



Philadelphia University

**Quality Assurance and Accreditation Office
&
Academic Training Center**

Quality Assurance Weekly Agenda

**First Semester
2009/2010**

13th Week

1. Management Agenda → see 13th week Management Gantt Chart

13th week → (3/01/10 to 7 /01/10) -- See Management Gantt chart

- Each lecturer must provide (soft + Hard) the DQAO with:
 - The Second Exam Report (use Exam report form)
 - The Second Exam paper + Marking scheme
 - A sample of 10% of corrected students answers papers
- Each lecturer must inform tutors of students of their difficulties for advising and guidance (use the appropriated form).
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda (not applicable)