



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

NUMBER : 007-P-V01-15
TITLE : ANNUAL PROGRAM REPORT (APR)
ORIGINATING DEPT : DEANSHIP OF QUALITY MANAGEMENT (DOQ)
ORIGINAL DATE : 16.Nov.2016

1. STATEMENT OF PURPOSE

The purpose of this policy is to:

- 1.1. Guide a proper submission of Annual Program Report by the academic programs.
- 1.2. Ensure that every program is in line with NCAAA requirements

2. APPLICABILITY

This APP applies to all Academic Programs offered at KSAU-HS in all its regions.

3. RELATED REFERENCES

- 3.1. APP 010-P-V01-15 Program Approval Policy
- 3.2. NCAAA Handbook attachment 2 (d)

4. DEFINITIONS

- 4.1. **APR:** Annual Program Report
- 4.2. **Courses:** All undergraduate and post graduate courses offered at KSAU-HS.
- 4.3. **DOQ:** Deanship of Quality Management.
- 4.4. **KSAU-HS:** King Saud Bin Abdulaziz University for Health Sciences in all its regions.
- 4.5. **NCAAA:** National Commission for Academic Accreditation and Assessment.
- 4.6. **KPIs:** Key Performance Indicators.

5. POLICY

- 5.1. The APR must be completed at the end of each academic year.
- 5.2. The APR must be submitted to DOQ no later than 30 working days after the beginning of the following academic year.
- 5.3. The APR must be aligned with its respective program specification in order to ensure achieving the intended program learning outcomes.
- 5.4. The APR must be completed using the latest approved NCAAA form.
- 5.5. The APR for each program in each campus should be completed separately for male and female (independently).
- 5.6. The Annual Program Reports of the same program from different campuses and different sections must be aggregated and prepared as a single report to include:
 - any significant differences between the campuses or sections
 - areas of improvement in one or other campus/section
 - recommendations
- 5.7. The APR must include but not limited to:
 - 5.7.1. Self-Evaluation Scale for Standard 4 (Learning and Teaching)
 - 5.7.2. Required Surveys' Results.
 - 5.7.3. KPIs.
 - 5.7.4. Learning Outcomes Assessment Report.
 - 5.7.5. Progress on implementation of previous year's Action Plans formulated during the last APR.
- 5.8. Appropriate adjustments should be made in Program and Course Specifications based on the approved recommendations in the APR, taking in consideration the Program Approval Policy, for major changes.
- 5.9. The final APR and modification approval minutes should be retained in program portfolio within the perspective college.
- 5.10. The program director of the respective program must monitor the action plan in the APR on regular basis.

6. PROCEDURE

- 6.1. The Program Director or equivalent prepares the APR in consultation with teaching staff and Quality Officer/Chairperson in the respective academic program.
- 6.2. The Course Reports and other information about the delivery of the program must be considered during the APR preparation.
- 6.3. The respective Program Curriculum Committee or equivalent reviews and endorse the APR to the College Council for approval.

7. RESPONSIBILITY

- 7.1. Deans and program directors
- 7.2. All KSAU-HS Colleges.
- 7.3. Deanship of Quality Management.

8. CONTACT OF DEPARTMENT

Direct inquiries about this policy are to be forwarded to:
Deanship of Quality Management
Tel: +966-11-429-2911
E-mail: doq@ksau-hs.edu.sa
Internal Mail Code: 3139

K.J

9. APPROVALS

CONCURRED BY



DR. KHALED AL-JAMAAN
Dean, Deanship of Development.
King Saud bin Abdulaziz University for Health Sciences

16/11/16

DATE

REVIEWED BY:



Dr. ABDULMALIK AL KHATERI
Dean, Deanship of Development.
King Saud bin Abdulaziz University for Health Sciences.

20/11/16

DATE

APPROVED BY:



PROF. MOHAMED AL-MOAMARY
Vice President, Development and Quality Management
Chairperson, QAAA Steering Committee
King Saud bin Abdulaziz University for Health Science

24/11/16

EFFECTIVE DATE

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