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# Brainstorming session: *Identification of the list of documents that each HEI needs to develop / update in the field of Quality Assurance?*

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# Aim of the session

- The aim of the session is to identify needs of each higher education institution, related to the documents and templates related to quality assurance that needs to update or develop, by taking into account the current internal institutional and external changes. This way by making sure that the knowledge offered during the study visits, workshops and trainings contributes towards fulfilling the requirements of each HEI.

# Methodology

- Separately each HEI discusses with its colleagues for 30 minutes the following points:
  - All the documents and templates that are used at the institutional level to conduct the internal quality assurance processes
  - Based on your current knowledge, try to identify the documents and templates in the field of internal quality assurance that need to be developed / updated at institutional level based on priority.

Please present your results of discussion for 5 minutes maximum!

*Comment: the needs presented by each HEI will be part of Minutes and will be addressed in the upcoming trainings, study visit and workshops.*