KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
JOUF UNIVERSITY
COLLEGE OF SCIENCE
BIOLOGY DEPARTMENT

المملكة العربية السعودية
وزارة التعليم
جامعة الجوف
كلية العلوم
قسم الاحياء

Quality Assurance Policy for Academic Programs at Jouf University

Jouf University Academic Quality Assurance Policy

Introduction:

University education is the most important pillar of comprehensive development through its contribution to the preparation of technical, academic and professional cadres of various institutions of society in addition to its role in the development, use and dissemination of knowledge through scientific research, the preparation of specialists and service to the community.

Accordingly, identifying the basic foundationsof quality is of great importance in thepractical application of them in various institutions, including universities, as these pillars will point to the basic facts on which quality assurance should be relied upon.

Academic accreditation bodies verify that educational programs prioritize the learner and provide a constructive educational environment and scientific competencies, effective study plans that achieve the objectives of the educational process and the quality of their outcomes, and therefore higher education institutions should adopt policies and take actions that ensure the quality of their educational programs in their various components, including: the program's mission and objectives, school plans, faculty, faculty, learning resources, facilities and equipment, quality assurance processes and continuous evaluation.

The government's policy is to make

+ Jouf University ensures the quality of its academic programs, including: mission and objectives, study plans, faculty, learning resources, facilities and equipment, quality assurance processes, and continuous evaluation.

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🞣 Al-Jouf University is committed to achieving the requirements and standards of academic accreditation for all academic programs, whether academic accreditation is national or international.

Policy implementation procedures:

🞣 **The mission and objectives of the academic program:**

Jouf University guarantees the quality of the program's mission and objectives through:

✓ Theacademic program has a clear, adopted and public message that reflects the mission and objectives of the educational institution.

✓ The program's message is prepared to be compatible with the faculty and university's message and with the participation of all stakeholders.

✓ Use the message as the basis for planning and evaluating theprogram's activities and processes.

✓ Use the program message as a guide to work and for employees within the program.

✓ Review the message periodically and modify it if necessary.

🞣 **Management of the academic program**

Jouf University ensures the quality of the management of the academic program by:

✓ The program has an effective management that works to achieve the mission and objectives of the program, believes in strategic planning and teamwork anddistributes tasks and responsibilities, encourages innovation and creativity, and embraces and encourages creative ideas.

✓ The management of the programme is concerned with planning that takes into account reality and includes priorities for improvement, with the importance of allowing all stakeholders to participate in planning processes.

✓ The program management follows up on the implementation of the study plans and what is mentioned in the program

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description to achieve targeted learning outcomes and adherence to course   descriptions, teaching strategies and planned evaluation.

✓ Whoever manages the program has the appropriate academic and management experience to manage and upgrade the program.

✓ The program coordinator and administrators of the program are selected based on specific and declared criteria, and assigned specific tasks andresponsibilities within the regulations and organizational structures of the organization.

✓ There is sufficient flexibility and authority to allow program administrators to make the necessary development and changes, in response to the latest developments and the results of the periodic evaluation processes of the courses and the program and facilitate the requirements of change.

Planning and describing the program

The planning of study programs is the starting point and an important and essential aspect in ensuring the quality of the educational process, and in providing outcomes that meet the needs of society and the requirements of development.

The study plan of the programme, with its different courses and educational experiences, is the main focus of the programme and should be taken care of and the quality of the courses should be improved. Therefore, it is necessary to take into account the:

✓ Agree with the mission and objectives of the educational institution.

✓ Monitoring the needs of the community and the labour market and developing school plans to meet those needs.

✓ Survey of employers, graduates and others involved to build a study plan that keeps pace with the aspirations and needs of the labor market.

✓ Taking into account the requirements of the national qualifications framework.

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✓ Taking into account academic and professional standards and measuring on local and international peerprograms.

✓ Thecharacteristics of the graduates in the program are ironed.

✓ Clearly identify learning outcomes in the program.

✓ The plan includes a description of the learning and education strategies that will be used to achieve learning outcomes in the program taking into account their diversity.

✓ Identify ways to evaluate students' achievement, taking into account their diversity.

✓ Linking course learning outputs with program learning outputs by setting up the program matrix.

✓ Provide field training that helps students acquire the skills and experience necessary for the profession.

✓ Distribution of courses for the programme at at least eight levels (for the four-year programme), so that the student's academic burden at each level is not less than the minimum level, and not more than the maximum allowed in the national qualification's framework. The maximum credit hours that can be adopted for study in the same semester (18 hours) are also defined as a measure of the amount of teaching normally expected for a fully regular student at the university level in thesemester and (30) credit hours in the school year.

✓ The adopted clock represents a weekly theoretical lecture of 50 minutes over fifteen weeks.

✓ The hour adopted in laboratory training corresponds to a two-hour meeting over 15 weeks and corresponds to field or clinical training for a three-hour weekly meeting over 15 weeks

✓ The percentage of specialized courses in the plan should not exceed 50% to 60%, with the rest of the courses to provide students with appropriate backgrounds in the relevant basic sciences and this is the case in many international practices. The minimum hour approved for the program is (120 hours) for the four-year degree

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✓ Taking into account the balance between the theoretical and applied aspects of the plan's decisions.
✓ Faculty members should actively participate in the description of the program and courses.
✓ The formation of an advisory committee for the program, which includes representatives of the program and experts in the field   related to specialization, as well as representatives of employers and graduates from both parts, to advise on the program and its quality and coverage of the requirements of the labor market.
✓ Adoption of descriptions from councils and responsible authorities within the university

Learning outcomes for the academic program:

Learning outcomes are prepared in the program that is directed at many activities within the program.

✓ Formulating learning outcomes for the program in accordance with the areas of the national qualification's framework.
✓ Respect for academic and professional standards when formulating learning outcomes.
✓ Take the opinion of experts and professionals on the appropriate learning outcomes of the program.
✓ Identify learning and learning strategies that help students gain learning outcomes in the program.
✓ Identify methods and procedures for evaluating students and measuring learning outcomes.

🔸 The committee's work is being made in the united

To integrate the courses into a single unit, all of which contribute to the achievement of the learning outcomes of the program and when the courses are described, the models prepared should be adhered to, and a comprehensive description should be provided that includes the following:

✓ Determine learning outcomes fora decision.

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✓ The content of the course and the schedule for submitting the content.

✓ Teaching methods in the course taking into account their diversity and their association withlearning outcomes.

✓ Methods of evaluating students' achievement taking into account their diversity and their association withlearning outcomes.

✓ The main and supportive references to the course, taking into account their diversity, modernity and accessibility, and their contribution to achieving learning outcomes and promoting self-learning.

✓ Support methods provided tostudents in the course.

✓ A clear mechanism for continuous evaluation and development of thedecision.

✓ A clear mechanism for feedback at different stages.

✓ Description of the field experience course so that the learning outcomes of the course correspond to the results of the learning program.

✓ The continuous development of thedecision in line with the latest developments in the field and the labor market and the recommendations of various reports.

♣ Periodic monitoring of the quality of the educational process:

✓ The program has a mechanism - as part of an institutional system - to monitor and periodically review the quality of the educational process, including following the characterization of courses and their consistency with the targeted learning outcomes in the program, follow-up the implementation of learning and learning strategies, and the evaluation methods provided for in the description of the program and courses, and the extent of adherence to them and their credibility. Periodic reports of the program and courses are an effective means of follow-up and continuous development.

✓ Program operators have the authority to respond to local and international changes and developments and specialty updates.

✓ Provide sufficient information about the program and study plan through evidence and other means that enable beneficiaries and all concerned to refer to it when needed.

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✓ The program is reviewed, developed and updated in accordance with scientific developments in specialization, local and international developments related to specialization,community needs andlabor marketrequirements, results of periodic evaluation processes, results of surveys of graduates, employers and other beneficiaries.

🞣 Students

✓ The program management should have clear policies and criteria for acceptance and registration, provided that they are approved and advertised to the beneficiaries.

✓ Each year, the program's management determines the number of students required, taking into accountthe physical and human costs of theprogram.

✓ The program management uses all available means to make the program known, the conditions for admission, and the requirements for study.

✓ Program management uses approved criteria and procedures to move to the program from other institutions and to equalize what students have already learned.

✓ To establish a system of academic, psychological and social guidance for students, through which the different needs of studentsare studied, and provide supportservices, guidance and academic and psychological guidance through qualified specialists.

✓ The program management should have mechanisms to discover outstanding students in the study, and tohavespecial programs to care for and support them.

✓ Special programs are available to assist and guide students who are in school.

✓ There is evidence for students, brochures andsources to inform students oftheir rights and duties,codes of conduct,grievancesuppnations, complaints and disciplinary regulations.

✓ Non-safad activities are available in many areas, measuring the proportion of participants and their satisfaction.

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✓ There is a system for tracking graduates anda database is available about them,and their opinions are explored in the program, how they acquire learning outcomes for aprogram, get their suggestions, and provide feedback on the development of the program.

🞣 **Faculty members**

Faculty members have a key role in providing the educational services desired by the educational program in a distinctive way, the quality of the program depends to a large extent on the quality of its faculty.

✓ There are appropriate policies to attract, select and appoint the right number of faculty members.

✓ The existence of systematic plans and programs for the professional development of faculty members based on the study of the actual needs of them, with the need to study the proportions of their participation in these programs and their satisfaction and benefit from them.

✓ Provide evidence and manuals explaining university regulations and regulations as well as rights and duties.

✓ A system for evaluating the performance of faculty ensures feedback on the results of the calendar.

✓ Encourage innovation and creativity, and provide incentives and incentive selections.

✓ Periodic monitoring of faculty numbers and measurement of their ratio to student numbers in thedepartment.

✓ The qualifications of the faculty are verified to ensure that qualifications and specialties are provided that suit the needs of the program and the nature of the study.

✓ There are enough doctoral degree sit-ins in full-time.

✓ There are training programs for new faculty members to ensure that they fully understand the program, their responsibilities, and the organization's policies and regulations.

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✓ Study the faculty members about their work and job climate, the services provided to them, and take the necessary measures to provide an appropriate work environment.

Learning sources:

The various learning sources support all activities related to the educational process and enrich educational programmes, so this aspect must be taken care of, as well as continuous follow-up in order to develop these services properly and facilitate access to them.

✓ The library has a sufficient number of Books, references and Arabic and foreign periodicals for all courses in proportion to the number of students in the program.

✓ The time allocated to library patrons is sufficient and appropriate in accordance with the schedules for the implementation of the program.

✓ A library guide contains books, references, and periodicals related to the program.

✓ Software-related electronic information bases, digital references, and any electronic learning sources that help students in the program to self-learning are available.

✓ Appropriate support and preparation are available for students and all beneficiaries to ensure effective use of learning resources.

✓ Equipping laboratories and laboratories in accordance with the requirements of the academic program to ensure thatthe learning outcomes of the program arereal.

✓ Educational materials and materials are available in sufficient quantities.

✓ There are enough experienced library staff to advise library patrons and help them access information easily and easily.

Facilities and facilities:

The programme facilities for educational activities and support services should be appropriate to carry out these activities effectively in accordance with the mission and objectivesof the programme, in addition to providing the appropriate and safe educationalenvironment.

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✓ The area of buildings allocated to the educational program should be sufficient.
✓ To provide the necessary equipment for the educational program to serve the educationalprocess.
✓ The program management should provide suitable and technicallyequipped classrooms, and the size of the halls should be suitable for student numbers.
✓ The faculty members of the program should have a sufficient and appropriate number of equipment.
✓ The program management should take appropriate measures to provide a safe, safe and healthy environment within buildings andfacilities.

♣ Ensuring quality and continuous improvement of the program

Theadministrators of the educational program must continuously improve and develop all its administrative, academic and research activities, and to achieve this should take into account the following:

✓ Program management is committed to the quality assurance processes set at the institutional level.
✓ The program's management reviews regulations and policies in dealing with teaching and learning processes based on the results of the calendar.
✓ Quality assurance processes and procedures are applied to all program activities.
✓ Program management is a clear and specific time plan for the continuous improvement of this plan to ensure that it is completed in a timely and appropriate manner.
✓ Indicators for performance quality monitoring are identified, and data is collected around them periodically.
✓ The calendar process is based on objective evidence and evidence, and the results of the calendar are independently verified.
✓ Program management evaluates educational services resources periodically to determine current and future program needs.

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✓ The program's management reviews the evaluation and evaluation criteria for faculty members.

✓ Program management periodically reviews student performance evaluation criteria.

✓ The program management takes clear action to take advantage of the results of the evaluation of its outputs.

✓ Program management determines all the procedures by which you can benefit from self-evaluation results in development and improvement processes.

✓ Global best practices are utilized, and reference comparison sought with local and international programs for the continuous development and improvement of the program.

✚ Software quality calendar

The evaluation process is defined as an ongoing review process that includes all the inputs and outputs of the educational process to achieve a distinct level of efficiencyand effectiveness in performance,andthe evaluation processis concerned with collecting and analyzing data and information related to educational programs and preparing periodic reports to determine the extent to which educational goals andtargetedlearning outcomes are achieved, and to strengthen the strengths and addresses of weaknesses in those programs.

 Software quality assessments are aimedat:

✓ To determine the status quo of allactivitiesand operations ofthe program.

✓ Achieving general and acceptable standards of good practice.

✓ Determine the extent to which the outputs of the tutorial are achieved andto ensure the quality of theoutputs.

✓ Determining the level of students and ways to improve his performancem.

✓ Identify the needs of faculty members and administrators in terms of training and development.

✓ Software development and its decisions.

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Achieving software quality requires an integrated system of continuous evaluation of the quality of elements, and the closure of the quality department, and this systemrequires the following:

- ✓ Having a clear plan formy calendarwork.
- ✓ Based on specific and clear criteria and arbitrators.
- ✓ Determinethe responsibility for the work of the calendar.
- ✓ Identify performance indicators and reference comparisons.
- ✓ Provide the necessary tools and models to collect data and information from their various sources.
- ✓ Data collection and analysis.
- ✓ Decision-making and continuous development in light of the results of the evaluation process.
- ✓ Provides an accountability mechanism.

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Metadata model

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Policy code:	VPDQ 05 - And JTC-05
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