

ANNEX I

MONITORING AGENDA

First and Second Weeks

- **The Scientific Committee** monitors scientific activities in the Faculty and provides the Quality Committee with a final report about these activities.
- **Library and Learning Resources Committee** controls self-learning facilities, provides educational resources, and provides the Quality Committee with a final report about these resources.
- **The examinations committee** monitors the final exams of the previous term and provides the Quality Committee with a final report about these exams. It also delivers the reports and comments of internal and external examiners to the Quality Committee.

Third and Fourth Weeks

- **The Guidance Committee** oversees registration and academic guidance, and provides the Quality Committee with a final report about the guidance process.
- **Quality Committee** monitors the extent of adherence to quality measures in the following areas:
 1. Committees' adherence to the tasks entrusted to them.
 2. Coordinators' commitments to keeping courses' files.
 3. Commitment to the quality assurance procedures at the faculty in general and at all levels.The committee presents a detailed report regarding its monitoring process to the faculty council.
- **The Faculty Council** holds a meeting to discuss and analyze the report of the Quality Committee and comes up with the suitable recommendations.

Fifth & Sixth Weeks

- **The Faculty Council** returns the final report to the Quality Committee along with its recommendations and comments.
- In response to the faculty's council recommendations, the Quality Committee drafts a final report about quality procedures.
- The faculty's council presents the final report of the Quality Committee to the university's quality control office.

Seventh & Eighth Weeks

- **The Examinations Committee** monitors the first exam and term activities, and provides the Quality Committee with a final report about the first exam.
- **The Scientific Committee** monitors scientific activities and provides the Quality Committee with a report about these activities.
- **The Guidance Committee** monitors student personal tutors' reports, arranges meetings with students and personal tutors, gets feedback from students and provides the Quality Committee with reports.

Ninth & Tenth Weeks

- **The Staff and Students Committee** monitors the educational process, gets feedback from students about the first exam and provides the Quality Committee with reports.
- **The Students Training Committee** monitors matters that are related to training and seminars and provides a report to the Quality Committee.
- **The Community Service Committee** presents reports about social activities and local community services to the Quality Committee.
- **The Staff and Students Committee** monitors the activities of student bodies and presents its recommendations about these bodies in a special report.

Eleventh & Twelfth Weeks

Library and Learning Resources Committee monitors educational resources and self learning facilities and provides the Quality Committee with its reports

Thirteenth & Fourteenth Weeks

- **The Scientific Committee** monitors scientific activities and provides the Quality Committee with its reports
- **The Examinations Committee** oversees the first and second exams and provides the Quality Committee with a final report about these exams.
- **The Quality Committee** monitors adherence to quality procedures in the following fields:
 1. Committees' adherence to the tasks entrusted to them.
 2. Coordinators' commitments to maintaining modules' files.
 3. Commitment to the quality and excellence procedures at the faculty in general and at all levels.

The committee presents a detailed report about its monitoring activity to the faculty board.

The Faculty Council holds a meeting to discuss and analyze the report of the Quality Committee and comes up with the suitable recommendations.

Fifteenth & Sixteenth Weeks

- **The Faculty Council** returns the final report to the Quality Committee along with its recommendations and comments.
- In response to the faculty's council recommendations, the Quality Committee drafts a final report about quality procedures.
- **The Faculty Council** presents the final report of the Quality Committee to the university's quality control office.