Policy Code	Policy Name	
DAU 3-3	**Course File policy**	

Responsible Executive	Current Revision Date	Next Revision Date
- Teaching Staff. - Educational Process Quality and Program Accreditation Committee at program level. - Quality Assurance Unit at the college and program levels - Directorate of Quality Assurance	10/2023	10/2027

1. Policy Purpose

The primary purpose of this policy is to document academic quality processes and procedures at the course level in accordance with the requirements of the Academic Accreditation Standards of the Education and Training Evaluation Commission (ETEC). The course file is an essential reference that includes a set of documents and evidence used in the internal review process to verify the quality and effectiveness of teaching at the course level. CF includes the course specification, the course report, the results of measuring the course learning outcomes, reports on student performance in the course, academic content and assessment tools used in the course.

2. Policy Scope

This policy applies to all undergraduate and graduate courses at Dar Al Uloom University, which are offered during the semester.

3. Policy Statement

The Course File (CF) is a basic requirement for quality control of courses in accordance with the requirements of the Education and Training Evaluation Commission (ETEC). The file includes the information necessary to ensure the quality of the courses. It also helps monitor and ensure the quality of academic courses and work on continuous improvement of the courses. The course instructors, in cooperation with the course coordinator, fill out the course file according to the forms provided by ETEC and the forms for monitoring the quality of courses prepared by the DAU.

4. Policy Procedure

All teaching staff are required to prepare course files for the courses they teach at the end of each semester. All course files are uploaded to the course file folder located in the DAU's shared folder.

A. The main components of the Course File are as follows:

- *Course Specification:* The course specification includes general information about the course, learning outcomes, teaching strategies, and assessment methods. It covers the topics of the course, student evaluation activities, their schedules, and grade distribution. It also specifies the learning resources and facilities required for implementing the course.
- *Course Syllabus:* Course Syllabus must be prepared by the course instructor based on course specifications. Course syllabus should include Instructor information (Means of communication and office hours), required textbook(s) and additional resources, course description and objectives, CLOs and alignment with PLOs, Overview of course grading, assessment tools and rubrics for assignments and projects, course attendance policy, classroom disruptive behavior policy, policy on academic honesty and plagiarism, course topics distribution by session, CLOs, teaching strategies, and assessment methods.
- *Course Report:* A separate Course Report (CR) should be submitted for every course and for each section (for shared room, male session and female session are considered one section) or campus location where

the course is taught, even if the course is taught by the same person. Each CR is to be completed by the course instructor at the end of each course and given to the course coordinator.

- *Combined Course Report:* If different sections are offered in the same semester, the course coordinator should prepare a combined comprehensive course report. For each section, however, separate grade distributions and course evaluation surveys must be included.
- Students' Attendance Records.
- *Copies of all assessment instruments* including quizzes, midterm exams, projects, lab assignments, final exams, and any other assessment methods.
- *Rubrics, Instructor models, and Answer Key* of quizzes, midterm exams, and final exams, Rubric for Assessing, project, report, presentation etc.
- *Course Intended Learning Outcomes:* includes CLOs Analysis for Each Assessment Tool and the Overall Result of Learning Outcomes Assessment for the course.
- *Final grade report* with the breakdown as per the grading system (SIS).
- *Examples from across the range of student:*
  - A copy of the exam with the highest mark from each assessment method used by the instructor.
  - A copy of the exam with the average mark from each assessment method used by the instructor.
  - A copy of the exam with the lowest mark from each assessment method used by the instructor.
- *Summary of the student feedback* on the evaluation of the course, teaching strategies, and resources according to the course evaluation survey conducted by the DAU's Quality Assurance Directorate.
- *Faculty members CVs and Teaching Philosophy:* Instructor's CV including his/her qualification in the specialized area as appears in his transcript or Certificate, and teaching philosophy describing the instructor's beliefs concerning the practice of pedagogy and the process of learning.
- *Copies of all Teaching Materials* e.g., slides, lecture notes, etc.
- *Moderation Forms* (according to the Moderation of Assessment Policy) include:
  - Pre-Assessment Moderation (Moderating Assessment Tasks): The process of validating assessment tasks before they are used as assessment items.
  - Post-Assessment Moderation: refers to the process of examining marked student work to ensure that markers are making accurate assessments.
  - Moderation Report: summarizes the Moderator' comments mentioned in the Pre-Assessment Moderation report and Post-Assessment Moderation report and includes an action plan to improve the quality of assessment tools and ensure consistency in the evaluation of student grades.

B. Course file submission Procedure

- At the end of each semester the instructors prepare the Course File for each Course.
- Course Coordinators review the course files submitted by the instructors and prepare for each course a combined report if the course is taught to more than one section.
- Course Coordinators sign the Course File Elements Checklists.
- Course Coordinators submit the course files to the Head of Educational Process Quality and Program Accreditation Committee.
- Heads of the Educational Process Quality and Program Accreditation Committee submit course files to the College Quality Unit Heads, who revise the course file completion and submission.
- College Quality Unit heads upload all course files to the DAU's Directorate of Quality Assurance's shared folder.
- DAU's Directorate of Quality Assurance audits and reviews the submitted course files.
- Any problems or missing information are reported to the College Quality Unit Heads by the Directorate of Quality Assurance.
- When all issues raised have been resolved, the College Quality Unit Heads fill out and sign the Course File submission report.

5.Related Policies/Documents/ Forms

DAU 3-4 Program Specification Policy
DAU 3-5 Course Specifications & Syllabus Policy
Course File Folder

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	2017	1st issue of the Policy
2	10/ 2023	The procedures for the course file submission were added.