



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

NUMBER : 007-P-V02-18
TITLE : ANNUAL PROGRAM REPORT (APR)
ORIGINATING DEPT : DEANSHIP OF QUALITY MANAGEMENT (DOQ)
ORIGINAL DATE : 16-NOV-2016
REVISION DATE : MAY 2018

1. STATEMENT OF PURPOSE

- 1.1. Guide a proper submission of annual program report by the academic programs.
- 1.2. Ensure that every program within KSAU-HS is evaluated on annual basis.

2. APPLICABILITY

This APP applies to all academic programs offered at KSAU-HS in all its regions.

3. RELATED REFERENCES

- 3.1 Approved Annual Program Specification
- 3.2 NCAAA Annual Program Report Form
- 3.3 APP (024-P-V01-16) Program and Course Approval Policy
- 3.4 NCAAA Handbook attachment 2 (d)

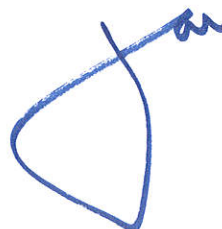
4. DEFINITIONS

- 4.1. **APR** is an acronym for Annual Program Report
- 4.2. **Courses:** All undergraduate and post graduate courses offered at KSAU-HS
- 4.3. **Chief Program Director:** The chief program director assigned in coordination among the college deans in the different campuses. He will be responsible to prepare a combined and comprehensive annual program report for the same program offered in the different campuses.
- 4.4. **DOQ** is an acronym for Deanship of Quality Management
- 4.5. **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences in all its regions
- 4.6. **NCAAA** is an acronym for National Center for Academic Accreditation and Evaluation
- 4.7. **KPI** is an acronym for Key Performance Indicators

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5. POLICY

- 5.1. The APR for each academic program must be prepared at the end of each academic year, using the latest NCAAA template.
- 5.2. The APR must be aligned with its respective program specification in order to ensure achieving the intended program learning outcomes.
- 5.3. The APR must include but not limited to:
 - Self-Evaluation Scale for Standard 4 (Learning and Teaching)
 - Required Surveys' Results.
 - KPIs.
 - Program Learning Outcomes' assessment result.
 - Progress on implementation of previous year's Action Plans formulated during the last APR.
- 5.4. The APR must be submitted to DOQ no later than 30 working days after the beginning of the following academic year.
- 5.5. The approved APR and modification approval minutes should be retained in program portfolio within the respective college.
- 5.6. Respective program director or equivalent should monitor the implementation of action plan mentioned in the APR.
- 5.7. In situation, that the same academic program is offered in different sections (male and female) or at different campuses, the followings are needed:
 - 5.7.1 Annual program report must be completed for each program in each campus and for each section, one for male and one for female.
 - 5.7.2 A combined and comprehensive APR from different sections and different campuses (as applicable) should be prepared through the chief program director and discussed at the unified program curriculum committee.
 - 5.7.3 The combined and comprehensive annual program report should include:
 - any significant differences between the campuses and/or sections
 - areas of improvement in one or other campus/section
 - recommendations

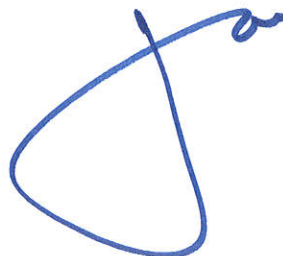


6 PROCEDURE

- 6.1 The program director or equivalent prepares the annual program report in consultation with teaching staff and quality officer or equivalent in the respective program.
- 6.2 The program director submits the annual program report to the department council for endorsement.
- 6.3 The department council sends the annual program report to the college council for approval.

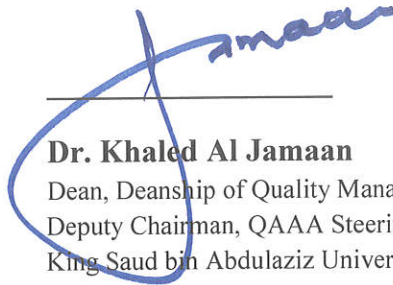
7 RESPONSIBILITY

- 7.1 Dean and program director
- 7.2 All KSAU-HS Colleges
- 7.3 Deanship of Quality Management

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8 APPROVALS

PREPARED BY:



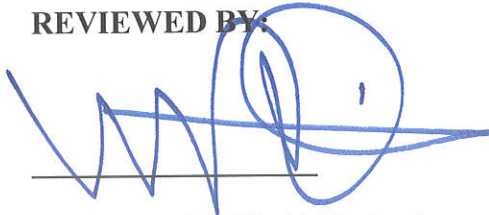
Dr. Khaled Al Jamaan

Dean, Deanship of Quality Management
Deputy Chairman, QAAA Steering Committee
King Saud bin Abdulaziz University for Health Sciences

13/2/19

Date

REVIEWED BY:




Prof. Abdulmalik Al Katheri

Assistant Vice President, Development and Quality Management Affairs
Dean, Deanship of Development
King Saud bin Abdulaziz University for Health Sciences

14/2/19

Date

APPROVED BY:



Prof. Mohamed Al Moamary

Vice President, Development and Quality Management Affairs
Chairman, University QAAA Steering Committee
King Saud bin Abdulaziz University for Health Sciences

17.3.19

Effective Date