



QUALITY ASSURANCE AND ACADEMIC ACCREDITATION (QAAA) UNIT-RIYADH

Program Specifications

A program specification is one of the National Center of Academic Accreditation and Evaluation (NCAAA) requirements that each program must prepare to achieve its primary learning outcomes. The program specification is prepared and approved by the college council and the central curriculum committee before offering a program. The program specification form contains important information about the program and its courses (e.g., curriculum, student admission and support, program management and regulations, etc.). The program specification should be revised every 5 years if there are no major or minor changes occurred in the curriculum and program administration.

Course Specifications

A course specification is one of the NCAAA requirements that details what the University agrees to provide in the offering course. The course specification is prepared before a course is offered the first time and should be approved by the departmental council. However, it can be revised based on the major or minor changes in the course requirements. Each course in the college should have the course specifications which outline important information about the course, such as Course Identification, Teaching and Assessment, Course Quality Evaluation. Students are entitled to expect that the course will be delivered and assessed as reported in the course specification.

Course Report

A course report is one of the NCAAA requirements that provide detail findings (e.g., students' evaluation of the course and students' results) of the course at the end of an academic semester. This form is required to be filled out by The course coordinator is responsible for completing and submitting the course to the college QAAA Unit for review before the approval.

Below is the highlighted policy and procedure for Course Report:

- The course report must be aligned with the course specifications to ensure achieving the intended learning outcomes.
- The course report should be completed by the course coordinator at the end of each course using the latest NCAAA template.
- The Course Evaluation Survey will be sent to the course coordinator to extract important information, such as students' evaluation of the course, Instructor, and learning resources.
- The course coordinator prepares and submits the course report to the program chairman/ director.
- The program chairman/ director forward the course report to the department council or equivalent for approval.



**KINGDOM OF SAUDI ARABIA
NATIONAL GUARD HEALTH AFFAIRS
KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
COLLEGE OF APPLIED MEDICAL SCIENCES**

- The QAAA Unit sends a copy of approved course report to the Deanship of Quality (DOQ).
- A copy of the approved course report should be submitted to the DOQ within 15 working days after the final exam of the respective course.
- A copy of the approved course report should be retained in the course portfolio with in the respective college.
- The course report should be prepared for each section (i.e., male and female sections) in different campuses.
- A combined course report from different sections and different campuses (if applicable) should be prepared through the chief course coordinator and discussed at the unified program curriculum committee. Copy of the approved course report should be submitted to the DOQ within 15 working days after the final exam of the respective course.
- The combined course report should include:
 - A. Any significant differences between the sections
 - B. Areas of improvement in one or other sections
 - C. Recommendations

Field Experience Report

- Field experience encompasses fieldwork, professional or clinical placements, internships and other forms of placement learning and applied learning that is a part of the formal curriculum within the educational program. The field experience report should be completed by the course coordinator at the end of each course using the NCAAA template.

Below is the highlighted policy and procedure for Field Experience Report:

- The field experience report should be completed by the course coordinator at the end of each course using the latest NCAAA template.
- The Course Evaluation Survey will be sent to the course coordinator to extract important information, such as students' evaluation of the course, Instructor, and learning resources.
- The field experience coordinator or equivalent prepares and submits the field experience report to the program chairman/director.
- The program chairman/director forwards the field experience report to the department council or equivalent for approval.
- The program chairman/director sends the approved report to the field experience coordinator to implement the action plan stated in the approved report for continuous improvement.
- The QAAA Unit sends a copy of the approved field experience report to the DOQ. .



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COLLEGE OF APPLIED MEDICAL SCIENCES**

Course Evaluation Survey Excel analysis sheet

The QAAA Unit has prepared a Course Evaluation Survey Excel Sheet to assist faculty members in analyzing the needed data (e.g., students' evaluation of the course) to complete the course report appropriately.

Academic Counseling

Academic counseling is the process of advising students on several issues that students may face throughout their educational journey. There are two forms:

1. The tracking system for academic counselling form which will be submitted to the QAAA Unit. The is form have been prepared to just informing the QAAA Unit that the academic counseling was conducted with no detailed information about the students to keep their confidentiality.
- 2- The mentorship form, which will be used within the program and will be saved in the student's filing.

Note:

- Each form should be used for only one student.
- Student/ academic counselor ratio should not exceed 10:1
- The student must attend at least two face-to-face/ virtual sessions that should not exceed 60 minutes with the academic counselor per semester.
- Faculty schedule and maintain at least four hours per week for academic counselling.

Student's Engagement

It is about maintaining, managing and monitoring students' representation in committees, councils and any other meetings, where their input is considered valuable both at the college and university level. Meeting minutes are required by the QAAA Unit as evidence of students' engagement. The administrations of the department are required to write and file the meeting minutes.



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KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
COLLEGE OF APPLIED MEDICAL SCIENCES**

Annual Program Report

The annual program report (APR) is to document a complete academic year. The APR for each academic program must be prepared, using the latest NCAAA template, by the program chairman/ director in consultation with faculty teaching in the program at the end of each academic year. The report should be submitted to the Dean of the college and used as the base for any future modifications or changes in the program.

Below is the highlighted policy and procedure for Annual Program Report:

- The APR for each academic program must be prepared at the end of each academic year, using the latest NCAAA template.
- The APR must be aligned with its respective program specifications in order to ensure achieving the intended program learning outcomes.
- The APR must include but not limited to:

A. Self-Evaluation Scale for Standard 4 (Learning and Teaching)

It is an evaluation tool to improve the program outcomes through enhancing the best practice of the services provided by the program to the stakeholders.

B. Required Surveys' Results

Presents the information gathered during the survey in an objective manner. It presents a summary of all the responses that helps to establish an action plan for improvement purposes. One of KSAU-HS surveys that benefit the course coordinator when preparing the course report is the course evaluation survey. The raw data will be sent to you upon request from the QAAA Unit along with the course evaluation survey excel analysis sheet (mentioned above).

C. Key Performance Indicators (KPIs) Report

The KPIs report is a critical tool that provides a clear and accurate picture of the organizational performance and potential for growth. This reports helps communicates the result with specific audiences about how well parts of the initiatives are meeting objectives. Each program has to prepare KPIs that align with the college and university KPIs. At the end of the academic year, the chairman/director has to prepare the KPI report to be included with the APR.



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NATIONAL GUARD HEALTH AFFAIRS
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COLLEGE OF APPLIED MEDICAL SCIENCES**

D. Program Learning Outcomes' assessment result

Program learning outcomes assessment is a systematic and on-going process of collecting, interpreting, and acting on data related to the developed learning outcomes to support the program's mission. The purpose of the assessment process is to improve teaching and learning in the academic departments.

E. Action Plans formulated during the last APR

One of the APR requirements is an action plan to improve the program. This is essential part in the APR.

Advisory Committee

The advisory committee is a program committee established to ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge and behaviors necessary to successfully meet the needs of the community. An advisory committee is a collection of individuals who bring unique knowledge and skills to more effectively guide the program. Each program should have an academic advisory CFO.

Below is the highlighted policy and procedure for Advisory Committee:

- The program advisory committee meeting must be conducted at least once each academic year.
- This committee must be composed of at least three external members who are experienced individuals in the field.
- The QAAA Unit within the respective colleges must review and evaluate the effectiveness of the academic counseling within each program.
- The program chairperson presents a summary report containing the program advisory committee recommendations to the college council.

Course Evaluation Survey

At the end of each course, students are required to evaluate the course in the student information system (SIS). The QAAA Unit is responsible for downloading the data from the system in Excel sheet format. Then, the course coordinator will be responsible for analyzing the data using the course evaluation survey excel analysis sheet.

Strategic Plan

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, and ensure that the stakeholders are working toward common goals. It is a document used to connect with the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning.



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NATIONAL GUARD HEALTH AFFAIRS
KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
COLLEGE OF APPLIED MEDICAL SCIENCES**

Operational Plan

The operation plan is an extremely detail-oriented plan to achieve the strategic plan that clearly defines how the program's stakeholders contribute to reaching the program's goals.

Progress Test Report

It is an annual test conducted to (a) evaluate the students' comprehensive knowledge over the years of their academic studies, (b) assess the quality of the educational process, and (c) prepare students for Saudi Commission for Health Specialties (SCHS) licensing exam. It should be held once on the second semester at least two weeks prior to the final exams.

- Below is the highlighted policy and procedure for Progress Test Report:

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- Male and female students from different academic levels should have the same test at the same time.
- The test should take into consideration the blueprint of the SCHS if applicable; otherwise, each department should design their own blueprint.
- The test should be in MCQs format that are prepared for the purpose of the progress test and not from the questions bank of the midterm or the final exams.
- There will be no fail or pass in this test and the students should be provided with their results.
- The coordinator should prepare a report that includes analysis, graphs, and related information about the test based on the students' results to be discussed in the department's committee.
- Students will be provided with reports of each progress test they had before starting their internship year.

Self- Evaluation Scale

The form evaluates the program's status for improvement purposes. It is completed by the program chairman/director. This form is required by the NCAAA.

Meeting Minute Approval

Meeting minutes are required to approve certain documents, such as:

- A. Course report and course specification.
- B. Program annual report.
- C. Student engagement.
- D. Advisory committee.
- E. Minor or major changes in the program.



DEVELOPMENT AND QUALITY MANAGEMENT AFFAIRS PROJECTS

- **IQAS** (Internal Quality Assurance System)

Internal Quality Assurance System is to create a mechanism by which the University, colleges, deanships, research center and administrative departments sustain high quality of education, research and community services, and ensure the required accreditation is achieved in a timely manner.

<https://www.ksau-hs.edu.sa/Dqm/Projects/InternalQualityAssuranceSystem>

- **SIS** (System Information System)

System Information Survey which provide survey from students, faculty and staff.

<https://sis.ksau-hs.edu.sa/ps/ps/?&cmd=login&languageCd=ENG&>

- **SAMS** (Student Academic Management System)

Student Academic Management System is upload the time scheduled for lectures to students and account credit hours for the faculty.

<https://eservices.ksau-hs.edu.sa/StudentDefault/Login.aspx>

- **AJWAD** (Unified University Automated Surveys)

Surveys are important scientific tools whereby academic institutions collect data to assure quality, enhance processes and increase communication between stakeholders and university leaders.

<https://www.ksau-hs.edu.sa/Dqm/Projects/AJWAD>

- **AYSAR** (In-house Developed Web-Based System to facilitate collection of information regarding courses)

AYSAR is an in house developed web based system to facilitate collection of information regarding courses and programs offered by KSAUHS. This system provides a robust access control mechanism to distribute the administration at the level of colleges.

<https://www.ksau-hs.edu.sa/Dqm/Projects/AYSAR>

- **ADAA** (Automated Data for Analytics & Assessment)

The Development and Quality Management Affairs (DQMA) regularly collects data of students, alumni, faculty, facilities, and services. This is conducted for the purpose of assessing institutional effectiveness and ensuring delivery of the University mission and achievement of its goals.

<https://www.ksau-hs.edu.sa/Dqm/Projects/ADAA>



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NATIONAL GUARD HEALTH AFFAIRS
KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
COLLEGE OF APPLIED MEDICAL SCIENCES**

- **ARA** (Annual Report Application)

An online portal developed to automate the process of data collection for the University Annual Report, and other reporting purposes. The software allows Colleges, Deanships, and Departments, to submit textual content, which is used in conjunction with numeral content provided by the ADAA system to produce the University Annual Report.

<https://www.ksau-hs.edu.sa/Dqm/ARA>

- **STEP** (Strategy Tracking Execution Program)

To automate the process of tracking and reporting the KSAU-HS strategic plan's implementation instead of manually using spreadsheets and documents. This will be achieved by developing a tracking and reporting tool for the Deanship of Development to effectively manage, track and report the implementation of the strategic plan.

<https://www.ksau-hs.edu.sa/Dqm/STEP>

LIST OF FORMS

- Form 1: Program specifications

https://etec.gov.sa/ar/productsandservices/NCAAA/AccreditationProgrammatic/Documents1/ProgramS/T3_Program%20Specifications%20V2020-%20Eng.pdf

- Form 2: Course Specifications

<https://etec.gov.sa/ar/productsandservices/NCAAA/AccreditationProgrammatic/Documents1/CourseS/T4%20Course%20Specifications%20V2020-Eng.pdf>

- Form 3: Course Report

<https://etec.gov.sa/ar/productsandservices/NCAAA/AccreditationProgrammatic/Documents1/CourseR/T7%20Course%20Report%20V2020-eng.pdf>

- Form 4: Field Experience Report

<https://etec.gov.sa/ar/productsandservices/NCAAA/AccreditationProgrammatic/Documents1/Field%20experience/T8%20FE%20Course%20Report%20V2020-Eng.pdf>

- Form 5: Annual Program Report

<https://etec.gov.sa/ar/productsandservices/NCAAA/AccreditationProgrammatic/Documents1/AnnualP/T6%20Annual%20Program%20Report%20V2020-Eng.pdf>



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NATIONAL GUARD HEALTH AFFAIRS
KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES
COLLEGE OF APPLIED MEDICAL SCIENCES

- Form 6: Self- Evaluation Scale
<https://etec.gov.sa/ar/productsandservices/NCAAA/AccreditationProgrammatic/Documents1/SES/T10%20SES-Pro%20%20V2020-Eng.pdf>