

## **Teachers (Lecturers) Agenda**

### **First Week**

#### **Teachers of any course conduct the following tasks:**

1. Distribute the syllabus to their students.
2. Fill in the office and guidance hours form, and deliver a copy of the form to the Academic Guidance Committee
3. Prepare a schedule for student field trips that are expected to take place during the term and deliver a copy to the quality and training and seminar committees.
4. Prepare a schedule of external lectures, which are expected to take place during the term, and deliver a copy to the quality and training and seminar committees.
5. Fill in the form for the multi purpose room; explain the need for using it, the activities that will be conducted in it with an expected timetable, and deliver a copy to the Training and Quality Committees.
6. Fill the form particular to the moot court room to explain the course's need for its use, and the activities to be undertaken by the teacher and the expected timetable. The teachers shall then deliver a copy to the quality and training committees.
7. Conduct free elections inside the teaching halls to choose a student representative for the subject, fill in a special application of the subject representative, keep a copy in the subject file and deliver one to the student and teachers' committee
8. Present a list of teaching colleagues' names, which will visit the class to assess the lecturer's performance, in addition to determining the time of the visit. The committee then delivers a copy of the list to the Quality Committee.

### **Fourth Week**

**Each lecturer** holds the first meeting with the students' representative to take notes and presents a copy of the meeting's minutes to the Student and Teachers' Committee and to the Quality Committee.

### **Fifth Week**

**Each lecturer** delivers the questions of the first exam to the modules' coordinator, who provides the examinations committee with a copy of the questions. The committee transfers the questions to internal examiners for comments about the suitability of the exams to the students' level and scores' distribution. The Exams Committee writes a summary of these reports and sends a copy to the coordinators who note the received remarks.

### **Sixth Week**

Conduct the first examination.

### **Eighth Week**

**Each lecturer** writes reports about students, who performed poorly in the first exam, and delivers a copy of these reports to the personal tutors and keeps a copy in the course file.

### **Ninth Week**

**Each lecturer** keeps a copy of the personal tutor's reports in the course file, and takes the personal tutors' notes and concerns regarding the students into consideration.

### **Eleventh Week**

**Each lecturer** delivers the second exam questions to the course coordinator who transfers them to the Exam Committee

### **Twelfth Week**

Conduct the second examination

### **Fourteenth Week**

**Each lecturer** holds a second meeting with the students' representative to receive his comments, and presents a report to the students and teachers committee and Quality Committee.

**Each lecturer** writes reports about students who scored badly in the second exam, sends a copy of these reports to their personal tutors, and keeps a copy in the course file.

### **Fifteenth Week**

**Each lecturer** keeps a copy of the personal tutors' reports, and gives his/her notes to the personal tutor's about the students.

### **Sixteenth Week**

Conduct the final exam

## **Personal Tutor Agenda**

### **Fourth Week**

- **Each Personal Tutor** arranges a meeting with students who were assigned to him/her to receive their notes, concerns and get acquainted with their problems. Personal tutor then writes a report about these meetings addressed to the Academic Guidance Committee and delivers a copy to the Quality Committee. The meeting should take place before the end of the fifth week.
- **Each Personal Tutor** delivers his/her reports about students he/she advises to teachers. These reports include the problems that face students, and the average scores of these students for the purpose of monitoring students' progression and achievement.

### **Ninth Week**

**Each Personal Tutor arranges** a meeting with students who performed poorly in the exam, and receive their comments, and determines the causes of their low scores. Afterwards, each personal tutor writes a report about each student, and returns it to the course teacher, and keeps a copy of the report in the Student Guidance File Record.

### **Fifteenth Week**

**Each Personal Tutor** meets with students with poor academic performance, to obtain their comments, and determine the cause of their low marks. The Personal Tutor then writes a report about each student, returns it to the course teacher, and keeps a copy in the student guidance file record.

## Coordinators' Agenda

### - First Semester

#### - **Modules' coordinators performs the following tasks:**

1. Holds a meeting with teachers of the same subject, for these purposes:
  - a- To review the module's description, its goals and educational outputs for the purpose of development and modernization.
  - b- Define the topics to be taught in the course and its general features.
  - c- Determine the assigned book for the course.
  - d- Determine research topics that will be required from students.
  - e- Determine assignments and exercises, which are required from students.
  - f- Prepare the syllabus, and distribute it to students during the first week of the term
2. Prepare the Modules' file, so as to keep documents particular to the course, provided that the files' readiness will be followed up by the Quality Committee during the weeks of the academic term.

### Ninth Week

#### **Modules' coordinators provides the Exams Committee with the following:**

1. A copy of the first exam questions.
2. Sample answer, and scores' distribution.
3. Sample of student corrected answers sheet, which should not exceed 10% of the total papers. These are then delivered to the Exams Committee, which forwards them to the external examiners.

### Fourteenth Week

#### **Modules' coordinator provides the Exams Committee with the following:**

1. A copy of the second exam questions.
2. Sample answer, and score distribution.
3. Sample of students' corrected answers, which should not exceed 10% of the total papers. These are then delivered to the examination committee, which forwards them to the internal examiners

### Fifteenth Week

**Modules' coordinator** in cooperation with the teachers of the same subject prepares the final exam questions, delivers them to the examinations committee, which forwards them to the internal examiner. The examination committee returns these questions along with the internal examiners report to the coordinators, who take note of the examiner's remarks.

During the coming two weeks the following matters should be observed:

- A. Each module coordinator provides the examination committee with the following items:
  1. Copy of questions of the final exams.
  2. Sample answer and score distribution.
  3. Corrected students' answers that should not exceed 10% of all corrected papers.
- B. Each module coordinator will adhere to the following:
  1. Ensure the readiness of the subject file which he coordinates, and make sure this file contains all the required documents
  2. Deliver the whole file to the Quality Committee.