



JUST-CRS QUALITY

ASSURANCE PLAN



Co-funded by the
Erasmus+ Programme
of the European Union



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Project Number: 573758-EPP-1-2016-1-JO-EPPKA2-CBHE-JP



Establishment of an interdisciplinary Clinical rehabilitation sciences master program at JUST JUST-CRS

Project No: “573758-EPP-1-2016-1-JO-EPPKA2-CBHE-JP”

Quality Assurance Plan



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INTRODUCTORY MESSAGE

Prior to any implementation of any task in this EU-funded project, please have the time to review the following documents as they are integral and legal pieces of documents that we all have to abide with:

- 1) Guidelines_for_the_use_of_the_grant_cbhe_8.12.16: This is a detailed document about the issues related to the project, and mainly related to the grant holder. However, there are many issues that are related to all the members as well.
- 2) EACEA link: https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2016_en (if link does not work, copy and paste on the internet browser).

This link has everything and every form we need to complete.

- 3) Project agreement (JUST and EU)
- 4) Bilateral agreements (JUST-OBU), (JUST-HU), (JUST-ESSA), (JUST-UJ) and (JUST-HaU).



ABOUT THE PROGRAM (JUST-CRS)

The interdisciplinary clinical master program in Rehabilitation Sciences (JUST-CRS) provides opportunities for physiotherapists and occupational therapists to deepen their knowledge and skills in various specialized areas of clinical rehabilitation settings. This master program, additionally, prepares professionals to possess leadership role in rehabilitation services through combination of courses, clinical internship, and practice-based research project. This program is of a two-year duration entirely provided on full-time basis. Courses will emphasize advanced professional skills, advanced clinical evidence-based competencies as well as clinical research building capacities. Graduates will obtain the degree of Master in Clinical Rehabilitation Sciences that will be provided in an interdisciplinary manner.

JUST-CRS program emphasizes interdisciplinary clinical rehabilitation education for physical and occupational therapy professions. The program consists of 2 years (4 semesters minimum). The student has to complete 36 credit hours (which is equivalent to 120 ECTS in Europe). The program consists of 18 credit hours of compulsory courses, 9 credit hours of elective courses, and 9 credit hours of thesis.

JUST-CRS master's program is an European Union funded project through Erasmus Plus capacity-building in higher education program scheme. In this international project, JUST has partnered with three European Institutions with expertise in the field of rehabilitation sciences; Oxford Brooks University (UK), Escola Superior de Saúde do Alcoitão (Portugal), Hacettepe University (Turkey), as well as other two national institutions; The University of Jordan and The Hashemite University (Jordan).

In this project, expertise from all consortium partners are brought together to create an innovative interdisciplinary master's program that aims to address the national rehabilitation priorities, improve the quality of rehabilitation services and improve the quality of rehabilitation higher education in Jordan.

JUST-CRS program is intended to serve as a benchmark program in the region that produce competent rehabilitation sciences' professionals. The curriculum was created according to both Jordanian and European higher education standards; applying both Bologna Process and Jordanian Accreditation Commission for Higher Education standards

PROGRAM VISION:

To achieve leadership at the local and regional level in education, training and scientific research in the field of rehabilitation sciences

PROGRAM MISSION:

To prepare qualified graduates with scientific and practical expertise to meet the needs of the labor market in Jordan and the Arab World.

PROJECT OBJECTIVES AND EXPECTED OUTCOMES

The overall objective of this project is to reform the rehabilitation sciences' higher education in Jordan through the establishment of a new master interdisciplinary program in rehabilitation sciences at JUST linking



academia, clinical practice and research that is benchmarked to high quality similar programs in Europe and is responsive to national and regional needs and to the labor job market.

The specific objectives of the project are as follows:

- 1) To improve the quality of higher education in rehabilitation sciences through the establishment of an interdisciplinary master program in rehabilitation sciences at JUST.
- 2) To improve the delivery of evidence-based clinical rehabilitation practice in Jordan.
- 3) To build the rehabilitation sciences teaching capacity at JUST and consortium members.
- 4) To reform rehabilitation sciences' educational pedagogies through the establishment of an online clinical education system.
- 5) To build an international network of specialized and highly qualified rehabilitation sciences' professionals, through mobility of instructors, clinicians and students.

In summary, JUST-CRS will build up the academic, clinical and research capacities and will produce graduate-level professionals who infuse good research evidence into their clinical practice.

WORK PACKAGES OF PROJECT

The work packages in the project are 10 packages. They correspond to the following terms of the ERASMUS + guidelines and financial statements and other reporting documents.

Work-packages types	No.	Main theme
Preparation	WP1	Needs Assessment
Development	WP2	Curriculum & Design
	WP3	Laboratories
	WP4	Clinical Capacity
	WP5	Online Education
	WP6	Program Implementation
Quality	WP7	Students Selection
	WP8	Quality Control
Dissemination	WP9	Dissemination
Management	WP10	Project Management



DELIVERABLES IN WORK PACKAGES

Work Package (WP)	Activities
WP1 (Prep) Needs Assessment	1.1 Conducting needs survey of rehabilitation sciences priorities in Jordan.
WP2 (Dev1) Program curriculum and design	2.1 Establishment of the program curriculum that is based on Bologna process reforms
	2.2 Preparation of detailed courses' syllabi; including methodological, pedagogical and evaluation content.
	2.3 Securing approval of program curriculum at JUST university level.
	2.4 Production of program student handbook
WP3 (Dev2) Teaching laboratories' capacity	3.1 Establishment of 2 main laboratories: Neurological and Orthopaedic rehabilitation.
WP4 (Dev3) Interdisciplinary clinical rehabilitation capacity	4.1 Provide staff training and continuing education on clinical methodologies and interdisciplinary approach.
WP5 (Dev4) Rehabilitation online educational system	5.1 Set up online education system.
	5.2 Developing, archiving and integrating online material for use in master program courses
WP6 (Dev5) Implementing JUST-CRS program	6.1 Implementation of courses and courses in Year 2,3
	6.2 Implementing students' training internships at EU partners' institutions.
WP7 (QLTY1) Students' selection	7.1 Developing students' selection policy in the program.
	7.2 Interviewing applicants and selection of the students
WP8 (QLTY2) Quality control plan	8.1 Monitoring course and program progress
	8.2 Evaluating individual courses upon completion of each course.
	8.3 Conducting program final evaluation at end of Yr 3
	8.4 Securing national accreditation
WP9 (Diss) Program marketing	9.1 Project marketing activities
WP10 (Mngt) Project Management	10.1 Project management activities



JUST-CRS CONSORTIUM

CONSORTIUM PARTNERS

Code	Partner institution
P1	Jordan University of Science & Technology (grant Holder)
P2	Oxford Brookes University (UK)
P3	Hacettepe University (Turkey)
P4	Escola Superior De Saude Do Alcoitao (Portugal)
P5	University of Jordan (Jordan)
P6	Hashemite University (Jordan)

PROJECT GRANT HOLDER AND COORDINATOR:

Grant Holder (GH) of the JUST-CRS is Jordan University of Science & Technology (JUST) and is the one responsible for the overall implementation of the project and the coordination of its activities and tasks.

The coordinator's main responsibilities are the following:

- To ensure the effective implementation of the tasks according to the timeline.
- To manage the project with true partnership and collaboration from other partners as set by the project agreement and the bilateral agreements
- To ensure that all partners' contributions meet the Work Plan expectations.
- To collaborate with other partners leading the different work packages and ensure smooth and timely implementation.
- To represent the consortium to the European Commission and the National Erasmus Office in Jordan, in all administrative and financial aspects of the project.

PROJECT PARTNERS:

Each partner shares the responsibility to the effective and responsible implementation of all project activities, work packages and their corresponding deliverables. Each partner is leading certain work packages depending on their expertise. Each work package leader manages its own work package and then report to the project coordinator.

In general, partners are expected to:

- Provide assistance in the need assessment survey that will be conducted at the beginning of the project by exploring the opinions of the main stakeholders of rehabilitation field about the needed qualifications for the future program graduates; collect and analyze the data.



- Participate in developing the curriculum and the courses' syllabi to include soft skills, evidence-based practical training, and market oriented skills acquisitions.
- Support the capacity building of JUST, JU and HaU academic and clinical staff.
- Support the process of equipping JUST teaching labs with modern equipments to meet the requirements of the developed master program.
- Provide internship, and practical training opportunities at partners' affiliated clinical settings.
- Publicize and promote the project widely to ensure outreach to all anticipated beneficiaries.



PROJECT MANAGEMENT RELATED TO QUALITY PLAN

PROJECT CORE MANAGEMENT TEAM:

The core Project management team consists of a project manager, activities' coordinator, quality control and monitoring committee chair and an accountant. The manager who will be a senior representative of the department of rehabilitation sciences at JUST will oversee all activities and facilitate the cooperation between all partners. The activities coordinator will assist the manager as a gatekeeper of all activities according to the proposed timeline; thus coordinating project activities and facilitating synergy of the project team. The quality control and monitoring committee chair, Prof. Dawes, will provide input on certain quality and performance indicators that the project must abide with at all times through the Project Core Management members Drs. Nazzal and Khalil. The accountant will be kept abreast of all project details and development in order to keep all financial files updated all times.

PROJECT MANAGEMENT TEAM:

Project management will be two tiered and consist of a Project Steering Group and individual course Steering Groups.

PROJECT STEERING GROUP:

The Project Steering Group will include: coordinators of the partners along with the coordinators of the grant holder (i.e. project manager, master program and courses' coordinator). The Group will meet bi-monthly, convening via teleconferences/skype. The group has ultimate responsibility for the MSc curriculum development and will monitor progress to milestones, ensure the project meets end user needs and academic criteria, review financial budgets, agree changes in direction and take on responsibility for governance and management. Timelines and general guidelines will be agreed from the beginning of the project and possible conflicts during the duration of the project will be solved through discussion and voting system.

COURSE STEERING GROUPS:

Course Steering Groups will meet monthly, convening via teleconferences/skype and consist of course leads, and associated and named academics. In each meeting, progress in writing the syllabi and content will be discussed and new tasks will be generated to be worked upon until next meeting. The course lead will monitor progress in relation to the agreed timescale and report to the Steering Group Chair monthly.



PROJECT MANAGEMENT INTERSECTION WITH QUALITY:

JUST-CRS program will be managed as a course of study within JUST and, as such, it is subject to the standard procedures of JUST for managing, monitoring and reviewing modular courses. The day-to-day management of the course is the responsibility of the Project Management Team. At the very first meeting, a quality control and monitoring committee will be established and led by Prof. Dawes of Oxford Brookes University. The committee's responsibility is checking and monitoring the progress and implementation of project activities against set rules and agreed upon timeline. The quality control and monitoring committee will meet once monthly to review progress of project activities in the previous month and so on. The committee provides the project manager with a monthly report of certain performance indicators depending on the planned activities in the set work packages, and most importantly provides director with suggestive corrective plan when deemed necessary. Progress on curriculum and course content, in particular, will be evaluated by the quality control and monitoring committee. Course sub-committees will be established. Course leads will report to the chair of the curriculum committee. It is the duty of the course leads and the chair to check the content of courses against the proposed learning outcomes and the intended purpose. Another gate of quality control for the curriculum and course is by the evaluation of an expert on curriculum. An expert on rehabilitation will be hired from an external party not related to the consortium to check the curriculum and courses and provide input, feedback and suggestions.

The following structures, mechanisms and processes will be in place for evaluating all aspects of a program's delivery and for gaining the perspectives of all relevant parties, including students, employers, external examiners, professional and regulatory bodies:

- All courses will be evaluated on their completion by the students. The comments which the students make are incorporated into a course report and action plan for the following year.
- The program will be comprehensively evaluated at the end of year 3 by all completing students and all members participated in the project.
- The clinical placements and internship are audited by the project Management Team.
- Clinicians and employers will be invited to participate in the admissions process.
- JUST-CRS will be evaluated as part of the JUST Postgraduate Student Experience Survey.
- Staff undertake a peer review of their teaching and audit of their feedback to students by the Course Steering Groups and Course lead.
- Accreditation of JUST-CRS program by the Jordanian National Accreditation Board will be secured

In addition to above, at the completion of each year, a year-end evaluation will be conducted and an annual report will be issued indicating the achieved results, success stories, challenges, and recommendations for the following year.



At project's end, a final meeting of all consortium partners to review all project activities will be conducted and a final report will be produced.

This final meeting aims to assess the implementation of the project and to recommend future solutions and strategies that will lead to the sustainability of the program.



QUALITY PLAN OF PROJECT

JUST-CRS quality plan is looking for two important aspects:

- 1) The overall implementation of the project
 - a. Project monitor reports of each deliverable in each work package
 - b. Quality Committee
 - c. Progress report and final report
 - d. Overall financial audit
- 2) The quality of the JUST-CRS Master program
 - a. The accreditation of the JUST-CRS master program—accreditation certificate
 - b. The quality of the curriculum and the curricular design- External reviewer
 - c. The quality of each course (course) and its implementation
 - i. Focus group with students
 - ii. C Exit survey



PROJECT MONITOR REPORTS

In this project, expertise from all consortium partners are brought together to create an innovative interdisciplinary master's program. All partners work on all work packages. However, each partner is leading one or couple of work packages and is responsible for the delivery of high quality outcomes in this/these work package (s).

Each leader is requested to submit a project monitoring report for each deliverable in that corresponding work package.

Note: The reports have started as paper-based and word document-based, then it was transformed to google-based surveys in March 2017. After first set of submissions, it was revised again in May 2017. Monitoring reports are requested at regular intervals depending on the length of the work package.

LINK TO MONITORING REPORT

Follow this link:

https://docs.google.com/forms/d/e/1FAIpQLSfHU-2isLrS62y9FZ5buP_IHERWbildtYLJRqFAcUKQym_u3A/viewform?usp=sf_link

Once completed please inform Kim Chapman by email to kchapman@brookes.ac.uk by the requested due date.

PROJECT TIMELINE

Calendar version date 13 Dec 2016

A JUST-CRS GAANT has been established to follow through the deadlines in this project as set in the original application.

See attached Appendix A: JUST-CRS GAANT



CALENDAR OF INTERIM AND FINAL MONITORING REPORT DUE DATES

Calendar version date 13 Dec 2016

Month /Year	Date	Partner acronym	Report due
October 2016			
November	30 th	UJ	Final – WP 1.1
December	31 st	HU	Interim – WP 2.2, 2.3
January 2017	31 st	HU	Final – WP 2.1
February	14 th	HU	Interim – WP 2.2
March	31 st 31 st 31 st 31 st	HU HU OBU JUST	Final – WP 2.3 Interim – WP 2.4 Interim – WP 8.1, 8.2, 8.3 Interim – WP 10.1
April	31 st 31 st 31 st	HaU OBU UJ	Interim – WP 3.1 Interim – WP 4.1 Interim – WP 9.1
May			
June	30 th 30 th 30 th	ESSA ESSA HU	Interim – WP 5.1 Interim – WP 5.2 Final – WP 2.2
July	31 st	HaU	Final – WP 3.1
August	31 st	JUST	Final – WP 7.1
September	15 th 30 th 30 th 30 th 30 th 30 th 30 th	JUST HU ESSA ESSA JUST OBU JUST	Interim – WP 7.2 Final – WP 2.3 Final – WP 5.1 Final – WP 5.2 Final – WP 7.2 Interim – WP 4.1, 8.1, 8.2, 8.3 Interim – WP 10.1
October	31 st	UJ	Interim – WP 9.1
November			
December			
January 2018			
February	28 th	OBU	Final – WP 4.1
March	31 st 31 st	JUST OBU	Interim – WP 6.1, 6.2, 10.1 Interim – WP 8.1, 8.2, 8.3
April	30 th	UJ	Interim – WP 9.1
May			
June			
July			
August			
September	30 th 30 th	JUST OBU	Interim – WP 6.1, 6.2, 10.1 Interim – WP 8.1, 8.2, 8.3
October	31 st	UJ	Interim – WP 9.1
November			
December			



January 2019			
February			
March	31 st	JUST	Interim – WP 6.1, 6.2, 10.1
April	15 th 30 th 30 th	JUST JUST UJ	Interim – WP 8.4 Final – WP 8.4 Interim – WP 9.1
May			
June			
July	31 st	OBU	Final – WP 8.3
August	31 st	OBU	Final – WP 8.1, 8.2
September	30 th 30 th 30 th	JUST JUST UJ	Final – WP 6.1, 6.2, 10.1 Final – WP 6.2 Final – WP 9.1
October			
November			
December			

1 Partner numbers, name and acronyms: P1 Jordan University of Science & Technology (JUST); P2 Oxford Brookes University (OBU); P3 Hacettepe University (HU); P4 Escola Superior de Saúde do Alcoitão (ESS); P5 The University of Jordan (UJ); P6 Hashemite University (HaU)

2 Monitoring reports will be either ‘interim’ – due mid-way through each work package or ‘final’ – due on the last day of each work package (WP) due month. Please refer to the provided calendar of report due dates. WP with duration longer than 12 months will be subject to additional reporting requirements.

3 An answer of ‘not applicable’ can only be used in interim monitoring reports



QUALITY COMMITTEE

This part last version date 20 May 2017

QUALITY MANAGEMENT COMMITTEE—TERMS OF REFERENCE

The Quality Management Committee will monitor the quality, delivery and success of the JUST-CRS program throughout the project period to ensure that the aims and objectives of the Program are being met and that the indicative timescales are adhered to. In addition, the Committee will assess partner performance.

The Committee will meet every month to:

- Discuss all matters relating to the delivery of the programme
- Review individual work package progress
- Review programme progress
- Make decisions relating to delayed completion of work packages
- Advise on any other relevant quality aspects of the programme

Membership of the committee will be as follows

Chairperson: Prof. Helen Dawes - OBU

Members:

Kim Chapman – OBU

Dr Mohammad Nazzal – JUST

Dr Hanan Khalil - JUST

Prof Ayse Karaduman - HU

Dr Antonio Alves Lopes - ESSA

Dr Saad Al-Nassan - HaU

Dr Ziad Alhawamdeh /Dr Alia Alghwiri - UJ



Each member will be expected to:

- Attend the Committee meeting quarterly for the duration of the project computer (or offer as delegated replacement or feedback on the minutes if unable to attend a meeting)
- Comment on documents which may be circulated in between meetings via email
- Contribute to all discussions
- Treat everybody as an equal in the group, be tolerant of others' experiences and perspectives and accept that while yours may be very different, no view is less valid than another
- Abide by the terms of reference and respect the rules of confidentiality laid out below.

Rules of Confidentiality:

It is important that members are able to speak freely of their views and experience. For this reason the Chatham House Rule applies: when discussing any of the Committee's work publicly, there will be no attribution of comments or views of an individual.

At anytime, a member may wish to state that the material or information offered by them is confidential and should not be shared or seen by anyone outside the group and should not be noted.



TECHNICAL IMPLEMENTATION REPORT

According to the agreement and the bilateral agreements, the consortium is obliged to file proper and timely documentation on the progress of the project. All partners have to work collaboratively on this task which reflect the overall quality of the project.

Only after the EU approval of the first progress report, the EU will transfer the second installment of the budget.

If the report has issues, partners will be legally responsible for the implementation mishaps. See Project agreement for more important information about this important report.

PROGRESS REPORT ON IMPLEMENTATION OF THE ACTION

First, check attached link:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2016_en

To fill out the midterm report, an adopted version of this report will need to be filled out by each partner to reflect accomplished tasks.

Partners responses will be compiled all together to produce the overall “Technical implementation report”.

See Appendix B: (JUST-CRS Technical implementation report)

FINAL REPORT ON IMPLEMENTATION OF THE ACTION

The same as above

Check:

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2016_en



NATIONAL ACCREDITATION

This part version date 16 March 2017

The curriculum to be created according to both Jordanian and European higher education standards; applying both Bologna Process and Jordanian Accreditation Commission for Higher Education standards.

The JUST-CRS application is in Arabic (attached). It requires need assessment results, objectives of the program, competencies, program structure, courses will be taught with brief description of each course. Staff qualifications who will be involved in teaching the program.

The JUST-CRS application needs to be submitted to JUST administration in April 2017.

It requires the approval of committees inside JUST:

- Needs approval by Department of Rehabilitation Sciences council
- Needs approval by Faculty of Applied Medical Sciences council
- Needs approval by Deans council at JUST- and JUST President
- Needs approval by JUST Council of Trustees and the chairman of the council.

The JUST-CRS application needs to be submitted to Ministry of Higher Education & Research in May 1st 2017.

Following their initial approval, The JUST-CRS application needs to be submitted to Jordanian Accreditation Commission for Higher Education standards in July 1st 2017, along with a check of 5000 Jordanian Dinars (paid by JUST).

JUST-CRS has to pass through an audit by the Accreditation Commission, to get all approvals and then the final accreditation Certificate.

Program will not be open to prospective students without the accreditation Certificate.



THE EXTRENAL REVIEWER

This part last updated version date (v1 20 July 2018)

The Curriculum validation of the JUST-CRS Master programme is part of the quality work package. It operates as a quality mark for curricula and the courses as well as the implementation of the courses. The overall purpose of external review is to provide a broader, independent perspective on this new master's program.

The aims of the review are to ensure that program, curriculum and contents:

1. adhere to European standards for higher education referred to as the Bologna process.
2. contain an interdisciplinary focus in rehabilitation sciences (physical and occupational therapy),
3. there is process coherence from the needs assessment phase through to the implementation of the program.
4. all courses learning outcomes and content are relevant and contribute to the successful achievement of program graduate competencies intended.

Summary of tasks

Review curriculum structure, courses, Bologna process, and resources
Review evaluation method of course implementation to obtain quality feedback for each course
Review the quality feedback
Attend selective online meetings of the quality committee (if and when invited by quality committee OR requested by the reviewer to discuss important issues) that are related to courses evaluation
Physical audit of CRS program at JUST campus (in Jordan)
Attend final consortium meeting at end of year 3 (to take place in Jordan)

See Appendix C: Call for external reviewers

See Appendix D: Contract



COURSES STEERING COMMITTEES

Each course is suggested to have a course team; the course team is composed of course leader and other academic staff members who will be contributing to teaching and the development of the course

Each course are suggested to have two course leaders; one from Jordan and one from the EU partner institutions

Course teams and course leaders in the attached table are nominated based on the survey results that was distributed on May 2017 (i.e. we considered the preferences of people but these are suggestions and are amenable if required).

A Course Leader, in liaison with the Programme Directors, where appropriate, is responsible about the development, organization and management of a named course and for the academic experience of the students on the course. Specifically a course leader will be responsible for:

- Contribute to the actual teaching of the course.
- Check that the published course profile is accurate and complies with JUST guidelines. Bring any issues to the attention of the Program director as appropriate.
- Ensure that the course content is kept up to date.
- Ensure that the course content, delivery and assessment address all the learning outcomes specified on the course profile; this to be liaised with all course team members.
- Ensure that the assessment requirements of the course and the arrangements for examinations and for the submission of coursework and the return of marks and feedback to students are in accordance with the JUST regulations.
- Coordinate the work of all course team members in terms of delivery, assessment, feedback and moderation (e.g. online lectures and face to face lectures, Jordan staff members and EU staff members, guest speakers, clinical professionals, students); providing such advice and support to those staff as may be necessary.
- Coordinate the travel of lecturers (from EU) according to a set timetable.
- Ensure the delivery of the syllabus as planned and the effectiveness of the teaching
- Suggest and ensure the resources for the delivery of the course (i.e tools, equipment,... etc) are in place before the start of the session.
- Ensure that draft examination papers, assessed coursework and, as appropriate, notes on answers are returned to students in a timely manner to meet JUST deadlines.
- Maintain appropriate records for the monitoring of student performance on the course.
- Oversee the gathering, analysis and response to student feedback at the course level collected by formal and informal means and the submission of the outcome to the chair of the quality committee.
- Undertake review of the course in accordance with JUST policy.
- Raise any concerns about the running of the course with the Director of the program and the chair of the quality committee.

N.B: EU lecturers' involvement in teaching can be throughout the proposed semesters via distance learning, and they are expected to spend one week of teaching (5 days teaching – two days for travel). This week can be flexible and negotiated within the start and end date of any given semester. Within that week, program students will have the chance to meet the students face to face for condensed teaching, training, ..etc.



Established courses' teams:

Code	Course name	JUST	UoJ	HaU	OBU	ESSA	HU
741	Educational	Hanan Saddam Khader		Zaid	Leisle	Patricia	Özlem Selen
753	Community	Nazzal Hanan	Alia	Jebril	Leisle	Silvia	Semin
793	Biostat	Khader Alomari			Johnny Helen	Isabel	
742	Evidence	Elham Nazzal Hanan	Sumayya		karen	Patricia	Sibel Akmer
724	Neuro I	Hikmat Nazzal Elham Majdi	Alia	Haifa	Helen		Akmer Hülya
712	Applied models	Hikmat Yabroudi	Jennifer??	Haifa Muhannad		Silvia	Ayse Semin
736	Ortho I (upper)	Saddam Zakareia Khader yabroudi		Muhannad Zaid	Karen	Maria da Lapa	Tuzun Irem
713	Psychosocial	Fida Nazzal		Jebril	Derick		Esra
722	Motor learning	Hikmat Hanan Khader Majdi		Saad Ali		Hugo Santos	Cigdem
745	Sport	Yabroudi Omari Zakaria	Alia	Zaid Ali	-----		Volga
737	Ortho II (lower)	Yabroudi Saddam Zak khader		Zaid	Karen	Maria da Lapa	Tuzun Özlem
725	Neuro II	Khader Hanan Elham Majdi	Alia		Leisle Johnny Helen	Patricia	Sibel Ender



Course team duties:

This team is the team that will actually teach the course (whether face to face or online or blended). You are the experts on the content and everything related to course. Team is expected to meet through Skype to discuss the following:

- 1) Review the course syllabus (attached) (for example: 1) Do you have any feedback on content of weekly schedule?!, 2) Do you all agree on textbook? (If there is no textbook, then suggest one). As a general principle, any change is welcome as long as it does not change the credit hour and ECTS calculation. However, we do prefer that change would be minimal.
- 2) To help you understand needed work on the course syllabus, please download and watch a short presentation video by our colleague Patricia Almeida from ESSA.
https://drive.google.com/open?id=0Bz7_fnLC_lf1blRrdzhzM2U0anc
- 3) This Google Excel form
https://docs.google.com/spreadsheets/d/1NSPgOneBk9aTXi4vGHmrq_Ard5hUFa-TnN2MuR6cHs4/edit?usp=sharing is the one that started working on in Lisbon, and we would like you to fix the comments that Patricia has just pointed out in this form. Each course has a page in this EXCEL sheet. Fill out only the one that is related to your course.
- 4) As you are the experts, we would like to ask you review the list of equipment that was suggested overtime from many colleagues in the project. As a team, suggest in collaboration with your team leaders a list of equipment that you think you will need for the purpose of teaching this course. Check out the Google form link provided by our colleagues at ESSA, fill out the equipment list needed for this course. We ask leaders to negotiate the final list of this course with their teams during their meetings. https://docs.google.com/spreadsheets/d/1NSPgOneBk9aTXi4vGHmrq_Ard5hUFa-TnN2MuR6cHs4/edit?usp=sharing
- 5) Please review the expected course timing (i.e. when this course is expected to be offered to students). (See attached overall course teams and semesters).
- 6) Check your access to the JUST-CRS e-learning system <https://justlearn.just.edu.jo> (or crs.just.edu.jo then click e-learning – students log in). (Note: Consult with your institution Project coordinator if your password doesn't work..). You are assigned to the online section of this course. Familiarize yourself with how to build online materials and assignments by checking out the material posted on the “Moodle Tutorial” training course. This section has many different tutorials about everything you need to know about e-learning. Thanks to ESSA for this great resource.
- 7) Distribute approved content among members to prepare the content and online assignments. (Content: PowerPoints of lectures for students to download, assignments instructions, online set up using the JUST-CRS e-learning system) (Note: Consult with your institution Project coordinator if your password doesn't work..).
- 8) Leaders need to communicate their progress and submit all outcomes to Hanan Khalil
hwkhalil8@just.edu.jo and JUSTCRS@JUST.EDU.JO



INDIVIDUAL COURSES' (COURSES) QUALITY

JUST CRS is a two-year program. Academic year consists of 3 semesters (First semester, second semester, summer semester). First semester usually is mid of September till end of January; Second semester is usually second week of February till end of May; summer semester is usually mid June till end of August (exact date will differ slightly from one year to another year).

Students' feedback will be obtained to check if the intended course has fulfilled its goal (meets its learning outcomes).

This can be done through:

- 1) Focus groups with students
- 2) Course exit survey

FOCUS GROUPS WITH STUDENTS

Open ended semi-structured interviews and/or focus groups with students will be conducted. The content of the focus groups is to focus on:

- a) Content
- b) Mode of instruction
- c) Assessment and evaluation

Focus groups following each semester.

COURSE EXIT SURVEYS

Students feedback is always highly appreciated and will sure aid in the further development of each specific course and the master program.

The exit survey includes the following aspects:

- Overall student's satisfaction
- Student's attainment of the Course Learning Outcomes
- Syllabus and content
- Instructors

See appendix E: (Exit survey of sample course)

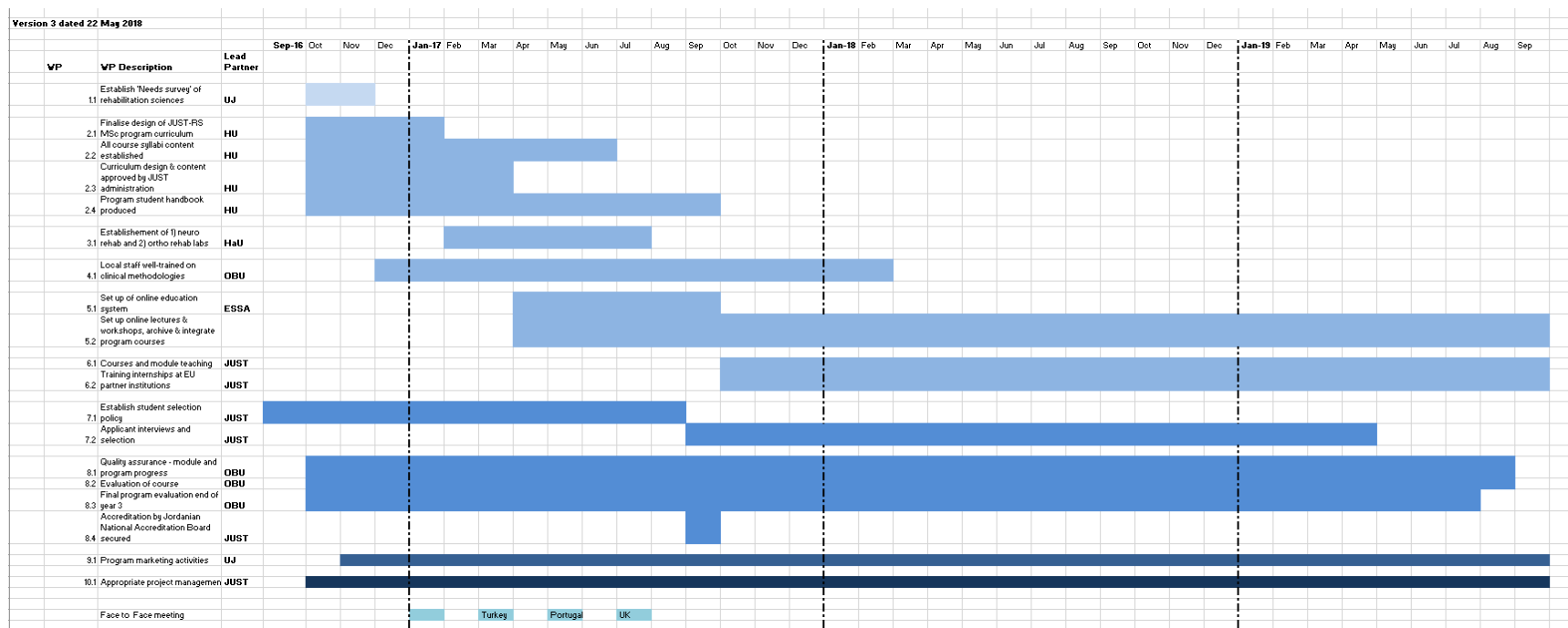


FINAL QUALITY MEETING AT END OF YEAR 3

At the end of year 3 and the completion of the programme



APPENDIX A





APPENDIX B

(JUST-CRS Technical implementation report)

Check EACEA webpage at:

EACEA link: https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2016_en (if link does not work, copy and paste on the internet browser).



APPENDIX C (CALL FOR EXTERNAL REVIEWERS)

CALL FOR EXTERNAL QUALITY REVIEWER

Interdisciplinary Clinical Master Program in Rehabilitation Sciences at JUST (JUST - CRS)

Introduction:

The Curriculum validation of the JUST-CRS Master programme is part of the quality work package. It operates as a quality mark for curricula and the courses as well as the implementation of the courses. The overall purpose of external review is to provide a broader, independent perspective on this new master's program.

The aims of the review are to ensure that program, curriculum and contents:

1. adhere to European standards for higher education referred to as the Bologna process.
2. contain an interdisciplinary focus in rehabilitation sciences (physical and occupational therapy),

In addition to ensure that:

3. there is process coherence from the needs assessment phase through to the implementation of the program.
4. all courses learning outcomes and content are relevant and contribute to the successful achievement of program graduate competencies intended.

Summary of tasks

Review evaluation method of course implementation to obtain quality feedback for each course
Review curriculum structure, courses, Bologna process, and resources
Review the quality feedback
Attend selective online meetings of the quality committee (if and when invited by quality committee OR requested by the reviewer to discuss important issues) that are related to courses evaluation
Physical audit of CRS program at JUST campus (in Jordan)
Attend final consortium meeting at end of year 3 (to take place in Jordan)



Duration of role:

The role will become effective upon signing the External Reviewer contract and will be in place until the project ceases - 30 September 2019.

Eligibility:

- Member of EU/EEA
- Hold professional qualification in rehabilitation sciences' education or any related field
- Experience of assessment/validation of curriculum, syllabi, teaching and learning material
- Extensive experience in Bologna Process.

Payment:

The compensation for all the service of this contract (including all required travel costs) is determined in **Euro (10000)**, this will be divided into two payments according to the completion of required tasks.

To apply:

Please send a CV and motivational letter to: kchapman@brookes.ac.uk

No later than July 25th 2018 (12 midnight GMT+1).



APPENDIX D (EXTERNAL REVIEWERS CONTRACT)

Contract Agreement for Providing Services to the project: “Establishment of an Interdisciplinary Clinical Master Program in Rehabilitation Sciences at JUST (JUST - CRS): 573758-EPP-1-2016-1-JO-EPPKA2-CBHE-JP”

This Agreement is executed on the XXth day of February 2018 between:

1. Jordan University Of Science and Technology (JUST), whose registered address in Irbid, P.O box 3030, Irbid 22110, and represented by Dr. Mohammad Nazzal - the coordinator of the project: “Establishment of an Interdisciplinary Clinical Master Program in Rehabilitation Sciences at JUST (JUST - CRS): 573758-EPP-1-2016-1-JO-EPPKA2-CBHE-JP”, as the **First Party**.

AND

2. XXXXXXXX, Full Professor, XXXXX Department, School of XXXXX, XXXXXXXX University, Conutry, as the **Second Party**.

RECITALS

WEHEREAS within the framework of the Erasmus+, the European Union has approved and financed the Project “Establishment of an Interdisciplinary Clinical Master Program in Rehabilitation Sciences at JUST (JUST - CRS): 573758-EPP-1-2016-1-JO-EPPKA2-CBHE-JP”, entrusting JUST with its realization in a capacity as the coordinator of the project.

WHEREAS the Two Parties wish to enter into this agreement, they agree on the following:

- (1) Dr. Mohammad Nazzal will sub-contract Dr. XXXX as an external evaluator of the JUST-CRS Master’s program and curricular design, process and outcomes of the program as well as its quality.
- (2) The present agreement shall be in place during the Second and Third Year period of the project (starting from date of signature till October 14th 2019), and can be extended in case the project life time is extended.
- (3) The second party will provide feedback regarding the JUST-CRS program design, implementation, and outcomes. The following roles of the second party includes but not limited to the following tasks:
 - a. A comprehensive evaluation of the overall curriculum structure and courses’ distribution, ensuring that its content addresses the program competencies that were built based on the conducted need assessment and providing corrective actions if required.
 - b. A comprehensive evaluation of the overall program adherence to the remit of the funding application
 - c. A comprehensive evaluation of each course ensuring that: 1) the course learning outcomes address the overall proposed graduate competencies, and 2) the course’s content, delivery and assessment address all the learning outcomes specified on the course profile, providing corrective actions if required.
 - d. Ensure that the program was built considering all the elements of the Bologna process.
 - e. Provide a comprehensive evaluation of the resources required for the delivery of the course (i.e tools, equipment,... etc), providing suggestive actions.
 - f. Evaluate that appropriateness of examination material and the assessed coursework for each course.



- g. Suggest methods for the evaluation of course implementation, and review the quality' feedback provided for each course (from students and professors) and comment on suggestive corrective actions.
 - h. Conduct an evaluation audit to the program (conduct a 3 days [+2 days of travel] JUST campus visit to check program facilities [teaching, research, clinical], students, professors, at end of year 2) (any time between May and November 2018), in which the reviewer will review academic staff competencies, conduct focus group with academic and clinical staff to assess academic gaps and provide suggestions of required training for capacity building that is required for successful implementation of a master program such as JUST_CRS..
 - i. Review students' enrollment and selection guidelines
 - j. Attend selective quality work package meetings and activities of the project as follows:
 - i. Attend consortium meeting at end of year 3 (3 days final quality meeting at JUST, Irbid, Jordan [+2 days of travel] and present physically in Jordan to deliver overall quality report and discussion.
 - ii. Attend selective online meetings of the quality committee (by invitation) that are related to courses evaluation.
- (4) The second party shall attend the meetings pointed in article 3 when needed in any country in the consortium (if schedule change). The second party will be responsible for the cost of stay and the travel cost.
- (5) During the period of subcontracting, the second party guarantees high performance to fulfill the project requirements and deliverables deadlines.
- (6) The deadlines for the above mentioned tasks, are as follow:

#	Summary of tasks	Deadline
1	Article 3 (sections f): Review evaluation method of course implementation to obtain quality feedback for each course	April 1 st 2018
2	Article 3 (sections a, b, c, d & e) Curriculum structure, courses, Bologna process, and resources	June 1 st 2018
3	Article 3 (sections f): review the quality' feedback Article 3 (section j: part ii): attend selective online meetings of the quality committee (if and when invited by quality committee OR requested by the reviewer to discuss important issues) that are related to courses evaluation	For first semester 2017-2018 (May 2018) For second semester 2017-2018 (July 2018) For first semester 2018-2019 (Feb 2019) For second semester 2018-2019 (July 2019)
4	Article 3 (sections g, h & i) visit JUST campus	May- November 2018
5	Article 3 (section j: part i): Attend consortium meeting at end of year 3 (physically in Jordan)	June-September 2019

- (7) The compensation for all the service of this contract is determined in Euro (15000), this will be divided into divided payments; each will be paid within thirty (30) days of the submission and receipt of the needed reports (after being approved by the quality committee as follows).



#	Payments	Time of payment	Payment amount	Required tasks
1	First Payment	June 1 st 2018	7000 Euro	<ul style="list-style-type: none"> Review method of courses evaluation Review Curriculum structure, courses, Bologna process, and resources Review selection policy and criteria Review the quality' feedback related to courses' implementation & attend selective online meetings
4	Second Payment	May- November 2018	4000 Euro	<ul style="list-style-type: none"> visit JUST campus
5	Third Payment	June-September 2019	4000 Euro	<ul style="list-style-type: none"> Attend final consortium meeting

- (8) Second party need to provide account information and will be responsible for the bank money transfer fees of these payments (if and when applicable).
- (9) It is the right of the first party to terminate this agreement any time and withhold payments for the second party, in case second party is deemed not committed to above mentioned tasks and deadlines.
- (10) It is the right of the second party to hire any expert, or technician to help him in producing the needed documents (in such case, all costs to be covered by second party).
- (11) As an independent contractor, the external reviewer is solely responsible for all taxes, money transfer fees, withholdings, and other statutory or contractual obligations of any sort, including but not limited to visa, travel and medical insurance.
- (12) The second party shall maintain the confidentiality of all proprietary information provided by JUST, and agree not to use it without the explicit written permission of the first party. All information considered by JUST to be proprietary shall be marked by JUST-CRS and logo prior to delivery to the second party.
- (13) Any documents, data or other materials furnished by JUST for use in connection with the services performed under this Agreement shall remain the sole property of JUST and shall be returned to JUST upon termination of this Agreement.
- (14) The Jordanian law, Jordan, govern all matters arising out of or relating to this Agreement and all of the transactions it contemplates. The only competent Hall is The Court of Irbid, Jordan.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed intending thereby to be legally bound.

Read, confirmed and undersigned in Irbid, Jordan,

For the First Party

JUST-CRS project coordinator
Dr. Mohammad Nazzal

Signature and stamp
Done in Irbid
Date:

For the Second Party

Dr. XXXX XXXXX

Signature and stamp
Done in XXXX
Date:



APPENDIX E (SAMPLE EXIT SURVEY OF SAMPLE COURSE)

CRS 711 Advance Models in Rehabilitation Sciences Course Exit Evaluation

Dear Student:

Please read the questions carefully and answer them to best of your knowledge. Your feedback is highly appreciated and will sure aid in the further development of course and the master program.

Course Learning Outcome	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
Overall, I found this course provided an excellent learning experience					

First:

As a student, rate your attainment of the Course Learning Outcomes?

Overall, I feel I fully achieved the following learning outcome for this course:	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
Identify models of management and health administration.					
Classify national/international health management systems.					
Develop strategic planning within the scope of quality assurance in the organization.					
Describe the decision making process in managerial situations/scenarios.					
Demonstrate skills in team development in interdisciplinary teamwork.					
Analyse and interpret ethical and managerial dilemmas.					



Second: Syllabus and content

To what extent do you agree or disagree with the following statement:	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
The course syllabus are up-to-date and appropriate					
The course objectives are appropriate					
The learning materials and resources were appropriate					
The timetable was appropriate					
The assessment methods were appropriate					
Online delivery was appropriately used					
The required hours of notional student effort as required by the number of credits for the award are appropriate					
The course content provide sufficient and appropriate opportunities for students to achieve its objectives					
The facilities and materials for the successful delivery of courses are appropriate					
The learning environment in the course is interdisciplinary, inclusive and diverse					

Third: Instructors

To what extent do you agree or disagree with the following statement:	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
Staff were easy to access					
Sufficient advice and feedback was received from staff					
Staff had up-to-date knowledge and skills					
Staff had enthusiasm for their subject					

Four:

<p>Please add any other comments. What did you like about the course? What didn't you like about the course? What things can JUST-CRS do to help prospective students succeed in this course in the future?</p>