



جامعة المجمعة  
Majmaah University

Guide of Vice-Rectorship for  
Educational Affairs

**Prepared by:**

**The Teamwork in the Vice-Rectorship**

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## Message of Vice-Rector's for Educational Affairs

Praise be to Allah, Lord of the Worlds, and prayers and peace be upon our master Muhammad and his family and companions. After,

Majmaah University for Educational Affairs seeks to raise the quality of academic programs at the university by supporting the colleges to provide Excellent services that enable students to acquire knowledge and master the various skills required by the labor market sectors.

The Vice-Rectorship for Educational Affairs works to develop the level of academic services offered, improve the educational process and follow up its progress by supervising the colleges and related departments, follow-up and directing them towards achieving the University's goals and follow-up the preparation and implementation of the annual plans of the related parties.

The Vice-Rectorship's primary concern is to create the right environment for the educational process by providing all material and human resources to provide a distinguished educational service, supervise all equipment and services, and seek to attract distinguished and highly qualified elements to meet the need of specialized programs in various fields.

The Vice-Rectorship has ensured that the academic programs are in line with the development plans and labor market needs by supervising the development of plans and study programs, preparing manuals and models that achieve outstanding performance, and coordinating with relevant bodies to organize workshops and training courses in the development of plans and study programs.

We would like to thank the support and guidance of His Excellency the Rector, who always encourages us to achieve the highest standards of international quality in teaching and learning in order to produce competitive educational outcomes that are consistent with the overall development plans of the Kingdom.

**Vice-Rector for Educational Affairs**

**Dr. Ahmad bin Ali Al-Rumaih**

**Message of the General Supervisor of all  
Administrations in the Vice-Rectorship for  
Educational Affairs**

Praise be to Allah, Lord of the Worlds, and prayers and peace be upon our master Muhammad and his family and companions. After,

Majmaah University has built a solid strategic plan for the first five years. It is now in its second strategic plan, where it has adopted goals to achieve and work hard to achieve its vision and mission.

And the most important aspect of the first and second strategic plan of the University is to take care of the educational features at all levels to achieve the desired educational outcomes which are compatible with Islamic, Arab and national values and are well-matched with the competitive labor market.

In order to achieve this vision, the Vice-Rectorship for Educational Affairs has set out for its plans and programs some specific procedural objectives and performance indicators through which quality processes can be controlled and learning outcomes can be measured. For this purpose, three departments have been created to give much consideration for the different important aspects of the educational process:

1. Administration of Students' Support and Graduates
2. Administration of Study Programs and Development
3. Administration of Measurement, Evaluation, and Excellence

During the construction of the operational plans we tried to rely on very important values, most importantly the focus, accuracy, honesty, transparency and distance from distractions and many that are not commensurate with the academic work, and we carefully set goals, cooperation and participation with all departments, colleges and supporting deanships.

We launch our work on the scientific basis and benefit from previous scientific experiments, asking God to help us and all the workers in this university to achieve what serves our religion and nation.

We do thank His Excellency the Rector of the University for his constant care and support for the Vice-Rectorship for Educational Affairs which helped us a lot in overcoming all the difficulties that confront our students in their educational phase.

God Grants Success

**Dr. Abdullah bin Rafood Al-Sofiani**

# Vice-Rectorship for Educational Affairs

## Vision

A distinguished learning environment that meets quality standards and academic accreditation requirements.

## Mission

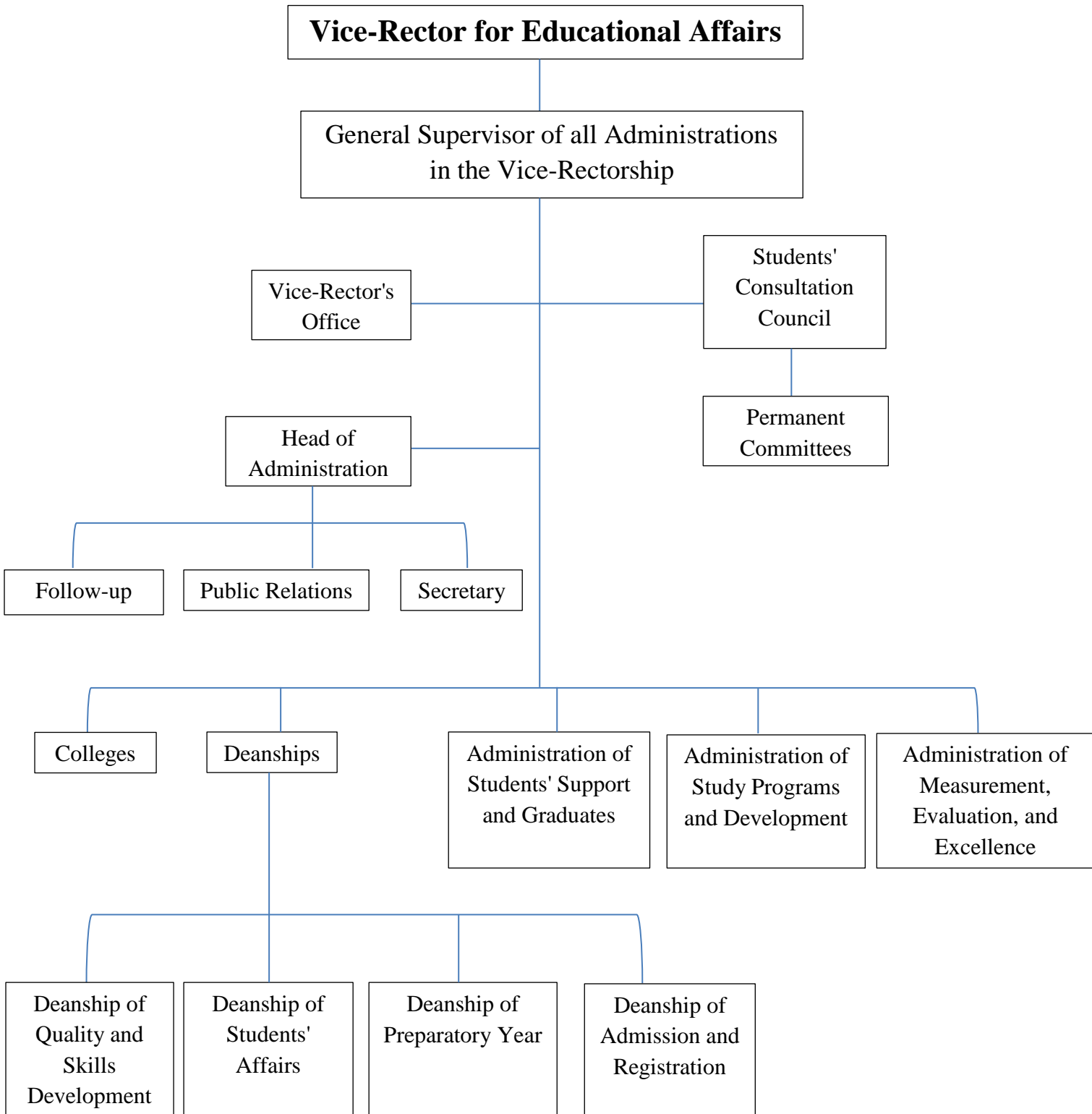
Improvement and continuous development of educational programs to achieve the requirements of the labor market, raise the efficiency of performance in university colleges and create a supportive learning environment for students and faculty members.



## Objectives

1. Creating an educational environment that helps creativity and excellence.
2. Raising the efficiency of the performance of faculties and supporting deanships.
3. Developing students' skills and taking care of their professional and educational needs.
4. Attracting distinguished faculty members considering the continuous improvement in their performance.
5. Continuous development and improvement of the educational programs.
6. Developing educational programs according to quality standards and academic accreditation requirements.
7. Improving teaching and learning strategies to improve targeted learning outcomes.
8. Developing methods of evaluating students which in turn contribute to achieve justice and improve the efficiency of the outcomes.

# Organizational Chart for Vice-Rectorship of Educational Affairs





# Administrations of the Vice- Rectorship



Administration of Students'  
Support and Graduates



## **(1) Administration of Students' Support and Graduates**

The Department of Student Support and Graduate Affairs is one of the departments belonging to the Vice-Rectorship for Educational Affairs. It is concerned with planning, coordination and follow-up of the services provided to students during their study at college by all concerned sectors of the university giving much consideration and Attention to graduates' affairs and needs.

### **Vision**

A distinguished student academically and professionally and an effective partnership with graduates.

### **Mission**

Working with relevant sectors to develop students' skills, take care of their professional and educational needs, build, and strengthen communication with graduates.

### **General Objective of the Unit**

Developing students' skills and taking care of their professional, educational and psychological needs.

### **Sub-Objectives of the Unit**

1. Evaluation of services offered to students by the university sectors.

2. Determining the future needs of students in light of the University's vision and future aspirations.
3. To identify, classify and provide students with special needs with suitable programs that meet their needs.
4. Dissemination and development of the culture of academic guidance and its mechanisms which contribute to solve students' educational problems.
5. Disseminating the culture of dialogue and student advisory councils activating their roles at the level of colleges and university.
6. To strengthen the link between the university and graduates and community institutions in order to achieve the common interest.
7. Measuring the attitudes of the employers towards the university graduates.
8. Continuous communication with the graduates who have been employed, follow up the assessment of their job performance, and benefit from their experiences.

### **The divisions related to the Unit of Student Support and Graduate Affairs**

#### 1. Supporting Deanships

- The Deanship of Admission and Registration through:
  - a. Introducing students to the rules and regulations.
  - b. Introducing them to their rights and duties.
  - c. Introducing faculty members to the study system and exams.
  - d. Introducing faculty members to the rules and regulations of dealing with students.
  - e. Improving the competence and performance of the members of the academic advisory in the colleges.
  - f. Activating the role of academic advisory.
- The Deanship of Students' Affairs through
  - a. Designing the activities and services according to the needs of students.

b. Taking care of all students with special needs and meeting their desires.

c. Helping students to get aware of the college life preparing them for their future professional lives.

d. Activating their roles.

• The Colleges:

a. Supporting colleges in establishing and running the student support units and activating its role, reinforcing academic advisory and students' activities units.

b. Coordinating with the deanship of students' affairs and the deanship of admission and registration to facilitate its work.

c. To activate their roles through planning and implementation of all matters related to students' affairs stimulating the real roles of students in academic life.



## Performance Indicators

1. Evaluation of students for professional and academic guidance.
2. Rate of students who speak more than one language.
3. Extent of available advisory services offered to students.
4. Percentage of involvement of faculty and students in decision-making.
5. Students' satisfaction about the services offered to them at universities.
6. Percentage of graduates of bachelor's programs who in six-month period of graduation (a) employment (b) enrolled in graduate studies (c) Others
7. Employers' satisfaction about graduates' performance and their skills.

## 2. Administration of Study Programs and Development



### **About the Administration:**

This administration is a department concerned with the preparation and adoption of plans and programs of study, development of construction and knowledge to achieve quality, improve the outcomes, meet the needs of the labor market and also the development of educational affairs in the vice-rectorship, related colleges and deanships to achieve the flow of work and increase efficiency.

## Vision

Promotion and excellence in the field of plans and study programs considering the development of educational affairs.

## Mission

Achieving the requirements of the local community and national development by establishing mechanisms and plans that contribute to the building of educational plans and programs that advance their educational outcomes, applying local and international standards and specifications and contribute to the development of educational affairs at the university.

## Objectives of the Administration

1. Developing clear mechanisms and specifications for the preparation, adoption and development of plans and curricula according to national and international standards.
2. Supporting colleges in cooperation with the relevant deanships in order to achieve the efficiency of the academic plans and programs and achieve the requirements of academic accreditation.
3. Issuing guides and forms as well as specifying the required references in the preparation and development of study plans which contributes to the consolidation of the structure of plans, study programs and mechanisms of work to achieve the objectives of the university.
4. Cooperation with public and private sectors and partnership with local and international universities in order to achieve the quality of plans and study programs to meet the desired outcomes to meet the needs of the labor market

5. Developing educational affairs in colleges and related deanships by following up their strategic and operational plans, studying and analyzing reports received from these areas.
6. Improving and developing the work of the administrations of the Vice-Rectorship in order to contribute to the integration of its work and increase its efficiency.



**General Guidelines to Achieve  
the Objectives**

1. Collecting quarterly and annual data from colleges, studying reality and identifying weaknesses and strengths
2. Organizing workshops and periodic meetings with supervisors of units of plans and programs in colleges to identify the challenges and obstacles and developing future joint plans for the development and upgrading of study plans.
3. Completion of the electronic program for the adoption of plans and study programs.
4. Visiting educational institutions to find out their experiences in preparing, approving and developing study plans.
5. Follow-up the strategic plans of the relevant colleges and deanships in terms of studying, analyzing and indicating their compatibility with the strategic plan of the university and its agreement with the aspirations and visions of the Vice-Rectorship.
6. Follow-up the inter-college twinning program, studying and analyzing the reports received indicating their achievement of the objectives of the program.



## Performance Indicators

No	Performance Indicator	Source	Type of Indicator	Notes
1	Students' enrollment ratio at university (total – net – freshmen)	**	Main Indicator	Development
2	Percent of students enrolled in the program and successfully finished the first year of their study	*		Development
3	Ratio of students joined the B.A program and completed the minimum period of their study.	*	Main Indicator	Development
4	Enrollment rate in programs of science and technology	**		Development
5	Rate of operational budget (without housing and students' rewards) devoted to services offered to students	*		Development
6	Average of total number of students to staff members	*		Development
7	Overall operational expenditures for each student (without housing and students' rewards)	*	Main Indicator	Development
8	Average of total number of students to faculty members	*	Main Indicator	Development
9	Percentage of faculty members who hold an accredited PhD certificate	*		Development
10	Percent of faculty members who left university in the previous year for reasons other than retirement as they exceeded the permitted age	*		Development
11	Number of faculty members in technical and scientific majors	**		Development
12	Average number of students to faculty members based on specializations	**		Development
13	Average of faculty	**		Development

	members on contracts			
14	Number of researches or reports submitted for participation in conferences during the previous year for each faculty member (Full-time or equivalent)	*		<b>Development</b>
15	Percent of faculty members involved in the professional development activities in the previous year	*		<b>Development</b>
16	Rate of faculty members who have been trained on the new methods of teaching which perfectly enhance teaching and learning	**		<b>Development</b>
17	Percent of staff members who received training in the fields of quality	***		<b>Development</b>
18	Rate of using E-Systems of quality	***		<b>Development</b>
19	Satisfaction's rate of university staff members about the performance of quality units at university	***		<b>Study Programs</b>
20	Percent of courses used for evaluating students	*		<b>Study Programs</b>
21	Percentage of programs that have independent certification standards (levels) of students' achievement during the year and through people from inside the institution	*		<b>Study Programs</b>
22	Percentage of programs that have independent certification standards (levels) of students' achievement during the year and through people from outside the institution	*		<b>Study Programs</b>
23	Rate of adopted programs internally and externally	**	<b>Main Indicator</b>	<b>Study Programs</b>
24	Ratio of programs that use tests of evaluating learning outcomes	**		<b>Study Programs</b>
25	University adequacy rate for the standards of institutional accreditation	***		<b>Study Programs</b>

**Guides:**

- (\*) Indicator of NCAAA

- (\*\*) AFAQ indicator
- (\*\*\*) Indicator of strategic plan of the university

### 3. Administration of Measurement, Evaluation, and Excellence



#### About administration

Is an academic department that deals with measurement, evaluation, excellence and policies. The process of ensuring the fairness of the evaluation and the quality of the educational outcomes, and identifying the strengths and weaknesses for continuous improvement and improvement, as well as the process of teaching and learning through supporting faculty members and providing a stimulating and supportive academic environment for excellence and creativity in addition to providing a system of quality and continuous improvement that ensures the effectiveness of teaching and the quality of learning outcomes.

## Vision

Measurement, evaluation and excellence administration is a reference in the application of best academic and administrative practices for measurement, evaluation and distinctiveness to achieve the highest possible levels of fairness and objectivity in the evaluation work, and to achieve the international academic standards for excellence in teaching and learning skills and integrated human development of faculty members.

## Mission

Continuous improvement and perfection in measurement, evaluation and excellence to contribute to the achievement of justice and quality in educational outcomes, and to support outstanding teaching skills by providing a stimulating and supportive academic environment for creativity besides enhancing the efficiency of faculty members in order to achieve the educational goals, in addition to supervising the development and training programs for learning in a distinctive and creative way to ensure the effectiveness of education and quality of learning.

## Objectives

1. Providing technical support and scientific consultation to faculty members and university units in the field of measurement, evaluation and excellence.
2. Developing and modernizing the means of measurement and evaluation, which will contribute to achieving justice and raising the efficiency of educational outcomes.
3. Building a unified strategy for evaluation at the university level.
4. Conducting, publishing and developing scientific research in the field of measurement and evaluation.

5. Measuring educational outcomes in cooperation with faculties and scientific departments to determine their quality.
6. Openness to the community providing different services related to measurement, evaluation and excellence.
7. Spreading the culture of measurement and evaluation and enhancing its academic and administrative practices.
8. Attracting distinguished faculty members and continuous improvement in their performance.
9. Improving teaching and learning strategies to improve targeted learning outcomes.
10. The development of faculty members and upgrading their academic level and which in turn will be reflected on the quality of educational outcomes.

### General Objectives to Achieve Objectives

1. Evaluating the work of the tests in the faculties
2. Conducting training courses and consulting services for faculty members with different disciplines in the field of measurement and evaluation, teaching methods, research field and learning outcomes.
3. Providing technical support in measurement, evaluation and excellence in the Vice-Rectorship.
4. Reviewing the regulations and laws regarding evaluation and testing work submitting proposals for the sake of development.
5. Holding development meetings with all concerned people about the new regulations and rules governing the measurement and evaluation processes as well as introducing the most important developments in teaching methods and student-centered education.
6. Making good testing standards and disseminating them among faculty members of the university.
7. To develop plans to evaluate and develop the curricula of the various academic programs through the scientific departments affiliated with them in light of the general trends of the university, the requirements of quality and the need of the labor market.

8. Providing a feedback on the work of assessment and testing at the faculties of the university.
9. Setting standards for testing members of the administration and employees of the university.
10. Issuing a semi-annual report of the units of measurement and evaluation in colleges to evaluate the work of the tests through the specified criteria.
11. Follow-up and coordination with the quality units of the various faculties in relation to meeting the requirements of the standard of teaching and learning.
12. Developing mechanisms to develop and improve teaching and learning requirements and equipment such as libraries, laboratories, classrooms and Internet halls in various colleges.
13. Integration, cooperation and coordination with other departments of the Vice-Rectorship for Educational Affairs in order to achieve the overall objectives of the Department.

**General indicators for measuring the performance of measurement, evaluation and excellence administration**

1. Rate of programs that use learning outcomes of assessment tests.
2. The overall assessment of the quality of learning experiences
3. Diversity of methods of evaluating the performance of faculty members.
4. Students' satisfaction about teaching, learning and evaluation methods.
5. Number of students per faculty members according to their specializations.
6. General students' evaluation for the quality of courses.
7. Rate of Saudi technicians.
8. The rate of teaching staff members who have received training in modern teaching methods that promote learning and teaching.