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***Course Portfolio Contents for Nursing Course***

***(Bachelor degree)***

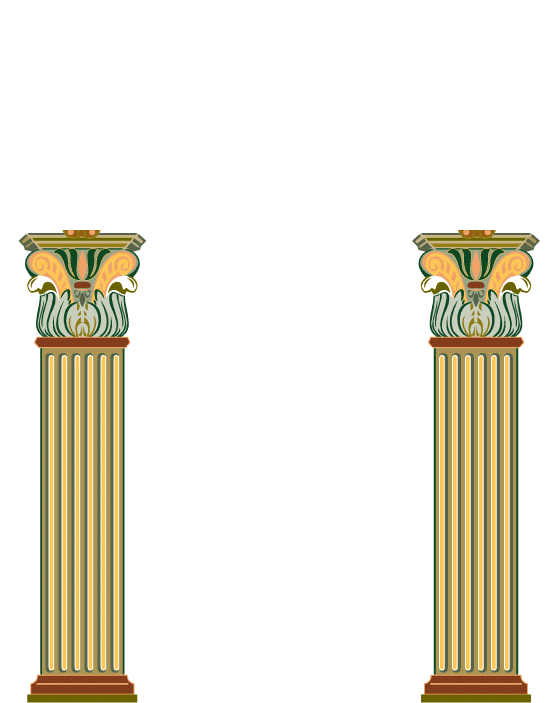
Academic year: ………**/**……………. Course name and code: ………………….

| **Items of Course Portfolio Contents** |
| --- |
| **1. Course specification:** |
| 1.1 Approved copy of course specification  \* |
| 1.2 Evidences for course specification students’ announcement |
| 1.3 Course syllabus |
| **2. Action plan of the course:** |
| 2.1 Approved copy of course teaching plan \* |
| 2.2 List of students names registered in the course |
| 2.3 Students distribution (groups) in clinical areas |
| 3. Approved blueprint for the course \* |
| **4. Course schedules:** |
| 4.1 Approved copy of faculty lectures schedule (theoretical & clinical) |
| 4.2 Approved student clinical rotation \* |
| 5. Approved letters of clinical training |
| 6. Education and students report about the achievement of hybrid education \* |
| 7. Sample of student learning and teaching activities (Hard copy or CD) |
| **8. Assessment methods of the course:** |
| 8.1 Quizzes & its model answers |
| 8.2 Mid-term exam with students’ signature & its model answer |
| 8.3 Final clinical exam (practical exam) & its model answer |
| 8.4 Final exam & its model answer |
| 9. Approved final exam papers analysis report \* |
| 9.1 Corrective actions for final exam papers \* |
| 10. External evaluator feedback |
| 11. Approved copy of students evaluation grades |
| 111.1 Evidence about students’ announcement regarding semester work grades |
| **12. Mechanism for dealing with defaulting students:** |
| 12.1 mechanism of dealing with defaulting students |
| 12.2 Approved Plan and procedure for defaulting students in the course \* |
| 12.3 Approved Report of defaulting students plan implementation \* |
| 12.4 Approved copy of students warning letters for their absence \* |
| **13. Mechanism for dealing with excellent students:** |
| 13.1 mechanism of dealing with excellent students |
| 13.2 Evidence of excellent students plan implementation |
| 14.**Students opinion form in the course** |
| 14.1 Report of students’ opinion in the course |
| 15. Approved Corrective actions for the course and improvement plan  \* |
| **16. Course report:** |
| 16.1 Approved previous course report for 2 years |
| 16.2Approved recent course report \* |

**\* Approved item should be attached with evidence from department council**

**Any additional documents should be added**

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***Course Portfolio Contents for Medical and Behavioral Course***

***(Bachelor Degree)***

Academic year: ………**/**……………. Course name and code: ………………

| . **Items of Course Portfolio Contents** |
| --- |
| **1. Course specification:** |
| 1.1 Approved copy of course specification \* |
| 1.2 Evidences for course specification students’ announcement |
| 1.3. Course syllabus |
| **2. Action plan of the course:** |
| 2.1 Approved copy of course teaching plan \* |
| 2.2 List of students names registered in the course |
| 3. Approved blueprint for the course \* |
| **4. Course schedules:** |
| 4.1 Approved copy of faculty lectures schedule |
| 5. Approved Education and students report about the achievement of hybrid education \* |
| 6. Sample of student learning and teaching activities (Hard copy or CD) |
| **7. Assessment methods of the course:** |
| 7.1 Mid-term exam with students’ signature & its model answer |
| 7.2 Final exam & its model answer |
| 8. Approved final exam paper analysis report \* |
| 8.1 Corrective actions for final exam papers \* |
| 9. External evaluator feedback form |
| 10. Approved copy of students evaluation grades |
| **11. Mechanism for dealing with defaulting students:** |
| 11.1 mechanism of dealing with defaulting students |
| 11.2 Plan and procedure for defaulting students in the course |
| 11.3 Report of defaulting students plan implementation \* |
| **12. Mechanism for dealing with excellent students:** |
| 12.1 mechanism of dealing with excellent students \* |
| 12.2 Evidence of excellent students plan implementation |
| **13.Students opinion form in the course** |
| 13.1 Report of students’ opinion in the course |
| 14 .Approved Corrective actions for the course and improvement plan  \* |
| **15. Course report:** |
| 15.1 Approved previous course report for 2 Years |
| 15.2 Approved recent course report \* |

**\* Approved item should be attached with evidence from department council**

**Any additional documents should be added**

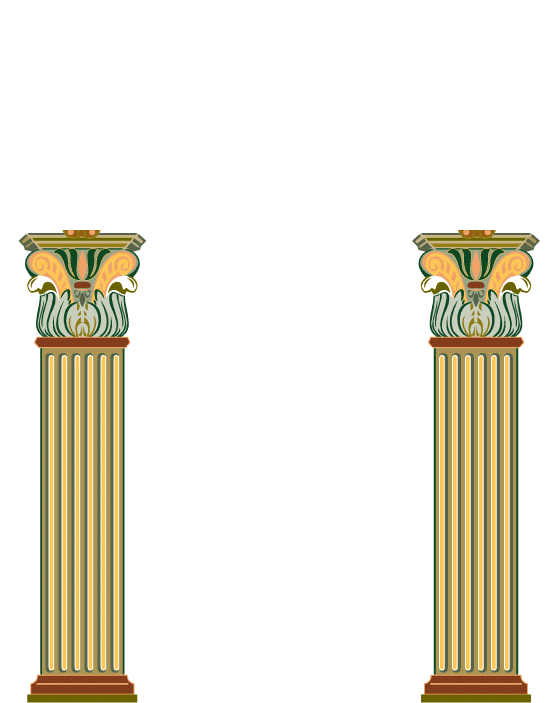
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***Course Portfolio Contents for Nursing Course***

***(Postgraduate degree)***

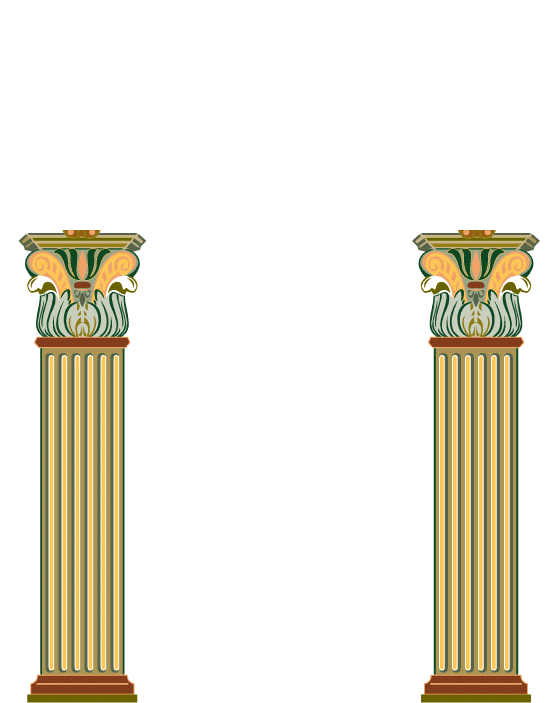
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| 15.2Approved recent course report \* |

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***Course Portfolio Contents for Medical and Behavioral Course***

***(Postgraduate Degree)***

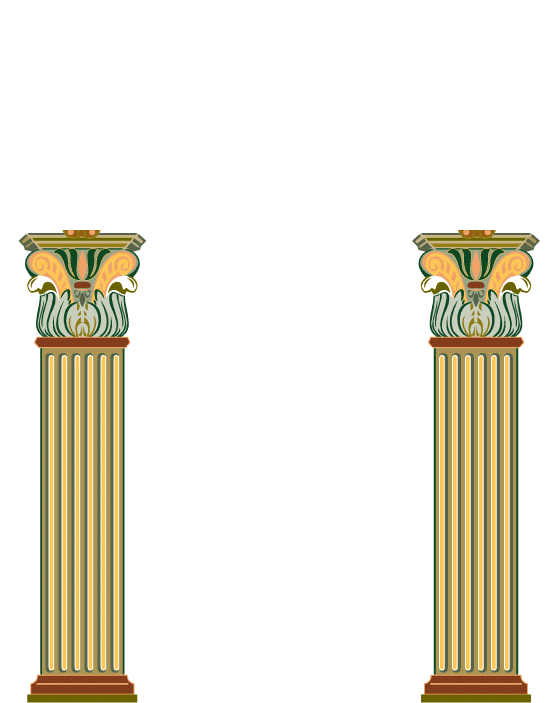
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| 2.2 List of students names registered in the course |
| 3. Approved blueprint for the course \* |
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| 4.1 Approved copy of faculty lectures schedule |
| 5. Approved Education and students report about the achievement of hybrid education \* |
| **6. Assessment methods of the course:** |
| 6.1 Semester work activities |
| 7. Approved final exam paper analysis report \* |
| 7.1 Corrective actions for final exam papers \* |
| 8. External evaluator feedback form |
| 9. Approved copy of students evaluation grades |
| **10. Mechanism for dealing with defaulting students:** |
| 10.1 mechanism of dealing with defaulting students \* |
| 10.2 Plan and procedure for defaulting students in the course \* |
| 10.3 Report of defaulting students plan implementation \* |
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| **12.Students opinion form in the course** |
| 12.1 Report of students’ opinion in the course |
| 13 .Approved Corrective actions for the course and improvement plan  \* |
| **14. Course report:** |
| 14.1 Approved previous course report for 2 Years |
| 14.2 Approved recent course report \* |

**\* Approved item should be attached with evidence from department council**

**Any additional documents should be added**

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**وحدة ضمان الجودة**

Quality Assurance Unit

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** Department Activities Portfolio Content**

**Academic year:………/………. Department:………………….**

|  |
| --- |
| 1. ***General*** |
| A.1 Approved vision and mission of the department |
| A.2 Approved department objectives |
| A.3 Department council members formation \* |
| A..4 Approved academic departmental structure \* |
| A.5 Approved annual department work plan \* |
| A.6 Approved master sheet teaching plan of department courses (theoretical &clinical) |
| A.7 Department council minutes regarding teaching and learning (as teaching  nomination-exams schedules- internal and external examiners nomination) |
| A.8 Approved quality committee meetings Minutes \* |
| A.9 Updated electronic page of the department (Arabic &English ) |
| A.10 Approved annual department report with CD\* |
| B.1 Approvedannual department plan of community andenvironmental service activities **\*** |
| B.2 Approved report of annual department achievement plan ofcommunity and  environmental service activities \* |
| B.3 Evidence about achievement of annual community environmental service  activities department plan |
| C.1 Approved annual department of scientific research plan \* |
| C.2 Approved previous report of department scientific research plan achievement \* |
| C.3 Current department scientific theses and the year of registration |
| C.4 Number of scientific theses discussed in the department and date of the discussion |
| C5 Interdepartmental scientific researches |
| C.6 Scientific researches that serve the educational process |
| C.7 collaboration in scientific researches with national and international scientific institution |
| C.8 Benefits of the production &services institution from applied scientific research of the department and its evidence(Ex.handout ,proshurs,booklet,…\* |
| C.9 Approved students participation plan in research projects \* |
| C.10 Approved report about achievement of student participation plan in research projects \* |
| C.11 Scientific department conference/ day (if any) \* |
| C.12 Approved recent report of department scientific research plan achievement \* |

**\* Approved item should be attached with evidence from department council**

**Any additional documents should be added**

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** Academic Staff Members Portfolio Content**

**Academic year:……/……….. Department:………………….**

|  |
| --- |
| **Items** |
| 1. List of department academic staff members (names, scientific degree, email, telephone number) |
| 2. C.V. of department academic staff members |
| 3. Work load of department academic staff members \* |
| 4. Approved Office hours schedule for departments academic staff members (bachelor and postgraduate students) \* |
| 5. The ratio of academic staff members to students numbers in the department |
| 6. Numbers of published national and international researches for each department staff member |
| 7. Participation of department academic staff members in scientific conferences and its effect on their performance |
| 8 .Participation of department academic staff members in training courses/workshops and its effect on their performance (actual attendance / online |
| 9. List of staff members received awards for the current year |
| 10. Approved Annual staff scientific development plan \* |
| 11. Approved report about achievement of annual staff scientific development plan \* |
| 12. Performance appraisal form for department academic staff members |
| 13. Academic staff members students opinion form |

**\* Approved item should be attached with evidence from department council**

**Any additional documents should be added**

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**Academic Advising Coordinator**

**Portfolio Content**

Academic year: ………/ ………… Department: ………………...

Academic Advising Coordinator: ………………...

|  |  |
| --- | --- |
| **No** | **List of Portfolio Content** |
| 1 | Academic advisor duties. |
| 2 | Academic advising handbook for students. |
| 3 | Academic advising handbook for faculty staff members. |
| 4 | Academic advising mechanism |
| 5 | Academic advising forms. |
| 6 | Approved meeting minutes of coordinator with academic advisor’s department \* |
| 7 | List of academic advisors in the department, their students’ numbers and level |
| 8 | Approved Academic advising day/time schedule for the department \* |
| 9 | Approved advising student semester reports \* |

**\* Approved item should be attached with evidence from department council**

**Any additional documents should be added**