College of Computer
and Information Sciences
كلية علوم الحاسب والمعلومات

COLLEGE OF COMPUTER & INFORMATION SCIENCES

QUALITY MANUAL

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College of Computer and Information Sciences, Dean

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Title: Program's Quality System Manual		
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Recommended: Head Quality Unit

Recommended: Vice Dean for Academic Affairs

Approved: **Dr. Mohammed Abdul Rahman AlShehri**

Dean of College of Computer & Information Sciences

Contents

I- Introduction

This quality System manual serves as a guide for all Masters programs in the College of Computer & Information Sciences. The document contains the Head for quality and development's units and their responsibilities to follow and support the academic programs. Next, the annual repeated scheduled task is tabulated with a time frame. Then, the continuous improvement process is presented and explained to be implemented by academic programs. All quality procedures in the college will be explained in detail as it is essential for enhancing the quality of the academic programs. All important references are included in the appendices.

This manual is prepared by the Quality Unit and to be used by all Master's programs as a quality system manual and to unify the quality processes.

II.   Head Quality Unit

Quality Head in the College of Computer & Information Sciences is concerned about enhancement and development of the quality and to make it a part of all members' daily life.

Mission:

To develop and implement quality strategies that support the achievement of goals and objectives for supporting quality works in Master's courses of the College of Computer & Information Sciences.

Objectives:

1.   Organizing, developing and implementing quality work in the Master's courses of College of Computer & Information Sciences
2.   To prepare all programs to be accredited nationally and internationally

II.1 Quality Steering Committee

1.   Steering all quality issues in the college
2.   Recommending quality plans and programs
3.   Supervising all activities in the quality office

Academic Accreditation Unit (AAU)

1.   Steering academic programs for academic accreditation
2.   Supervising the implementation of quality standards in all academic programs
3.   Organize and documentation of quality work in the college
4.   Quality Reports

Quality Assurance Unit (QAU)

1.   Monitor the quality of services provided by the college
2.   Develop methods for improving college's performance.
3.   Assessment and evaluation
4.   Feedback and recommendation

Assessment and Evaluation Unit (AEU)

1.   Assessing, evaluating and analyzing all the quality data in the college

2.	Developing automatic assessment and evaluation programs

Planning and Development Unit (PDU)
1.	Planning and developing the quality work
2.	Preparing the Operational plan
3.	Following the implementation of Quality Operational Plan

Training Unit (TU)
1.	Ensure that there is a strategic plan for the college
2.	Identify the training needs for faculty members and employees in the college.
3.	Prepare the training plans and quality educational support for the college with
 the support of Quality and skills development deanship.
4.	Encourage faculty members to participate in the training programs offered by
 the university.
5.	Promote quality culture.

Documentation and Archiving Committee (DAU)
1.	Identification of required data
2.	Data Collection
3.	Data processing and preparation with statistical analysis
4.	Archiving and database management
5.	Unifying documents and forms in the College of Computer & Information Sciences

III. Table 1. Quality Guide/Quality Check Milestones (Regular Annual and Biannual Quality Work)

Task	Stakeholders	Week	Level of Responsibility	Repetition	Description
Program Operational Plan	Head/Department Council	W1	Program	First semester Every year	**The quality committee in the program is encouraged to put its annual quality plan to follow the quality process during the academic year (Assessments, syllabus, …)**
Submit SSR for accreditation	Quality Unit	W3-W5	Program steering committee with Supervision from College steering Committee	one time	**All NCAAA SSRP should be submitted to the Academic Accreditation Unit by using the NCAAA SSRP form**
Preparing documents for Internal reviewing of academic programs by the deanship of quality and skills development	Quality Unit	W6-W8	Programs with supervision from College Level Quality Assurance Unit	one time	**The Reviewing committee from the deanship of quality will review all documents of the program (Program specifications, course specifications, reports, improvement plans…)**
Program Evaluation Survey	Quality Unit	W12	Program	Every Semester	**Results of evaluation should be requested every semester**
Experience evaluation survey	Quality Unit	W12	Program	Every Semester	**Results of evaluation should be requested every semester**
Indirect Assessment CLO surveys	Instructor	W12-W14	Program	Every Semester	**To evaluate CLO for the course based on results of used assessment methods (Exams, HW, Quizzes,)**

KPIs determination and measurements Report	Quality Unit	W14-W17	Program	Every year	**Program KPIs should be measured and compared to a benchmark**
Exit Survey	Graduating Students	W14-W16	Program	Every Semester	**Using approved form for every program based on the PLO for the graduated students**
Self-Evaluation Report	Quality Unit	W16	Program	Every two ears	**Using NCAAA updated form**
Advisory Board (meetings)	Dean / External Advisory Board/Heads	W1-W16	Program	Every Semester	**achieving a meeting with board of advisors one time every semester to discuss quality and program issues**
Preparing and analyzing results of graduated students and employers	Quality Unit	W16-W18	program	Sixth months after graduation	**Contact Alumni unit to get data for analysis**
Annual Program Report	Quality Unit	By the end of the Academic Year/16W	Program	Every year	**Using NCAAA updated form**
Course Report	Instructor	By the end of the semester	Program	Every semester	**Using NCAAA updated form**
Quality Deanship Internal Audit	**Quality Unit**	**On Demand**	**College and program**		**Preparing program documents for internal audit from quality deanship to check their readiness for accreditation**

IV Academic Program Improvement Process

All improvement processes are based on PDCA (Plan – Do – Check - Act)

A.   Program Improvement

a.   Development Plan [Regularly]
Purpose: Development plan for continuous improvement of the program.

Policy: All feedback reports must be considered for continuous development
Responsibility: Follow-Up Coordinator, Strategic Planning Committee and HOD.

Flowchart: Figure 1.

```
                    ┌─────────────────────────────────────┐
                    │        Strategic Plan of CCIS        │
                    └─────────────────────────────────────┘
                                      │
                                      ▼
          ┌───────────────────────────────────────────────────┐
          │          Strategic Plan of the Program             │
          └───────────────────────────────────────────────────┘
                                      │
                                      ▼
              ┌───────────────────────────────────────┐
              │   Annual Operational Plan of the Program │
              └───────────────────────────────────────┘
                                      │
                                      ▼
          ┌───────────────────────────────────────────────────┐
          │      Evaluation of operational plan activities     │
          └───────────────────────────────────────────────────┘
                                      │
                                      ▼
          ┌───────────────────────────────────────────────────┐
          │         Recommendations for improvement            │
          └───────────────────────────────────────────────────┘
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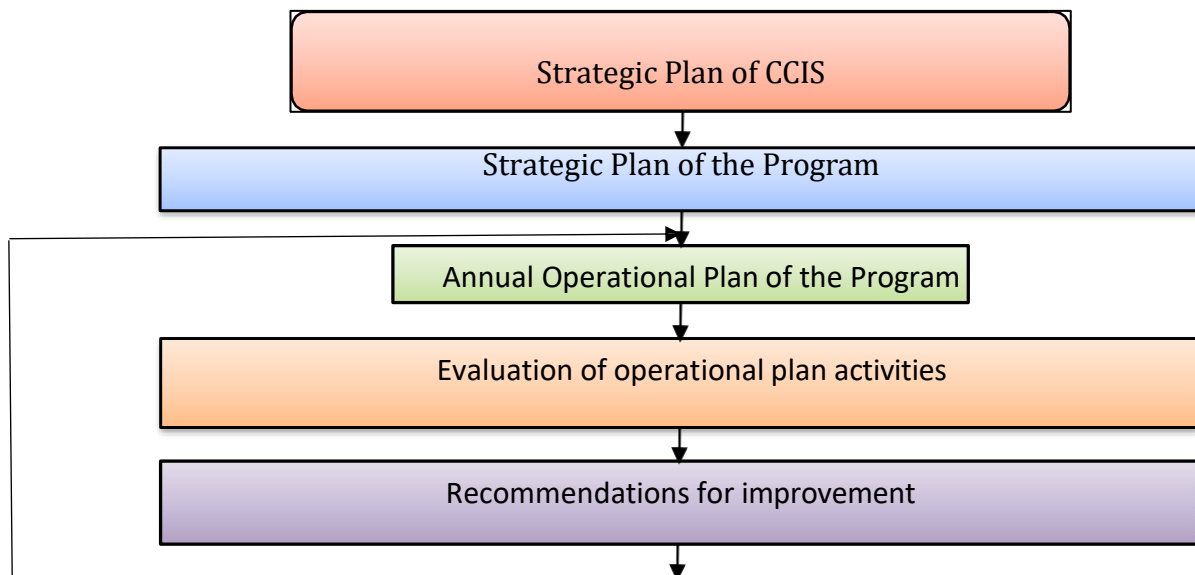
Figure 1. Process for program improvement plan

Feedback Report:

- Annual Program Report
- Internal Review/ External Review/ KPI Report/ Board of Advisor feedback
- Course Reports
- Annual Department Report
- Any report during the semester

b.   Course Improvement Process (Annually)

Course Creation, Modification and Evaluation

All curricular changes for the Master's program are proposed by faculty, whether an individual or by a faculty subgroup. Changes to the curriculum are managed by the curriculum development unit, which tables valid proposals to the department council for approval.
Curriculum changes, including course creation, deletion, or modification can be initiated by;

- Faculty members: Faculty member or faculty subgroup submit a proposal for changes including course creation, deletion, or modification based on their motivated opinion, or latest developments in relevant area to the curriculum development unit.
- Curriculum development Unit: The Curriculum Development Unit will review the proposal before submitting it to the department council. Curriculum development Unit ensure that proposed changes to the curriculum is aligned with the best international practices.
- The department council: The department council discusses on proposals, If the council approves a curriculum change, the new curriculum is submitted to the college council.
- The college council: The college council discuss the proposal submitted by department council in depth, if college council approves it, then it is submitted to the university scientific council.
- University scientific council: University scientific council which may request an external review before approving the proposal submitted by college council, if university scientific council approves it and send to college/department, the new curriculum becomes effective.

Figure 2 shows the process for changes in the curriculum change including course creation, deletion or modification.
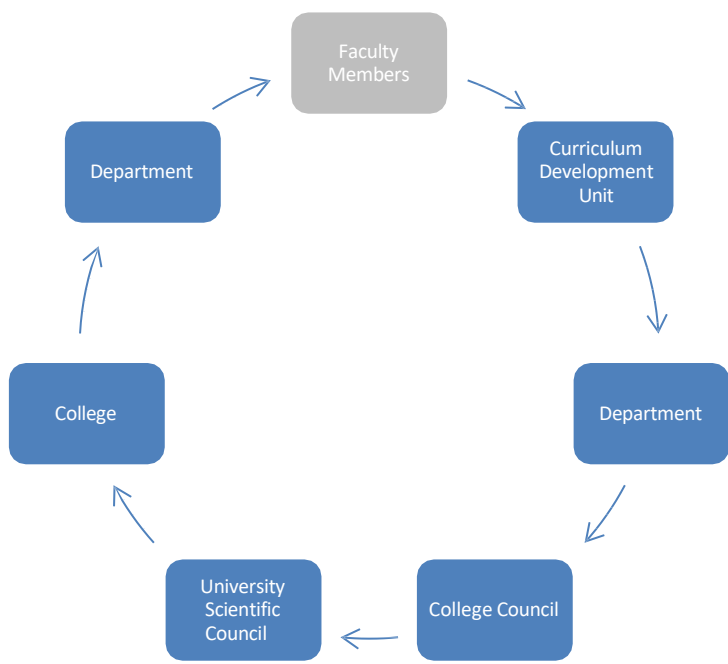
Figure 2. Process for changes in the curriculum

Course Evaluation

Course evaluation is a continuous process in which course is evaluated by faculty members and course conveners final Exam.

Final Evaluation of the courses are reported in Course Assessment Report (CAR). All the course conveners will submit the CAR report to the Measurement and Evaluation unit. Measurement and Evaluation unit prepare a consolidated report covering attainment of student's outcome (SOs) of all the courses offered during the semester and submit the report to the Quality Unit. Quality unit send the report to Department. The issues raised by the Quality unit will be discussed in department council meeting. Figure 3 shows the process of course evaluation after end semester examination.

Figure 3. Process of course evaluation after final examination

Forms

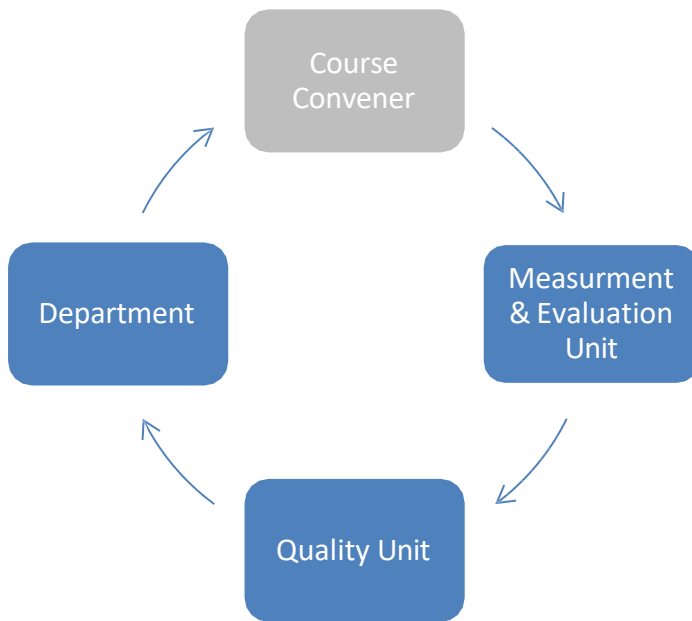|	Course Evaluation Form : Instructor	AD-1
Academic Followup Unit(AFU) https://www.mu.edu.sa/en/colleges/computer-sciences-and-information-technology-college/176126	Course Evaluation Form: Student	AD-2
	Course Evaluation Form Compiled	AD-3
	Course Evaluation Form: Convener	AD-4
	Faculty Clearance Form	AD-5

V. Quality Assurance Process

A. Bi-annual Quality Assurance Auditing

a. Program Quality Assurance Committee

Quality Assurance Committee in each program is responsible of performing a regular check on the quality of documents and services provided by the program. This is carried once each semester using approved forms by the Head of Quality Unit. These forms are used to evaluate the quality of the important documents and reports such as course reports, course specification and annual program report.

b. Quality Assurance Unit

Quality Assurance Unit (QAU) at performs a bi-annual review to make sure that quality of documents and services provided by programs meet the predetermined standards. For this purpose, QAU review the documents, ask for evidences, check programs facilities, and arrange meetings with different beneficiaries to evaluate the quality of documents and services provided by the different programs in the College of Computer & Information Sciences .

B. Annual Internal Review

This is the second reviewing process, which is an annual review and more comprehensive than the bi-annual Quality Assurance Auditing. The internal review process is carried out once per year under supervision of the Head Quality Unit for the main purposes of assessing and evaluating the quality of services offered by academic programs in the College of Computer & Information Sciences. In addition, the review checks also the readiness of programs for academic accreditation. The review team members of internal review process includes the

Vice-Dean of Quality and Development, the Coordinator of Academic Accreditation Unit, the Coordinator of Assessment and Evaluation Unit, and Coordinator of Quality Assurance Unit. The internal review process is a comprehensive and focused review of all quality documents and all services provided by the programs. Detailed review reports are prepared with suggestions and recommendations to the concerned programs. These feedbacks are used by program coordinators in development plans to improve the services provided by their programs.

VI.   Procedures

A.   Assessment & Evaluation
Purpose: To provide programs, units with analysis for further recommendations, writing action plans and for improvement issues.

Policy: To collect all data from reports, surveys results, comments, notes to analyze and writing recommendation
Responsibility: Assessment and Evaluation Unit (Committee)
Flow Chart
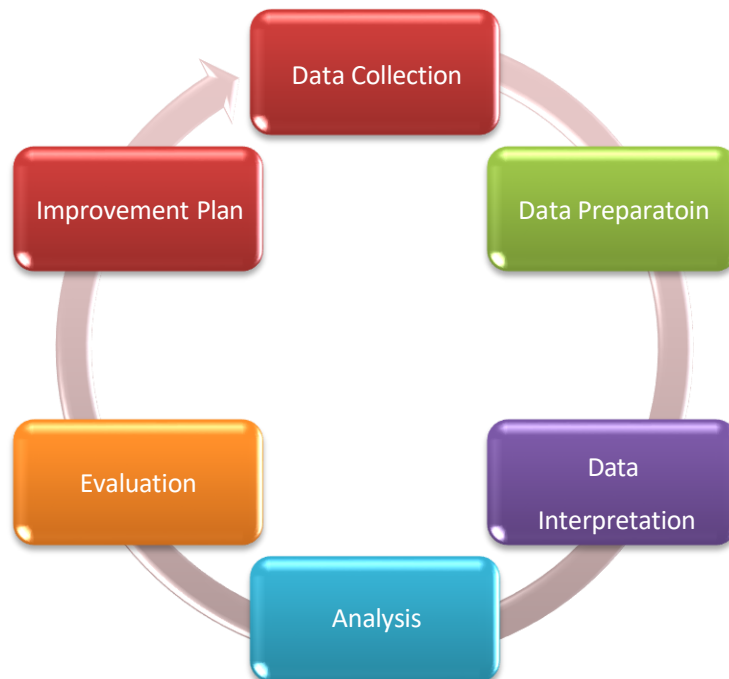
Figure 4. Process of Assessment and Evaluation

B.   Regulations of Majmaah University
Purpose: Directing the students and behavior of students, within the university to appropriate behavior.
Policy: Re-direct (Reclamation) students who do not follow the rules and regulations using the available tools in the university.
Flow Chart

Regulations of Majmaah University

Types of Punishments	If any regulation of the university is broken, student will be accounted and punished according to the university rules	Students must follow all the regulations of the university without prejudice to any rules or regulations No excuse about that at all.	Student's responsibility to know all university regulations
Written warning Stimulation verbal or written pledge Banned of entry test Block the services related to the student Suspension from study			

Figure 5. Regulations of Majmaah University

Forms:
Regulations of Majmaah University

C.   **University Student Charter -Agreements**

Purpose: Inform students about their rights and duties at the university
Policy: Inform the students, faculty and staff members with the students' rights and duties.

Flow Chart:

Students should get copy of university rules and regulations through the University's website or collect it from the Dean of Admission and Registration

Students should communicate with the Deanship of Student Affairs to find out the rights and duties of academic and non-

Students must follow the rules and regulations and any updated decisions issued by university
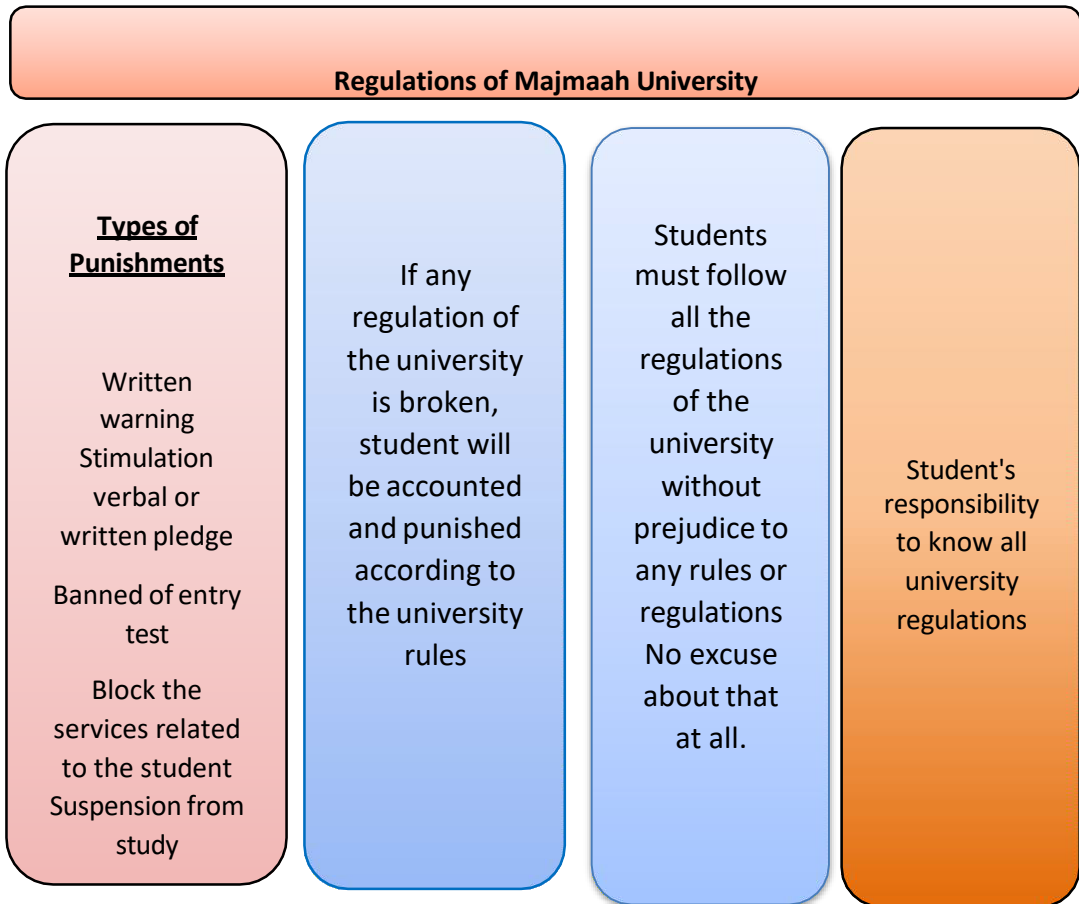
University Student Charter Agreements

Figure 6. University Student Charter -Agreements

Forms:
University Student Charter Agreements

D.   Terms and Conditions for Acceptance Study of Visiting Student

Purpose: Studying some courses at another university or at a branch of the university without transferring to that university.
Policy: Visiting student who is studying some courses at another university or at a branch of the university without transferring to that university. The studied courses credit in accordance with the university regulations.

Terms and Conditions for Acceptance Study of Visiting Student

Student must get prior approval from host institute to allow him to study as visiting student and courses identification

Student must complete at least one semester with good result (GPA) before to apply to study as visiting student

Course Equivalency

20% max credit from total credit hours of student graduation program is possible. Article 42 of the Consolidated University must be

Max 2 Semester Visiting student is allowed

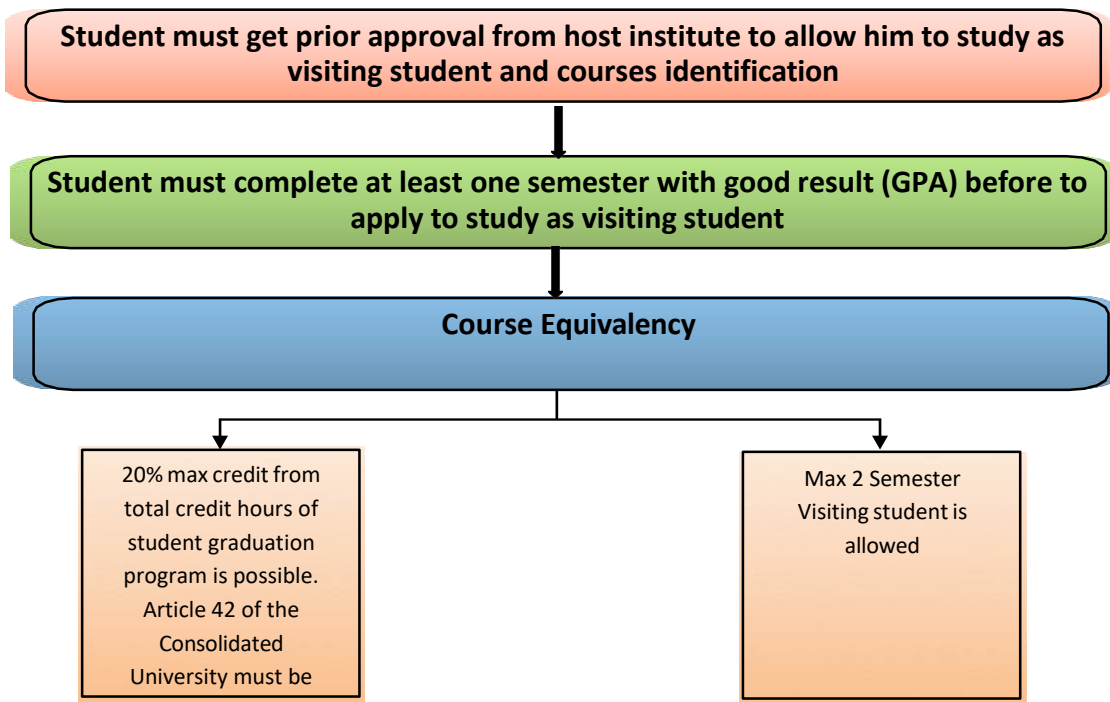Figure 7. Terms and Conditions for Acceptance Study of Visiting Student

- Student must get prior approval from the host college/university to allow him to study as visiting student and identify the courses that will be studied
- Student must complete at least one semester with good result (GPA) before to apply to study as visiting student
- The study be in accredited university or college
- The course intended to be studied in other university must be equivalent to course that included in the student graduation program
- The equivalent course mark will not be calculated within the cumulative results (GPA) but will be recorded in the completed courses list.
- The maximum number of credit hours that student can take from other university is 20% from total credit hours of student graduation program. Article 42 of the Consolidated University must be taking into considerations.
- The maximum number of semesters that student allows to study as a visiting student are two semesters
- Student must provide the Admission and Registration Deanship with results obtained for the course studied in the other university within first week in the following semester

E.   Re-registration

Policy: The student whose registration is closed can apply to his college for re-registration with his number and file, before dropping out
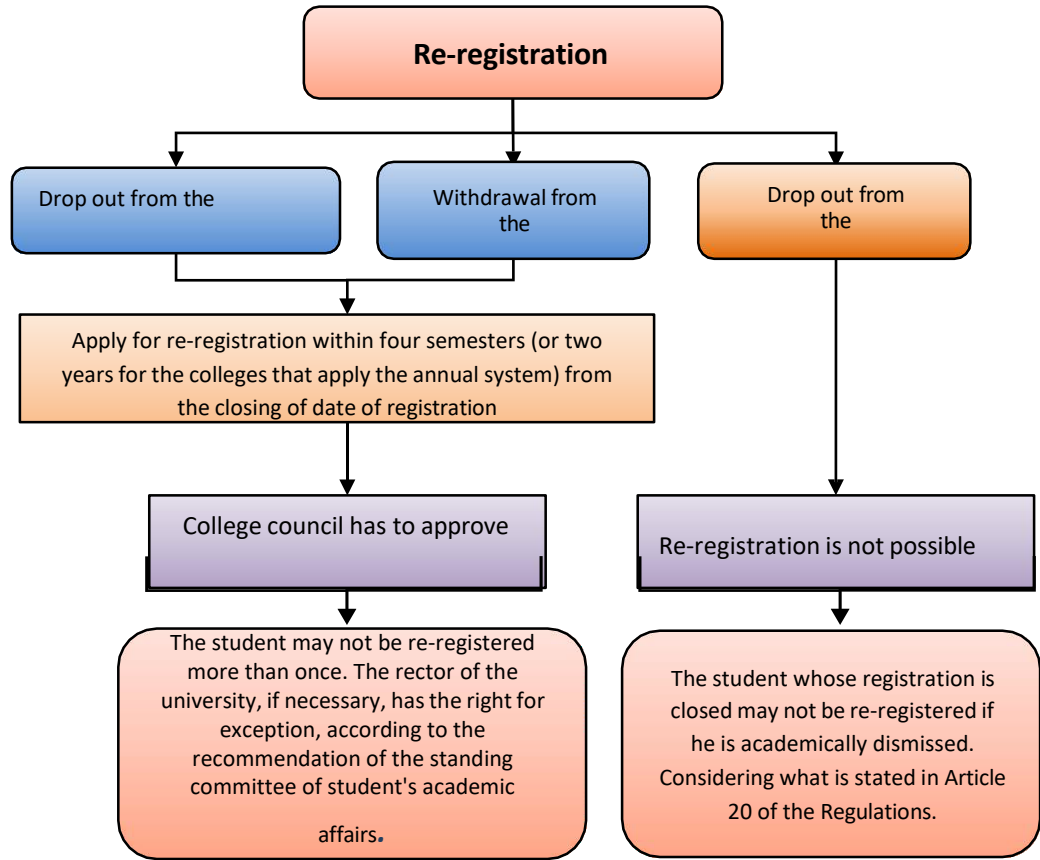
Flow chart:

Figure 8. Flowchart for Re-registration

Forms:
Re-register Forms

F.   **Final Exam Re Correction**

Purpose: Final Exam Re Correction
Policy : To form a committee from faculty members to study the case and report
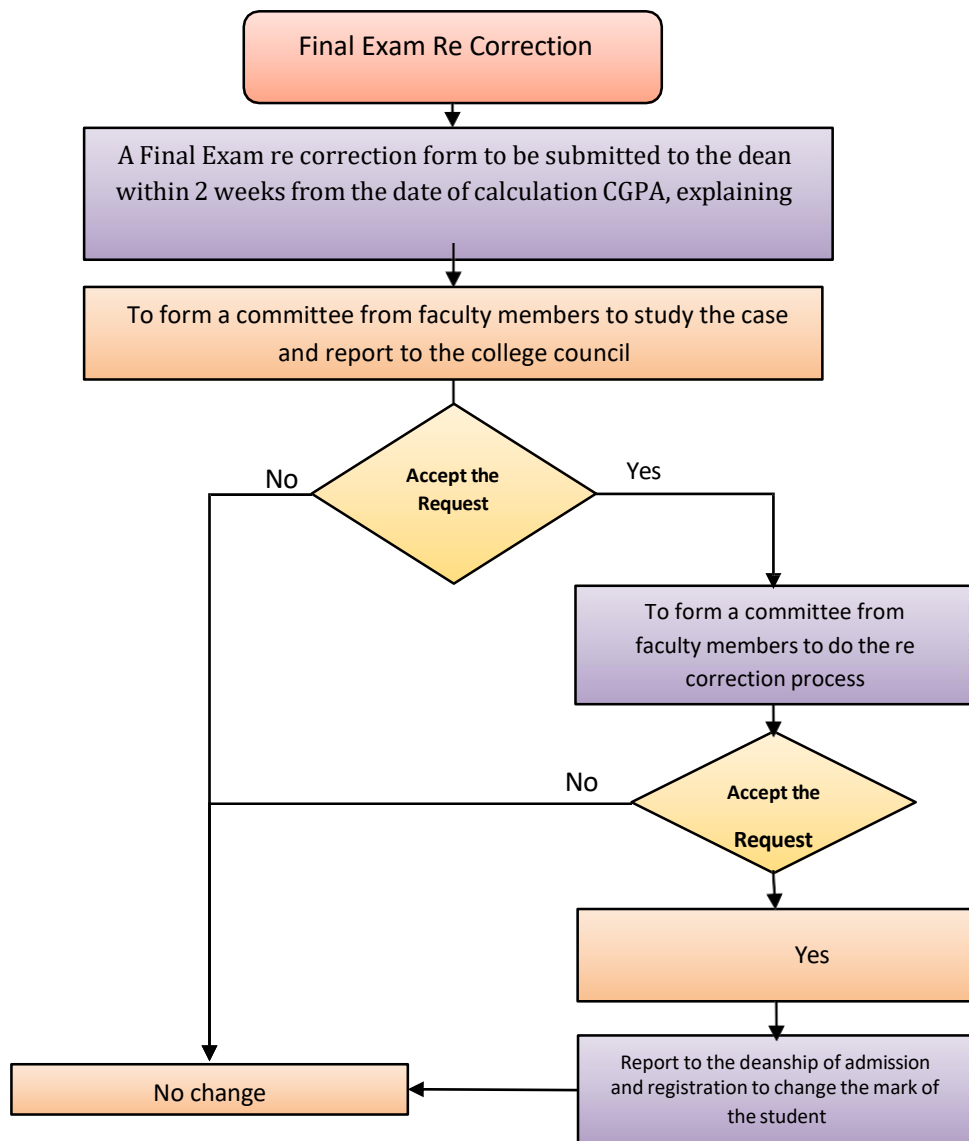**Flow chart:**

Figure 9. Flowchart for Final Exam Re-Correction

The Executive Rule of Majmaah University:
A student's transfer from another university may be accepted according to the following regulations:

1.   He should have an academic record with a cumulative average of at least one semester and studied in a college or university recognized by the Ministry of Higher Education .
2.   He should not have failed in the GPA.
3.   He should not have been dismissed from the university for disciplinary reasons.
4.   Transfer should not be from the lower academic degree to the higher.
5.   Conditions of transfer , determined by the college board, must be applicable to him.
6.   Credit hours required from the transferred student to study, must not be less than 60% of the total credit hours for obtaining the Bachelor degree from Majmaah University.
7.   The total period spent by the student from the university he transfers from and the remaining period for him in Majmaah University should not be more than the average period between the minimum and the maximum for remaining in the college.
8.   Procedures of transfer must be completed before the end of the first week from the beginning of the semester, or the beginning of the year for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective next semester.
9.   Transfer must be written on the student's academic record.

Article Forty Three
The college board equates the courses the student studies in another university, according to a recommendation of the Department Board that provides the courses. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA.

The Executive Rule of Majmaah University:
 The concerned college board equates the courses the student passes in another university, according to a recommendation of the Department Board that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

Article Forty Four
If it appears after the student's transfer, that he had previously been dismissed for disciplinary reasons, his registration shall be deemed canceled from the date of acceptance of his transfer to the university.

Article Forty Five
A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

Transfer from College to another within the University
Article Forty Six
The student may transfer from one college to another within the university in accordance with the regulation approved by the University Council.

The Executive Rule of Majmaah University:

Firstly, transfer of a student from one college to another within the university is done according to the following regulations:

1.   Acceptance of the students by deanship of the college is according to the regulations set by the college board.
2.   A student must not have spent more than four semesters, provided that the preparatory programs such as extensive language courses are not counted within that period.
3.   Procedures of transfer should be completed within the first week of the semester or the academic year, for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective the following semester.
4.   Transfer shall not be allowed except after a student spends at least one semester in the college he wishes to transfer from.
5.   A student is allowed to transfer once during his university studies, or twice if one of these is the preparatory year or the intensive course of English.
6.   A student transferred to the preparatory year or the intensive course, will be returned to his previous department if he does not pass, only once.
7.   Specialization after passing the preparatory programs is not counted within the transfer movements.

Secondly, transfer of a student from the qualifying programs to the corresponding college that awards Bachelor programs within the university is according to the following regulations:

1.   No student may transfer from BA to one of the qualifying programs.
2.   A student is allowed to move to the corresponding college, if he finishes all the courses of the qualifying program, with the Grade Point Average 2/5 (two out of five).
3.   If a student completes 50% of the total credit hours of the qualifying program, with a Grade Point Average of 4 to 5, or more, he can transfer to the corresponding college.
4.   If a student completes the qualifying program but six hours remain for him, he may transfer to the corresponding college, provided, his Grade Point Average is not less than 2.5 to 5.

Article Forty seven
All the previously studied courses shall be written in the academic record of the student who transfers from a college to another. This includes Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

Transfer from Specialization to Another
Article Forty Eight
On the approval of the dean, a student may transfer from one specialization to another within the college, according to the regulations set by the University Council.

The Executive Rule of Majmaah University:
1.   A student may transfer from one specialization to another within the college after the approval of the dean of the college, according to regulations set by the College Board.
2.   The remaining period for him in the university should be enough to finish graduation requirements.
3.   Transfer procedures should be completed within the first week of the beginning of the semester or year for the colleges that adopt the annual system. If procedures exceed this period, transfer will be effective the following semester.
4.   A student is allowed to transfer once during his university study.

Article Forty Nine

All the previously studied courses shall be written in the academic record of the student who transfers from one specialization to another. This includes, Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

Transfer of Students within the College
The student may transfer from one major to another major inside the college after obtaining the acceptance of department to which the student is transferring to and the acceptance of the College Council. The transferring student maintains the previous credits, grades, and GPA for completed courses at his/her previous major in his/her academic record.

Transferring Credits
The College Council equates the courses of the student passes in another university, according to a recommendation of the Department Council that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

If it appears that after the student's transfer, that he/she had previously been dismissed for disciplinary reasons, his/her registration shall be deemed canceled from the date of acceptance of his/her transfer to the university.

A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

Students who want to study courses in other universities must do the following:
- Fill in a course transfer form and submit it to the vice-dean for academic affairs.
- The vice-dean consults the convener of the course, or failing that, the most recent faculty member to teach the course.
- The faculty member compares the syllabus of the transfer course and the departmental course syllabus, and determines if the course is equivalent based on the syllabus and credits.
- The department head approves the equivalency and signs the form.
- The student should then get the approval of the vice dean.
- The student hands in the form to university registrar office and gets an official acceptance letter to study the course at the specified university.
- After studying the course, the student should get an official completion letter and the transcript from the registrar office of the university where the transfer course was completed.

Finally, the student should hand the official completion letter to the Majmaah registrar office.

I.   Academic Advising

Purpose: the academic advisor must meet students and illustrate the curriculum and organized study plan, identified earlier potential problems the student might face and guide the student to ward a successful completion of the curriculum.

Policy: the academic advising day will be held every semester on Wednesday of the eight week of the semester. Student must come to his advisor with the complete accurate information. Advisor must be available in their office from 8:00 am to 3:00 pm.

Responsibility: academic advisor

Role of the Academic Advising Unit

The goal of academic advising unit is to connect faculty members with students through following-up, guidance and observation of students academically. This process can be achieved through:

1.   Welcoming the new students in their first day of the academic year, and notifying them of the University and College systems and the environments.
2.   Distributing the students according to their specialties all over the college staff.
3.   General supervising of Academic advisors and following up what are raised to him from student cases.
4.   Resolving the cases that are raised to him from academic advisors or raising them to the academic vice dean or the dean according to the situation.
5.   Organizing events and meetings with students at various levels related to academic advising.

Enrollment Advising

The academic advising unit is primarily responsible for advising students prior to the start of each academic year. The unit allocates groups of students to faculty members, which, in turn, is recorded into the university's electronic registration system, EduGate. The student can see his/her advisor's name in the electronic registration system, and the advisor has access to the records of his/her advisees through the EduGate portal.

Role of the Academic Advisor

Academic advisors are meant to provide educational counseling for students. The academic advisor's primary responsibility is to evaluate the student's study plan to ensure it will satisfy university requirements while it meets each student's specific needs. To be effective, the advisor must recognize that each student has different abilities, interests, aspirations, needs, experiences, and problems so that his/her approach in dealing with students can be different from one to another. Academic advising cannot, therefore, be a mechanical, routine matter. To fulfill this requirement, the general advising duties can be stated as follows:

1.   Students are encouraged to meet with their academic advisors regularly during the semester for consultation and guidance. The relation between academic advisors and students can be summarized as follows:
a.   Revising and studying the student academic register, including the courses studied and his academic plan and its data. This is to ensure that each student comply with the study plan he/she enrolled in and to avoid delays in graduation
b.   Helping student in choosing the courses among his academic program.

c.   Following up the student continuously, and resolving the problems that may appear during his study.

d.   Raising statistical reports about the department students to the department chief.

e.   Preparing a complete file for each student advised by him, including his academic schedule, transcript, study plan and attendance during current semester.

2.   Academic advisors are requested to conduct group meeting with all students at the beginning of each semester.

3.   Advisors should regularly follow up student 4 times during the term to check his/her attendance and academic progress rate during fifth, eighth, eleventh and fourteenth weeks.

4.   Students can meet his advisors in other times during the semester to discuss any academic-related issues that may arise and be of concern to the study progress of any student.

Career Advising

Career advising is provided to the students through academic advisors, industry/governmental affiliates, experts in the fields, etc. and organized by the Academic Advising Unit. The college is to start holding an annual event starting from this academic year (2016/2017) for the purpose of providing potential graduates with different career paths within their business field, the basic rules of choosing career, identifying and comparing various job opportunities, preparing well for personal interview and improving interview skills.

In addition, potential graduates will participate in on-site visits to companies in their field to raise their awareness and to train them on practical interviews, and writing professional CV's.

Flow Chart
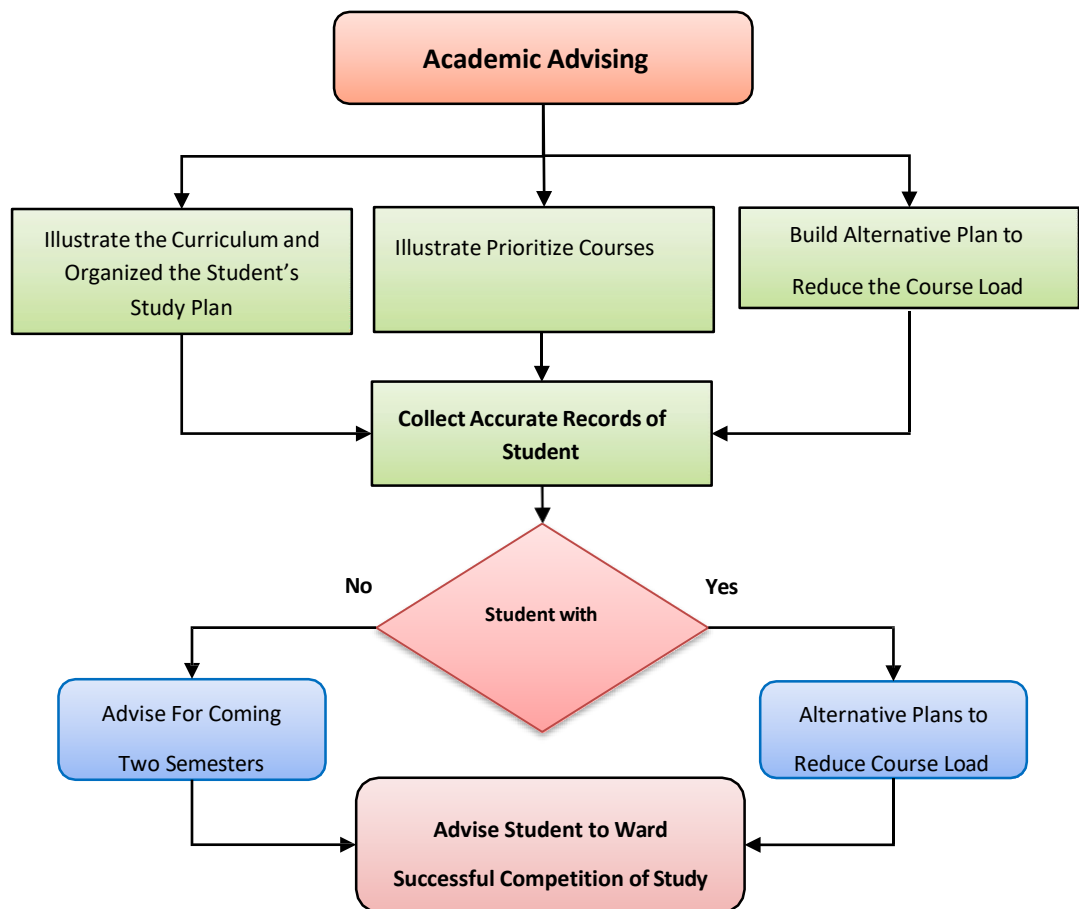
Figure 10. Flowchart for Academic Advising

Forms:

Unit/Committee (Code)	Form Name	Form No: X /-May-17/ V 1.0
Academic Advising Unit(AA) https://www.mu.edu.sa/en/colleges/computer-sciences-and-information-technology-college/176126	Student Registration Form	AA-1
	Student Enrollment Form	AA-2
	Student Study Plan	AA-3
	Program Selection Form	AA-4
	Add/Drop/ Withdraw Form	AA-5
	Student Academic Advising Form	AA-6
	IT Track Selection Form	AA-7
	CS Track Selection Form	AA-8
	Enrollment Survey Form	AA-9
	Group Advising Form	AA-10
	Non-progressive Student Recovery Form	AA-11

J.   Student Complains about Timetable

Purpose: When student does not satisfy about timetable, students should with academic advisor and student affairs for possible changes and arrangements.

Policy: student should discuss with the academic advisor to make suitable arrangements for student's timetable.

Responsibility: Academic advisor

Flow Chart

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            ┌───────────────────────────────────┐
            │  Student Complains about Timetable │
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                            │
            ┌───────────────────────────────────┐
            │    Discuses with Academic Advisor  │
            └───────────────────────────────────┘
                            │
         Yes      ◇ Student Satisfied ◇      No
          │                                  │
          │                    ┌──────────────────────────────┐
          │                    │  Apply to Student Affair for  │
          │                    │     Appropriate Changes       │
          │                    └──────────────────────────────┘
          │                                  │
          │        Yes      ◇ Student Satisfie ◇
          │         │                        │ No
          │         │          ┌──────────────────────────────┐
          │         │          │ Meet the Deanship of Academic │
          │         │          │  Affair for Possible Changes  │
          │         │          └──────────────────────────────┘
          │         │                        │
          │  Yes    ◇ Student ◇              │
          │   │                              │ No
  ┌──────────────────────┐    ┌──────────────────────────────┐
  │ Complete Registration │◄───│ Meet the Dean of Faculty for │
  │   of the Semester     │    │        Final Decision         │
  └──────────────────────┘    └──────────────────────────────┘
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Figure 11. Flowchart for Student Complains about Timetable

K.   Senior Design Project（Graduation Project (GP)）

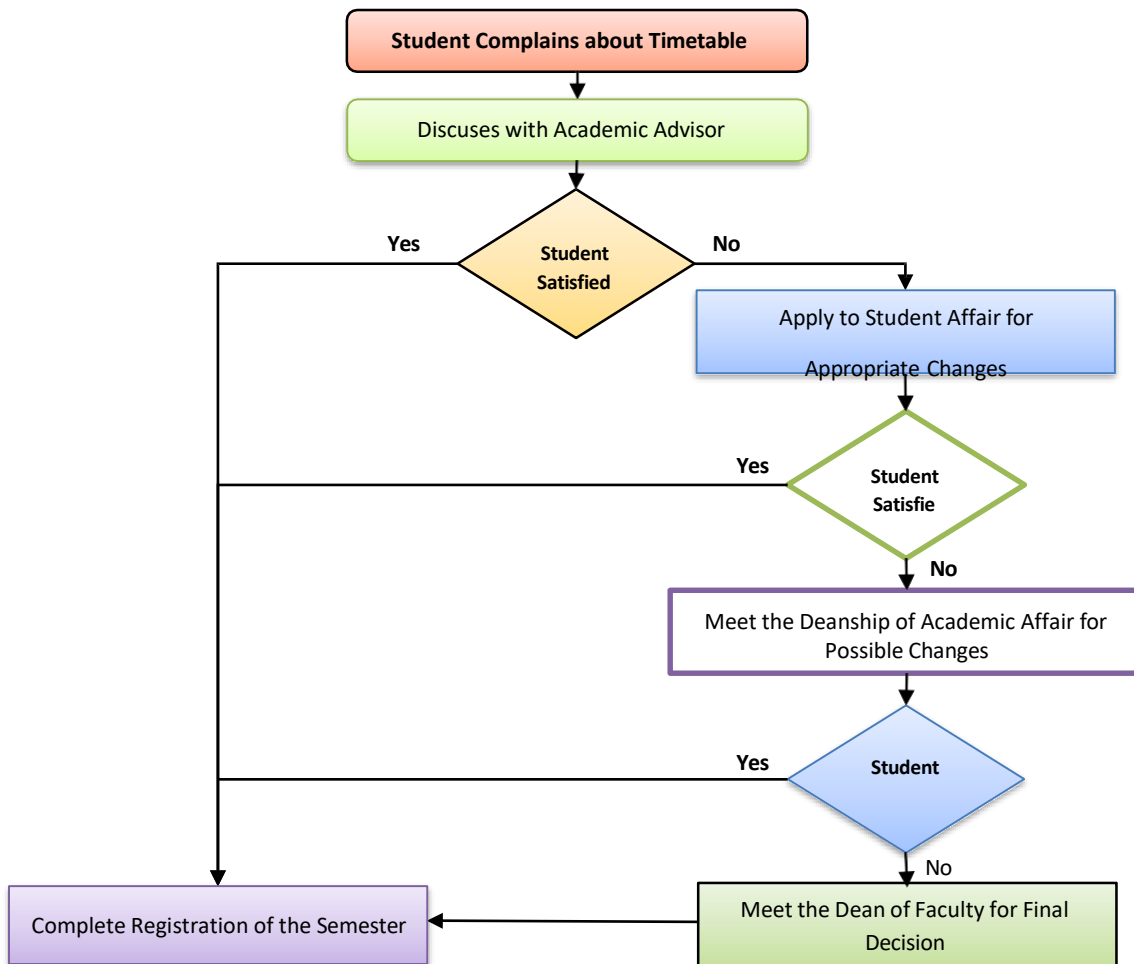The Graduation Project (GP) provides the opportunity to the students to showcase the talents through their learned skills and practices. The project is mandatory for all the students enrolled in the program. As such, students should regard their graduate projects as an ideal opportunity to implement the concept learned in most of the courses and gain hands on experience.

The program has graduation project (IT 650) that totals 3 credits.

Students are required to work generally individually on a specific project. In the first semester, teams focus on developing a strong foundation for formulating a solution to the problem. This includes surveying existing work and developing a detailed design. In the second semester, teams focus on coding, implementation and evaluation of the solution. Each semester students are required to give oral presentation and submit a significant written report. Marks are distributed over project management, oral presentation and written technical report. Additionally, in the second semester a large portion of marks are given to project demonstration where students demonstrate their completed solution or prototype that satisfies the project's requirements.

(Details are available in Graduation Project Hand Book **-Appendix E**)

Purpose: to provide student with appropriate knowledge of advanced technologies and developments in their academic field.

Policy: Senior Design Project (SDP) is an implementation of engineering knowledge and skills

Responsibility: Department Head

L.   Student Exam

Purpose: Understanding the university exam regulations

Policy: Student must follow the exam regulations

Responsibility: Examination Committee

Flow Chart
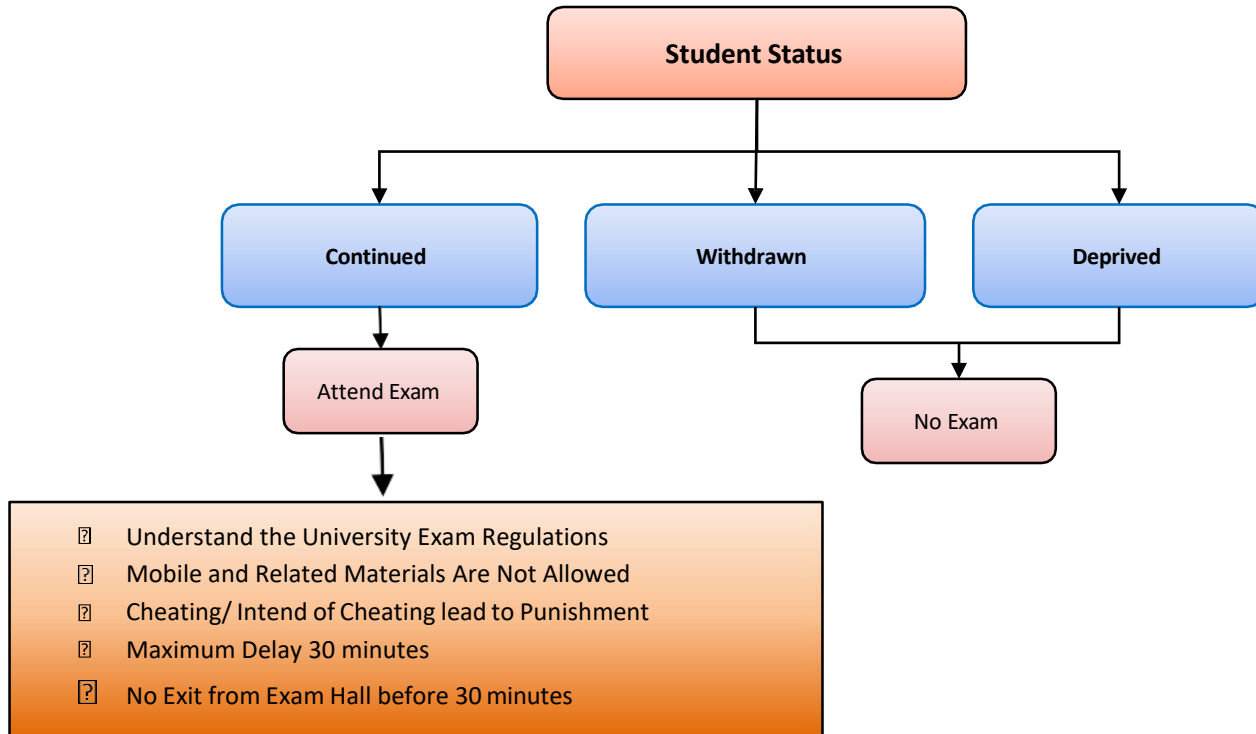
Figure 12. Flowchart for Student Status

Forms:

	Exam Time Change Form	EU-1
	Exam Timetable Conflict Form	EU-2
Examination Unit	**Delivery of Exam Paper in Exam Hall**	EU-3
	Receiving Answer Sheets	EU-4

	Delivery Answer Sheets	EU-5
	Student Absent Form	EU-6
	Receiving Exam Paper	EU-7

M. Student Excuses for Absence

Purpose: When absence is unavoidable, students should report the reason to the HOD to have replacement lecture/assignment/exams.

Policy: Class Instructors have no obligation to make special arrangements for students who have been absent unless the student has an institutional excuse that approved by HOD.

Responsibility: Committee and H.O.Ds.

Flow Chart
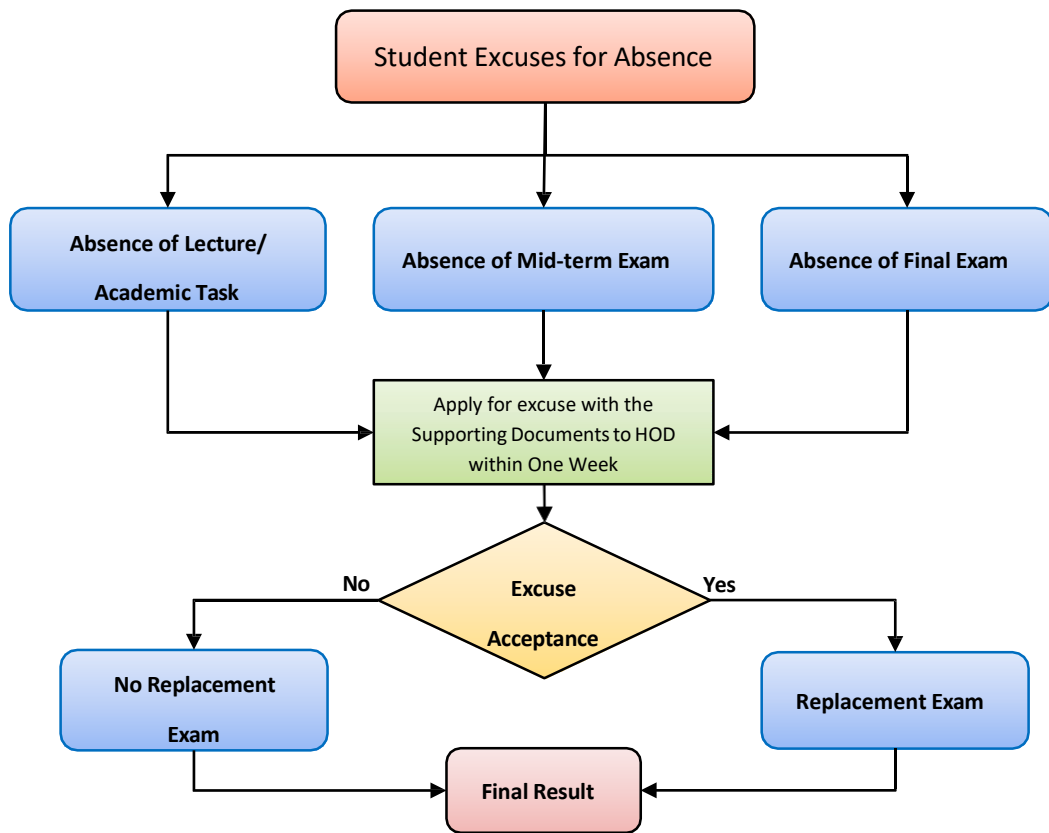
Figure 13. Flowchart for Student Excuses for Absence

N.   How to calculate GPA

Purpose: The grade point average GPA is a weighted average of the grades of the courses attempted by the student

Policy: The GPA is a point summary of the grades accumulated over all courses.

After assigning an academic advisor for each student in the program, the student is required to meet his/her academic advisor for the purpose of registration based on his/her study plan, addressing any academic or career issues, and meeting graduation requirements. Each student has his/her own study plan based on the progress in his/her academic study and his/ her choice of the program's tracks. The student is required to maintain an updated study plan each semester to help him/her in choosing appropriate courses for registration in the following semester and to easily follow up the academic progress. The study plan is available for both students and academic advisors[2].

The student can add/drop courses during the first week of each semester after obtaining the permission from the academic advisor. The student is allowed to register up to 18 credit hours per semester but not less than 12. Exceptions to this rule can be made after getting the approval of academic advisor and Department Chair.

The performance of the student in his/her courses is evaluated by the instructor using course assessment tools such as final exams, midterms, quizzes, homework, projects, reports etc. that fulfill the course/student outcomes. The instructors are invited to submit list of students who suffer difficulties in their classes to academic advisors. This will help the advisors to present assistance to those students in order to improve their performance in the class. In addition, students are encouraged to stop by their instructor's office during the office hours to discuss with them any concerns regarding the course.

Examination and Grading

Grade Distribution
The full mark for every course is 100, which is typically distributed as follows:
20 Marks for Midterm Exam
40 Marks for Final Exam that covers the entire course contents.
40 Marks for Semester work such as: verbal and written tests, reports or research work or additional studies, experimental lab, and weekly or monthly homework.

Instructors could alter this distribution given that the grade of the Final Exam does not exceed 60% of the total course grade, in addition to at least one midterm exam for no less than 20% of the total course grade.

Examination
The overall marks of any course is calculated as following
1.   Sixty (60) marks out of one hundred (100) for student work during the semester that includes at least one written midterm and one or more of the following choices

- Written midterm
- Quizzes
- Oral exams
- Projects
- Presentations
- Class Activities
- Laboratory work
- Research

2. Forty (40) marks for the final examination that designated during the last week of each semester of the academic year.

Table shows the grading system used at Majmaah University. The table shows that each letter grade has a numeric value represented by points. The points of each course are based on this number value and the credit hour value of that course. The following table shows the letter grades and their related points, course grade, and mark.

Table 2. Grading System at Majmaa University

Grade	Points	Course Grade	Mark
A+	5.00	Excellent Plus	95 – 100
A	4.75	Excellent	90 less than 95
B+	4.50	Very Good Plus	85 less than 90
B	4.00	Very Good	80 less than 85
C+	3.50	Good Plus	75 less than 80
C	3.00	Good	70 less than 75
D+	2.50	Pass Plus	65 less than 70
D	2.00	Pass	60 less than 65
F	1.00	Fail	Less than 60
IC		Incomplete	
IP		In process	
W		Withdrawal	
DN	0.00	Deprivation	

Courses with a grade of IC, IP, and W carry no grade value. The grade of incomplete (IC) initially carries no grade value for courses that require more than one semester. The Department Council responsible for that course may allow the student to complete the requirements of any course in the following semester on the basis of a recommendation by the instructor of the course. The student then receives (IC) grade in his/her academic record and it is not calculated in his/her semester average nor in his/her accumulative average unless he/she fulfills the requirements of that course. If one academic semester passes without changing the (IC) grade in the student's record due to not fulfilling the course, the (IC) grade is replaced by (F) which is calculated in his/her semester average and in his/her accumulative average.

The grade of In Process (IP) initially carries no grade value for research courses that require more than one semester. The student then receives (IP) grade in his academic record and it is not calculated in his semester average or in his accumulative average. If the requirement of that course is not finished within the proposed period, the Department Council which is responsible for that course may replace (IP) grade by (IC) grade.

The deprivation (DN) grade, resulted from more than 25% absence rate in a course, carries a "0" points and included in the accumulative average.

Semester and Accumulative Average
Semester GPA (or GPA in short) is resulted by dividing the sum of the points obtained by the student in all courses he/she studied during any individual semester by the total number of credit hours of those courses.

Accumulative GPA (or AGPA) is resulted of dividing the sum of points obtained by the student in all the courses that he/she has studied during his study in all semesters by the number of units representing those courses.

Table , Table , and Table show how semester average grade and accumulative grade point average over the two semesters are calculated.

Table 3. GPA Calculation for First Semester

Course	Credit hours	Grade	Points
Islam and society	2	C+	7.00
Programming 1	4	B	16.00
Calculus1	3	D	6.00
Discrete Mathematics	3	D	6.00
Technical English 1	2	C	6.00
Sum	14		41
Semester average	41/14 = 2.92		

Table 4. GPA Calculation for Second Semester

Course	Credit hours	Grade	Points
Islamic Culture	2	A	9.00
Programming 2	4	B+	18.00
Calculus2	3	C	9.00
Physics	3	D	6.00
Technical English 2	2	C+	7.00
Sum	14		49
Semester average	49/14 = 3.5		

Table 5. AGPA Calculation for First and Second Semesters

Semester	Credits	Points
First Semester	14	41
Second Semester	14	49
Sum	28	90
AGPA	90 /28 = 3.21	

The following conditions must be met for a student to be granted honors:
1.   The student should not fail in any course taken at Majmaah University or any other university.

2.   The student must fulfill the graduation requirements within the standard period for his/her program.
3.   The student must study at least 60% of courses required for graduation at Majmaah University.

Attendance
Absences are counted from the first day of the semester. The student must regularly attend all lectures and practical lessons. The student will not be allowed to participate in the final examinations if his/her percentage of attendance is less than (75%) of the lectures and practical lessons allotted for the course. The student who is deprived of attending the final examination will fail that course and have grade DN, unless he/she provides an excuse accepted by the College Council under the condition that he/she was not less than 50% of attendance.

Probation
The student is required to maintain a AGPA of at least 2.0 out of 5.0. The student will receive an academic warning if his/her accumulative average is less than (2.00). Those who fail to maintain this AGPA will be placed on scholastic probation and are given two semesters in which they must improve their AGPA to at least 2.0. If this condition is not met and the student received three consecutive warnings (two semesters of probation), the student may then be dismissed from his/her study program.

Handling Prerequisites
Under normal circumstances, all students are registered automatically through the university registration system, EduGate. Each student is automatically enrolled in all level courses he/she is allowed to register for. The system may allow the student to make changes to his/her registration under the condition that no violations to any of the prerequisites, no conflicts between courses timetables, and the student does not exceed the allowed number of credit load per semester. This process is handled automatically through the university's registration system without any manual interference.

The student is allowed to make changes to his/her schedule by either adding or dropping courses only for up to the end of the first week of study. Course withdrawals, however, are allowed before the end of the tenth week of study of the semester. A student is allowed to withdraw for only one course per semester under the condition that he/she does not withdraw for more than three courses during his/her full study plan. A student can also withdraw the whole semester, usually no later than the end of the twelfth week of study pending department head and vice-dean for academic affairs approvals.

O.   Repairing & Maintenance of a Faulty Module or Equipment

Purpose: to provide faculty and stuff with appropriate knowledge to repair or maintain of faulty module or equipment

Responsibility: Dean of the college**,** HODs, lab supervisors, administrative staff

Flow Chart

```
┌──────────────────────────────────────────────────────────────┐
│     Repairing & Maintenance of a faulty Module or Equipment    │
└──────────────────────────────────────────────────────────────┘
                              │
┌──────────────────────────────────────────────────────────────┐
│ Lab superior issues an official letter to the HOD explaining   │
│ the problem and the need of maintenance                        │
└──────────────────────────────────────────────────────────────┘
                              │
┌──────────────────────────────────────────────────────────────┐
│         The HOD issues an official letter to the Dean          │
└──────────────────────────────────────────────────────────────┘
                              │
┌──────────────────────────────────────────────────────────────┐
│ The dean issues a request to the company the imported the      │
│ module or equipment requesting from them performing the        │
│ maintenance, and issues an executive order to the              │
│ administrative affairs to                                      │
└──────────────────────────────────────────────────────────────┘
                              │
┌──────────────────────────────────────────────────────────────┐
│ The delegated company issues an official letter to the dean    │
│ explaining the fault of module besides detecting the site and  │
│ cost of maintenance                                            │
└──────────────────────────────────────────────────────────────┘
                              │
┌──────────────────────────────────────────────────────────────┐
│ Dean of the college signs an (agreement decision) assigning    │
│ the company to perform maintenance for                         │
└──────────────────────────────────────────────────────────────┘
                              │
                 Is the cost of maintenance within
                 the financial authority
        No                                          Yes
┌─────────────────────────┐              ┌───────────────────────┐
│ The dean of the college │              │ The dean signs an     │
│ issues an official      │              │ agreement decision    │
│ letter to the           │              │ assigning the company │
│ administration and      │              │ to perform the        │
│ financial affairs in    │              │ maintenance           │
│ the university to       │              └───────────────────────┘
│ perform the maintenance │
└─────────────────────────┘
┌─────────────────────────┐
│ The university declares │
│ an official quotation   │
│ to perform              │
└─────────────────────────┘
            ┌──────────────────────────────────────────┐
            │ The winner company performs the          │
            │ maintenance inside the lab or at its      │
            │ quarter                                   │
            └──────────────────────────────────────────┘
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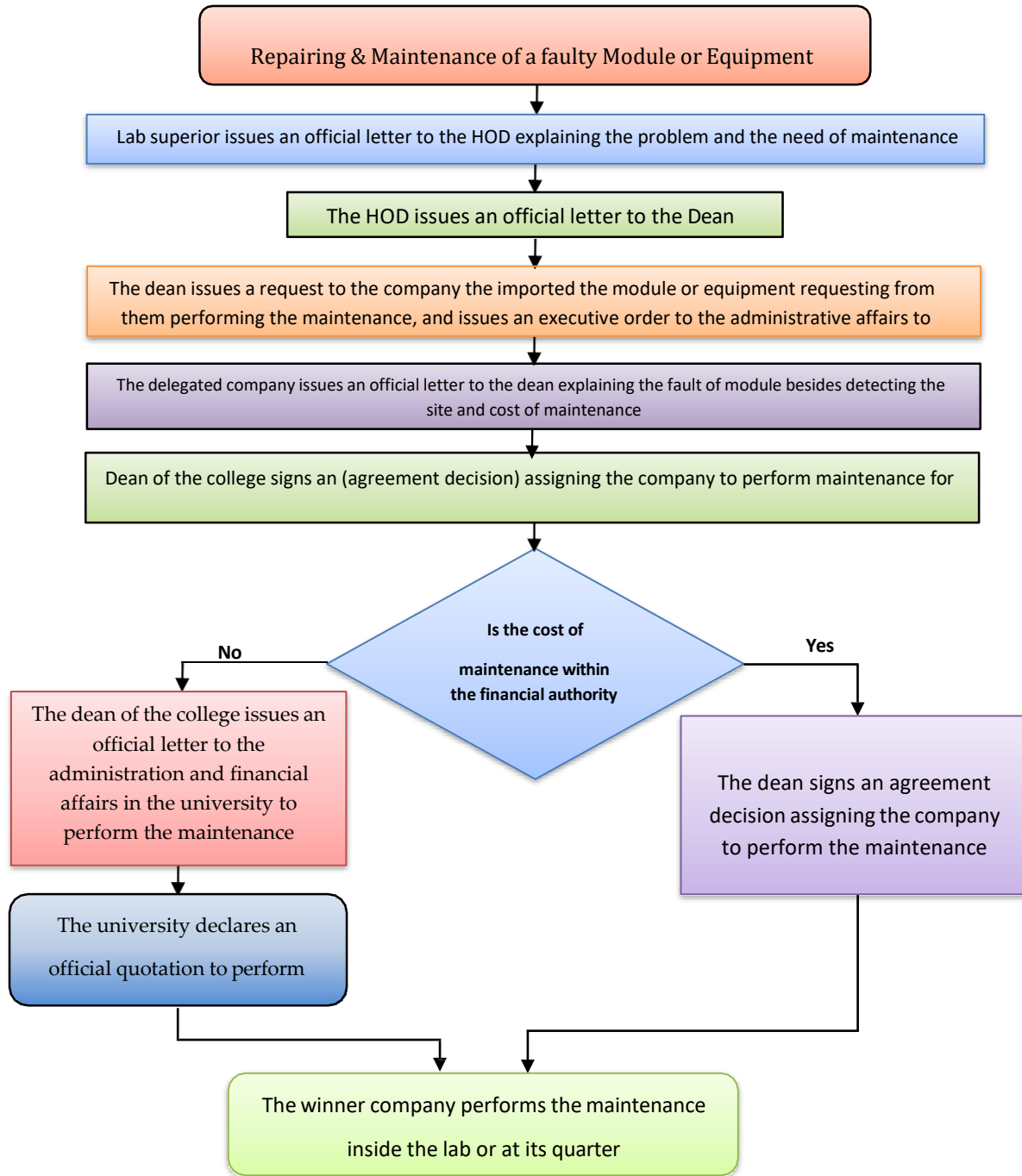
Figure 14. Flowchart for Repairing & Maintenance of a faulty Module or Equipment

P. Verification of Standards of Student Achievement

1.   Students Awareness of Assessment Practice

At the beginning of each semester, the instructors at the electrical engineering program
are advised to distribute their courses' syllabi to the intended students.

First, the instructor explains the course learning outcomes (CLOs) for the intended course and student
learning outcomes (PLOs) associated with each one of them. Table 6. shows an example of CLOs and
PLOs association in a course offered in the electrical engineering program. The PLOs of programs in
the college of engineering are consist with new NCAAA domains: Knowledge, Skills and Competency,
Table 7.

Table 6. An example of CLOs and PLOs association

N	Course Learning Outcomes By the end of course, the student will be able to:	Student Learning Outcomes
1		
2		
3		
4		
5		
6		

Table 7. Program Learning Outcome

Code	Student learning Outcomes

Later, the instructor informs the students about methods of assessments for CLO, the maximum score and the week of assessment as shown in 8.

Table 8. CLOs Assessment Table

Assessment			
Methods of Assessment	Assessed Course Learning Outcomes	Maximum Score	Week of Assessment

First exam			
Second exam			
Quizzes			
Micro Project			
Final Exam			
Total			

2.   Verifying Standards of Student Achievement

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Final Exam Answer Scripts Verification	Peer faculty members	Review
Course Feedback	Students	Survey
Course Grade Verification	Head	Inspection for checking consistency of Internal and External Evaluation

2.1 Process for Analysis of Exam Results

A Course Report will be prepared by the concerned faculty member in coordination with other sections and branches and will be submitted to the Quality Assurance Unit(QAU). The QAU records the result statistics and sends it for the Measurement and Evaluation Unit(MEU) to record the PLO achievement for Fall and Spring semesters. The PLO achievement results are shared with QAU for final recording in the required reports. The flow is shown in Figure 15.
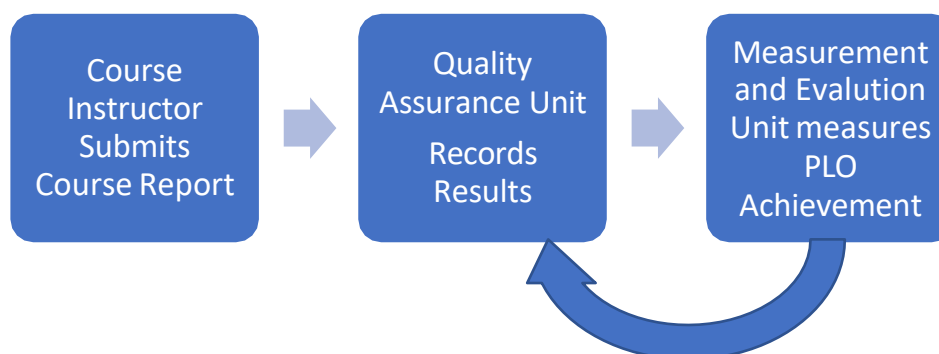
Figure 15. Process for Analysis of Exam Results