



Ugandan Universities Quality Assurance Forum

INVITATION FOR UUQAF MEMBER INSTITUTIONS TO PARTICIPATE IN NATIONAL QUALITY ASSURANCE TRAININGS

Background

The Ugandan Universities Quality Assurance Forum (UUQAF) is a legally registered Association established since 2010 by quality assurance officers/coordinators from both public and private universities and degree awarding institutions to champion quality in higher education in Uganda. The Forum has continued to receive valuable support from the NCHE, IUCEA, DAAD and UVCF to carry out its activities.

In fulfillment of one of the Forum's core objectives, UUQAF initiated a national quality assurance training activity to train 40 quality assurance directors/managers/officers/coordinators from higher education institutions in Uganda. To achieve this, UUQAF submitted a proposal for *DIES National Multiplication Trainings (NMT) in Higher Education Management 2021-2022* in May 2021. Our proposal has been evaluated successfully and we have won a grant of 15,000 Euros from DIES under the NMT Programme. In addition, we are seeking support from NCHE and IUCEA for trainers and training materials (QA Handbooks, Instruments, etc).

Invitation to UUQAF Member Universities/Institutions to Participate in the National Quality Assurance Training Programme

UUQAF hereby invites member universities/Institutions to participate in the National Quality Assurance Training aimed at building the capacity of Quality Assurance Directors/Managers/Officers/Coordinators in Higher Education Institutions in Uganda to develop and assess Internal Quality Assurance Systems. Twenty member universities/institutions shall be selected to nominate one staff for financial support to cover costs of training fee, accommodation and meals and one other staff to be supported fully by the institution. The total cost for two training workshops is Sh. 1,760,000/= per participant (Sh. 880,000/= per workshop).

At the end of these National Quality Assurance Trainings, participants should be able to:

1. Demonstrate sufficient capacity to develop Internal Quality Assurance (IQA) Systems;
2. Develop QA Policies, procedures and evaluation/monitoring instruments;
3. Organise and Conduct Self-assessment of Internal Quality Assurance Systems;

4. Write Institutional Self-assessment Reports of their IQA systems for quality improvement.

The QA Training Programme shall have face-to-face workshop sessions, online mentorship activities and practical Self-assessment activities. A number of pre and post training activities, including assessments, reporting, etc will be conducted. As a pre-training activity, participants are required to fill an e-questionnaire and write a brief (5 pages) report on the status of the IQA System of their Institution to show the pre-training status of IQA Systems in Higher Education Institutions in Uganda. There will be two training workshops:

WORKSHOP I: TRAINING ON THE ESTABLISHMENT OF INTERNAL QUALITY ASSURANCE SYSTEMS (3 Days Training scheduled for 10th to 12th November 2021). The training sessions will cover aspects of IQA System including QA Policies and Procedures; Management of QA Units; IQA Mechanisms & Instruments.

WORKSHOP II: TRAINING ON SELF-ASSESSMENT OF IQA SYSTEMS AT THE INSTITUTION (3 Days Training scheduled for the 22nd to 24th of June 2022). This phase will cover aspects of Assessment of Internal QA Systems. Participants will be required to conduct an Internal Quality Assurance Self-Assessment that will be monitored by UUQAF in consultation with the NCHE.

Requirements for Universities/Institutions and Persons to participate in the National Quality Assurance Training Programme

All Universities/Institutions meeting the requirements indicated below are encouraged to apply to participate in this national quality assurance training programme. Universities/Institutions should apply by sending an application letter to the President of UUQAF providing the name of the staff for UUQAF's support and name of staff to be supported by the university in the training programme.

In order to be eligible to participate in the national quality assurance training programme, the university/institution should meet the following requirements:

- (i) Membership to UUQAF with good standing on all membership obligations;
- (ii) Commitment to facilitate the nominated staff with transport and or per diem in accordance with the guidelines of the university;
- (iii) Full commitment to participate in the entire programme involving training of nominated staff, self-assessment and external peer assessment of the Internal Quality Assurance System.

In nominating the staff to participate in the National Quality Assurance Training Programme, universities should consider that the candidates are:


- (i) Full-time employees of the university;
- (ii) Heading a quality assurance unit/ office or coordinating quality assurance activities at the university;
- (iii) Able to work with other staff in developing quality assurance processes in the university;
- (iv) Able to guide the implementation of change management project on IQA System; and

The nominated staff should provide the following as part of the application documents:

- (ii) Brief description (about 5 pages) of the university's Internal Quality Assurance (IQA) system including the QA Unit, QA policy or strategic plan, staffing and budgetary allocation, and a short description of the university's quality assurance processes and mechanisms (monitoring, evaluation training) and challenges; and
- (iii) Personal statement (1 page) by the nominated staff indicating her/his motivation to participate in the programme and how she/he will impart to the university the knowledge acquired through participation in this training programme.

The applications should be sent to the undersigned and copied to Prof. Michael Mawa – Lead Trainer – michaelmawa2020@gmail.com by **Saturday, 25th September 2021**.

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