

College of Science



Quality Assurance System Manual of General Biology Program

2022

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Introduction

UoH states its commitment to continual improvement in quality and performance on all fronts. Since its establishment, UoH has been adopting gradual but well-established practices university-wide with regard to planning and management of quality assurance, which mainly include inputs, structures, processes, and outcomes. The College of **Science** supports the University's vision and strategy by establishing quality practices while planning its goals and activities. The College of **Science** Quality Assurance and Accreditation Vice-Deanship was established under the College with the aim of conducting systematic reviews of provisions at the College, and of maintaining and improving their quality, equity and efficiency. The mission of the Quality Assurance Vice Deanship is to create and cultivate a culture of excellence and continuous improvement of quality practices through the development and application of innovative quality systems, models, standards, tools, and methodologies that aid the achievement of the program objectives. The purpose of this Quality Assurance Manual is to act as a summarized source of information, for the program's quality system, assessment of learning outcomes, to highlight important QA policies, guidelines and procedures which support the program in its goal to assure the quality of practices in all domains, and for program accreditation.

1- The quality assurance requirements path:

1.1 Program mission:

The program is committed to prepare scientifically distinguished graduates in the field of Biology and its applications by acquiring scientific skills that keep pace with the needs of the labor market, producing applied research, and providing biological consultations to serve the community

1.2 Program objectives:

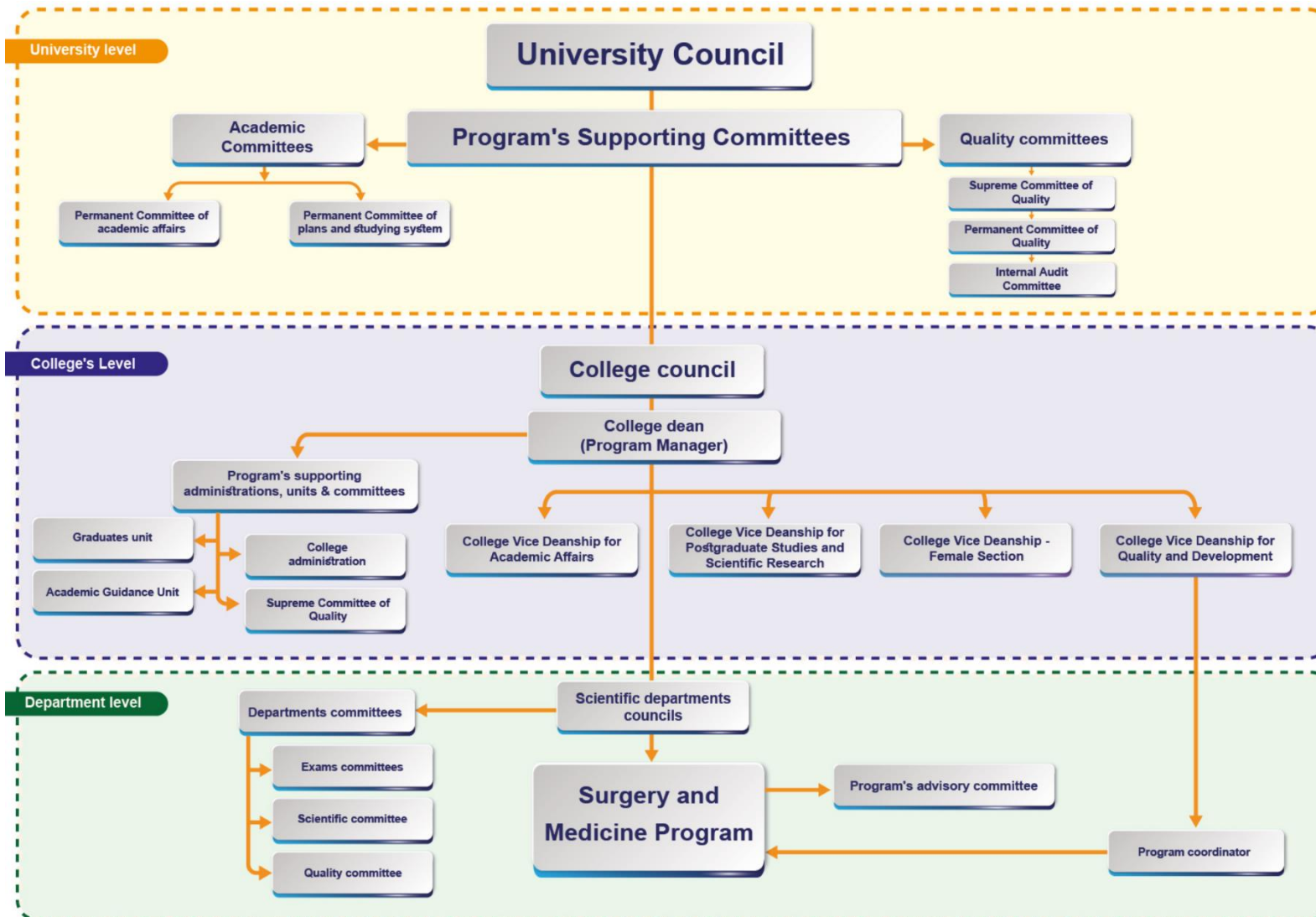
1. Preparing a distinguished graduate with knowledge and skills in Biological Science.
2. Qualifying the students to adapt to the developments and needs of the labor market in the field of Biology.
3. Providing Biological consultations to the public and private sectors.
4. Conducting biological research in line with national research priorities.

1.3 Program graduate attributes:

1. Having the ability to use skills for a variety of careers requiring knowledge of biological processes, such as teaching, research in governmental, industrial and academic laboratories
2. Having the ability to understand of the ethical issues and the impact on society of advances in different biological disciplines.
3. Having the ability to develop basic strategies to update, maintain and enhance the acquired knowledge of biology.
4. Having the ability to carry out innovative approaches in the field of biology.

5. Having the ability to carry out state of the art research in various disciplines of biology.

1.4 Program organizational structure:



1.5 Job description of all quality officials in the program:

- Biologist
- Biological Science Specialist
- Microbiologist
- Environmentalist
- Soil Scientist
- Zoologist
- Geneticist
- Molecular Biologist
- Botanist
- Biological Technician
- Conservationist
- Ecologists
- Research Technician
- Teaching Assistant

The list of jobs was selected from the ‘Saudi Standard Classification of Occupations’ from the ‘The Unified Saudi Occupational Classification’ published by ‘General Authority of Statistics, Saudi Arabia on 13/11/2019 (job code is mentioned in the bracket).

Job title: College Vice-Dean for Quality and Development

General Job description:

This job is a top leadership position in the faculty, and the incumbent is administratively and financially linked to the Dean of the faculty, while the technical aspects are supervised by the Dean of Quality and Development
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Job duties:

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| <ul style="list-style-type: none">▪ Attend and follow up the meetings of the executive board of the Quality and Development Deanship and apply its decisions in the College.▪ Participating in events organized by the Quality and Accreditation Department when invited.▪ Participating in decision-making within the College in the interest of quality and development. |
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- Responsibility to follow up on the quality and development activities required of the College.
- Approving the formation of the three vice-deanship units (Quality and Accreditation Unit - Skills Development Unit - Studies and Planning Unit) and following up the implementation of their work.
- Dividing tasks and responsibilities among the directors of the vice-deanship's units, and following up their implementation periodically.
- Preparing periodic reports for the Quality and Accreditation Board of Quality and Development Leadership.
- Presenting periodic reports on quality and development activities to the College Board.
- Approving and following up academic and administrative performance standards and indicators for quality activities.
- Participation in the procedures for the conclusion of scientific and professional cooperation protocols between the college and the corresponding colleges with advanced classification in the application of quality and academic accreditation.
- Supervising the implementation of the mechanisms of the college's strategic plan by the various units of the college and continuing follow up in accordance with the established operational plan.
- Developing appropriate mechanisms to prepare, review and document the vision, mission, objectives and administrative units of the college.
- Following up on the self-assessment and self-study report for academic programs in collaboration with the Program Accreditation Officer and Program Coordinators.
- Continuous providing of the necessary data and information for self-assessment and self-study of the institution in cooperation with the institutional and programmatic accreditation officer.
- Following up design, approval and implementation of operational plans and mechanisms to meet accreditation, and internal and external audit requirements.
- Develop a documentation mechanism and system, and maintain all documents on paper and electronically for easy reference from time to time, to follow up on improvement plans, monitor implementation and evaluate performance.

Minimum job requirements:

➤ **Qualification:**

- PhD.

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience of the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of Quality and Accreditation.

➤ **Personal experience:**

- Leadership skills.
- Effective communication skills.
- Relevant computer skills relevant computer skills.
- Preferred: a good level of English (reading, writing and speaking).

Job title: Manager of Quality and Accreditation Unit

General Job description:

This job is one of the middle leadership functions of faculties, and the incumbent is financially and administratively linked to the Vice-Deanship of Quality and Development, while the technical aspects are supervised by the Quality and Accreditation Manager of the Deanship of Quality and Development.

Job duties:

- Attending and following up on meetings concerning quality management and accreditation in the Quality and Development Deanship on a regular basis to ensure continuous follow up of all quality and development activities at the College.
- Attending events held by the Quality and Development Deanship, to which they are invited.
- Participating in decision-making related to the achievement of quality and accreditation requirements within the academic departments.
- Following up on the implementation of the activities required of the academic departments and administrative units in the field of quality and accreditation together with program coordinators and program and institutional accreditation officials.
- Dividing and coordinating tasks between the institutional and program accreditation officials of the Quality Unit, the members of the various quality committees of the College, the quality officials of the academic departments, and the program coordinators.
- Establishing standards for the nomination, selection and appointment of quality officials in the academic departments of the College in coordination with the Quality and Development Vice-Dean, and making the necessary arrangements.
- Following up on the implementation of the quality culture dissemination plan for faculty, staff and students.
- Collaborating with academic departments and administrative units to implement and organize orientation and training programs for new workers to provide education and support programs for quality assurance strategies.
- Documenting all stages and procedures of quality and development activities using a paper and electronic filing and archiving mechanism, and adopt the documents at the board of Quality and Development Vice-Deanship, and keeping a combined copy (for males and females) of all documentation on quality activities in the unit.

- Developing plans to improve the performance of the college to ensure that accreditation standards and requirements issued by the NCAAA are met.
- Providing technical support to the various faculty units in relation to quality and academic accreditation issues.
- Preparing periodic reports on quality activities, reviewing them and submitting them to the College Quality and Development Vice-Deanship board, explaining the key performance indicators, drawing on reports from administrative units, academic departments and affiliated units.
- Designing internal and external review procedures and responsible for holding meetings in accordance with the standards of the NCAAA.
- Facilitating technical support visits and internal review committees mandated by the Quality and Development Deanship.
- Leading and preparing self-assessment and self-study of academic programs and review the documents at the college level.
- Coordinating institutional self-assessment with the Quality Coordinator of the academic departments, program and institutional accreditation officials, and program coordinators.
- Studying the status of the equivalent faculties with advanced classification in the application of quality and academic accreditation in preparation for making decisions regarding the conclusion of cooperation protocols with them.
- Following up on the preparation and implementation of assessment and academic accreditation plans and ensuring quality of performance and continuous improvement in the various faculty units.
- Involving relevant stakeholders and beneficiaries of the college's activities and of the various units involved in developing quality assurance strategies, and working to enhance awareness in society of the important strides being accomplished.
- Establish a mechanism for continuous coordination and effective communication with the corresponding Quality and Accreditation Unit Coordinator in the female's section.
- Design a database to facilitate communication between this role and those of the quality officials of the academic departments of the college, and the Institutional and Program Accreditation Officer at the level of male and female sections.
- Providing periodic performance reports in accordance with plans for the Vice-Dean for Quality and Development.
- Compilation and timely submission of the regular requirements of the Quality and Development Deanship.

Minimum job requirements:

➤ **Qualification: PhD**

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience of the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).

- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of Quality and Accreditation.
- **Personal skills:**
 - Leadership skills.
 - Effective communication skills.
 - Relevant computer skills.
 - Preferred: a good level of English (reading, writing and speaking).

Job title: **Coordinator of Quality and Accreditation Unit (female)**

General job description:

The incumbent of this position is financially and administratively associated with the quality and development vice-deanship, and technical matters are carried out in coordination with the director of the quality and accreditation unit (male section).

Job duties:

- Coordinating with vice-dean of the college on all aspects of quality and development activities and all forms of cooperation with men's section of the college.
- Attending and following up on quality management and accreditation meetings in the Quality and Development Deanship – female section – on a regular basis to ensure continuous follow-up of all quality and development activities in the college.
- Attending those activities of the Quality and Development Deanship – female section – to which they are invited.
- Participating in decision-making related to the achievement of quality and accreditation requirements within the academic departments.
- Following up on the implementation of the required activities from the academic departments and administrative units in the field of quality and accreditation in collaboration with program coordinators and program and institutional accreditation officials.
- Dividing and coordinating tasks between the Institutional and Program Accreditation Officials of the Quality Unit, the members of the various quality committees of the College, the quality officials of the academic departments and the program coordinators.
- Establishing standards for the nomination, selection and appointment of quality officials in the academic departments of the College in coordination with the Quality and Development Vice-Dean, and making the necessary arrangements.
- Following up on the implementation of the quality culture dissemination plan for faculty, staff and students (female section).

- Collaborating with academic departments and administrative units to implement and organize orientation and training programs for new workers to provide support programs for quality assurance strategies.
- Documenting all stages and procedures of quality and development activities using a paper and electronic filing and archiving mechanism, and adopt the documents at the board of Quality and Development Vice-Deanship, and keeping a combined copy (for males and females) of all documentation on quality activities in the unit.
- Developing plans, in cooperation with the Director of the Quality and Accreditation Unit, to improve the performance of the college to ensure that accreditation standards and requirements issued by the NCAAA are met.
- Providing technical support to the various faculty units in relation to quality and academic accreditation issues.
- Preparing periodic reports on quality activities, reviewing them and submitting them to the College Quality and Development Vice-Deanship council, explaining the key performance indicators obtained from the administrative units, academic departments and affiliated units.
- Designing internal and external review procedures and responsible for holding meetings in collaboration with, and in accordance with the standards of, the NCAAA.
- Facilitating technical support visits and internal review committees mandated by the Quality and Development Deanship.
- Leading and preparing self-assessment and self-study of academic programs, reviewing them at the college level.
- Coordinating institutional self-assessment with program and institutional accreditation officials, program coordinators, and in coordination with the Quality and Accreditation Unit Manager.
- Cooperating with the Director of the Quality and Accreditation Unit in studying the status of the corresponding faculties with advanced classification in the application of quality and academic accreditation in preparation for making decisions regarding the conclusion of cooperation protocols with them.
- Following up the preparation and implementation of evaluation and academic accreditation plans, and ensuring quality of performance and continuous improvement in the different faculty units of the female section.
- Involving relevant stakeholders and beneficiaries of the college's activities and its various units (female section) in developing quality assurance strategies and enhancing society awareness about the important achievements that are being made.
- Design a database to facilitate communication between themselves and quality officials in the academic departments of the college, focal points, Institutional and Programmatic Departments at the male and female sections.
- Providing periodic reports on performance (female section) in accordance with the plans of the Vice-Deanship of Quality and Development and in collaboration with the Director of the Quality and Accreditation Unit.

- Developing communication and cooperation mechanisms with corresponding programs in the various branches of the university.
- Following up on the progress of Program Coordinators at the college with regard to the delivery of quality requirements in corresponding programs at the branches.
- Following up delivery of the regular requirements of the Quality and Development Deanship, in collaboration with the Director of the Quality and Accreditation Unit.

Minimum job requirements:

➤ **Qualification: PhD.**

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.

➤ **Personal skills:**

- Leadership skills.
- Effective communication skills.
- Relevant computer skills.
- Preferred: a good level of English (reading, writing and speaking).

➤ Job title: **Deputy Director of Quality and Accreditation Unit**

General job description:

Working on behalf of the Quality and Accreditation Manager in the following up of quality activities at the college. The incumbent of this position is administratively, financially and technically associated with the Director of the Quality and Accreditation Unit.

Job duties:

- Working on behalf of the Quality and Accreditation Manager's tasks – if he is not available.
- Doing all the tasks – relevant to quality and accreditation work – that are assigned to him by the Quality and Accreditation Manager.
- Assisting the Quality and Accreditation Manager in the execution of all assigned tasks.
- Preparing for meetings held by the Quality and Accreditation Manager in the college.
- Reviewing reports from the Program Coordinators, and submitting them to the Quality and Accreditation Manager.

- Attending events held by the Quality and Development Deanship, and he is invited to.

Minimum job requirements:

- **Qualification: PhD. and, if the doctoral is not available, the master's degree will be given an opportunity.**
- **Practical experience:**
 - Preferred: has attended specialised courses in the field of quality and accreditation.
 - Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
 - Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.
- **Personal skills:**
 - Leadership skills.
 - Effective communication skills.
 - Relevant computer skills.
 - Preferred: a good level of English (reading, writing and speaking).

Job title: **Deputy Coordinator of Quality and Accreditation Unit (Female)**

General job description:

This function is within the supervisory leadership functions of the academic department. The incumbent of this position is administratively and technically linked to the Director of the Quality Management Unit in the Vice-Deanship in coordination with the Head of the Academic Department.

Job duties:

- Contributing to the dissemination of the culture of quality and accreditation in the academic department in collaboration with the Institutional and Programmatic Accreditation Officer and the Director of the Quality Unit at the College.
- Carries out tasks assigned by the Director of the college Quality Unit and the Head of Department to ensure participation in the development of those tasks, and in a way that supports the efforts of the Quality and Development Deanship.
- Submitting periodic reports on the progress and completion of all work assigned to the Director of the Quality Unit of the College in collaboration with the Head of Department, who in turn will submit them to the Quality and Development Vice-Deanship, and then raise them to the Quality and Development Deanship at the university level.
- Participation in the development of quality standard-of-work plans in collaboration with the Head of Department, the manager of the institutional accreditation and the director of the college Quality Unit.
- Supervising the preparation of self-assessment, self-study, and the strategic plan for implementing plan in the academic department.

- Proposing the formation of tasks' teams (institutional self-assessment team, file teams related to all quality activities in the academic department).
- Participating in the college procedures and preparations for institutional accreditation; to ensure that performance matches both the proposed time plans and the requirements of the NCAAA.
- Following up the implementation of tasks assigned by the Manager of the Quality and Development Unit of the Vice-Deanship of Quality and Development in the light of directives from the DQD at university level.
- Collaboration with the heads of the 11 accreditation standards to implement the self-evaluation plan developed by the College's Self-Assessment Committee in collaboration with the Director of Quality and Development at the Vice-Deanship of Quality and Development at the college.
- Following up preparation of the educational institution's file for its submission for accreditation in accordance with the specifications and standards set by the NCAAA.

Minimum job requirements:

➤ **Qualification: PhD.**

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.

➤ **Personal skills:**

- Leadership skills.
- Effective communication skills.
- Relevant computer skills.
- Preferred: a good level of English (reading, writing and speaking).

Job title: **Quality Coordinator in Scientific Departments (male)**

General job description:

This is one of the supervisory leadership functions of the academic department. The incumbent of this position is administratively and technically linked to the Director of Quality and Accreditation, and collaboration with the Head of the Academic Department.

Job duties:

- Contributing to the dissemination of the culture of quality and accreditation in the academic department in collaboration with the Institutional and Programmatic Accreditation Officer and the Director of the Quality Unit at the College.

- Carries out tasks assigned by the Director of the college Quality Unit and the Head of Department to ensure participation in the development of those tasks, and in a way that supports the efforts of the Quality and Development Deanship.
- Submitting periodic reports on the progress and completion of all work assigned to the Director of the Quality Unit of the College in collaboration with the Head of Department, who in turn will submit them to the Quality and Development Vice-Deanship, and then raise them to the Quality and Development Deanship at the university level.
- Participation in the development of quality standard-of-work plans in collaboration with the Head of Department, the manager of the institutional accreditation and the director of the college Quality Unit.
- Supervising the preparation of self-assessment, self-study, and the strategic plan for implementing plan in the academic department.
- Proposing the formation of tasks' teams (institutional self-assessment team, file teams related to all quality activities in the academic department).
- Participating in the college procedures and preparations for institutional accreditation; to ensure that performance matches both the proposed time plans and the requirements of the NCAAA.
- Following up the implementation of tasks assigned by the Manager of the Quality and Development Unit of the Vice-Deanship of Quality and Development in the light of directives from the DQD at university level.
- Collaboration with the heads of the 11 accreditation standards to implement the self-evaluation plan developed by the College's Self-Assessment Committee in collaboration with the Director of Quality and Development at the Vice-Deanship of Quality and Development at the college.
- Following up preparation of the educational institution's file for its submission for accreditation in accordance with the specifications and standards set by the NCAAA.

Minimum job requirements:

➤ **Qualification: PhD.**

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.

➤ **Personal skills:**

- Leadership skills.
- Effective communication skills.
- Relevant computer skills.
- Preferred: a good level of English (reading, writing and speaking).

Job title: **Quality Coordinator in Academic Departments (Female)**

General job description:

The incumbent is administratively and technically associated with the Quality and Accreditation Unit Coordinator in coordination with the Head of the Academic Department.

Job duties:

- Contributing to the dissemination of the culture of quality and accreditation in the academic department in collaboration with the Institutional and Programmatic Accreditation Officer and the Director of the Quality Unit at the College.
- Carries out tasks assigned by the Director of the college Quality Unit and the Head of Department to ensure participation in the development of those tasks, and in a way that supports the efforts of the Quality and Development Deanship.
- Submitting periodic reports on the progress and completion of all work assigned to the Director of the Quality Unit of the College in collaboration with the Head of Department, who in turn will submit them to the Quality and Development Vice-Deanship, and then raise them to the Quality and Development Deanship at the university level.
- Participation in the development of quality standard-of-work plans in collaboration with the Head of Department, the manager of the institutional accreditation and the director of the college Quality Unit.
- Supervising the preparation of self-assessment, self-study, and the strategic plan for implementing plan in the academic department.
- Proposing the formation of tasks' teams (institutional self-assessment team, file teams related to all quality activities in the academic department).
- Participating in the college procedures and preparations for institutional accreditation; to ensure that performance matches both the proposed time plans and the requirements of the NCAAA.
- Following up the implementation of tasks assigned by the Manager of the Quality and Development Unit of the Vice-Deanship of Quality and Development in the light of directives from the DQD at university level.
- Collaboration with the heads of the 11 accreditation standards to implement the self-evaluation plan developed by the College's Self-Assessment Committee in collaboration with the Director of Quality and Development at the Vice-Deanship of Quality and Development at the college.
- Following up preparation of the educational institution's file for its submission for accreditation in accordance with the specifications and standards set by the NCAAA.

Minimum job requirements:

➤ **Qualification: PhD.**

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.

- Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.
- **Personal skills:**
 - Leadership skills.
 - Effective communication skills.
 - Relevant computer skills.
 - Preferred: a good level of English (reading, writing and speaking).

Job title: **Program Coordinator (men)**

General job description:

Purses all quality activities associated with the program. This function is within the supervisory leadership functions of the academic department. The incumbent of this position is administratively and technically linked to the Director of the Quality and Accreditation Unit of the Quality and Development Vice-Deanship in coordination with the head of the department.

Job duties:

- Performing tasks assigned by the Manager of the Quality and Accreditation Unit.
- Liaison between officials and members of the committees associated with the program and the Director of the Quality and Accreditation Unit.
- Setting up the program file that contains all of the program accreditation requirements and according to the Program File Revision form prepared by the Quality and Development Deanship (e.g. Program Specification – Program Report – Program Performance indicators – Reference Comparison Documentation – Self-Study – Program Academic Standards document ...).
- Participating in setting up files related to the program's accreditation requirements, such as the Academic standards file, course files, and performance indicators file.
- Keeping copies, paper and electronic, of the compiled final version of all files associated with the program, and uploading a copy to the Manager of the Quality and Accreditation Unit.
- Attending workshops by target group, and as assigned by Manager of the Quality and Accreditation Unit.
- Participating with the Manager of the Quality and Accreditation Unit in nominating members to attend workshops and forming committees related to all quality activities of the program.
- Holding meetings with program coordinators at the college to facilitate work on quality and development activities.
- Setting up and fulfilling requirements for technical support visits and internal review.
- Coordinating work related to the program among the different committee officials.

- Providing technical support to members of the various committees involved with the program.
- Identifying the technical support needed from the Quality and Development Deanship, and submitting requests to the Director of the Quality and Accreditation Unit at the college.
- Participate in the Program Specification and courses specifications according to the NCAAA models.
- Arranging the communication among faculty members involved in the Program Specification and courses specification.
- Following up the implementation of program files and its courses in accordance with NCAAA forms.
- Participating with relevant committees in preparing self-assessment and self-study of the program in coordination with the Quality and Accreditation Unit Manager and the Program Accreditation Officer.
- Designing a database of program members to facilitate interconnectivity that helps to implement the quality activities.
- Participating in pursuit of the program's preparation for academic accreditation, and ensuring that performance matches the proposed accomplishment period in collaboration with the Program Accreditation Officer.
- Following up the implementation of the Program Improvement Plan.
- Participating in the Internal and External Review Committee, to verify compliance of programs with NAACA documents.
- Continuing to provide the necessary physical and human requirements for program accreditation in collaboration with the Program Accreditation Officer and the Head of the Department.
- Providing statistical information, data, and documentation for the program in collaboration with members of the academic department.
- Regularly present all the quality activities in the program to the board for approval.
- Periodic reporting on the work flow and achievement of the Head of Department and Director of the Quality Unit at the college.
- Submitting the regular requirements of the Quality and Development Deanship to the Manager of the Quality and Certification Unit in accordance with the Unit's systems.

Minimum job requirements:

➤ **Qualification:**

- PhD. In the absence of doctoral staff, master's degree is given the opportunity.

➤ **Practical experience:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.

➤ **Personal skills:**

- Leadership skills.
- Effective communication skills.
- Relevant computer skills.
- Preferred: a good level of English (reading, writing and speaking).

Job title: Program Coordinator (Female)

General job description:

Following up on the implementation of all quality activities associated with the program for the female section. The incumbent of this position is administratively and technically linked to the Coordinator of the Quality and Accreditation Unit in the college, and collaborates with the head of the academic department.

Job duties:

- Performing tasks assigned by the Manager of the Quality and Accreditation Unit.
- Liaison between officials and members of the committees associated with the program and the Director of the Quality and Accreditation Unit.
- Setting up the program file that contains all of the program accreditation requirements and according to the Program File Revision form prepared by the Quality and Development Deanship (e.g. Program Specification – Program Report – Program Performance indicators – Reference Comparison Documentation – Self-Study – Program Academic Standards document ...).
- Participating in setting up files related to the program's accreditation requirements, such as the Academic standards file, course files, and performance indicators file.
- Keeping copies, paper and electronic, of the compiled final version of all files associated with the program, and uploading a copy to the Manager of the Quality and Accreditation Unit.
- Attending workshops by target group, and as assigned by Manager of the Quality and Accreditation Unit.
- Participating with the Manager of the Quality and Accreditation Unit in nominating members to attend workshops and forming committees related to all quality activities of the program.
- Holding meetings with program coordinators at the college to facilitate work on quality and development activities.
- Setting up and fulfilling requirements for technical support visits and internal review.
- Coordinating work related to the program among the different committee officials.
- Providing technical support to members of the various committees involved with the program.
- Identifying the technical support needed from the Quality and Development Deanship, and submitting requests to the Director of the Quality and Accreditation Unit at the college.

- Participate in the Program Specification and courses specifications according to the NCAAA models.
- Arranging the communication among faculty members involved in the Program Specification and courses specification.
- Following up the implementation of program files and its courses in accordance with NCAAA forms.
- Participating with relevant committees in preparing self-assessment and self-study of the program in coordination with the Quality and Accreditation Unit Manager and the Program Accreditation Officer.
- Designing a database of program members to facilitate interconnectivity that helps to implement the quality activities.
- Participating in pursuit of the program's preparation for academic accreditation, and ensuring that performance matches the proposed accomplishment period in collaboration with the Program Accreditation Officer.
- Following up the implementation of the Program Improvement Plan.
- Participating in the Internal and External Review Committee, to verify compliance of programs with NAACA documents.
- Continuing to provide the necessary physical and human requirements for program accreditation in collaboration with the Program Accreditation Officer and the Head of the Department.
- Providing statistical information, data, and documentation for the program in collaboration with members of the academic department.
- Regularly present all the quality activities in the program to the board for approval.
- Periodic reporting on the workflow and achievement of the Head of Department and Director of the Quality Unit at the college.
- Submitting the regular requirements of the Quality and Development Deanship to the Manager of the Quality and Certification Unit in accordance with the Unit's systems.

Minimum job requirements:

➤ **Qualification:**

- PhD. if there are no doctoral holders, there is an opportunity for a master's degree.

➤ **Practical experiences:**

- Preferred: has attended specialised courses in the field of quality and accreditation.
- Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
- Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.

➤ **Personal skills:**

- Leadership skills.
- Effective communication skills.
- Relevant computer skills.
- Preferred: a good level of English (reading, writing and speaking).

Job title: Program Accreditation Officer (male)

General job description:

This function is located within the supervisory leadership functions of the Quality and Development Vice-Deanship at the college. The incumbent of this position is administratively and technically linked to the Quality and Accreditation Unit Manager of the Quality and Development Vice-Deanship and collaborates with Quality and Accreditation Management of Quality and Development Deanship.

Job duties:

- Coordination, leadership and management of preparations for internal and external programmatic assessments of relevant programs in the college and its academic departments in collaboration with the Quality Unit Manager.
- Constructing a database of program coordinators in academic departments to facilitate communication by email or by phone.
- Conducting, implementing and managing workshops to support the culture of quality and awareness about accreditation practices, procedures and requirements.
- Supervising self-assessment and self-study procedures in collaboration with Program Coordinators and Quality Coordinators in the academic departments.
- Following up the procedures concerning periodic opinion polls for graduates, employers and other beneficiaries of the college, its programs, activities and services, in collaboration with the college's units and academic departments.
- Following up on the design and implementation of surveys (for students, faculty members, staff) regarding all elements of educational process.
- Following up on procedures for adopting and matching academic Program Specifications in academic departments with the requirements and standards of the NCAAA and reference marks.
- Assisting the academic departments in nominating and identifying separate residents to assist them in their quality assurance activities, taking their advice on ways to develop quality in the program.
- Designing, developing and continuing to put in place various mechanisms for improving communication with beneficiaries, improving education and learning processes, research, community service, student and academic guidance.
- Coordination with the Vice-Dean and Quality Manager; to provide the physical and human requirements for the accreditation of the program's academic departments.
- Identifying the members of the committees concerned with the accreditation requirements of each Department's programs in collaboration with the Manager of the Quality Unit of the College and the Heads of Departments.
- Following up the preparation of academic program files in preparation for their submission for accreditation in accordance with the specifications and standards established by the NCAAA.

Minimum job requirements:

- **Qualification:**
 - PhD. In the absence of doctoral staff, master's degree is given the opportunity.
- **Practical experience:**
 - Preferred: has attended specialised courses in the field of quality and accreditation.
 - Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
 - Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.
- **Personal skills:**
 - Leadership skills.
 - Effective communication skills.
 - Relevant computer skills.
 - Preferred: a good level of English (reading, writing and speaking).

Job title: **Coordinator of Program Accreditations (female)**

General job description:

The incumbent of this position is administratively and technically linked to the Quality and Accreditation Unit Manager of the Quality and Development Vice-Deanship in collaboration with Quality and Accreditation Management of the Quality and Development Deanship.

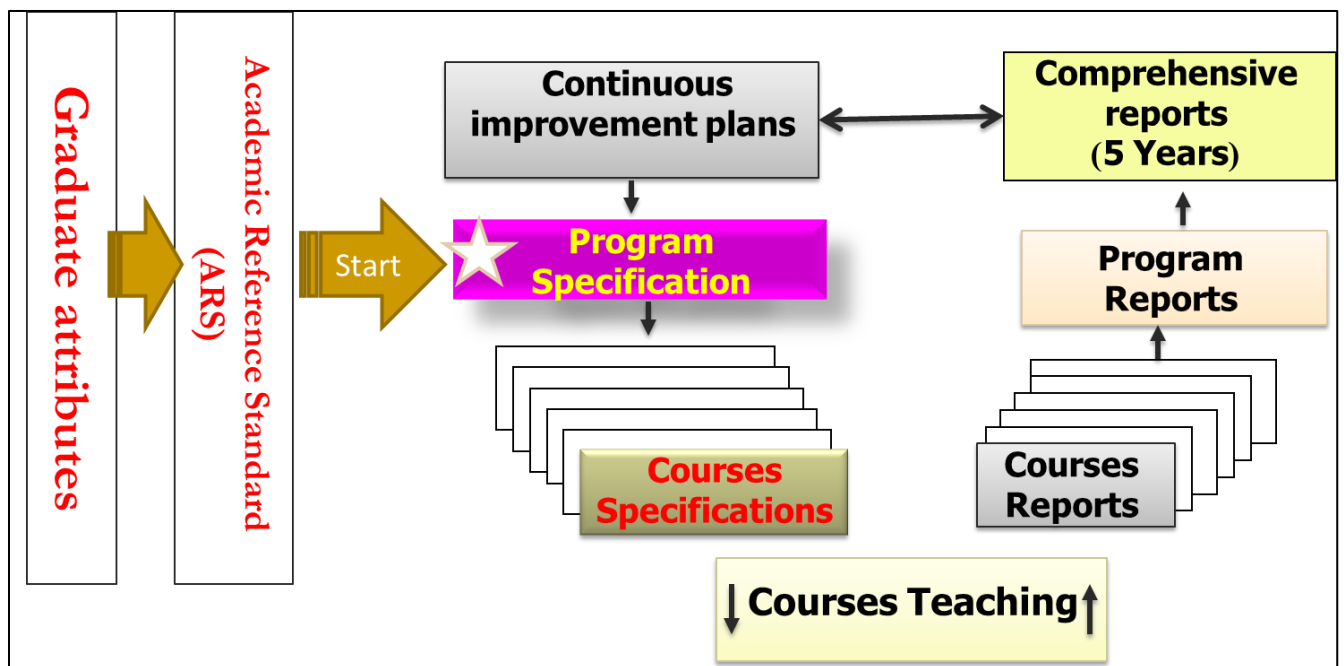
Job duties:

- Participation in the implementation of the institutional self-assessment plan and self-study.
- Participation in the preparation of the enterprise accreditation file according to specifications and standards prepared by the NCAAA.
- Constructing a database of program coordinators in academic departments in collaboration with the Program Accreditation Officer to facilitate communication by email or by phone.
- Collaborating with the Quality and Development Deanship in the dissemination of the Quality Culture in the area of institutional accreditation.
- Coordinating and leading preparations for, and managing the internal and institutional assessments to which the academic departments and administrative units of the college are subjected, in coordination with the Quality Unit Coordinator.
- Identifying the members of the committees on institutional accreditation requirements in coordination with the Manager of the Quality Unit of the College.
- Participation in the preparation of quality improvement plans for the administrative units and academic departments.

Minimum job requirements:

- **Qualification:**
 - PhD. if there are no doctoral holders, there is an opportunity for a master's degree.
- **Practical experience:**
 - Preferred: has attended specialised courses in the field of quality and accreditation.
 - Preferred: has experience in the activities and works of the college (teaching, research, community service, academic guidance, student guidance, examinations committee during exams and school plans).
 - Preferred: has participated in workshops, seminars, meetings and sessions of the Quality and Development Deanship in the field of quality and accreditation.
- **Personal skills:**
 - Leadership skills.
 - Effective communication skills.
 - Relevant computer skills.
 - Preferred: a good level of English (reading, writing and speaking).

1.7 Life cycle of the program:



The number of years of the program: Four years

Student enrolment:

- All students enrolled in the Bioogy program must successfully complete 27 credit hours of preparatory year
- The minimum requirement for GPI is 1

Study plan of the program

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 1	ARAB 101	Arabic language skills	Required	None	2	University
	ENGL 110	English language	Required	None	3	University
	IC 101	Introduction to Islamic culture	Required	None	2	University
	MATH 101	Calculus I	Required	None	4	College
	PHYS 100	Renewable Energy	Required	None	2	College
	PHYS 101	General Physics I	Required	CO- MATH 101	4	College
Level 2	ARAB 102	Arabic Composition	Required	None	2	University
	BIOL 101	General Biology	Required	None	4	College/Department
	CHEM 101	General Chemistry I	Required	None	4	College
	ENGL 101	English Composition I	Required	None	3	College
	IC 102	Islamic and Society Building	Required	None	2	University
	ICS 103	Computer Programming	Required	MATH101	3	University
Level 3	BIOL 211	Cell Biology	Required	BIOL101	2	Department
	BIOL 221	Systematic Botany	Required	BIOL101	3	Department
	BIOL 231	Systematic Zoology	Required	BIOL101	3	Department
	ENGL 102	English Composition II	Required	ENGL101	3	College
	IC 103	Economic System in Islam	Required	None	2	University
	MATH 205	Biostatistics	Required	MATH101	2	Department
Level 4	BIOL 212	General Genetics	Required	BIOL101	3	Department
	BIOL 241	General Ecology	Required	BIOL101	3	Department
	CHEM 270	Organic Chemistry	Required	CHEM101	3	Department
	GEOL 201	Physical Geology	Required	CHEM101	3	Department
	IC 104	Basics of Political System	Required	None	2	University
	BIOL 311	Basic Biochemistry	Required	BIOL101	3	Department
Level 5	BIOL 324	General Microbiology	Required	BIOL101+ BIOL221	3	Department
	BIOL 331	Invertebrates	Required	BIOL231	3	Department
	BIOL 332	Chordates	Required	BIOL231	3	Department
	BIOL 333	Animal Histology	Required	BIOL211	2	Department
	BIOL 353	Plant Morphology & Anatomy	Required	BIOL101	3	Department
	BIOL 355	Introduction to Remote Sensing & GIS	Elective		2	Department
	BIOL 357	Natural Resources Management	Elective		2	Department
	BIOL 359	Toxicology	Elective		2	Department
Level 6	BIOL 312	Molecular Biology	Required	BIOL211	3	Department
	BIOL 322	Plant Taxonomy	Required	BIOL 221	3	Department
	BIOL 327	Research Design & Methodology	Required	MATH205	1	Department
	BIOL 367	Basic Plant Physiology	Required	BIOL311	3	Department
	BIOL 368	Basic Animal Physiology	Required	BIOL311	3	Department
	BIOL 383	Economic Zoology	Required	BIOL231	1	Department
	BIOL 372	Hydrobiology	Elective	BIOL231+BIOL221	2	Department
	BIOL 373	Biodiversity	Elective	BIOL241	2	Department
	BIOL 437	Fauna and Flora of KSA	Required	BIOL231+BIOL221	2	Department
	BIOL 420	Environmental Soil Science	Elective	CHEM101+GEO L201	2	Department
	BIOL 493	Enzymology	Elective	BIOL311	2	Department

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 7	BIOL 417	Principles of Biotechnology	Required	BIOL312	3	Department
	BIOL 418	Environmental Pollution	Required	BIOL241	2	Department
	BIOL 422	Plant Ecology	Required	BIOL241	3	Department
	BIOL 431	Animal Ecology and Behavior	Required	BIOL241	3	Department
	BIOL 433	Entomology	Required	BIOL231	3	Department
	BIOL 476	Applied Microbiology	Elective	BIOL324	2	Department
Level 8	BIOL 490	Advanced Plant Physiology	Elective	BIOL367	2	Department
	BIOL 496	Advanced Animal Physiology	Elective	BIOL368	2	Department
	BIOL 419	Archegoniates & Phycology	Required	BIOL221	2	Department
	BIOL 434	Immunology	Required	BIOL324	3	Department
	BIOL 435	Parasitology	Required	BIOL231	3	Department
	BIOL 436	Animal Embryology	Required	BIOL332	2	Department
	BIOL 497	Research Project	Required	100 Earned Credit Hours and Department Approval	3	Department

Graduate requirements:

- Have a minimum Grade Point Average (GPA) of 2.0.
- Complete 132 credits according to the following:
 - University Requirements: 15 credits (compulsory)
 - Faculty Requirements: 27 credits (compulsory)
 - Department Requirements: 90 credits (82 compulsory + 8 elective*)
- Absence exceeding 20% of course classes is grounds for granting a grade of “Denied” (DN), and being denied admission to the final exam of the course. Students with absence of 20%-50% may submit an excuse request to the Faculty Council supported by proper documentation.

**Department electives: students choose courses from list of electives offered by the department.*

Field experience activity:

- N/A (the improved and developed program will include 5 field trips)

2. Quality documentation path:

2.1 List of quality files in the program:

1. Program file

- Contents of the academic program file

No	Table of contents
1	List of contents and a sample revision of the program file
2	Program Approval decision and Program Coordinator Approval decision
3	Updated Program Specification as approved by the governing councils Matrix showing compatibility with the National Qualification Framework
4	The approved academic standards for program attachments: The model of conformity of the graduate characteristics with the academic standards —a model of conformity for graduates characteristics with learning outcomes
5	Program Report Approved by the governing councils.
6	Documentation related to guidance, configuration and support of program students
7	Program Definitions: Program Guide - Quality Assurance System Guide.

2. Courses file

- Contents of the course file

No	Table of contents
1	List of contents and a sample revision of the course file
2	Updated Course Specification as approved by the governing councils
3	Updated Course report as approved by the governing councils
4	Samples of contents from the course
5	Tests (Sample tests – Sample answers – evaluate the test paper from where the shape and content is)
6	Documentation related to direct and indirect measurement models of target learning outcomes for the course Direct (before and after by using the rubrics) / indirect (identification of students' assessment of the course). Survey of teacher's evaluation – survey of internal reference auditors – survey of external reference auditors)

7	<p>Samples of students' works on the course</p> <p>Examples (reports – research – projects – power point presentations – illustrations – educational methods, etc.), subject to annual update.</p>
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3. File containing academic standards and characteristics of graduates.
4. Program evaluation file and measurement of learning outcomes.
5. Self-Study File and Self-Assessment criteria.
6. Performance indicators file and Reference comparisons file.
7. Dissemination of Quality culture file.
8. Internal auditing file.
9. File of program configuration and professional development for stakeholders.
10. Files of different committees (community service, research, program management, general quality committee, etc.).

2.2 List of operational plans associated with program quality:

- The improvement plan contained in the program report.
- The improvement plan contained in the decisions reports.
- Improvement Plan from the Program Self-Study Report.
- Improvement plan discussed in the departmental councils

2.3 List of quality mechanisms activated by the program:

- Mechanism for the follow up and evaluation of applied practices.
- Mechanism for follow up and evaluation of the performance of academic units.
- Mechanism for follow up of community service activities.
- Mechanism for follow up to the scientific research plan.
- The follow up mechanism for graduates.
- A mechanism for supporting high-level students and tracking struggling students.
- Mechanism for declaring a Program Specification and Course Specification to students.

2.4 List of quality forms activated by the program:

Many forms applied in the program such as:

- Program File Audit Form.
- Program Specification Audit Form.
- Program Report Audit Form.
- Course Profile Audit Form.
- Course Specification Audit Form.

- Course Report Audit Form.
- Sample measurement of the course learning outcomes (pre-post).
- Checking Form for Theoretical exam.
- The sample criteria for the exam paper.
- Definition of the material and humanitarian capabilities of the academic program.
- Report form for academic program reference performance indicators
- The Executive Plan Model.
- Sample questionnaires report.
- Hyperlink for all program forms:

3. Measuring and evaluating quality practices in the program path

3.1 List of surveys applied in the program

National Centre questionnaires:

- A questionnaire for assessing student experience.
- Program assessment questionnaire.
- A questionnaire for graduates.
- Course assessment questionnaire.

Quality Deanship questionnaires

- A questionnaire for field experience assessment and practical training.
- A questionnaire to assess the performance of the internal audit team
- A questionnaire to measure the satisfaction of faculty members with the performance of quality units in the colleges of UOH.
- A questionnaire to identify the status of the program from the point of view of administrators.
- A questionnaire to identify the extent to which the academic program needs development from the point of view of bachelor's degree students.
- A questionnaire to identify the extent to which the academic program needs development from the point of view of graduates.
- A questionnaire to identify the status of the program from the point of view of post-graduate students.
- An interview form to gather employers' opinions to determine the extent to which the program needs academic development.

- A questionnaire to identify the status of the program from the point of view of academic staff.
- A questionnaire to identify the status of the program from the point of view of academic and administrative leaders.
- A questionnaire to identify the status of the program from the point of view of civil community institutions.
- A questionnaire of field experience assessment and to review practical training for supervisors.
- Assessment form for a course by a faculty member.
- A questionnaire that assesses how a faculty member uses learning and education strategies in the classroom from the students' point of view.
- An opinion poll questionnaire for teaching staff on the performance of the Quality Unit at the college.
- An opinion poll questionnaire for quality officials at the college on technical support, follow up activities and the assessment provided by the Quality Deanship.

Program questionnaires:

- Student satisfaction measurement questionnaires on quality of services.
- Student satisfaction measurement questionnaires on academic guidance.
- Job market satisfaction measurement about the graduates
- Staff and Student satisfaction questionnaires on the program courses

3.2 List of program KPIs

1. Percentage of the verified program's operational plan goal indicators that have been met.
2. Awareness of faculty and staff members of the program/institution message.
3. Student assessment of the quality of learning experiences on the program.
4. Students' evaluation of the quality of the courses.
5. Apparent completion rate.
6. Retention rate for first-year students.
7. Level of student performance in professional and/or national tests.
8. Recruitment of graduates and their application to postgraduate programs.
9. Average number of students in the class.
10. Assessing recruiters for program graduates competence.
11. Students' evaluation of the value and quality of field activities.
12. Student satisfaction with the services provided.

13. Ratio of students to faculty.
14. Percentage of staff distribution.
15. Teacher dropout rate from program.
16. Percentage of scientific publication by faculty members.
17. The published rate of research for each faculty member.
18. The citation rate in scientific journals for each academic staff member.
19. Relevance of the qualifications and experience of faculty members to the courses they teach.
20. Percentage of full-time faculty and other staff and administrators involved in community service activities.
21. Beneficiaries' satisfaction with learning resources.

3.3 Program quality monitoring processes

Procedures to ensure and monitor the quality of the program include the following:

A. Internal Program Audit

1. Establishment of the Internal Audit Committee at the college level with clear standards and specific tasks.
2. Training of the Internal Audit Committee on internal audit mechanisms.
3. Preparation of a time plan for the internal review of academic programs at the college, including activities and quality requirements that will be reviewed.
4. Reviews of plan at scheduled intervals and of all academic programs.
5. Preparation of periodic reports to address the results of internal audit visits.
6. Implementation of corrective actions for each program to address issues identified by internal review reports
7. The Quality Vice-Deanship of the college should assess the effectiveness of implementing academic programs as necessary corrective actions.
8. Discussion of internal audit reports for each program by the General Quality Committee.
9. Submission of General Quality Committee recommendations on the internal audit reports for each program to the departmental councils to discuss and make relevant decisions.
10. The Quality Vice-Deanship of the College should follow up on the implementation of academic programs by making the relevant decisions on departmental councils based on the internal audit reports of those programs.

B. External Program Audit:

1. Establish specific criteria for the selection and adoption of an external auditor to the program, and once selected, gain approval from the governing councils.

2. Selection of external references based on the criteria developed, the candidate's curriculum vitae, and the requirements of governing councils.
3. Identify the documentation to be reviewed and send it to the DQD to approve beginning with the external auditor of the program.
4. The DQD will contact the external auditor on the conduct of the audit to ensure objectivity and the preservation of financial rights.
5. Receive the DQD of the external auditor's report and send it to the college Vice-Deanship.
6. The Quality Vice-Deanship of the College should direct the head of the department who manages the academic program to take the necessary corrective actions in the light of external audit reports.
7. The Quality Vice-Deanship of the College should verify the implementation of the academic program of corrective action in the light of external audit reports, taking into account the need to inform the DQD.
8. To present the corrective actions taken in the light of the external audit report to the General Committee for Quality that assesses the effectiveness of the academic program's corrective actions.
9. Submit the recommendations of the General Committee for Quality based on the external audit report, and corrective actions taken in the light of that audit, to the departmental council for approval.

A. Evaluation of the internal quality system of the academic program:

1. Establishment of a special committee on the evaluation of internal quality systems for academic programs, using clear and specific criteria and tasks.
2. Preparation by the Quality Vice-Deanship of an internal quality systems assessment plan for academic programs at the College, including tools, techniques, and time periods for evaluation.
3. Review and audit of the internal quality systems evaluation plan by the DQD.
4. Take corrective actions in the light of the DQD review report on the internal quality systems evaluation plan for academic programs.
5. Discussion, by the General Committee for Quality, of the time plan for evaluating the internal quality systems of academic programs.
6. Submission of the recommendations of the General Committee for Quality, regarding the time plan for evaluating the internal quality systems of programs, to the departmental council and the college council for approval.
7. Implementation of the review plan for internal quality systems at scheduled intervals and on all academic programs.
8. Reporting based upon the results of the evaluation of internal quality systems for programs.

9. Discussion of the reports that evaluate the internal quality systems of academic programs by the General Committee for Quality.
10. Submission of the recommendations of the General Committee for Quality, regarding reports on the internal quality systems of programs, for approval by the departmental council and the college council.
11. The college council must discuss the decisions of the departmental councils relating to the results of the evaluation of the internal quality systems of academic programs and take the necessary decisions.
12. The Quality Vice-Deanship of the College should follow up on the implementation of academic programs to make the relevant decisions on departmental councils based on the internal audit reports of those programs.

B. Course Quality Assessment:

1. Identify tools and techniques associated with evaluating the quality of the course (course assessment survey).
2. Identify the categories involved in evaluating the quality of the course (students - faculty members - internal and external auditors).
3. Construct a time-plan to assess the quality of the courses in the program, including evaluation tools and methods.
4. Discuss the time plan for evaluating the quality of the courses with the General Committee for Quality.
5. Submit the recommendations of the General Committee for Quality, regarding the time plan for evaluating the quality of the courses, to the departmental council for approval.
6. It is the responsibility of the Quality Vice-Deanship of the College to follow up on the implementation and activation of the time plan for evaluating the quality of courses.
7. Prepare reports in accordance with the results for applying the quality assessment tools and methods.
8. Discuss the reports for evaluating the quality of courses with the General Committee for Quality.
9. Submit the recommendations of the General Committee for Quality, regarding the reports for evaluating the quality of courses, to the departmental councils for decision-making based upon those recommendations.
10. The Quality Vice-Deanship of the College should follow up on the implementation of academic programs for the decisions taken by the departmental councils based on the reports of evaluating.
11. Internal audits of all quality documents.
12. Issuing questionnaires to all internal and external beneficiaries to evaluate the program.

13. Run projects to follow up on applied practices.
14. Visits from nearby programs related to the University of Hail.
15. Periodic visits by experts from the DQD.
16. Periodically measure KPIs.
17. Follow up program improvement plans.

3.4 Internal review mechanism for the program

A. Procedures for the termly audit of academic program performance based on quality requirements prepared by the DQD:

1. Preparation of quarterly information drawn from the NACA standards, previous field visit reports for academic programs, KPI reports, classroom observation reports, and measurement of PLOs for academic programs etc.
2. The DQD must establish an internal audit committee at the level of the University, and its main task is to follow up and evaluate academic programs each semester (visit to follow up on evaluating academic programs each semester; and visit to follow-up on assessing during the year).
3. The college must establish an internal audit committee at the college level to provide technical support for the requirements of the program in each term, as well as for visits.
4. The DQD and the internal audit team make visits to academic programs to ascertain the extent to which the quality requirements have been met each term.
5. Prepare the follow up and evaluation reports for academic programs, and then submit them to the programs.
6. The most prominent findings of the follow up and evaluation report by the academic programs are included as items in the academic program improvement plan.
7. Corrective actions are taken by academic programs based upon the program improvement plan.

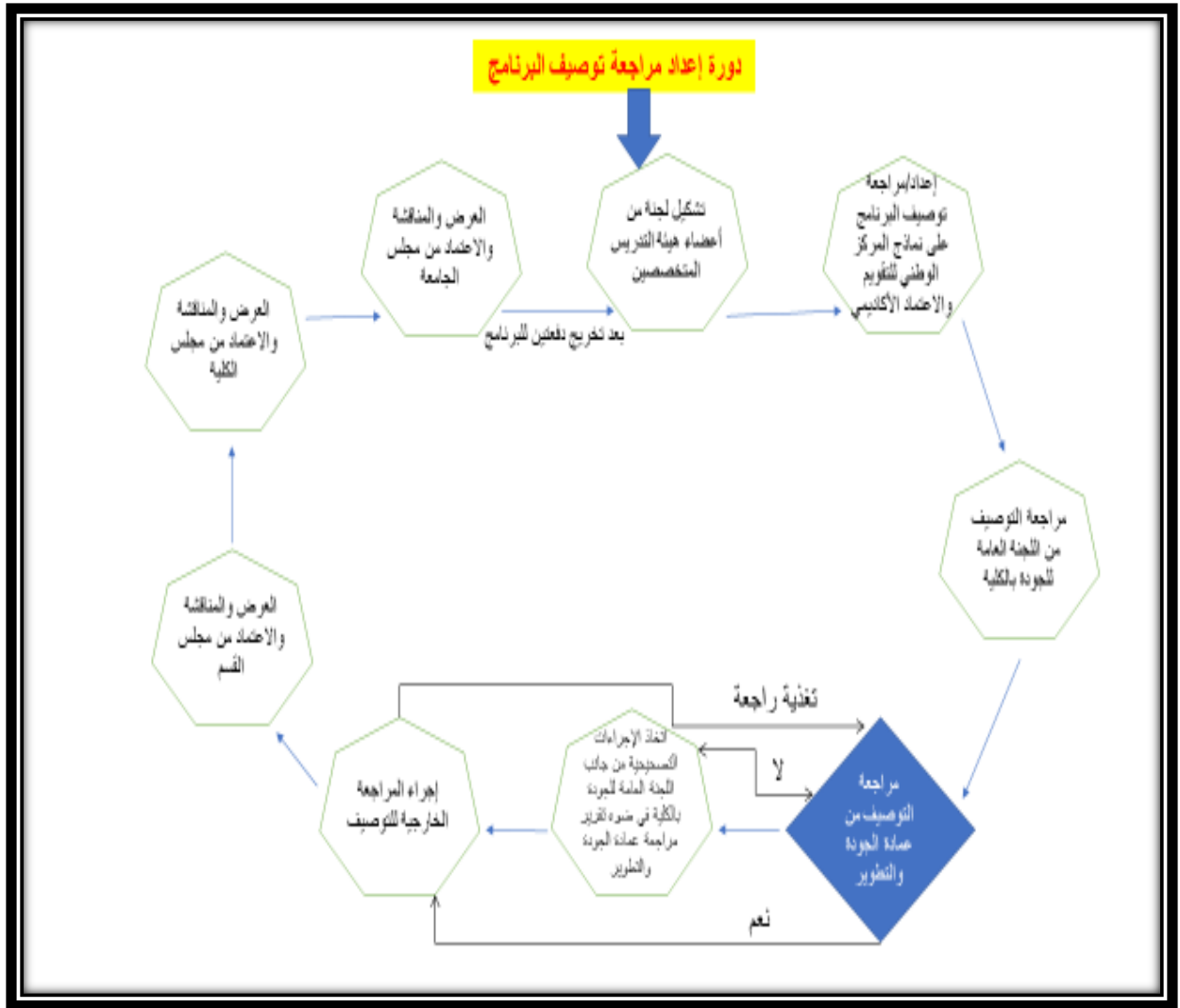
B. Audit procedures to ensure the quality of academic programs at the University of Ha'il:

1. Conduct internal audits for the course plans of the updated or developed program (self-assessment), and external audits through independent auditors with experience in the academic specialization.
2. Periodically audit the Quality and Development Deanship program and Course Specifications to ensure that the teaching strategies contained within them are aligned with the intended learning outcomes, and to check the updates and quality of the Course Specifications.

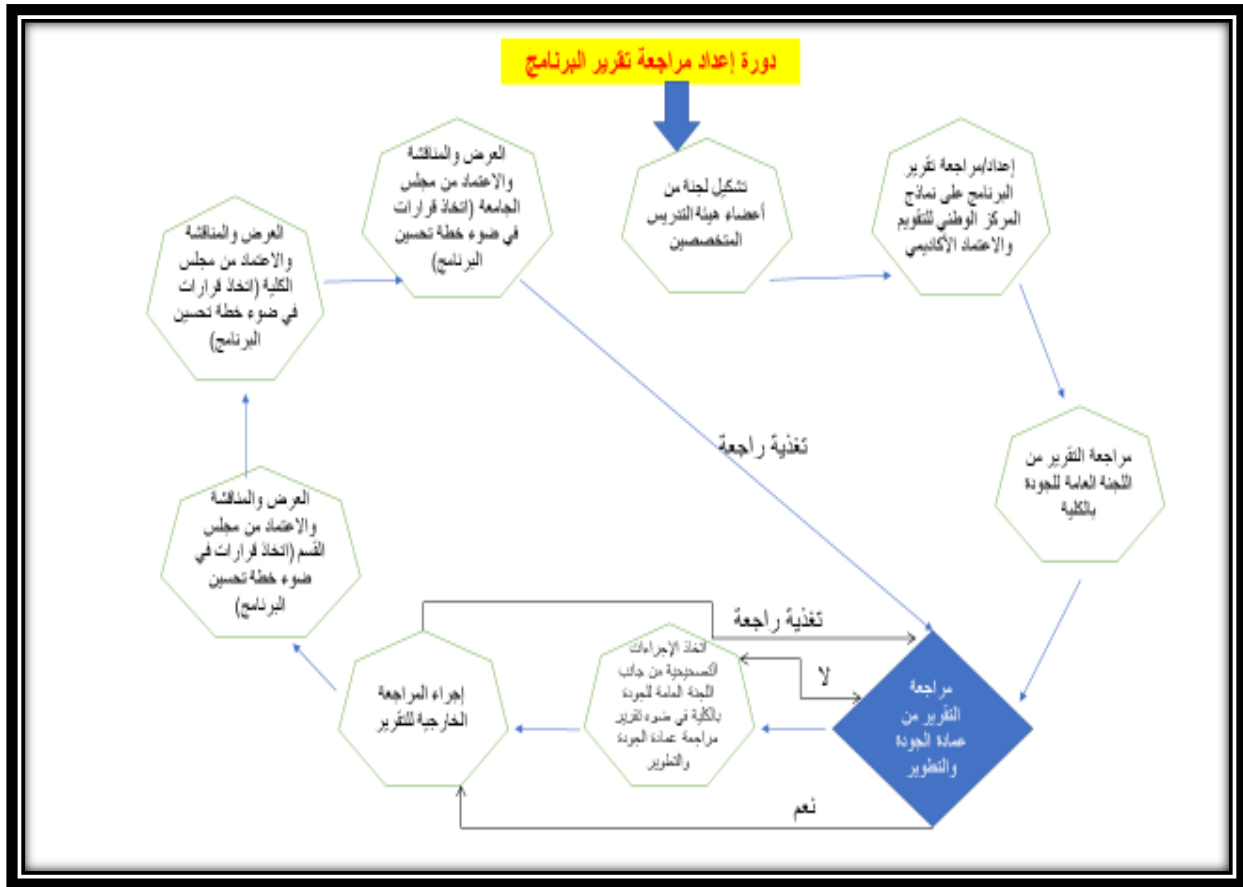
3. The Quality and Development Deanship prepares specific forms that compare learning and teaching methods used by the academic staff with those included in the Course Specifications.
4. The DQD review the inventory forms for learning and teaching styles and check their implementation through observation during their termly visits.
5. The DQD prepares paper and electronic models to evaluate the targeted learning outcomes at the course level.
6. The DQD reviews the forms for measuring the learning outcomes of courses during the follow up and assessment visits.
7. The DQD reviews the program and course reports during its termly visits to ensure that they are met, and also the effectiveness of the teaching strategies used in accordance with the item proposed.
8. The DQD's reports on both program and courses are presented to the University Council for discussion and development decision-making in the light of the reports' findings.
9. The DQD, in collaboration with the colleges, measure and report on performance indicators for programs and incorporate the results of these reports into the program improvement plan in preparation for corrective actions to be taken.
10. Administer program and course evaluation questionnaires to students and faculty members and prepare reports based upon the results, then incorporate the findings into the program improvement plan in preparation for corrective actions to be taken.
11. Obtain graduates' evaluations of the program as well as evaluations of graduates by their employers, and prepare a report based upon the results. Then include these findings in the program improvement plan in preparation for corrective actions to be taken.
12. Explore faculty members' opinions on the appropriateness of books and references in the program. This should take into account the fact that the Quality and Development Deanship, during its termly visits, reviews Course Specifications that give the names of books and references for each course, and considers the extent to which those sources are relevant and whether replacements are needed to develop and modernize the course.
13. The DQD, in collaboration with the university colleges, prepares the external competency test for measuring learning outcomes at each academic program level.
14. Academic programs create academic support plan for struggling students as identified from the results of the competency test reports.

3.5 Program Specification and report review cycle

First, Program Specification:



Second, Program report:



4. The stages of the application of quality path:

4.1 National and international accreditation agencies for the program

National accreditation agency: National Centre for Academic Accreditation and Evaluation (NCAAA).

International accreditation agency (ASIIN):

4.2 National program accreditation standard

The National Centre for Academic Accreditation and Evaluation has issued six key criteria for program accreditation:

1. Mission and Goals.

2. Program Management and Quality Assurance.
3. Teaching and Learning.
4. Students.
5. Teaching Staff.
6. Learning Resources, Facilities, and Equipment.

4.3 Accreditation or awards received by the program in the field of quality

ASIIN accreditation

4.4 Job descriptions or professional roles expected to be filled by graduates of the program:

1. Research and Scientific Institutions.
2. Biology teachers.
3. Industry (in Research and Development).
4. Environmental observatory.
5. Wild life conservation.
6. Hospitals and Health centers (Clinical laboratory).
7. Water quality.
8. Forensic and control of food products.
9. Organization for Standardization and quality laboratories.
10. Pharmaceutical factories.
11. Document preservation and repair.
12. Livestock production.
13. Biological control of pests.
14. Forests managements.
15. Environmental quality managements.
16. Biotechnology production.

4.5 Program quality committees

- Preparation Committees for program and Course Specification.
- Program Report Preparation Committee.
- Internal Auditing Committee.
- General Committee for Quality.
- Advisory Committee.
- Committee of Program Management and Development.
- Scientific Research Committee.
- Alumni Committee.
- Community Service Committee.
- Committee for Self-Assessment and Self-Study.
- Measurement and Evaluation Committee.
- Committee for Questionnaires.
- Academic Guidance Committee.
- Committee for the Dissemination of a Quality Culture.

4.6 Quality committees represented by students

- Student Advisory Council.
- Internal Auditing Committee.
- Committee for General Quality.