

Monitoring

Annual Monitoring:

The monitoring process is considered important for evaluating whether the law program offered by the Faculty has been effectively implemented, and whether it has achieved the success expected of it. Moreover, monitoring constitutes a process of critical self-evaluation which sheds a light on the method for developing the program in the future, where it would be built and gradually reformed through continuous evaluation. Also, monitoring offers a genuine opportunity for the working team to implement the program with a view to focusing on the elements that have an impact on the success of the program and laying down future plans.

The general aims of monitoring are:

- 1) Evaluate what was imparted to the law students in information and expertise insofar as the syllabus, teaching and learning, evaluation, learning resources and academic counseling.
- 2) Evaluation of the students' assimilation of educational outcomes in accordance with international academic standards and norms in teaching law.
- 3) Monitor the inclinations for developing the program in order to put in place the appropriate forms for managing and improving the program.
- 4) Formulate the appropriate strategy for the development of the program during subsequent years.
- 5) Monitor all aspects of deviation in the program in order to effect the necessary rectification.

Responsibility for monitoring (who conducts monitoring):

The responsibility for monitoring the program is in principle that of the Faculty's Quality Assurance Committee, which performs all measures of internal monitoring. Moreover, each one of the members participating in the program should bear a part of the responsibility of monitoring within the scope allocated to him, and this becomes manifest based on the position (location) of the member in the program and the extent of his involvement in the committees, and the activities and tasks required for implementing the program effectively and accurately.

The matters subject to monitoring (what do we monitor):

The responsibility of the members of the team working in the program (teaching staff members) is to monitor the progress and suitability of each course in the program during the previous year and to make comments on it, while the Quality Assurance Committee at the Faculty will undertake comprehensive monitoring in order to ensure that that program has been effectively implemented in all its details, and the University Quality Assurance Committee will monitor the general aspects of the program insofar as the effectiveness of the administration of the program.

How does monitoring take place:

- 1) The Quality Assurance Committee during the academic year will receive the following:
 - a) The polls conducted by the various committees whether insofar as polling (questionnaires) the students or the professors or external quarters.
 - b) The minutes of the interviews with students, professors and persons specializing in the program and in quality management.
 - c) Reports of the committees and the minutes of the meetings.
 - d) Reports of the coordinators, advisers and the reports of the visiting colleagues.
- 2) The Quality Assurance Committee shall be given the following: -
 - a) The statistical reports on the results of the students
 - b) Reports of the internal examiners
 - c) Reports of the external examiners
 - d) The reports issued by the quarters concerned with the program
- 3) The committee shall define the detailed points (matters) to be subject to evaluation and which will be included in the six aspects of the program.
- 4) The committee shall specify the synopsis of the evaluation and monitoring for each point based on available information and based on the information that has been perused.
- 5) The committee shall recommend the appropriate measure that must be taken in light of the evaluation that has been specified.
- 6) The committee shall specify the quarter that must shoulder the responsibility for undertaking the necessary procedure.
- 7) The committee shall, in light of the facts, specify the necessary time for completing the appropriate procedure.

- 8) The reports shall be sent to the Faculty Council within the framework of the comprehensive report that the Quality Assurance Committee will submit to the Council.
- 9) Upon recommending to the Council the appropriate procedures they shall be circulated among all the committees in order to embark on implementing them.
- 10) An annual monitoring report shall be prepared which includes a synopsis of the six aspects and the procedures taken, and the developments that have taken place as a result of the monitoring reports.
- 11) All the monitoring procedures will begin as of the end of the second semester of the academic year, and shall continue until the beginnings of the first semester of the following academic year.
- 12) Attached with the monitoring report shall be a sample of the documents on which the report was based.

Internal Monitoring Procedures

- 1) The Quality Assurance Committee shall receive the following during the academic year:
 - a) The polls that the various committees conducted, whether targeting students or professors or external quarters.
 - b) Minutes of the interviews with students, professors and individuals specializing in the program and quality management.
 - c) Reports of the committees and minutes of the meetings.
 - d) Reports of the coordinators, advisers and the reports of the visiting colleague.

- 2) The Quality Assurance Committee shall review the following: -
 - a) The statistical reports of the results of the students.
 - b) Reports of the internal examiners.
 - c) Reports of the external examiners.
 - d) Reports issued by the quarters concerned with the program.

- 3) The committee shall determine the detailed points (matters) which will be subject to evaluation, and that are embedded in the six aspects of the program.
- 4) The committee shall determine the synopsis of the evaluation and monitoring for each point based on the information available to it, and based on the information that it reviewed and perused.
- 5) The committee shall recommend the procedure that must be followed in light of the evaluation reached.
- 6) The committee shall specify the quarter that must shoulder the responsibility for carrying out the appropriate procedure.
- 7) The committee shall, in light of the facts, specify the period required for completing the recommended procedure.
- 8) The reports are to be referred to the Faculty Council within the framework of the comprehensive report that the Quality Assurance Committee will submit to the Council.
- 9) After entrusting the Council with the appropriate procedures, they shall be circulated among all the committees in order to initiate their execution.
- 10) An annual monitoring report shall be prepared which shall include a synopsis of the evaluation of the six aspects, the measures that have been taken and the developments that occurred as a consequence of the monitoring reports.

11) All the monitoring procedures shall start as of the end of the second semester of the academic year and shall continue until the beginnings of the first semester of the following academic year. Attached with the monitoring report shall be a sample of the documents on which the report was based.