Internal Quality Assurance System in Damietta Faculty of Education
Objectives of the Project:	<ol style="list-style-type: none"> 1. To develop the mission of the Faculty. 2. To establish a QA Unit. 3. To train faculty members on the concept of quality. 4. To prepare a description of courses and programs. 5. To prepare the annual and periodical reports. 6. To develop the proficiency of staff members, junior staff members, and administrators in the academic and administrative fields.
Outcomes:	<ol style="list-style-type: none"> 1. Faculty mission. 2. Establishing and maintaining an effective QA Unit. 3. Well trained faculty members on the concept of quality. 4. Describing courses and diagnosing points of strength and weakness. 5. Describing programs and diagnosing points of strength and weakness. 6. Periodical reports on courses and programs. 7. annual reports on courses and programs. 8. Well trained staff members, junior staff, and administrators in the academic and administrative fields.

Please submit your proposal to the following address no latter than Oct. 15th, 2004 at 5 p.m.

**QAAP Director
Projects Management Unit (PMU),
96, Ahmad Oraby St., Mohandeseen (11th floor),
Giza, Egypt**

C.V.

(For all the management and implementation team participants)

Personal Information:

Name:

Date of Birth:

Address:

Position:

Tel. No.:

Mobile No.:

Email address:

Education:

Degree	Date/Year	Place

Work Experience:

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Activities in the field of Quality Assurance and Accreditation:

National:

Regional:

International:

Check List

Before submitting your proposal, please make sure that it is complete and tick the boxes accordingly:

1. The title page is complete
2. Endorsement, commitments and declarations
3. Project basic data
4. Project Management team participants are signed
5. Project implementation team are specified
6. Project proposal
7. Project description
8. Framework matrix
9. Activities and implementation plan
10. Planned budget for activities
11. Budget is within the specified limit
12. Co-finance is specified
13. Staff costs and equipment costs are within
the specified limit
14. Dissemination and sustainability
15. Quality control and Monitoring
16. Overall work plan
17. Funding requirements
18. Summary of the project
19. C.Vs for all the management and implementation teams
20. Three hard copies are prepared
21. One soft copy is prepared