



APP

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

NUMBER : 029-P-V01-18
TITLE : COURSE REPORT
ORIGINATING DEPT. : DEANSHIP OF QUALITY MANAGEMENT (DOQ)
ORIGINAL DATE : MAY 2018

1. STATEMENT OF PURPOSE

Identify responsible body to initiate, complete and approve the course report and proper submission time and pathway for this report.

2. APPLICABILITY

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

3. RELATED REFERENCES

- 3.1. Approved Course Specification
- 3.2. NCAAA Course Report Form
- 3.3. KSAU-HS Study and Examination Bylaws

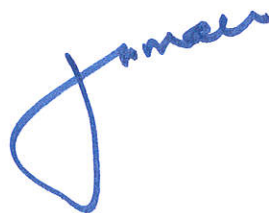
4. DEFINITIONS

- 4.1. **Course:** All undergraduate and postgraduate courses offered at KSAU-HS.
- 4.2. **Course Coordinator:** A nominated faculty member/instructor from the program who is responsible to coordinate course activities among all sections (male, female) within a campus.
- 4.3. **Chief Course Coordinator:** A nominated faculty member/instructor from the program who is responsible to prepare a combined, comprehensive course report, from different sections and 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
- 4.6. **NCAAA** is an acronym for National Center for Academic Accreditation and Evaluation

4.7. **QAAA Unit:** A Center for Quality Assurance and Academic Accreditation in each college or deanship.

5. POLICY

- 5.1. A course report should be completed by the course coordinator at the end of each course using the latest NCAAA template.
- 5.2. A course report must be aligned with the course specification in order to ensure achieving the intended learning outcomes.
- 5.3. A copy of approved course reports should be submitted to DOQ within 15 working days after the final exam of the respective course.
- 5.4. A copy of the approved course report should be retained in the course portfolio within the respective college.
- 5.5. The QAAA unit within the respective college should provide any needed assistance in preparing the course report.
- 5.6. It is the responsibility of course coordinator to implement the action plan stated in the approved course report.
- 5.7. The program director or equivalent should monitor the progress on actions proposed for improving the course in previous course reports and assess its effectiveness.
- 5.8. In situation, that the same course is offered in different sections for male and female or different campuses, the followings are needed:
 - 5.8.1 A course report should be prepared for each section male and female and in different campuses.
 - 5.8.2 A combined course report from different sections and different campuses (as applicable) should be prepared through the chief course coordinator and discussed at the unified program curriculum committee.
 - 5.8.3 The combined course report should include:
 - Any significant differences between the sections
 - Areas of improvement in one or other sections
 - Recommendations

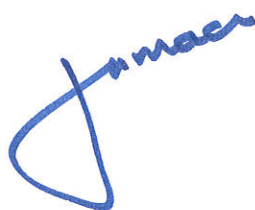


6. PROCEDURE

- 6.1. Course coordinator prepares and submits the course report to the program director or equivalent.
- 6.2. The program director or equivalent forwards the course report to the department council or equivalent for approval.
- 6.3. The program director or equivalent sends the approved course report to the course coordinator to implement the action plan stated in the approved report for continuous improvement.
- 6.4. The quality chairperson or equivalent in the respective college sends a copy of approved course report to the Deanship of Quality.

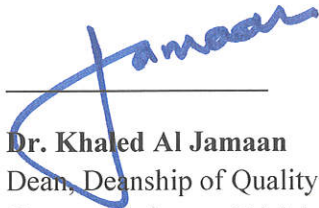
7. RESPONSIBILITY

- 7.1. College Dean and program director
- 7.2. Chief Course Coordinator
- 7.3. Course Coordinator
- 7.4. The quality chairperson or equivalent in the respective college
- 7.5. DOQ to ensure implementation of this policy

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8. APPROVALS

PREPARED BY:

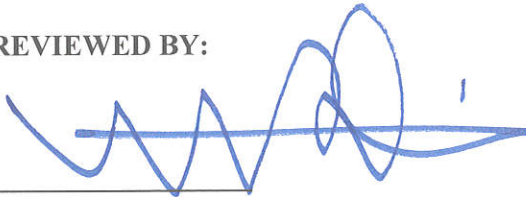


Dr. Khaled Al Jamaan
Dean, Deanship of Quality Management
Deputy Chairman, QAAA Steering Committee
King Saud bin Abdulaziz University for Health Sciences

13 FEB 2019

Date

REVIEWED BY:

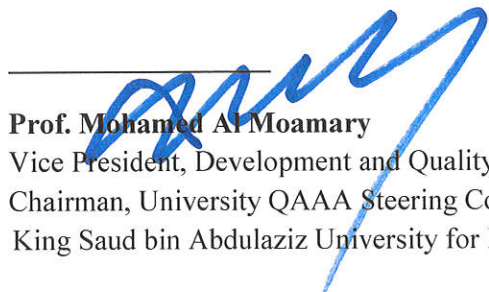


Prof. Abdulmalik Al Katheri
Assistant Vice President, Development and Quality Management Affairs
Dean, Deanship of Development
King Saud bin Abdulaziz University for Health Sciences

13 FEB 2019

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

14 FEB 2019

Effective Date