

## **Procedures Regulating questionnaires**

The Faculty of Law believes that students, members of the faculty and all other relevant parties concerned, should participate in the formulation of the curricula, and in the educational process in all of its components and derivatives. The framework for this participation shall be defined by a number of methods including questionnaires, and which shall be applied, in accordance with a series of specific procedures, which include the following:

### A. Mechanism for drawing questionnaires:

- The committee entrusted with quality and quality assurance, shall define the issues over which the questionnaire shall be conducted. It shall formulate the contents of the required questionnaires, after consultation with the committees concerned with the substance and themes of the questionnaires and, their submission to the Faculty Council for adoption.

### B- Contents of Questionnaire:

Every questionnaire must include the following:

1. Target/ Objective of questionnaire
2. Subject of questionnaire
3. Targeted categories in the questionnaire
4. Information on meaning of the questionnaire
5. Questions and options (choices)

### C- Mechanism for conducting questionnaire:

1- Observe timing for conducting questionnaire, in accordance with the Faculty agenda and or/the need.

2- The need for participation of all categories of students, in their various phases of study, while taking into account their nationalities and, in accordance with needs. Also, students attending morning as well as evening classes (studies) and, or / business sector quarters.

3- After filling out the questionnaire, the committee in charge shall collect the questionnaires and, prepare them for study and analysis.

D- Analysis of Questionnaire:

The questionnaire papers shall be forwarded to a specialized technical quarter, in order to analyze the results, under the supervision of members of the appointed committee.

E- Dealing with the results of the questionnaire:

- the committee concerned shall forward the results of the questionnaire to the committee on quality and quality control, which, in turn, shall forward them to the Faculty Council for deliberation and, the adoption of the appropriate recommendations.
- The necessity of declaring the results of the questionnaire to the students and/or the quarters engaged in it.