

Committees Agenda

Staff and Student Committee Agenda

Fifth Week:

-**The Staff & Students Committee** holds a meeting with the representatives of the students and teaching staff.

Examinations Committee Agenda

-**The Exams Committee** sets the 1st and 2nd exams and receives the final dates of the exams from the University, and then enters them into a table, a copy of which is given to modules coordinator.

First Week:

The Exams Committee undertakes the following:

1. Naming the internal examiners for the subjects and giving a copy of the names to the coordinators and to the Quality Assurance Committee.
2. Naming the external examiners for each module and informing it to the Coordinators and the quality assurance committee. This must be done with a maximum period of time that not exceeds the end of the second week.
3. Ensuring that the samples of the previous term final examination, which were given by the modules coordinator, are sent to the external examiners and drawing up a report in this regard. Similarly, the samples and the report (minutes) are to be sent to the Quality Assurance Committee.
4. After the Exam Committee receives the report of the external examiners, it also draws up a report and sends it to the Quality Committee.

Second Week:

The Exams Committee names the external examiners of every module and notifies the Quality Assurance Committee to that effect.

Tenth Week:

The Exams Committee sends the samples it received from the coordinators to the external examiners, and sends its overall to the Quality Assurance Committee.

Eleventh Week:

The Exams Committee sends the questions of every module to the internal examiners, and a report is sent back to the coordinators.

Fourteenth Week:

The Exams Committee draws up and announces a table for the supervision of the final exams.

Fifteenth Week:

The Exams Committee sends the samples received by the coordinators to the external examiners, writes a report that it has done so and sends a copy to the Quality Committee.

- **The Exams Committee** sends these papers received by the coordinators to the external examiners.

Quality Assurance Committee Agenda

First Week

- **The Quality Committee shall hold a meeting for the following purposes:**

2. General review of the procedures of quality management and their reinforcement, and recommend amendments, which guarantee the continuation of improvement and development of these procedures.

Second Week:

The Quality Committee of the Faculty undertakes a general review of the following:

1. Guidelines and newsletters issued by the Faculty
2. Faculty's website.
3. Procedures of teaching, learning and evaluation.
4. Academic guidance procedures.
5. Faculty's Programme Study Plan.
6. Learning resources.
7. Facilitate and support of academic process and administration.
8. Forms used at the Faculty.

This review must be completed at the end of the fifth week at the most.

Fifth Week:

-**The Quality Committee** formulates a special questionnaire in order to obtain the views of the students on the guidance process, and then write a report in this regard to be sent to the guidance (advisory) committee and circulated among personal tutors.

Seventh Week:

- **The Quality Committee** reviews the works of the coordinators regarding Modules' files.

Library and Learning Resources Committee Agenda

In the week before the start of teaching:

-**The Library and Learning Resources Committee** undertakes the following:

- 1- Conduct a review to ensure that the assigned books for each subject are available to all students.
- 2 - Review all guides and publications related to educational resources.

Third Week

The Library and Learning Resources Committee conducts a general review of the following:

1. The availability of legal educational resources at the office, such as books, magazines and Arabic and English periodicals.
2. The availability of legal electronic educational resources such as, electronic, legal and judicial software programs.
3. The availability of other educational resources and the extent of their suitability to achieve the outputs of the program.
4. Present the committee's recommendation for the purposes of modernization and development, and the purchase of reference books and periodical and subscription to electronic websites.
5. Prepare a whole report on the foregoing, and provide the Quality Committee with a copy of it. The report should include the following:
 - a- the strategy followed in providing educational resources.
 - b- the mechanism that is used in modernizing and developing education resources.
 - c- the mechanism that is used to encourage students to use these resources.

Scientific Committee Agenda

Tenth Week

The Scientific Research Committee performs the following tasks:

1. Conducts a general review to identify the Faculty's needs of teaching cadre for the next term and presents its recommendations to the Faculty, and then delivers a copy of these recommendations to the Quality Committee.
2. Conducts a study to find out the Faculty cadre's needs (administrative or academic) of training courses.

Students Training Committee Agenda

Second Week

- **The Students Training Committee** draws up an approximate timetable for field trips and external lectures, and delivers a copy of the timetable to the Quality Committee.

Academic Guidance Committee Agenda

Second Week

- **The Academic Guidance Committee** asks counselors to categorize students who are included in the guidance program, in order to give attention to students with poor academic performance.

Third Week

1. The Guidance Committee holds an open meeting with new students for introduction and guidance purposes
1. The committee conducts a general review of academic guidance forms and presents its recommendations and amendments to the Quality Committee.

Study Plan Committee Agenda

Third Week

- **The Study Plan Committee** carries out a comprehensive survey of students who are expected to graduate at the end of the term regarding the study plan and students' performance, and then it presents its recommendations to the scientific and Quality Committees

Seventh Week

- **The Study Plan Committee** performs the following tasks:

1. Consult with Personal Tutors of those students who are expected to graduate by the coming term to determine modules, which are required for their graduation.
2. Put forward a vision about modules that would be offered in the coming term, determine the teachers of these modules and suggest a tentative program for the modules to be offered.

Eighth Week

- **The Study Plan Committee** announces the subjects' experimental program for the coming term with the names of the teachers.

Ninth Week

- **The Study Plan Committee** takes note of the subjects' experimental program for the coming term, and prepares and announces the final study program for that term.

Thirteenth Week

- **The Study Plan Committee** reviews the subjects' description suggests amendments in a report– if any- to the Scientific Committee and provides the Quality Committee with a copy of the report.