Tasks and duties of the Course Coordinator

His Excellency the deans of the colleges and the supporting deans, Allah save them

Peace be upon you and Allah's mercy and blessings be upon you :

Please find attached the "duties and duties of the Coordinator of the course" I hope you will be entrusted to the scientific sections and abide by them.

And accept my greetings and appreciation.

Vice Chancellor for Educational Affairs.

Dr.. Eid bin Mahia al - Hasoni

Tasks and duties of the Rapporteur

1. Prepare the teaching plan according to the approved model of the university agency for academic affairs and hand it to the professor of the course before the beginning of the semester.

.2 . Preparing the description of the course according to the model of the evaluation body of education "National Commission for Academic Accreditation and Evaluation" and delivered to the professor of the course at the beginning of the semester and the coordinator of the quality unit and academic accreditation section.

3. . Preparing the course file and handing it to the head / supervisor of the department after completion of monitoring the grades and approving them for all the people of the course. It should include:

-Short curriculum vitae -

Corse schedule.-

- Course plan.

Course description.-

Student attendance lists in all divisions.-

-Final results statements are approved for all people of the course.

- Form of quizzes and final exams include photo:

-Student answer booklet with the highest score. - The answer of the student with the lowest score. - The student's booklet obtained the average grades.

\_ Report of the course according to the model of the Evaluation of Education "National Commission for Academic Accreditation and Evaluation".

**General Instructions**

1. The professor who teaches the course is considered to be one or more of the coordinators of this course and then performs all the tasks mentioned above. 2. Each teacher shall deliver the student coordinator for the final and final tests before each test for at least one week. 3. Each teacher will provide the coordinator of the course with the students' attendance lists during the semester and reveal the final result after being approved by all the people he is teaching to include in the course file. 4. Each teacher will provide the course coordinator with a sample of the quarterly test for each department he teaches: -- - At the highest grade. - The answer of the student receiving the lowest grade. - The student's score of the average grades. 5. Each professor will provide the coordinator of the course with a sample of the final test for each department he teaches, which includes pictures : - A copy of the answer of the student obtaining the highest degree. --The lowest score is Study student winning average grades 6. Each professor to provide the scheduled coordinator of the report scheduled in accordance with the model previously calendar Education "National Commission for Evaluation and Academic Accreditation Authority" for each division taught. 7. provide the committee Alkntrul professors scheduled to model the typical answer to the final test when they receive brochures answer to correct.