



Program Specifications (Postgraduate Degree)

Program Name: Executive Master of Forensic Science	
Qualification Level: 7	Sublevel: 747 (SASCED-2020)
Department: Biology- Chemistry (Joint Program)	
College: Science	
Institution: Imam Mohammed Ibn Saud Islamic University	

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A. Program Identification and General Information

1. Program Main Location:

Main Campus (Male section)

2. Branches Offering the Program:

Branch 1. King Abdullah City (for the Female Section)

3. Reasons for Establishing the Program:

(Economic, social, cultural, and technological reasons, and national needs and development, etc.)

The development in Forensic science is one of the important applied scientific disciplines that contribute effectively to criminal investigation and the achievement of justice. Forensic scientists apply scientific analysis to criminal and civil investigations, producing evidence that's admissible in a court of law, that in close connections with many aspects of criminality. These arguments motivated the department and college to establish the Executive Master of Forensic Science program. In light of the rapid progress in Forensic science, the Kingdom of Saudi Arabia continues to update and keep pace with the rapid developments in Forensic Science and its related topics to achieve the 2030 vision towards building a more diversified economy based on developing and developing it through scientific research.

Therefore, postgraduate studies in Forensic Science have become of Economic, Social, and Scientific necessity in adding technology, an urgent issue. As the applications of Forensic Science and related topics are involved in many Forensic laboratories including forensic chemistry, toxicology analysis, or forensic biology, forensic DNA analysis, Chemical and Biological Analysis laboratories of the Ministry of Interior for example, all of which represent an essential and influential achievement of justice, and criminal investigation. It extends to creating research centers whose function is to develop these laboratories with pure Saudi technology.

- Forensic laboratories including forensic chemistry, toxicology analysis, or forensic biology, forensic DNA analysis.
- Department of Defense DNA Analysis Laboratories.
- Poison Control Centers and Forensic Medicinal Chemistry.
- Toxicology laboratories of the Ministry of Health
- Research-related jobs require an Executive Master of Forensic Science, for which this program provides an ideal preparation and qualification.
- Chemical and Biological Analysis laboratories of the Ministry of Interior.
- Qualified lecturers in Universities, Scientific Research Institutions and High Schools.
- Ministry of Agriculture - Food Analysis Laboratories
- Private sector such as the pharmaceutical companies in the area in quality control, production, and research and development.

Technological, Economical and National Needs Reasons :

- Attracting young researchers who graduate from Science Colleges or relevant colleges for postgraduate studies and qualifying them to enter the labor market and fill the shortage in highly qualified and trained cadres.
- Developing Saudi Executive M.Sc. in Forensic Science graduates ' capabilities in employing scientific theories and foundations to find solutions to urgent Forensic problems.
- Qualifying and developing the abilities of Saudi Executive M.Sc. in Forensic Science graduates to innovate and search for everything new in specialization to build a Saudi Specialists base in Forensic Science and related topics.

- Qualifying and preparing Saudi Executive M.Sc. in Forensic Science graduates to work in Chemical and Biological Analysis laboratories related to Forensic Science.
- Preparing Saudi Executive M.Sc. in Forensic Science graduates to work on modern scientific equipment and follow-up development in Forensic Science tools and equipment.
- Effective participation in the Saudization of an essential and influential segment and establishing a Saudi scientific base of highly qualified Saudi researchers in Forensic Science.
- Dedicating to keep pace with the Imam Muhammad bin Saud Islamic University through Saudi Executive M.Sc. in Forensic Science graduates with the Kingdom's 2030 vision of building a robust, diversified, and sustainable economy through the qualification and numbers of specialists in the field of Forensic Science to work in specialized laboratories of Forensic Science and related topics, as one of the tributaries of a healthy economy.

• Culture and Social Reasons:

- It initiates the culture of creativity and innovation through graduate programs that seek to develop it with outstanding returns on the knowledge economy and the surrounding society.
- Securing the future for graduates with twenty-first-century skills and qualifying them for the rapid changes in science and knowledge and the use of modern technology.

4. System of Study

- Coursework & Thesis Coursework

5. Mode of Study

- On Campus Distance Education Others

6. Educational and Research Partnerships (if any)

- Partnership Arrangement: **N.A.**
 - Type of Partnership: **N.A.**
 - Duration of Partnership: **N.A.**

7. Total Credit Hours for Completing the Program: (53 Credit Hours)

8. Professional Occupations/Jobs:

- الاختصاصيون 2
 26 الاختصاصيون في القانون وعلم الاجتماع والثقافة
 261 الاختصاصيون في القانون
 2611 المحامون
 261104 أخصائي بحث قضايا
 21 الاختصاصيون في العلوم والهندسة
 213 الاختصاصيون في العلوم الحياتية
 2131 الاختصاصيون في الأحياء والنبات والحيوان ومن يرتبط بهم
 213101 أخصائي علوم أحياء
 213102 أخصائي علوم كيمياء حيوية
 213103 أخصائي علوم فيزياء حيوية
 213104 أخصائي تقنية حيوية
 213105 أخصائي علوم نبات
 213106 أخصائي علوم حيوانات
 213107 أخصائي علوم أحياء بحرية
 213108 أخصائي علوم حشرات
 213109 أخصائي علوم أدوية
 213110 أخصائي علوم وراثية
 213111 أخصائي علوم أجنة

213112 أخصائي علوم بكتيريا
213113 أخصائي علوم أوبئة
213114 أخصائي علوم أحياء دقيقة
213115 أخصائي مختبرات طبية
21311 أخصائي مختبرات سريرية

21 الاختصاصيون في العلوم والهندسة
211 الاختصاصيون في الفيزياء وعلوم الأرض
2113 الكيميائيون
211301 كيميائي
211302 كيميائي صناعات
211303 أخصائي علوم صيدلانية
211304 كيميائي صناعات بتروكيميائية

3 الفنيون والاختصاصيون المساعدون

31 الاختصاصيون المساعدون في العلوم والهندسة
311 فنيو العلوم الفيزيائية والهندسية
3119 فنيو العلوم الفيزيائية والهندسية غير المصنّفين تحت بند آخر
311901 فني علوم جنائية

9. Major Tracks/Pathways (if any):

Major Track/Pathway	Credit Hours (For each track)	Professional Occupations/Jobs (For each track)
Not Applicable		
10. Intermediate Exit Points/Awarded Degree/Professional Occupations/Jobs (if any):		
Not Applicable		

B. Mission, Goals, and Learning Outcomes

1. Program Mission:

Providing graduates with in-depth knowledge and scientific research skills in criminal sciences-related fields for preparing and qualifying distinguished cadres in criminal sciences, to meet the labor market's needs, thereby serving the community

According to the National Qualifications Framework Seventh level (Master's degree or equivalent),

- Professional master's degrees are awarded with titles related to the relevant professional field
- Obtaining professional master's degrees requires studying courses and submitting a graduation project
- The Executive Master or the Applied Master is equivalent to the Professional Master in terms of level

2. Program Goals:

The Program Goals (PG) set by the department of Biology and Chemistry via The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC), in support of the mission, require that the Graduates of the Executive Master of Forensic Science Program should:

PG 1. Providing the Graduates with an attractive environment for science, knowledge, and targeted training in criminal sciences.

PG 2. Enhancing the capabilities of the Graduates knowledge in forensic research tools by studying an Executive master's degree in criminal sciences

PG 3. Qualifying the Graduates and employees in criminal work investigations on the use of biotechnology and bioinformatics to solve judicial problems in extracting forensic evidence.

PG 4. Providing the labor market with the Specialist Graduates in criminal sciences to contribute to solving criminal cases.

PG 5. Keeping the Graduates abreast of scientific progress and its various applications in the fields of criminal sciences.

PG 6. Increasing and refining the Graduates competitive ability, knowledge and skill qualification with basic skills in this criminal field of societal importance.

A pre-requisite for achieving these goals is that, along with the departments and faculty, the graduates should do the necessary hard work with brainstorming to follow the set procedures seriously and honestly, leading to the degree.

3. Relationship between Program Mission and Goals and the Mission and Goals of the Institution/College.

The mission and objectives of the program meet the mission of the university and the college:

- 1- Providing a distinguished Executive Master program in Forensic Science that serves a vast Forensic research sector in qualifying specialist cadres to meet the needs of the labor market.
- 2- Executive Master program in Forensic Science is considered one of the applied science programs and applications to qualify national cadres to meet the development requirements and plans for technology settlement in Forensic Science and Investigations.

- 3- The program achieves competitive outputs that meet the needs of the labor market and contribute to building a knowledge economy and serving the local and global community in Forensic Science and Investigations.
- 4- The program seeks to meet the university's mission and strategic goals 2021-2025
- ✓ The first strategic goal: competitive educational outputs that qualified in knowledge and skills to meet the needs of the labor market. By developing and providing new educational paths that enhance the university's competitiveness; the university's outputs are at the skill and knowledge level for the program's students. The program is an attraction point for distinguished students in Applied Science and related disciplines, distinguishing the university's input from those enrolled in the program.
 - ✓ The second strategic goal: qualitative research contributes to knowledge progress and meets national development needs. It is enhancing the supportive and stimulating environment for scientific research through a distinguished executive program that allows graduate students to publish scientific publications relevant to Forensic Science and classified and prominent scientific journals both globally and globally (this is one of the program's desired outputs to enhance the competitive position of the university).
 - ✓ The third strategic goal: innovative and pioneering outputs enhance the knowledge economy and achieve sustainable development. They are developing an executive program whose objectives are to support innovation and labor market with qualified graduates as one of the desired learning outcomes and stimulate it to strengthen the knowledge economy and achieve sustainable development.
 - ✓ The eighth strategic goal: a national personality based on the values of moderation and moderation.
- 5- It contributes to the development of the Kingdom of Saudi Arabia in various social, cultural, and developmental fields by attracting distinguished graduates in Applied Science and related disciplines for higher studies. It will refine their scientific knowledge, securing the future with twenty-first-century skills and scientific preparation for the fast progress and development in Forensic Science.
- 6- The growth of the program and the achievement of the goals meet the university and the college goals. The fourth goal of influential community and national partnerships contributes by adopting qualitative partnerships with research centers and Forensic Laboratories to enhance the role of the university and college in transferring knowledge and investing research competencies in qualifying specialists in Forensic Science and related topics and enriching Knowledge economics.
- 7- The fifth strategic goal, which is represented in distinguished global partnerships and effective influence, will be achieved through the development and growth of the program and its endeavor to start those partnerships with the Biology and Chemistry departments of local and international universities, which leads to enhancing the university's position globally.

The following table shows the relationship of the program with the strategic goals of the university as well as the strategic goals of the college

Strategic Goals of Imam Mohammad Ibn Saud Islamic University

UG1	Competitive educational outputs, qualified in knowledge and skills that meet the
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	needs of the labor market.
UG 2	Qualitative research that contribute to knowledge advancement and meet the needs for national development
UG 3	Innovative and pioneering outputs that enhance knowledge economy and achieve sustainable development
UG 4	Effective national community contributions and partnerships
UG 5	Distinguished world partnerships and effective impact
UG 6	Institutional Excellence that achieves efficient and effective performance
UG 7	Sustainable financial resources and high spending efficiency
UG 8	Building a national character based on moderation and tolerance

Strategic Goals of College of Science, Imam Mohammad Ibn Saud Islamic University

CG 1	Preparing qualified graduates with high scientific qualifications who meet the requirements of the labor market.
CG 2	Introducing postgraduate programs at the college and expanding undergraduate and expanding undergraduate academic programs
CG 3	Excellence in scientific research
CG 4	Developing college learning resources
CG 5	Improving the role of the college in community service

The program goals (PG) set by the department, in support of the mission of the university, and collage, require that the Graduates of the Master of Science in Chemistry program should:

PG 1	Providing the Graduates with an attractive environment for science, knowledge, and targeted training in criminal sciences.
PG 2	Enhancing the capabilities of the Graduates knowledge in forensic research tools by studying an Executive master's degree in criminal sciences.
PG 3	Qualifying the Graduates and employees in criminal work investigations on the use of biotechnology and bioinformatics to solve judicial problems in extracting forensic evidence.
PG 4	Providing the labor market with the Specialist Graduates in criminal sciences to contribute to solving criminal cases.
PG 5	Keeping the Graduates abreast of scientific progress and its various applications in the fields of criminal sciences.
PG 6	Increasing and refining the Graduates competitive ability, knowledge and skill qualification with basic skills in this criminal field of societal importance.

First: A table illustrates the relationship between the program's goals (PG) and the university's mission and goals

	UG1	UG2	UG3	UG4	UG5	UG6	UG7	UG8
PG-G1	✓	✓	✓	✓	✓	✓		✓
PG-G2	✓	✓	✓	✓				✓
PG-G3	✓	✓	✓	✓			✓	✓
PG-G4	✓	✓	✓	✓				✓
PG-G5	✓	✓	✓	✓	✓	✓		✓
PG-G6	✓	✓	✓	✓	✓	✓		✓

Second: A table illustrates the relationship between the program objectives and the strategic objectives of the college

	CG1	CG2	CG3	CG4	CG5
PG2-G1	✓	✓	✓	✓	✓
PG2-G2	✓	✓		✓	
PG2-G3		✓	✓	✓	✓
PG2-G4	✓		✓		
PG2-G5	✓	✓		✓	✓
PG-G6	✓	✓		✓	✓

4. Graduate Attributes:

1. The graduate represents moderation and moderation in own thought and behavior and is committed to own duties in work and life and own rights while preserving national and religious identity.
2. The graduate can show and illustrate the knowledge gained in chemistry and biology and apply it in improvement and development.
3. The graduate's ability will develop to employ the scientific method of thinking and analyze forensic problems and criminal cases.
4. The graduate will employ the acquired information and scientific knowledge to solve societal problems in the surrounding environment.
5. The graduate will be able to take responsibility and teamwork, and the capability to act as a leader of investigation groups
6. The graduate gains scientific honesty, credibility, and accuracy in work.
7. The graduate can use equipment, chemicals, biological samples and tools to achieve the two safety and rationalization elements.
8. The graduate can compete and participate in the labor market's needs to those who are qualified in the field of chemistry and biology.

5. Program Learning Outcomes (PLOs)*	
Executive Master of Science in Forensic Evidence	
Knowledge and Understanding	
K1.	Recall advanced principles and knowledge in Biology and Chemistry related to the specialization of Forensic Evidence with a comprehensive and consistent deep understanding.
K2.	Describe a required understanding of the advanced concepts about forensic evidence in relevant topics and fields that serve the career and job.
K3.	Outline the required information and knowledge on the collection and preservation of criminal samples.
K4.	List the essential processes and procedures for the investigation in forensic evidence and present it inclusively.
Skills	
S1	Analyze criminal samples and evidences to make decisions based on the knowledge gained.
S2.	Apply instrumental analysis, including highly sensitive equipment with full capability to analyze forensic evidence samples, and forensic evidence career-related problems.
S3.	Compare biological, toxicological, and chemical constituents and all related materials in laboratories and field as Forensic Evidence.
S4.	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
Values	
V1.	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.
V2.	Appraise effectively independent or in professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement, by performing scenarios related to forensic cases to simulate the counterparts.

* Add a table for each track or Exit Points/Awarded Degree (if any)

C. Curriculum

1. Study Plan Structure

Program Structure		No. of Courses	Credit Hours	Percentage
Course	Required	14	49	92.5%
	Elective	0	0	0%
Graduation Project (if any)		1	4	7.5%
Thesis (if any)		0	0	0%
Field Experience (if any)		0	0	0%
Others (.....)		0	0	0%
Total		14	53	100%

* Add a table for each track (if any)

2. Program Courses:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Weekly hours		
						Lec.	Lab.	Tut.
1	BIO 6101	Forensic Biology	Required	-	3	3	0	0
	BIO 6102	Forensic Genetics	Required	-	3	3	0	0
	CHM 6151	Introduction in Forensic Chemistry	Required	-	4	3	0	2
2	CHM 6138	Instrumental Analysis & Toxicology	Required	-	5	3	2	2
	STA 6117	Statistics for Forensic Scientists	Required	-	5	3	0	4
3	BIO 6105	Forensic Biological Instruments Analysis	Required	-	3	2	2	0
	BIO 6107	Molecular Biology of Forensic DNA Analysis	Required	-	3	2	2	0
	CHM 6139	Forensic Toxicology and Drug Analysis	Required	-	3	2	0	2
Exit point (29 Credit Hours)								
4	BIO 6209	Forensic Serology and DNA Fingerprinting	Required	-	4	3	2	0
	BIO 6291	The Scientific Method in Forensic Science	Required	BIO 6101 BIO 6105 CHM 6138 CHM 6151 STA 6117	4	4	0	0
5	BIO 6210	Entomology and Microbial Forensic	Required	-	3	2	2	0
	CHM 6231	Advanced Analytical Chemistry	Required	-	5	3	4	0
6	BIO 6211	Anatomy and Physiology	Required	-	4	3	2	0
	BIO 6299	Research Project	Required	BIO 6291	4	5		

* Include additional levels if needed

** Add a table for each track (if any)

3. Course Specifications

Insert hyperlink for all course specifications using NCAAA template

https://drive.google.com/drive/folders/1udG3UafmqfT0i8Th0boTLyAly_ixebCc?usp=share_link

4. Program learning Outcomes Mapping Matrix

Align the program learning outcomes with program courses, according to the following desired levels of performance

(I = Introduced; P = Practiced; M = Mastered)

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding				Skills				Values	
	K1.	K2.	K3.	K4.	S1.	S2.	S3.	S4.	V1.	V2.
BIO 6101	I	I	I	I	I	I	I	I	I	I
BIO 6102	P	I	I	I	P	I	I	I	P	I
CHM1 6151	I	I	I	P	I	P	I	P	I	P
CHM 6138	I	P	I	P	P	I	P	I	P	I
STA 6117	P	I	I	P	I	P	I	P	I	P
BIO 6105	M	I	P	I	P	P	I	P	P	I
BIO 6107	I	P	M	P	M	P	P	P	I	P
CHM 6139	P	M	P	P	M	M	P	P	P	I
BIO 6209	M	P	M	M	P	M	P	P	I	P
BIO 6291	P	P	M	P	M	M	M	P	P	P
BIO 6210	P	M	P	P	M	M	P	M	P	P
CHM 6231	P	M	P	M	P	M	M	M	P	P
BIO 6211	M	M	P	P	M	M	P	M	P	P
BIO 6299	M	P	M	M	P	M	P	P	M	M

Add a table for each track (if any)

5. Teaching and Learning Strategies to Achieve Program Learning Outcomes

Describe policies, teaching and learning strategies, learning experience, and learning activities, including curricular and extra-curricular activities, to achieve the program learning outcomes.

Following the College Strategic Plan, the Graduates will be active learners with a comprehensive scientific, technological background in Forensic Science and related topics to enter a professional career and ethical values.

The achieving of Strategic Goals of University, Collage with The Program goals will gain through the following initiatives..

- ✓ At the beginning of each Semester, the Syllabi are given to the students, containing the course's detailed information (Content of the Course, Credit Hours of the Course, Text Book information, Method of Evaluations, and Office Hours Schedule).
- ✓ The Courses Distribution is done according to the specialists of Faculty Staff and their wishes.
- ✓ At the beginning of the Semester, a Course Responsible is nominated for follow-up the course progress with the instructor.
- ✓ The Duties of the Course Instructor is:

- Distribution of time according to Course Contents. Preparation of the exercises, Midterm Exams, and Final Exam.
- The follow-up of the course progress through periodic meetings with the Course Responsible .
- Evaluate the Midterm Results and overcome problems that appeared from these evaluations.

- ✓ Collecting the Course Reports
- ✓ Uploading the Course Folder
- ✓ Annual Report is prepared Annually
- ✓ Student Surveys of All Courses.
- ✓ Teaching Staff Evaluations of the Program
- ✓ Annual Faculty Staff Performance Evaluations.

The previous items are provided a good quality of teaching and learning strategies in achieving Program Learning Outcomes. All are monitored by The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC) with departments collaboration to ensure that teaching quality standards match the desired and required values.

The policy of Teaching and learning should be planned, delivered, and followed up by the values and principles achieving outstanding teaching and learning practices:

- Academic staff share and uphold the values and principles set out in the planned teaching and learning as well delivered to achieve outstanding teaching and learning strategies.
- Academic staff receives training, guidance, and support, enabling them to contribute to outstanding teaching and learning practices.
- Students are encouraged and motivated to behave to facilitate their learning, development, and progression.

The learning experiences and learning activities:

Teaching and learning should be a professional, and motivating partnership between students and teachers

- Teachers should have certain that their students understand and realized the learning objectives of their studies.
- Students should develop their progress in achieving their goals with sharing responsibility for their learning outcomes as the main target.
- Teachers should develop the skills, confidence, and encouragement to become successful independent learners and prepare for practical life.
- Teachers should achieve the teaching and learning strategies by actively seeking new methods and approaches to motivate students to use and apply the technologies and other available resources to enhance the teaching and learning experience.
- The college should support the students and teachers with all the opportunities and resources to improve and develop their academic and teaching potential.

Teachers are encouraged to work together to share best practices and support each other's development.

In addition, Supports for Students Independent Work has to achieve through the following examples:

1. Provided Free Textbook to help and enrich the scientific knowledge
2. Motivate the students to use the Saudi Digital Library in preparing mini-reports.
3. Required Materials submitted via Blackboard Classrooms to forward all Course materials, including a list of exercises, solutions of exams, etc. These materials can be used independently by the students for the best management of the course.
4. At least 6 office hours have to be announced for the students at the beginning of each course. The teacher has to discuss all course issues with the students.
5. Mini-projects are encouraged by students as an assessment—this assessment strengthens the students' independent work.
6. Regarding the Reasearch Project Course: Enlighten the student about all information relevant for his research project title, the tasks, duties, rights, the value of the Research. Research Project is an independent task to be carried out by each graduated student (Executive M.Sc degree) individually and accomplished according to a specific timetable duration. Students should achieve the project within an appropriate time. Research Project is a solo act based on one major department topic offered by The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC), and is supervised by one of the staff members.

6. Assessment Methods for Program Learning Outcomes.

Describe assessment methods (Direct and Indirect) that can be used to measure achievement of program learning outcomes in every domain of learning.

Direct Assessment Methods

Direct methods require students to represent, produce or demonstrate their learning.

Examples of direct assessment include but are not limited to the following:

- Course-embedded assignments, Presentations, Performances or Projects
- Capstone experiences
- Portfolios
- Senior theses
- Comprehensive exams, certification or licensure exams

Indirect Assessment Methods

Indirect methods capture information about students' perceptions about their learning experiences and attitudes toward the learning processes.

Examples of indirect assessment include but are not limited to the following:

- Surveys, such as satisfaction, attitudinal, feedback, employer or alumni perceptions.
- Focus groups.
- Exit interviews.
- Self-evaluations, such as student or alumni self-ratings of learning.
- External reviews

D. Thesis and Its Requirements (if any) N.A

1. Registration of the thesis:

(Requirements/conditions and procedures for registration of the thesis as well as controls, responsibilities and procedures of scientific guidance)

N.A

2. Scientific Supervision:

(The regulations of the selection of the scientific supervisor and his/her responsibilities, as well as the procedures/ mechanisms of the scientific supervision and follow-up)

N.A

3. Thesis Defense/Examination:

(The regulations for selection of the defense/examination committee and the requirements to proceed for thesis defense, the procedures for defense and approval of the thesis, and criteria for evaluation of the thesis)

N.A

E. Student Admission and Support:

1. Student Admission and Transfer Requirements, and Courses Equivalency

In addition to the conditions mentioned in the Chapter 5, article (13) p. 10 of the Unified Policies of Graduate Studies in Saudi Universities (UGSP) (see <https://units.imamu.edu.sa/deanships/GRADUATE/circulations/Documents/Law1.pdf>)

an applicant to the Executive Master of Science in Forensic Evidences Program should fulfill the following requirements:

- a) Have a bachelor's degree in Applied Science (Biology or chemistry, Biochemistry), Pharmacy, and Bio-technology from an accredited Saudi university or a recognized international university with a cumulative average of not less than 3.75 out of 5 or its equivalent.
- b) The Council of the Deanship of Graduate Studies may accept those with good grades based on the recommendation of the **The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC)** recommendation and Departments Councils and College Council Approvals.
- c) Passing the admission test conducted by the **The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC)** or obtaining a score of no less than 500 in the GRE in relevant subjects or equivalent in the corresponding local tests.
- d) Obtaining at least a score of 45 in the TOEFL- iBT test or its equivalent in the equivalent and recognized international and local tests.
- e) If the applicant holds a bachelor's degree in Applied Science (Biology or chemistry, Biochemistry), Pharmacy, and Bio-technology from another recognized university. In that case, his admission to this program is required to pass some complementary courses as determined for the applicant by the department council and following **Article 18** of the General Unified Regulations for Postgraduate Studies in Saudi Universities.

- f) The candidate who holds a bachelor's degree in another discipline other than mentioned above may be accepted in the Executive Master of Science in Forensic Evidences after the recommendation of the **The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC)** , follow by the Department of Biology and Department of Chemistry Councils, the College Council and the Deanship of Graduate Studies Council Approvals. The student must pass a number of complementary courses from a previous stage in a period not exceeding three semesters in accordance with **Article 17** and **18** of the General Regulations of Graduate Studies in Saudi Universities.
- g) The applicant who admitted to a graduate program other than aforementioned programs within Imam Mohammad bin Saud Islamic University or other recognized universities and wishes to transfer to this program, may be accepted in the Executive Master of Science in Forensic Evidences program after the recommendation of **The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC)**, the department council of Biology and Chemistry, and the college council and the of the Deanship of Graduate Studies Council Approvals in accordance with **Article 31** of the General Regulations of Graduate Studies in Saudi Universities.

2. Student Counseling Services

(academic, career, psychological and social)

- Students will be assigned an academic advisor **The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC)**, to give them the appropriate academic counselling and support in selecting courses and locating resources.
- The lecturer for each course allocates 6 office hours per week advertised on his own timetable and is reserved as part of his teaching schedule to help the students with any academic problems/difficulties.
- The student can get individual consultation and academic advising appointments with teaching staff via e-mail or phone calls and the department website.
- A list of teaching staff members with their room numbers, phone numbers, and e-mail addresses is given in the Executive M.Sc. in Forensic Evidence Handbook and Departments website.
- Each admitted student in the program has an academic Advisor who can help him to select courses and locate resources.
- Master Academic Advisors are assigned to admit students by **The Joint commission of the Executive Master's program in Forensic Evidence Council (FEGC)**, upon starting the program to guide and help him/her in throughout his academic program.
- The Master Academic Advisor is trained from the beginning to end, and can assist him/her in planning courses in an appropriate sequence.
- In the **Second Year**, the student should take the Research Project (**BIO 6299**) and choose a research supervisor who will assist and guide his/her in the Compulsory Research Project.

- Visiting the University website, students get some guidance and advice on their academic queries.
- University support services include careers, financial advice, housing, counselling, etc.
- Excellent library and digital library facilities.
- University, college, and department handbooks provide information about the course structures, university regulations, etc.
- University support services for psychological problems in the medical centre.
- University support services social events for students during the academic year.
- Feedback is provided for all assessments.
- The departmental advisor can provide information, advice, support concerning accommodation, emotional difficulties, assessments of needs, and support related to disability, student funding, general welfare, student discipline, and complaints.

3. Special Support

(low achievers, disabled, gifted and talented)

The main building of the College is designed to meet with the necessities of students with special needs and offer facilities such as:

- Six parking
- Special pathway
- 8 lifts serving the college building
- Ten toilets.

F. Teaching and Administrative Staff

1. Needed Teaching and Administrative Staff

Academic Rank	Specialty		Special Requirements / Skills (if any)	Required Numbers		
	General	Specific		M	F	T
Professors	Biology	Molecular Biology and Genetics	Any skills related to the Forensic science	1	0	1
	Chemistry	None	-	0	0	0
Associate Professors	Biology	Physiology, Genetics, Biological Toxicology	Any skills related to the Forensic science	3	0	3
	Chemistry	Analytical Chemistry	Any skills related to the Forensic science and relevant topics	1	0	1
		Inorganic Chemistry		1	0	1
Assistant Professors	Biology	Entomology and Microbiology	Any skills related to the Forensic science	3	0	3
	Chemistry	None	Any skills related to the Forensic science	0	0	0

Academic Rank	Specialty		Special Requirements / Skills (if any)	Required Numbers		
	General	Specific		M	F	T
Technicians and Laboratory Assistants	Biology	Biochemistry, biology		2	0	2
	Chemistry	None		0	0	0
Administrative and Supportive Staff	Secretarial	None		1	0	1
Others (specify)	None	None		0	0	0

2. Professional Development

2.1 Orientation for New Teaching Staff

Describe briefly the process used for orientation of new, visiting and part-time teaching staff

One of the main tasks is:

- Equipping new faculty members with knowledge and skills that will require reaching the desired objectives, targeted skills, assessment methods, nature of research, etc.
- Explaining to the new visiting or part-time teaching staff how to manipulate and deliver a course and assess the learning outcomes.
- Introduce to the new visiting or part-time teaching staffs the nature of the university environment and constraints.

The selection of new staff members:

A. 1- For Saudi staff

The department of Biology and Department of Chemistry via The Joint commission of the Executive Master's program in Forensic Evidence (FEGC) usually studies the need for recruiting new teaching staff every year. Vacant positions are publicly advertised at The electronic Gate of University for jobs (<https://jobs.imamu.edu.sa/>). Appropriate applicants (are they selected according to Regulations governing the Employees' Affairs of Saudi Universities of faculty members) will be invited to give a scientific lecture in his topics. Then, he/she will be interviewed twice, the first one by a selected panel includes three academics in his specialist for scientific discussion to evaluate his background. The second interview undergoes specific evaluation criteria. For example, the applicants are being evaluated on their communication skills, self-confidence, general and knowledge. The applicant has to achieve at least 80 % of the criteria to be eligible for the position

2- For Non-Saudi staff:

In case of absence of Saudi staff in some special topics, Decisions and recommendations are then reported to the university Deanship of Faculty and Staff Affairs through the Dean of the College. Available positions are advertised by the Cultural Attaches in the approved countries and the University website. Applicants are interviewed by a selected panel. After checking and evaluating the applicant's documents, the panel will offer the successful nominees an initial contract offer. When the applicant accepts the offer, the University send visas to the Cultural Attachés. Upon arrival at the University, the new staff will sign the final contract.

B. The process used for the orientation of visiting Professor according to the Imam University process and policies (See: [IMSIU process and Policies](#))

2.2 Professional Development for Teaching Staff

Describe briefly the plan and arrangements for academic and professional development of teaching staff (e.g., teaching & learning strategies, learning outcomes assessment, professional development, etc.)

A. Improvement of skills in teaching and & learning strategies, learning outcomes assessment

All Department staff (Program Faculty) are encouraged to Regularly attend training and professional development workshops held within the University as the following:

- University Teaching and Learning (UTL)
- Teaching Assistant Training Program (TAT)
- Problem-based learning (PBL)
- Development of academic leadership
- Recent trends in student assessment
- Student-centered learning
- Measuring the educational outcomes in programs and courses
- Use of modern technologies in university teaching
- Construction achievement tests
- Active learning and its uses in university teaching
- Career and personal development programs at the University provide opportunities to build productive and satisfying careers while contributing to the achievement of the University's mission.
- Consultation and coordination in teaching are conducted throughout the academic year among the faculty members teaching the same courses.
- Regular meeting held within the Course Responsible and staff members of the same relevant courses to discuss and exchange ideas for improving teaching and learning strategies.

In addition, The strategies adopted in the department to improve the quality of teaching are:

- Modern technology and methods of teaching are used to illustrate the content of the courses through data show
- Course materials will be provided to the students using the blackboard: syllabus, teacher timetable, exercise lists, home-works, solutions of tests and exams, samples of previous, etc... Also, the students can use these folders to submit their home works and projects.
- Distributing updated edition of textbooks at the beginning of each semester.
- Participation in some training courses organized by the University under the "Development project, creativity, and excellence"
- Monitoring the performance of a faculty member through the course folder, the shared folder file, the report of the Course Responsible, the course report, the students' feedback.
- Most of the classrooms for teaching purposes are equipped with network connections, smartboard and data show

B. Other professional development including knowledge of research and developments in their field of teaching specialty?

- Teaching staff members are encouraged to develop on their teaching, and research, for innovation new teaching methods and achieve international standards of scientific research.
- The Deanship of Scientific Research annually announces small research projects to promote the scientific research of the faculty members and enforce the participation of students in

these projects as an option, which helps to develop the skills of research, learning, and communication for students.

- Indeed, each year University awards are presented to academic staff for outstanding contributions to teaching, research supervision, and publishing as the following,
 - Award of the IMSIU Rector for Creativity in University teaching,
 - Research Excellence Award.
 - World Publishing Program.

G. Learning Resources, Facilities, and Equipment

1. Learning Resources.

Policies and Procedure for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.)

For the planning and acquisition of Learning Resources FEGC proceeds as follows:

- Teaching and learning resources are provided via the central library
- For the planning and acquisition of learning resources, **the Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)**, proceeds as the following mechanism:

STEP 1: For each course, **the Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)**, assigned a faculty members committee which heading by Course Responsible to provide the following:

- ✓ Course description (preliminary syllabus),
- ✓ Recommend Lists of Required Textbooks, Essential References Materials (Journals, Reports, etc.), Recommended Textbooks and Reference Material (Journals, Reports, etc.), Electronic Materials (e.g., Web Sites, Blackboard, etc.) and other learning materials such as Computer-based Programs and software.

STEP 2: **The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)**, collects learning resources of all courses and submits the required lists to the department's heads (Biology, Chemistry) to get the approval of the department council.

STEP 3: After the department council approvals, **the head of The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)** asks the Dean of College to provide the Required lists of Learning Resources through the University Central Library and from Central Chemical Stores for chemicals and laboratory requirements.

2. Facilities and Equipment

Policies and Procedure for providing and quality assurance of Facilities and Equipment (Library, laboratories, medical facilities, classrooms, etc.).

- **Classrooms are equipped with all facilities needed to provide modern educational environment.**
- **The library is equipped with Textbooks, Essential References Materials (Journals, Reports, etc.).**
- **The laboratories are equipped with Beakers, Bunsen Burners Burettes, Coverslips,**

Crucibles, Droppers, Filter Papers, Flasks, Forceps, Funnels, Hot Plates, Inoculating Loops, Litmus Papers, Measuring Cylinders, Petri Dishes, Pipettes, Spatulas, Test Tubes, Thermometers, Wash Bottles, Analytical Lab Balance, Autoclave, Centrifuge, Dissecting trays, Dyes, Forceps, Freezers, Hybridization oven, Incubators, Light Microscopes, Magnetic stirrers, Microcentrifuge, Petridishes, Refrigerators, Scalpels, Shakers, Slides, Spectrophotometers, Thermomixers, Vortexers, Water baths

For the planning and acquisition of resources for Library, Laboratories, and Classrooms, The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC) acts as follows:

STEP 1:

Evaluation of the locals assigned for graduated programs: Library (equipped with textbooks and references provided by the Central Library), Laboratories (equipped with appropriate instruments, chemicals, and glassware), and classrooms.

STEP 2:

In the shortage case of supplies, **The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)** , will report that to the head of the Department (Biology, Chemistry) to ask Dean College to provide the Required lists of such supplies through the University Central Library and Central Chemical Stores for chemicals, kits and laboratory requirements.

3. Arrangements to Maintain a Healthy and Safe Environment (According to the nature of the program)

The Executive M.Sc in Forensic Evidnces has special arrangements in the laboratories section as the following:

- In each laboratory, a list of safety and precautions is provided.
- In each lab has proper ventilation and is well equipped with instruments.
- In each lab, containers for solid waste, liquid waste, and crushed glasses.
- Each lab has a small pharmacy for first aid in case of an accident.
- In the entry of each lab and inside the lab, a table contains the phone number for:
A, Medical Centre
b, Safety and protection
c, Ambulance
d, Head of Department
- In each lab, the rules, conditions, and safety mechanism and a list of Risk, Safety precautions according to Merck Catalogue are hanging in the labs.
- A plan has been designed for students escaping from the labs. If an accident happened (fire, explosion, chemical bottle break, chemical hazard compound falls, etc.....)
- An emergency tool inside each lab.

H. Program Management and Regulations

1. Program Management

1.1 Program Structure (including boards, councils, units, committees, etc.)

Executive Master of Science in Forensic Science is governed The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC),

Purpose

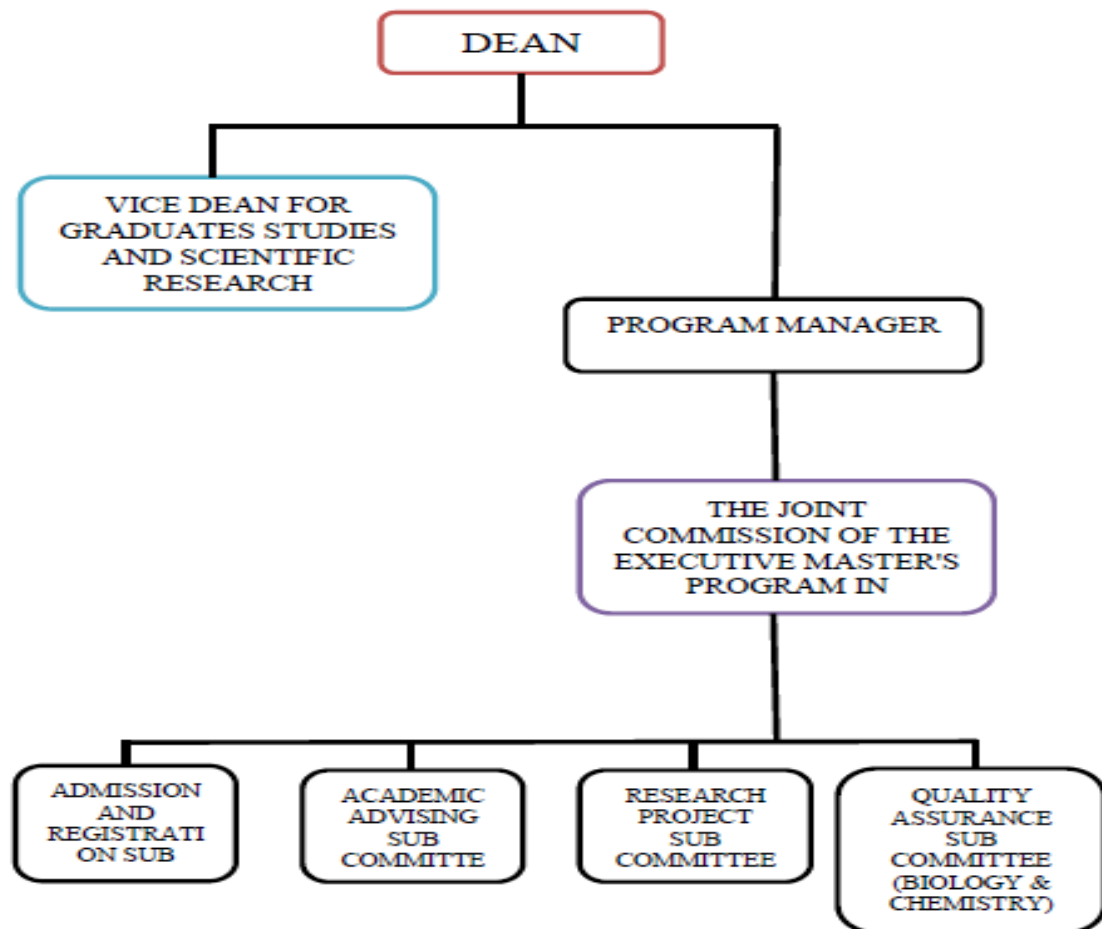
The purpose of The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC) is to monitor and be responsible for the academic affairs and the regulations of the program:

1. Planning the program
2. Student Admission and Transfer Requirements, and Courses Equivalency
3. Teaching Strategies
4. Curriculum Courses Contents
5. Adequacy of facilities and resources

Membership

The membership will be variable depending on the body structure of the program,

- A. Head of the Biology Department
- B. Head of the Chemistry Department.
- C. Two Faculty Members from Biology Department.
- D. One Faculty Member from Chemistry Department.



1.2 Stakeholders' Involvement

Describe the representation and involvement of stakeholders in the program planning and development. (students, professional bodies, scientific societies, alumni, employers, etc.)

The program includes an advisory committee composed of representatives from the scientific research sector and Forensic laboratories, Poison Control Centers and Forensic, Toxicology laboratories representatives, also representatives of students studying in the program, and graduates.

The Executive Master's Program in Forensic Science advisory committee can :

- Contribute to formulating the general economic, knowledge, and provisional specification or qualification of the program graduate by Saudi Vision 2030.
- Ensure that the program content meets stockholders' needs as defined by Forensic Science Laboratories and related sectors.
- Identify the program requirements and determine imminent priorities.
- Periodically evaluate the effectiveness of the program SWAT.
- The advisory committee does NOT make policy or procedures; only recommendations that the governing body has the authority to review and accept or reject.

In addition, Questionnaires' of the Graduated student employers of the program will be provided.

2. Program Regulations

Provide a list of related program regulations, including their link to online version: admission, study and exams, recruitment, appeals and complaint regulations, etc.)

1- Guide for postgraduate students Imam Muhammad bin Saud Islamic University
<https://units.imamu.edu.sa/deanships/GRADUATE/Academic/Documents/leaflet02.pdf>

2. The Unified Policies of Graduate Studies in Saudi Universities (UGSP) its following the executive rules at Imam Muhammad bin Saud Islamic University 3931-1441/1442- in University Council meeting 9, at 6/7/1442.

<https://units.imamu.edu.sa/deanships/GRADUATE/circulations/Documents/Law1.pdf>

3. Examination Regulations

<https://units.imamu.edu.sa/deanships/GRADUATE/Pages/g20/103.aspx>

4- Deanship of Postgraduate Studies Guidelines

<https://units.imamu.edu.sa/deanships/GRADUATE/Academic/Pages/default.aspx>

Internal Policies and Regulations

Policies and regulations are regularly updated to reflect IMSIU's mission [IMSIU], and any policy changes are thoroughly discussed before being approved by the University Council.

Organization of exams (letter of Dean)

Course specification document provides detailed information about examination methods, date, duration, and topics whose will be covered/ midterms, quizzes and homework and mini/project. The syllabus is given to students at the beginning of class and it is published on the blackboard and the College website. Also, the course syllabus gives more details on learning outcomes, material, topic outlines, exams and grading system, student attendance\absence, Executive Rules for Study

[<https://units.imamu.edu.sa/deanships/GRADUATE/Pages/g20/103.aspx>]

However, the final examination is specified with University's calendar and it is published in the form of a table regrouping all course examinations through the College website.

The examination event is managed by:

- follow up and exam unit
- departmental exam committee
- vice-deanship of graduate studies and scientific research
- College Scoring Committee
- Second examiners

Assessment Forms

The assessment forms aim to intensively, continually and compressively cover course learning objectives to monitor the individual student's achievement. Most of the forms of the assessment are the final exam and a multitude of other assessment forms (midterm(s), quiz, homework, participation, mini-project,...), and during the semester intensively, comprehensively, and continuously for the forms of exams.

Students are informed at the beginning of the semester about examination requirements and forms through:

- Syllabus
- College website page
- Blackboard

Final exams and University calendar:

- Final Examination timetables are published and available for each semester. However, course syllabi specify the midterms during the first class.
- The final exam timetable is released four weeks before the examination period information regarding these timetables will not be available before these dates.
- The exam timetables can be accessed via the College website.

All these regulations based on <https://units.imamu.edu.sa/deanships/GRADUATE/Pages/g20/103.aspx>

Exams Regulations

Exam regulations are governed by "Unified Policies of Graduate Studies in Saudi Universities (UGSP)

<https://units.imamu.edu.sa/deanships/GRADUATE/circulations/Documents/Law1.pdf>"

amended by the decision of the Higher Education Council No. 7/B/1418 as well as the Executive Rules of IMSIU No. 3931-1441-1442.

Examination regulations for Master degrees.

<https://units.imamu.edu.sa/deanships/GRADUATE/Pages/g20/103.aspx>

Student Affairs Regulations and Forms (Sport, Student Fund, Housing, Employment....).

<https://units.imamu.edu.sa/deanships/sa/fileslibrary/Pages/default.aspx>

Recruitment

The university appoints the administration staff after running a competition among the applicants. For the academic staff, jobs are advertised nationally and internationally through all kinds of media (like <https://jobs.imamu.edu.sa>, newspapers, and magazines) or the Saudi Cultural Office abroad. The university appoints the administration staff after running a competition among the applicants. Next, the Recruitment Committee appointed by the department examines submitted applications. It classifies them, those considered for a position, and those who do not meet the department's academic standards. Some of the candidates' applicants are interviewed via the online process (Skype). Others (particularly for the candidates in Saudi Arabia and neighboring countries) are interviewed personally by the college recruitment committee, including the department head. The Saudi assistants are appointed by the Recruitment Committee after selection and passing a writing exam.

The Program Manager is responsible for determining the number and the academic qualification of the teaching staff are sufficient for teaching and supervision via :

The recruitment processes:

a. Saudi Ph.D. owners: They are invited to do a presentation in the corresponding department and a personal interview with the department recruitment committee.

b. For Non-Saudi Ph.D. owners: They are invited via a web announcement to submit their CVs. If they are selected, they will have a personal interview with the department recruitment committee via Skype.

c. For Saudi BSc or MSc owners: They are invited to do a written exam according to their specialties via a web announcement. If they are selected, they will.

I. Program Quality Assurance

1. Program Quality Assurance System

Provide online link to quality assurance manual

DQU structure and membership

Purpose

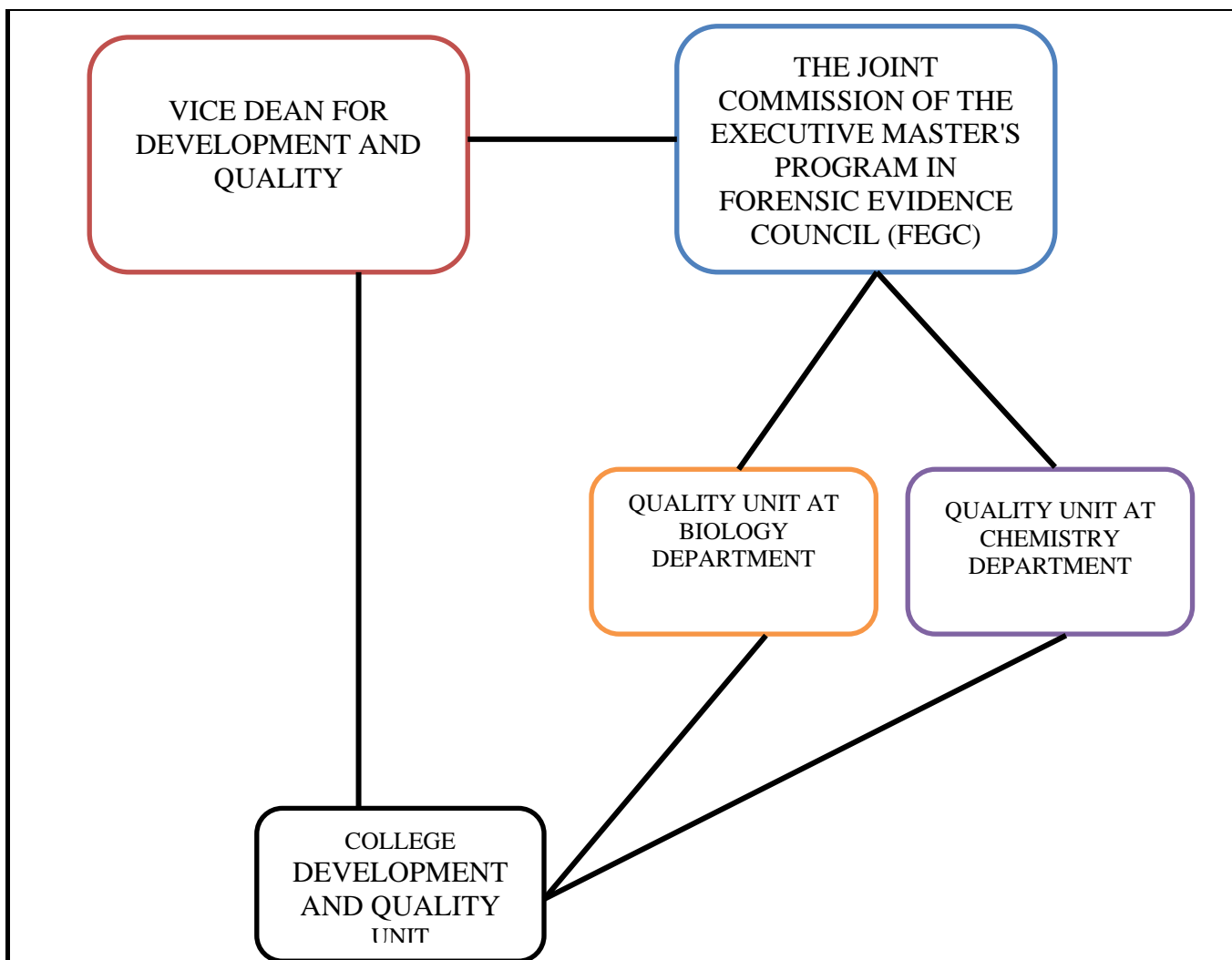
The purpose of the College Development and Quality Unit (CDQU) is to monitor and be responsible for the quality assurance process covering: planning, implementation and procedures, assessment, and improvement according to both NCAAA and University quality requirements within the College community.

On behalf of Vice-Deanship for Development and Quality, CDQU is accountable to the College Board for all aspects of academic quality assurance: the coordination, maintenance, and enhancement of quality and academic standards within the College. CDQU shall supervise all committees of accreditation of departments committees and related working teams.

Membership

The membership will be variable depending on the body structure and size of the College. CDQU (head, designed by the dean of the College of Science). The current membership is as follows:

- Head of the College Development and Quality Unit.
- Assistant of the Vice-Dean for Female Affairs;
- Heads of Department Quality Units (DQUs);
- Head of Statistical and Data Analysis Unit;
- Representatives of Departmental Quality Units at the Female Branch;
- Representative of College website manager.



Quality management, including quality assurance, is governed by **CDQU** based on quality-oriented governance with continuous development and improvement at the level of the College. Practically, **CDQU** utilizes the following management approach: To plan, coordinate, implement, assess, and orient all activities in the College towards compliance with the College's vision and convey its strategic goals.

At each department, a quality unit (QUD) is created. However, **CDQU** unifies all procedures, methods, and tools to ensure an integrated cyclical quality process over the College's departments and units and its academic programs, including teaching/learning quality.

At **The Executive Master's Program in Forensic Evidence** Quality subunit (**Sub. QUDFE**), are presented by the head of Quality unit of Chemistry and Quality unit of Biology jointly.

Review of Courses

The semester and annual reviews are milestones to the Program's quality management systems for each course's overall programs. The review of courses and program forms an integral part of the University, College, and Department quality assurance system.

The positive review requires effective involvement and coordination among the course responsible

(CR), course instructor (IC), **The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)**, Head of Departments, other faculty, and students. The course responsible has to conduct the review for the course in cooperation with (FEGC), through the Heads of the Department's supervision. However, the course evaluation and recommendations are being addressed with the Head of Department of Biology and Department of Chemistry. A report by CR focusing on the strengths-weakness and plans for identified improvement will submit to the Head of the Department annually.

Before the five-year cycle of self-study for the program, each course is reviewed at least once.

The main objective of the review of courses is to assess the followings:

- Quality of teaching;
- Learning activities;
- Course delivery methods;
- Course content;
- Teaching Strategies;
- Methods of assessment;
- Achievement of SLOs of the course;
- Adequacy of facilities and resources

Program review and its development is periodically assessed through the following processes:

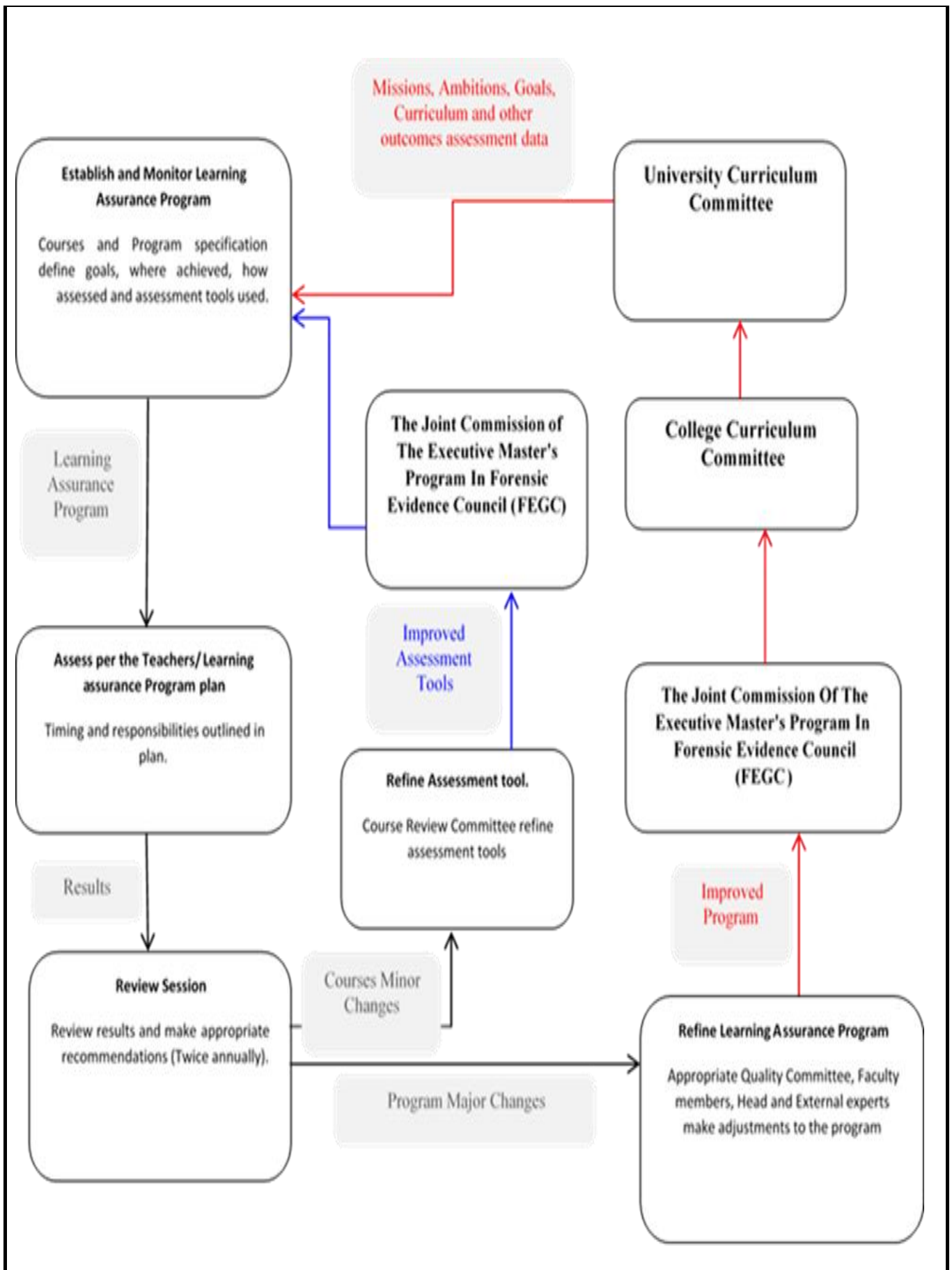
- ✓ Courses reports are submitted to the Course Responsible every semester.
- ✓ Course Responsible carries out a final review/audit of course documentation (Course e-portfolio) to ensure teaching schemes, assignments, and examination papers are relevant, current, and appropriate.
- ✓ Course Responsible with appropriate teaching staff committee is in charge of assessment and modification proposals.
- ✓ Course Responsible reviews the course reports and reports the findings, opinions, and recommendations for **The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)**.
- ✓ Course Responsible develops, in consultation with concerned teaching staff (Course team) and department quality unit (**DQU-BIO, CHM**), a Course action plan proposals (based on student feedback, external assessor report, current and previous Course reports, any other feedback), with a conclusion reached, forward to **The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)**, through the head of Biology and Chemistry departments (represented in the Program Council).
- ✓ Collecting and scoring the student's work and exams, including the Research Project results, concluded. Course action plan proposals from CRs are summarized and submitted to **Program Manager (head The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC))** supported by a short brief of the Statistics and Data Analysis Unit (**SDAU**) findings and remarks in the form of a semester report [(analysis; score average; description statistics (graphs, percentages, means)].

- ✓ **QUD-BIO, CHM conducts** and analyzes surveys' opinions about the courses and the program and forwards a final report to **the Program Manager (head of The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC))** through the head of Biology and Chemistry departments (represented in the Program Council).
- ✓ **Program Manager** reviews the final reports from the Quality sub-Unit (**Sub. QUDFE**), Reports submitted by the **Program Manager (head of The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council)** to The Department Council of Biology and Department Council of Chemistry and make appropriate decisions after approving the departments council. [appropriate changes might be minor in the:
 - Teaching Strategies
 - Curriculum Courses Contents
 - Others factors based on teaching/learning assurance quality process.
 - The proposals submitted by the previous committees
- ✓ Monitor a global review for the development of the program periodically every five years if necessary.
- ✓ The five-year periodic self-study report is the last step in evaluating the program that leads to the improvement of the program based on all assessments that have been done previously.
- ✓ A continuous improvement is a reflection of Teaching/Learning Quality Assurance Process, illustrated in the following diagram

Involving all faculty members at the department's level, expanding to be active members inside **Quality Unit (CDQU) in** the daily quality activities and responsibility including review and assessment of Program Quality. This management permits to configure a sound and active governance, accountability system leading to establish a process-centric culture through the implementation of quality management systems and building internal competencies for continuous quality improvement and sustainability touching all daily activities of the Department community.

The program's assessment coordinator should share the report with all staff, providing timely feedback and comments.

All the previous processes follow the Teaching\Learning Quality Assurance Process Diagram:



2. Program Quality Monitoring Procedures

- ✓ At the end of each semester, the instructor should complete a **Course Report** including a summary of student questionnaire responses, appraising progress, and identifying changes (course content, and or textbooks and or references) that need to change or modify, if necessary.
- ✓ **Course Responsible** develops, in consultation with concerned teaching staff (Instructors, Course team) and department quality unit, a Course action plan (based on: student feedback, external assessor report, current and previous Course reports, any other feedback) and submitting it to **The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council** through the head of Biology Department and Chemistry Department (represented in the FEGC council) for an eventual improvement in the courses.
- ✓ The final Reports submitted by **the Program Manager (head of The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council)** to The Department Council of Biology and Department Council of Chemistry and make appropriate decisions for minor or major changes in the courses, followed by **The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council Approval**.
- ✓ Students are encouraged to fill in an anonymous questionnaire on their assessment of the course at the end of the course. The forms will be analyzed, and the summary of the results will be reported to **head of The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council** for evaluations and to make a decision.

3. Arrangements to Monitor Quality of Courses Taught by other Departments.

All the courses are ensured by the Biology and Chemistry departments with , and extend **Research Project (BIO 6299)**

The mechanism for monitoring the quality of the Research Project taught and carry out by other departments or institutes (Cooperation with Forensic Laboratories and Toxicology laboratories for example),

1. Strategies for Obtaining the Student Feedback on the Effectiveness of Teaching: Students are asked to submit the first report at the first fifth weeks about the progress in the research project, and the second one in the eleventh week.
2. The student will invite to present a lecture on his progress in the research project in the eighth week.
3. **The instructor (supervisor of the research project)** will submit a final version to **The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council**, with evaluation reports and a list of 5 examiners (at least 2 of them outside his institution).
4. **The (FEGC) council**, will follow the proposed regulation of Quality and Development Unit (BIO, CHM) to recommend the submission of the research project to the judgment.
5. **The (FEGC) council**, will propose a peer committee to the head of department (BIO,

CHM) for approval.

6. The peer committee will review the research projects with applying all criteria (Ethical standards, Language Conventions, Style, layout)
7. The accepted Research **Project Report (RPR)** will forward for final evaluations.
8. The written project **RUBRIC** and the oral presentation **RUBRIC** can be considered a tool and indicator for the Quality of the Research Project Course, in combination with students and **The (FEGC) council** feedback
9. Other Strategies for Evaluation of Teaching by the Program/Department Instructor: At the end of each semester the course instructor should complete a report, including a summary of student questionnaire responses appraising progress and identifying changes that need to be made if necessary.
10. Processes for Improvement of Teaching: Student evaluations and the supervisor's course report will be used to decide improving parameters. Benchmarking with similar programs in other universities inside and outside the Kingdom of Saudi Arabia.
11. Planning arrangements for periodically reviewing course effectiveness and planning for improvement: Twice annually following the Teaching and Learning Assessment Process adopted by the **(FEGC) council**.

Project or Research Requirements (if any)

Summary of Research Project in the program. (Other than projects or assignments within individual courses) (A copy of the requirements for the project should be attached)

The course BIO 6299 Research Project is a required course with 4 credit hours.

a. Brief description

Research Project is an independent task to be carried out by each student individually and accomplished according to specific timetable duration. Research Project is a solo act based on one major Forensic topic (Biology and Chemistry) and supervised by one of the staff members. **The Joint Commission of the Executive Master's Program in Forensic Evidence Council (FEGC)** assigns a scientific committee with the project supervisor to evaluate and discuss the project on a pre-stated date. The research project involves a proposal that includes the experimental design, data collection, and analysis. The student is given the freedom to a great extent in choosing the graduation project title; the selected topic will focus on and follow with the aid of the supervising instructor. The topics and contents vary depending on the ability of the student and the courses that he/she has completed.

b. List the major intended learning outcomes of the project or research task.

1. Knowledge and Understanding	
1.1	Recall advanced application of in-depth and up-to-date technical knowledge and research principles in Forensic Science.
1.2	Describe appropriately judged professional solutions to Forensic Evidence problems.
1.3	Describe a required understanding of the basic concepts about Forensic Evidence in

	relevant topics and fields.
1.4	List the essential processes and procedures for the investigation in Forensic Evidence and present it inclusively.
2. Skills	
2.1	Analyze criminal samples and evidence to make decisions based on the knowledge gained.
2.2	Analyze the professional instruments, highly sensitive equipment, hazardous and non-hazardous materials with full capability to analyze Forensic Evidence Samples and cases, and problems.
2.3	Summarize and analyze existing academic literature serving the Forensic Evidence arguments.
2.4	Compose laboratory instruments and perform biological and chemical experiments and analysis, handle chemicals and operate tools.
3. Values	
3.1	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.
3.2	Show effective capabilities in own research or professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement.

c. At what stage or stages in the program is the project or research undertaken? (e.g. year, semester)

Research projects will be started in the last semester of the program study The 2nd year, 4th semester, also, according to the approved regulations, the student can begin after accomplished The Scientific Method in Forensic Science (BIO 6299) is as prerequisite.

d. Number of credit hours (if any)

- **4 credit hours.**

e. Description of academic advising and support mechanisms for students.

- **Students will be assigned an academic advisor The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council to give them the appropriate academic counselling and support.**
- **Weekly meeting and discussions with the research supervisor.**
- **The lecturer for each course allocates 6 office hours per week advertised on his own timetable, and reserved as part of his teaching schedule to help the students on any academic problems/difficulties.**
- **Student is able to get individual consultation and academic advice appointment with teaching staff via e-mail or phone calls and department website.**
- **A list of teaching staff members with their room numbers, their phone numbers and their e-mail addresses is given in the Forensic Science Master Program Handbook and Departments website of Biology and Chemistry.**

- Departments and Executive Master's Program in Forensic Science website (<http://units.imamu.edu.sa/colleges/science/Admission/Pages/default.aspx>) with details of all degree programs, lecture courses, and projects, as well as staff contact details and other information and electronic resources.
- Induction talks and meetings in the first week.
- Occasional meetings about course structure, option choices, etc. spread throughout the program.
- The health Centre and student counsellors available on site.
- A central library containing multiple copies of all course texts and giving access to a wide range of electronic resources.
- Well-equipped postgraduate laboratories with demonstrator support and staffed by technicians.

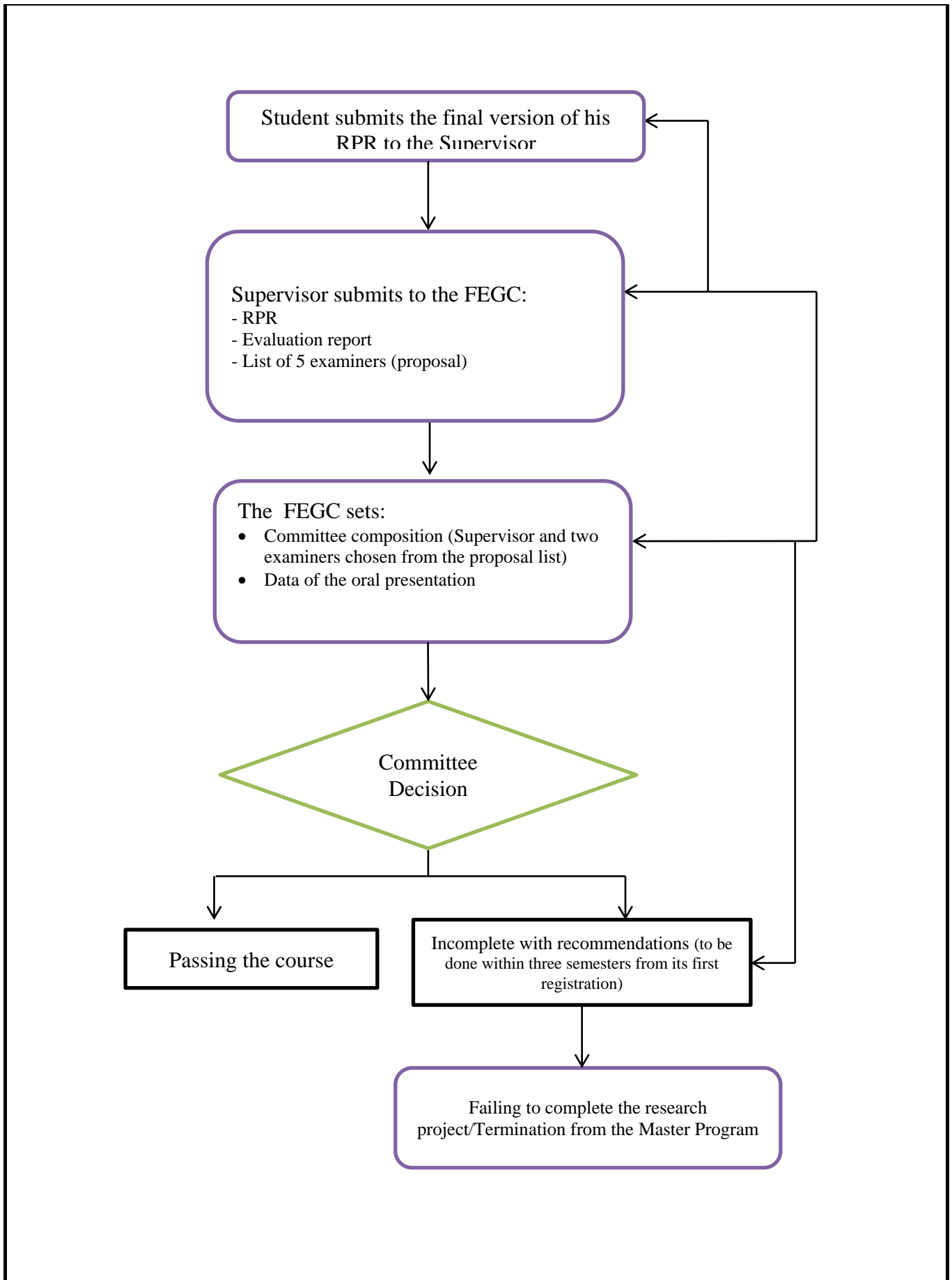
f. Description of assessment procedures (including mechanism for verification of standards)

The mechanism for verification of the standards consists:

- Strategies for Obtaining the Student Feedback on the Effectiveness of Teaching: Students can be provided with a list of potential supervisors and research projects based on the number of enrolled students. Following discussions between students and supervisors, a research topic for each student is decided and students are asked to draft up a research proposal. Students are then marked on their proposal and asked to deliver an oral presentation to their peers on their proposed research plan at week 3-4 of the semester.
- Students are asked to submit the first report at week 5-6 from of the semester about the progress in the Research Project, and the second one (Final) at week 9-10 of the semester associated with Oral Presentation.
- The instructor (supervisor of the research project) will submit a final version to the (FEGC) Council, with evaluation reports and a list of 5 examiners (at least 2 of them outside his institution).
- The (FEGC) Council, will follow the proposed regulation of Quality and Development Unit to recommend the submission of the research project to the judgment.
- The (FEGC) Council, will propose a judicial committee to the head of department for approval.
- The judicial committee will review the research projects with applying all criteria

(Ethical standards, Language Conventions, Style, layout).

- **The Recommended research project will forward for final evaluations.**
- **The evaluation written project RUBRIC and the oral presentation RUBRIC can be considered a tool and indicator for the Quality of the Research Project Course, in combination with students, and (FEGC) Council Feedback.**
- **Other Strategies for Evaluation of Teaching by the Program/Department Instructor: At the end of each semester the course instructor should complete a report, including a summary of student questionnaire responses appraising progress and identifying changes that need to be made if necessary.**
- **Processes for Improvement of Teaching: Student evaluations and the supervisor's course report will be used to decide improving parameters. Benchmarking with similar programs in other universities inside and outside the Kingdom of Saudi Arabia.**
- **Planning arrangements for periodically reviewing course effectiveness and planning for improvement: Twice annually following the Teaching and Learning Assessment Process recommended by FEGC to the Departments Council Approvals.**
- **The assessment procedures for the research project are explained in following:**



Capstone Requirements (if any)

Summary of Research Project in the program. (Other than projects or assignments within individual courses) (A copy of the requirements for the project should be attached)

**The Scientific Method in Forensic Science course BIO 6291 with 4 credit hours.
(Pre-requisite: BIO 6101, BIO 6105, CHM 6138, CHM 6151, STA 6117)**

a. Brief description

This course is designed to develop and improve the capability of graduate students to carry out search and interpret as well summarize the literature survey relevant for Forensic Science Topics. This course will introduce students to scientific research methodology in Forensic Science so as to develop understanding of the research process as applied to Forensic sciences and other scientific research. Students will learn about an overview of research and Forensically sciences research, formulation of research objective and research problems, the importance of literature study and review, scientific research methodology design, preparation of research proposals, data collection and presentation, writing research reports and scientific articles.

b. List the major intended learning outcomes of the project or research task.

Knowledge and Understanding	
1.1	Recall the fundamentals and application of Biology and Chemistry fields in investigating and solving a Forensic Evidence problem.
1.2	Outline the appropriate methods and routes in formulating a Forensic Evidence problem or topic.
1.3	List in-depth the Forensic Science Progress and development via literatures survey analysis
1.4	Recognize a critical assessment of scientific investigating work conducted by others.
Skills	
2.1	Develop experience in searching and assessing current Forensic Science literature.
2.2	Summarize the literature survey the applied methods and techniques used
2.3	Analyze and contrast the literature survey with instructor guidance.
2.4	Appraise communication, accompanying writing of mini- Reports, operating electronic mail, and Network in communicating conclusions and recommendations.
Values	
V1	Use scientific presentation, research, and work independently and integrate with a collaborated group, Using IT to acquire, analyze, and communicate information.
V2	Show effective capabilities in own research or professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement.

c. At what stage or stages in the program is the project or research undertaken? (e.g. year, semester)

Capstone course The Scientific Method in Forensic Science (BIO 6291) will be started in the fourth semester of the program study the 2nd year.

d. Number of credit hours (if any)

4 credit hours.

e. Description of academic advising and support mechanisms for students.

- Students will be assigned an academic advisor The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council to give them the appropriate academic counseling and support.
- The lecturer for each course allocates 6 office hours per week advertised on his own timetable, and reserved as part of his teaching schedule to help the students on any academic problems/difficulties.
- Student is able to get individual consultation and academic advice appointment with teaching staff via e-mail or phone calls and department website.
- A list of teaching staff members with their room numbers, their phone numbers and their e-mail addresses is given in the Executive MSc of Forensic Science Handbook and website.
- Course handbook.
- Departmental website (<http://units.imamu.edu.sa/colleges/science/Admission/Pages/default.aspx>) and <https://units.imamu.edu.sa/colleges/science/Admission/Pages/default.aspx> with details of all degree programs, lecture courses, and projects, as well as staff contact details and other information and electronic resources.
- Induction talks and meetings in the first week.
- Occasional meetings about course structure, option choices, etc. spread throughout the program.

f. Description of assessment procedures (including mechanism for verification of standards)

f.1. Schedule of Assessment Tasks for Students During the Semester

- Tasks of The Scientific Method in Forensic Science BIO 6291 are individually processed, and the instructor, weekly evaluates the final effort deployed by the students separately.
- The students frequently prepare a written mini report parallel with open discussion and seminars in the most of the course topics.
- The students will be divided into small groups, and each one will have a selected chemistry problem to build up research methodology, concepts, experiment planning, and end up with a research presentation.

	Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1	Workshop attendance *	Week 1–2	10%
2	Research proposal writing & presentation: Students can be provided with a list of potential supervisors and research projects based on the number of enrolled students. Following discussions between students and supervisors, a research topic for each student group is decided and students are asked to draft up a research proposal. Students are then marked on their proposal and asked to deliver an oral presentation to their peers on their proposed research plan	Week 2–3	30%
3	The First progress Report Once data collection is commenced, students are strongly encouraged to organize week-to-week meetings with their supervisors to ensure that work progress is on track. Students are also encouraged to draw on their supervisor’s experience in the field and learn how to analyse, assess, graph and present their research data. Half way through the research program and once students have collected some preliminary research data, all students are required to present their progress in a report to be corrected and marked by their supervisors.	Week 6-7	15%
4	The final progress Report Once data collection is complete, students are required to submit a final report on their project. Prior to submission deadline, students are again expected to work closely with their supervisors and receive some input on their writing, results contextualization and discussion and overall document format and presentation. The final report is then reviewed, assessed and marked independently by a dedicated panel created solely for this evaluation. Final project report and marking form are given as samples.	Week 9–10	15%
5	Final Presentation Students are given the opportunity to present their research project at this stage, and verbally share both their research findings and overall experience with an audience from the university. Students are then assessed by panel members in terms of their overall comprehension of the pressing research issue(s) they are presenting, knowledge and understanding of their research outcomes and their ability to defend their findings and identify pathways for future research.	Week 10–12	30%
	Total		100

*Workshop 1 “How to write a scientific research proposal”: During this workshop, the students are instructed on key components of a research proposal (e.g., general layout, structure and formatting and writing tips) and how to draft up their own.

Workshop 2 “Conducting and analyzing a scientific research project”: During this workshop, students are talked through general research design, potential research types, data sampling and data analysis.

Workshop 3 “How to write a scientific research paper”: During this workshop, students are taught how to present their research findings in an original research paper format ready to submit for publications

f.2. Strategies for Obtaining Student Feedback on Effectiveness of Teaching

- Student questionnaires to be assessed by independent body.
- Assessment of course teaching strategies by independent body.
- At the end of the course each student will complete an evaluation form which, it will be used by The Joint Commission of the Executive Master's Program of Forensic Evidence (FEGC) Council, to evaluate the course feedback and the instructor.
- At the end of each semester, the course instructor should complete a report, including a summary of student questionnaire responses appraising progress and identifying changes that need to be made if necessary.

4. Arrangements Used to Ensure the Consistency between Main Campus and Branches (including male and female sections)

- Students of all branches study the same program.
- The department chooses one coordinator for each course and for all branches at the beginning of the semester.
- The coordinator of branches insures that solved exercises are the same for all branches.
- The final exam is common for all branches.

5. Arrangements to Apply the Institutional Regulations Governing the Educational and Research Partnerships (if any).

N. A.

6. Assessment Plan for Program Learning Outcomes (PLOs), and Mechanisms of Using its Results in the Development Processes

نموذج الخطة الزمنية لقياس نواتج التعلم

١٤٤٥ - ١٤٤٦ هـ	١٤٤٤ - ١٤٤٥ هـ	نواتج تعلم البرنامج	المجال
		K1	المعارف
		K2	
		K3	
		K4	
		S1	المهارات
		S2	
		S3	
		S4	

		V1	القيم
		V2	

نموذج الخطة التنفيذية لقياس نواتج التعلم:

خطة التنفيذ كيف؟ من؟ متى؟ أين؟	مستوى الأداء المستهدف	أسلوب التقييم	نواتج تعلم البرنامج LOC	نوع الناتج	رمز الناتج
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦١٠١ و مقرر كيم ٦١٥١ من: منسق المقرر (تقرير المقرر). متى: المستوى الأول أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٨٠%	اختبارات	Recall advanced principles and knowledge in Biology and Chemistry related to the specialization of Forensic Evidence with a comprehensive and consistent deep understanding	المعارف	K1
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦١٠٢ من: منسق المقرر (تقرير المقرر). متى: المستوى الأول أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٨٠%	اختبارات	Describe a required understanding of the advanced concepts about forensic evidence in relevant topics and fields that serve the career and job		K2
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦١٠٥. من: منسق المقرر (تقرير المقرر). متى: المستوى الثالث أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٨٠%		Outline the required information and knowledge on the collection and preservation of criminal samples		K3
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦٢٩١. من: منسق المقرر (تقرير المقرر). متى: المستوى الرابع أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٨٠%		List the essential processes and procedures for the investigation in forensic evidence and present it inclusively		K4

خطة التنفيذ كيف؟ من؟ متى؟ أين؟	مستوى الأداء المستهدف	أسلوب التقييم	ناتج تعلم البرنامج LOC	نوع الناتج	رمز الناتج
كيف: حساب نتائج الطلاب في الواجبات في مقرر حيا ٦١٠٧، من: منسق المقرر (تقرير المقرر). متى: المستوى الثالث أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%	واجبات	Analyze criminal samples and evidences to make decisions based on the knowledge gained	المهارات	S1
كيف: حساب نتائج الطلاب النهائية في كيم ٦١٣٨ و كيم ٦١٣٩ و حيا ٦١٠٥ من: منسق المقرر (تقرير المقرر). متى: المستوى الثاني لمقرر كيم ٦١٣٨، والمستوى الثالث للمقررين كيم ٦١٣٩ و حيا ٦١٠٥ أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%	اختبارات	Develop the professional instruments, highly sensitive equipment, hazardous and nonhazardous materials with full capability to analyze Forensic Evidence and problems ,Samples and cases relevant to career		S2
كيف: حساب نتائج الطلاب النهائية في كيم ٦١٣٩ و كيم ٦٢٣١ من: منسق المقرر (تقرير المقرر). متى: المستوى الثالث لمقرر كيم ٦١٣٩، والمستوى الخامس لمقرر كيم ٦٢٣١ أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%	تقرير كتابي	Compare, and track biological, toxicological, and chemical constituents and all related materials in laboratories and field as Forensic Evidence.		S3
كيف: حساب نتائج الطلاب النهائية في مقرر أحص ٦١١٧ من: منسق المقرر (تقرير المقرر). متى: المستوى الثاني أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%		Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.		S4

خطة التنفيذ كيف؟ من؟ متى؟ أين؟	مستوى الأداء المستهدف	أسلوب التقييم	ناتج تعلم البرنامج LOC	نوع الناتج	رمز الناتج
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦٢٩٩. من: منسق المقرر (تقرير المقرر). متى: المستوى الرابع أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٧٠-٨٠%	مقياس تقديري من ٥ درجات	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.	القيم	V1
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦٢٩٩ من: منسق المقرر (تقرير المقرر). متى: المستوى السادس أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٧٠-٨٠%	مقياس تقديري من ٥ درجات	Appraise effectively independent or in professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement, by performing scenarios related to forensic cases to simulate the counterparts.		V2

6.1. IMSIU's mission

The mission of IMSIU is to nurture the intellect, creativity and moral values of men and women for leadership and service to society through high-quality learning and research. Guided by its Islamic traditions, IMSIU integrates academic excellence and Islamic commitment to build a peaceful, prosperous and caring world.

Program's Goals	University's Goals							
	UG1	UG2	UG3	UG4	UG5	UG6	UG7	UG8
PG1	✓	✓	✓	✓	✓	✓		✓
PG2	✓	✓	✓	✓	✓	✓		✓
PG3	✓	✓	✓	✓	✓	✓		✓
PG4		✓	✓	✓		✓		✓
PG5	✓		✓	✓		✓		✓
PG6	✓		✓	✓		✓		✓

6.1.A: Map University's Goals with the Program's Goals

Map University's Goals with the Program's Goals									
PLOs	Program's Goals	University's Goals							
		UG1	UG2	UG3	UG4	UG5	UG6	UG7	UG8
K1; K2; K3; S1; S2; V1	PG1	✓	✓	✓	✓	✓	✓		✓
K2; K3; K4; S2; S3; V1; V2	PG2	✓	✓	✓	✓		✓		✓
K3; K4; S1; S4; V1; V2	PG3	✓		✓	✓	✓	✓		✓
K2; K4; S1; S2; S3; V1; V2	PG4		✓	✓	✓	✓	✓		✓
K4; S3; S4; V1	PG5	✓		✓	✓	✓			✓
K3; K4; S3; S4; V1; V2	PG6	✓		✓	✓		✓		✓

- ✓ The Executive Master of Forensic Science Program has a clear mission statement that is appropriate for higher education and consonant with the mission and strategic priorities of the university and college.
- ✓ The Executive Master of Forensic Science Program is designed to offer advanced knowledge and skills in Forensic Evidence and relevant subjects.

6.2 College Mission

Provide distinguished Executive Programs accredited in fundamental sciences and their applications to qualify national cadres to meet the requirements of development and plan to localize technology in KSA, in order to contribute effectively to the development of scientific research and community service.

Specific goals of College

(classify them according to domains: knowledge, skills, values)

6.2.A. Map College's Goals with the Program's Goals

<i>College's Goals</i>	<i>PLOs</i>
CG1. Preparing qualified graduates with high scientific qualifications who meet the requirements of the labor market.	K1; K3; K4; S1; S4; V1; V2
CG2. Introducing postgraduate programs at the college and expanding undergraduate and expanding undergraduate academic programs	K1; K2, K4; S1; S2; V1; V2
CG3. Excellence in scientific research	K1; K3; K4; S1; S4; V1; V2
CG4. Developing college learning resources	K1; K4; S4; V1
CG5. Improving the role of the college in community service	K2; S4; V1; V2

Map College's Goals with University's Goals :

	UG1	UG2	UG3	UG4	UG5	UG6	UG7	UG8
CG1	✓	✓		✓		✓		✓
CG2	✓		✓	✓	✓	✓		✓
CG3		✓	✓	✓	✓	✓	✓	✓
CG4	✓		✓	✓			✓	✓
CG5				✓	✓		✓	✓

6.3.A. Map College's Goals with the Program's Goals

Map Collage's Goals with the Program's Goals						
PLOs	Program's Goals	Collage's Goals				
		CG1	CG2	CG3	CG4	CG5
K1; K3; K4; S1; S4; V1; V2	PG1	✓	✓	✓	✓	✓
K1; K2, K4; S1; S2; V1; V2	PG2	✓	✓	✓	✓	
K1; K3; K4; S1; S4; V1; V2	PG3	✓		✓	✓	✓
K1; K4; S4; V1	PG4	✓		✓	✓	

K2; S4; V1; V2	PG5	✓	✓	✓	✓	✓
K2; K4 S2; S4; V1; V2	PG6	✓	✓		✓	✓

- ✓ The learning outcomes of the Executive Master of Forensic Science Program have been formulated according to the National Qualifications Framework (NQF) and are recorded in the program specification. Moreover, each course has its own learning outcomes recorded in the course specification and related to the program's learning outcomes.
- ✓ The learning outcomes are mentioned in the courses and program specifications.
- ✓ The internal quality assurance system (IQAS-FEGC) is implemented in The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council, in a collaboration with Biology and Chemistry Departments, providing continuous quality improvement. The (FEGC) Council followed the required quality standards established by NCAAA and Quality Process by the University (in collaboration with Biology and Chemistry Departments Quality Unit).

Mechanism for the measure of the learning outcomes and Using its Results in the Development Processes- Improvement Plan:

Course folder:

- ✓ Through the study of the learning outcomes matrix, which is stated in the program specification, a model has to be selected from the course learning outcomes, which greatly serve the program plan.
- ✓ The Course responsible must review the exams models and learning outcomes for those courses in the course and program specification.

✓ Advisory committee report:

The remarks and comments of The Advisory Committee were considered and discussed in the (FEGC) Council and reported for Biology and Chemistry council for discussion and approval (the committee and department's minutes)

✓ Annual Report:

The learning outcomes were measured through the main KPIs that were approved by the college council. Annually, the results are documented with the improvement plans within the annual report and taking into consideration the available feedback through the following items:

- Course report.
- Student's feedback.
- Students' questionnaire.
- Employers' feedbacks.
- External assessor for the program and the exams.
- The minutes of the advisory committee.
- Besides, all of these points were discussed in the Department councils, and improvements plans were suggested and applied.

❖ External Assessor:

The main objective of the review of courses leading to Program review is to assess and report the following to the head of the department, joining with Independent External Assessor Report:

- ✓ Quality of teaching;
- ✓ Learning activities;

- ✓ Course delivery methods;
- ✓ Course content;
- ✓ Teaching Strategies;
- ✓ Methods of assessment;
- ✓ Achievement of SLOs of the course;
- ✓ Adequacy of facilities and resources.

All remarks, comments, opinions, and Students' evaluations of the course mentioned in the collective report were sent to the head of the Department and discussed in the department council (report of the external assessor, department council minutes, and the replies).

❖ **Self-Study Report for Program:**

Every five years, represented by QUD, The follow-up for all are parts of the overall management quality system at the department and College.

Evidences:

- ✓ Courses reports.
- ✓ Feedbacks from the course reports.
- ✓ External assessor reports for the program and exams.
- ✓ The advisory committee minutes.
- ✓ The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) Council.
- ✓ Department council minutes (discussion of the annual report provided by FEGC).
- ✓ The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) minutes (external assessor).
- ✓ The Joint Commission of the Executive Master's Program in Forensic Evidence minutes (final year Research Reports).
- ✓ The external assessor report.
- ✓ The reply on the external assessor report.
- ✓ The analysis of the student questionnaires about the courses.
- ✓ Annual report.
- ✓ The summary of the program annual report.
- ✓ The results of the student's questionnaires.
- ✓ The results of the graduate's questionnaires.

- ✓ The results of the employer's questionnaires.

Program Assessment process & Tools

- ✓ The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC) identifies the program's learning outcomes nominated in Program and Courses specifications, evaluates to which extent the program achieves its outcome-oriented objectives and goals, and provides evidence for making continuous improvements.
- ✓ Assessment of student learning outcomes involves the following:
 - The systematic collection of students learning activities.
 - The continuous evaluation feedback , and
 - The use of collected data from previous items to improve: teaching, departmental effectiveness, student learning, and student development .
- ✓ The Course Responsible presents to the Program Manager (The Joint Commission of the Executive Master's Program in Forensic Evidence (FEGC), through the Head of Department (BIO, CHM), a course report (CR) for each course in the program at the end of each semester with an annual assessment report on its progress and achievement, monitoring and including student learning outcomes and all activities .
- ✓ The Program Annual Assessment Report (PAAR) has to mention: mission, goals, and objectives, the specific student learning outcomes expected upon program completion.
- ✓ The Annual Report for the Program (APR) requires addressing mission /purpose, expected student learning outcomes, assessment tools and techniques, assessment results, continuous improvement efforts, and resource needs.

To enrich the teaching\learning environment, with goals and objectives related to student learning The Joint Commission of the Executive Master's Program in Forensic Evidence applies a teaching\learning assurance quality model, in order, the following issues:

- Mission and goals;
- College strategic plan goals;
- Key Performance Indicators;
- Assessment procedures;
- Continuous improvement;
- Action plans with resources.

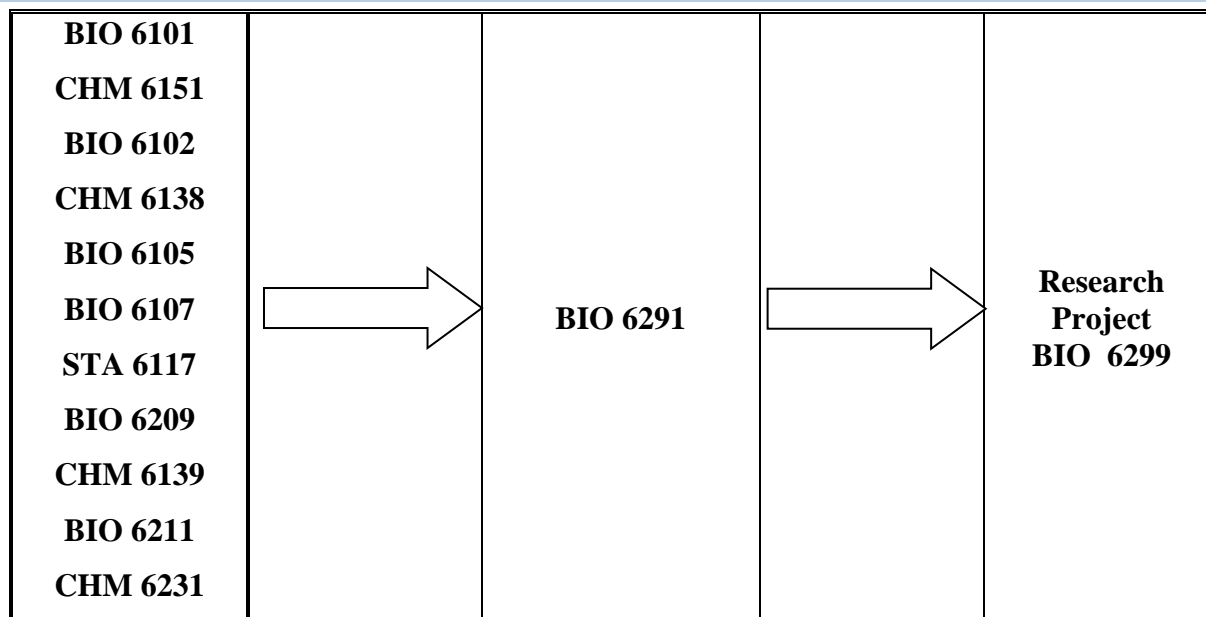
This process supports the FEGC Council effectiveness, organizes and evaluates systematic assessment to improve the Council's planning continuously, and making a decision making.

Program Assessment Flow

Program Goals 1

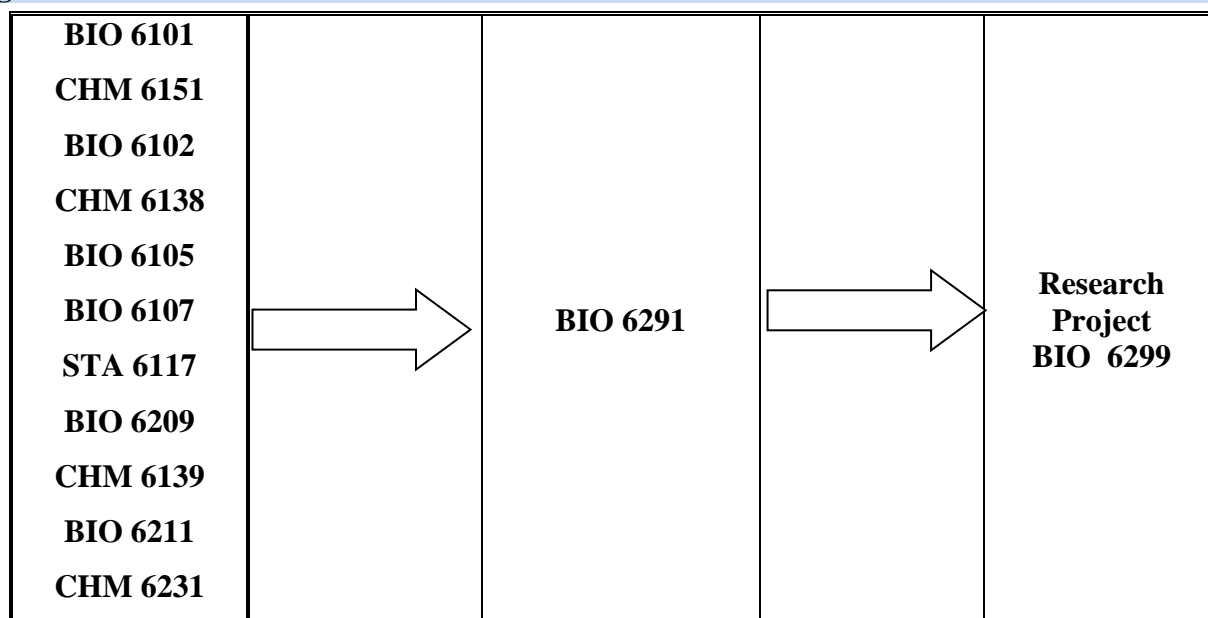
Goal Code	Statement
PG 1	Providing the Graduates with an attractive environment for science, knowledge, and targeted training in criminal sciences
Specific LOs to be assessed	Recall principles and knowledge in Biology and Chemistry related to the specialization of Forensic Evidence with a comprehensive and consistent deep understanding.
	Describe a required understanding of the basic concepts about forensic evidence in relevant topics and fields that serve the career and job.
	Demonstrate the professional instruments, highly sensitive equipment, hazardous and non-hazardous materials with full capability to analyze Forensic Evidence Samples and cases, and problems relevant to career
	Compare, and track biological, toxicological, and chemical constituents and all related materials in laboratories and field as Forensic Evidence.
	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.

Program Goal 1 Assessment flow



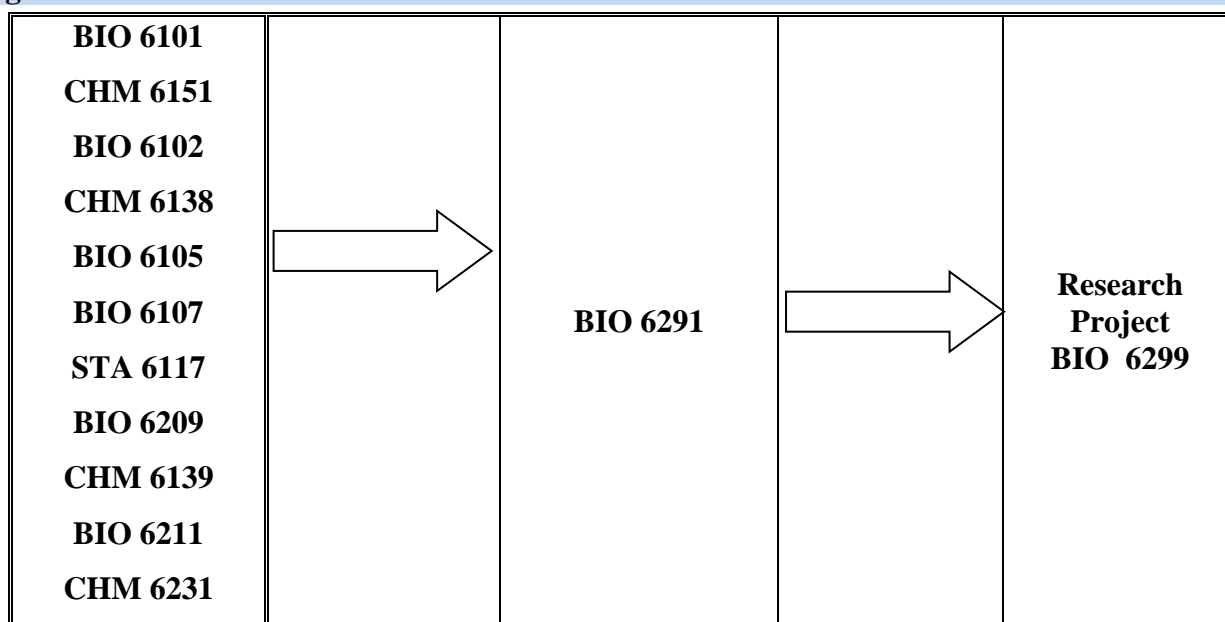
Program Goals 2	
Goal Code	Statement
PG 2	Enhancing the capabilities of the Graduates knowledge in forensic research tools by studying an Executive master's degree in criminal sciences
Specific LOs to be assessed	Describe a required understanding of the basic concepts about forensic evidence in relevant topics and fields that serve the career and job.
	Outline the required information and knowledge on the collection and preservation of criminal samples.
	List the essential processes and procedures for the investigation in forensic evidence and present it inclusively.
	Demonstrate the professional instruments, highly sensitive equipment, hazardous and non-hazardous materials with full capability to analyze Forensic Evidence Samples and cases, and problems relevant to career
	Compare, and track biological, toxicological, and chemical constituents and all related materials in laboratories and field as Forensic Evidence.
	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
	Appraise effectively in research or professional groups and making decisions, developing knowledge, that enhance society's quality and contribute to its advancement

Program Goal 2 Assessment flow



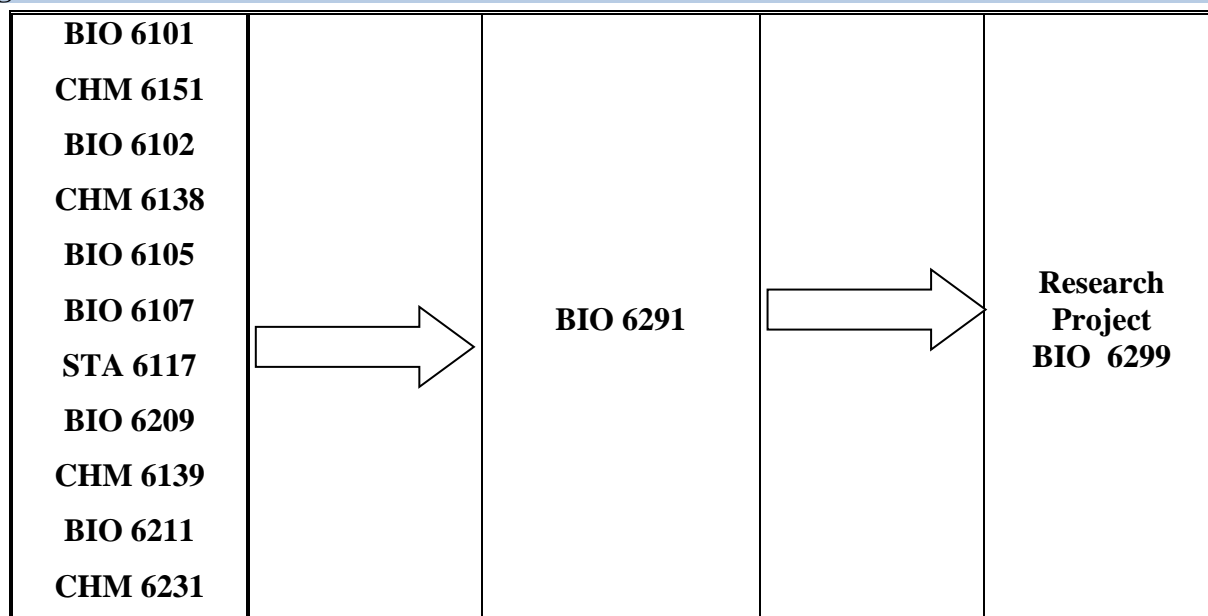
Program Goals 3	
Goal Code	Statement
PG 3	Qualifying the Graduates and employees in criminal work investigations on the use of biotechnology and bioinformatics to solve judicial problems in extracting forensic evidence.
Specific LOs to be assessed	Recall principles and knowledge in Biology and Chemistry related to the specialization of Forensic Evidence with a comprehensive and consistent deep understanding.
	Describe a required understanding of the basic concepts about forensic evidence in relevant topics and fields that serve the career and job.
	Outline the required information and knowledge on the collection and preservation of criminal samples.
	Demonstrate the professional instruments, highly sensitive equipment, hazardous and non-hazardous materials with full capability to analyze Forensic Evidence Samples and cases, and problems relevant to career
	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity

Program Goal 3 Assessment flow



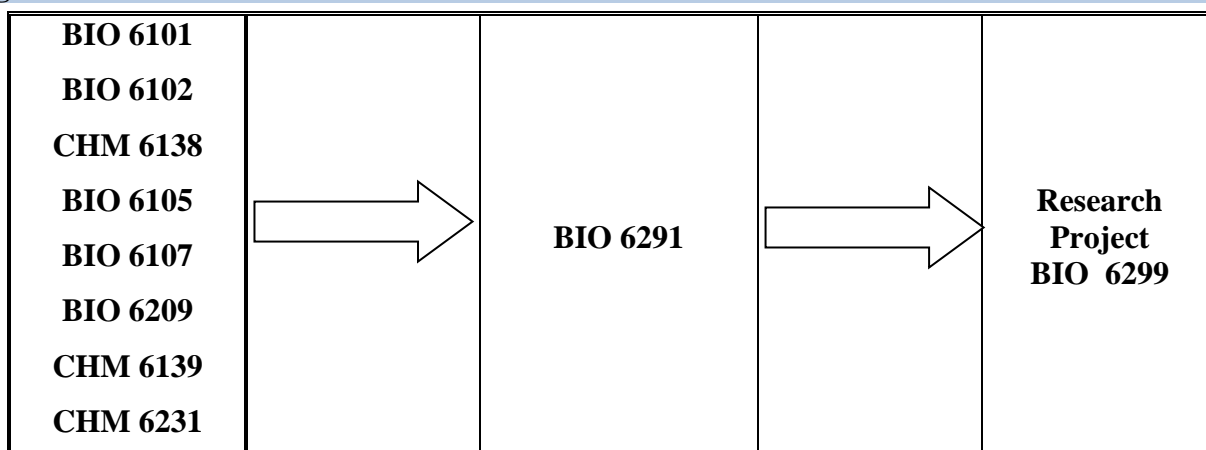
Program Goals 4	
Goal Code	Statement
PG 4	Providing the labor market with the Specialist Graduates in criminal sciences to contribute to solving criminal cases.
Specific LOs to be assessed	Describe a required understanding of the basic concepts about forensic evidence in relevant topics and fields that serve the career and job.
	Outline the required information and knowledge on the collection and preservation of criminal samples.
	List the essential processes and procedures for the investigation in forensic evidence and present it inclusively.
	Compare, and track biological, toxicological, and chemical constituents and all related materials in laboratories and field as Forensic Evidence.
	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.
	Appraise effectively independent or in professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement, by performing scenarios related to forensic cases to simulate the counterparts.

Program Goal 4 Assessment flow



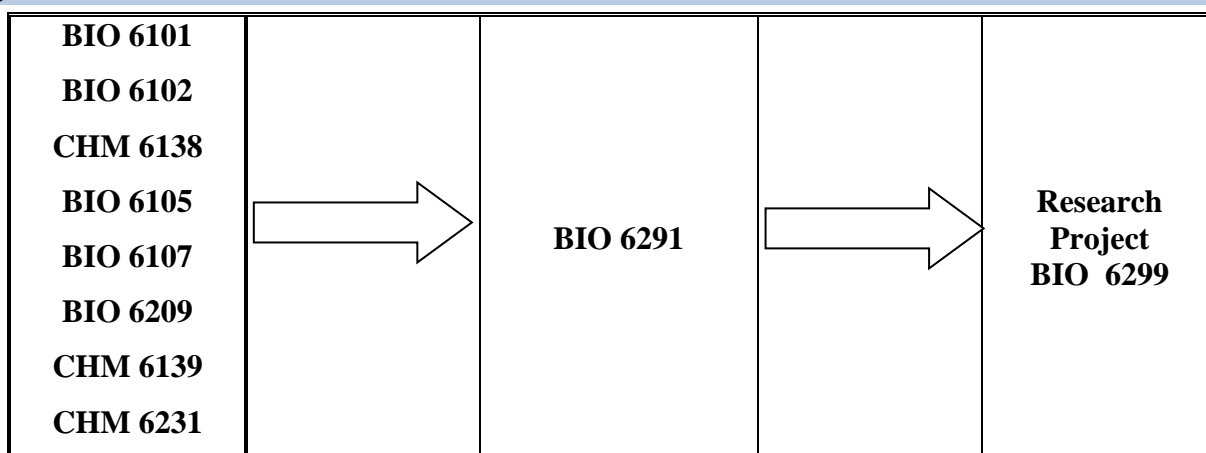
Program Goals 5	
Goal Code	Statement
PG 5	Keeping the Graduates abreast of scientific progress and its various applications in the fields of criminal sciences.
Specific LOs to be assessed	Outline the required information and knowledge on the collection and preservation of criminal samples.
	List the essential processes and procedures for the investigation in forensic evidence and present it inclusively.
	Analyze criminal samples and evidences to make decisions based on the knowledge gained.
	Demonstrate the professional instruments, highly sensitive equipment, hazardous and non-hazardous materials with full capability to analyze Forensic Evidence Samples and cases, and problems relevant to career
	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.
	Appraise effectively independent or in professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement, by performing scenarios related to forensic cases to simulate the counterparts.

Program Goal 5 Assessment flow



Program Goals 6	
Goal Code	Statement
PG 6	Increasing and refining the Graduates competitive ability, knowledge and skill qualification with basic skills in this criminal field of societal importance.
Specific LOs to be assessed	Recall principles and knowledge in Biology and Chemistry related to the specialization of Forensic Evidence with a comprehensive and consistent deep understanding.
	List the essential processes and procedures for the investigation in forensic evidence and present it inclusively.
	Demonstrate the professional instruments, highly sensitive equipment, hazardous and non-hazardous materials with full capability to analyze Forensic Evidence Samples and cases, and problems relevant to career
	Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.
	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.
	Appraise effectively independent or in professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement, by performing scenarios related to forensic cases to simulate the counterparts.

Program Goal 6 Assessment flow



7. Program Evaluation Matrix

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Program Leader	Responsible Course Report	Direct: Course e-Portfolio Indirect: Course Report	Beginning of Second semester
Effectiveness of teaching & assessment	Students	Direct: Questionnaire	Beginning of Second semester
	Course Responsible	Direct: Course e-Portfolio Indirect: Second Examiner Checklist-Course Report	
	Program Leader	Direct: Course e-Portfolio Indirect: External Assessor Report	
	Independent Reviewers	Indirect: Exams	
Learning resources	Students	Direct: Questionnaire	End of academic year
	Course Responsible	Direct: Course e-Portfolio Indirect: Second Examiner Checklist-Course Report	
	Program leaders	Direct: Course e-Portfolio Indirect: Course Evaluation Survey	

Evaluation Areas/Aspects (e.g., leadership, effectiveness of teaching & assessment, learning resources, partnerships, etc.)

Evaluation Sources (students, graduates, alumni, faculty, program leaders, administrative staff, employers, independent reviewers, and others (specify))

Evaluation Methods (e.g., Surveys, interviews, visits, etc.)

Evaluation Time (e.g., beginning of semesters, end of academic year, etc.)

Program KPIs*

The period to achieve the target (4-5) year.

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
1	KPI-PG-1	Percentage of achieved indicators of the program operational plan objectives	85%	Surveys, Program data	Yearly starting from the first promotion
2	KPI-PG-2	Students' Evaluation of quality of learning experience in the program	4.50	Surveys	Twice per year
3	KPI-PG-3	Students' evaluation of the quality of the courses	4.50	Surveys	Twice per year
4	KPI-PG-4	Students' evaluation of the quality of scientific supervision	4.60	Surveys	Yearly starting from the first promotion
5	KPI-PG-5	Average time for students' graduation	5 years	Graduation data	Yearly starting from the first promotion
6	KPI-PG-6	Rate of students dropping out of the program	0.3	Graduation data	Yearly starting from the first promotion
7	KPI-PG-7	Graduates' employability	85%	Graduation Unit	Yearly starting from the first promotion
8	KPI-PG-8	Employers' evaluation of the program graduates' competency	4.80	Surveys	Yearly starting from the first promotion
9	KPI-PG-9	Students' satisfaction with the provided services	4.60	Surveys	Yearly
10	KPI-PG-10	Ratio of students to faculty members	10/1	Program data	Yearly
11	KPI-PG-11	Percentage of faculty members' distribution based on academic ranking		Program t data	Yearly
12	KPI-PG-12	Proportion of faculty members leaving the program	0.1	Program data	Yearly
13	KPI-PG-13	Satisfaction of beneficiaries with learning resources	4.50	Surveys	Yearly
14	KPI-PG-14	Satisfaction of beneficiaries with research facilities and equipment	4.60	Surveys	Yearly
15	KPI-PG-15	Percentage of publications of faculty members	85%	Department data	Yearly
16	KPI-PG-16	Rate of published research per faculty member	2.00-4.00	Department data	Yearly
17	KPI-PG-17	Citations rate in refereed journals per faculty member	60	Department data	Yearly

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
18	KPI-PG-18	Percentage of students' publication	90%	Department data	Yearly starting from the first promotion
19	KPI-PG-19	Number of patents, innovative products, and awards of excellence	1.00	Department data	Yearly

* including KPIs required by NCAAA

I. Specification Approval Data

Council / Committee	Biology Department Council	Chemistry Department Council
Reference No.	16/1441/1442	1/13
Date	5/5/1442	10/05/1443

خطة قياس نواتج تعلم البرنامج
كلية العلوم
قسم الأحياء
برنامج ماجستير العلوم التنفيذي في الأدلة الجنائية
العام الجامعي ١٤٤٣/١٤٤٤ هـ / ٢٠٢٢/٢٠٢٣ م

تعد نواتج التعلم بمثابة القاعدة التي تنطلق منها كل إجراءات تصميم البرامج الأكاديمية ومقرراتها الدراسية، كما أنها أساس التقويم، وهي اليوم محور كل عمليات الجودة والاعتماد الأكاديمي، والمستند الرئيس لحركات إصلاح التعليم والتعليم العالي على مستوى العالم ولأهمية التحقق من مستوى أداء الطلاب في ضوء نواتج التعلم على المستوى البرامجي فقد أصبح من اللازم بناء خطة تنفيذية لقياس نواتج تعلم البرنامج، وتعد خطة قياس نواتج تعلم دليلاً إرشادياً للقائمين على البرنامج نحو اتباع منهجية إجرائية منظمة لقياس نواتج تعلم البرنامج وفق إجراءات عملية مؤقتة مواعيد زمنية محددة يمكن من خلالها استكمال قياس نواتج التعلم على مستوى البرنامج بنهاية دورة البرنامج، إضافة إلى هذا فإن خطة قياس نواتج التعلم من المتوقع كذلك أن تساعد القائمين على قياس نواتج التعلم في البرنامج على إعداد تقرير سنوي يكشف عن مستوى أداء الطلاب في تحقيق نواتج تعلم البرنامج والأسباب التي يمكن أن تعزى إليها هذه النتائج بما يمكن من اتخاذ إجراءات تحسين تسهم في تحسين أداء الطلاب في القياس اللاحق.

تعليمات هامة ينبغي الإحاطة بها ومراعاتها عند إعداد الخطة:

- ينبغي أن تتضمن الخطة آلية وفترات قياس جميع نواتج تعلم البرنامج، لكن ليس من المطلوب أن يتم فعلياً قياس جميع نواتج تعلم البرنامج في سنة واحدة، بل ينبغي توزيع فترات القياس خلال دورة البرنامج كاملة.
- ينبغي تعيين دفعة طلاب واحدة وتتبع قياس نواتج التعلم لديها بدءاً من التحاقها بالبرنامج وانتهاءً بآخر مستوى دراسي.
- ينبغي تحديد مستوى الأداء المستهدف في ضوء الأداء الفعلي في نفس الناتج لدى دفعة أخرى من الطلاب، ومن خلال الاستناد إلى قيمة مرجعية في جهة خارجية، كما يمكن الاستناد في تحديد مستوى الأداء المستهدف إلى القيم المعيارية المتعارف عليها لاسيما في التخصصات ذات الاختبارات المقننة الوطنية والدولية، كما يمكن الاعتماد في تحديد مستوى الأداء المستهدف بآراء مجموعة من الخبراء الأكاديميين والمهنيين داخل البرنامج وخارجه.

- لابد من مراعاة التنوع في استخدام أساليب وأدوات القياس ما بين الاختبارات وأساليب تقويم الأداء المختلفة كالملاحظة وتقويم المشاريع وملفات الإنجاز... الخ.
- يحسن التركيز بشكل أساسي على أدوات القياس المباشرة كالاختبارات التحصيلية والاختبارات المهنية المقننة وأساليب تقويم الأداء، ولا يمنع ذلك من استخدام أدوات القياس غير المباشرة في نطاق ضيق كاستطلاعات الآراء عن قياس نواتج التعلم.

نموذج الخطة الزمنية لقياس نواتج التعلم

المجال	نواتج تعلم البرنامج	١٤٤٤ - ١٤٤٥ هـ	١٤٤٥ - ١٤٤٦ هـ
المعارف	K1		
	K2		
	K3		
	K4		
المهارات	S1		
	S2		
	S3		
	S4		
القيم	V1		
	V2		

نموذج الخطة التنفيذية لقياس نواتج التعلم:

رمز الناتج	نوع الناتج	ناتج تعلم البرنامج LOC	أسلوب التقييم	مستوى الأداء المستهدف	خطة التنفيذ كيف؟ من؟ متى؟ أين؟
K1	المعارف	Recall advanced principles and knowledge in Biology and Chemistry related to the specialization of Forensic Evidence with a comprehensive and consistent deep understanding	اختبارات	نسبة نجاح الطلاب لا تقل عن ٨٠%	كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦١٠١ و مقرر كيم ٦١٥١ من: منسق المقرر (تقرير المقرر). متى: المستوى الأول أين: القسم العلمي.
K2		Describe a required understanding of the advanced concepts about forensic evidence in relevant topics and fields that serve the career and job	اختبارات	نسبة نجاح الطلاب لا تقل عن ٨٠%	كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦١٠٢ من: منسق المقرر (تقرير المقرر). متى: المستوى الأول أين: القسم العلمي.
K3		Outline the required information and knowledge on the collection and preservation of criminal samples		نسبة نجاح الطلاب لا تقل عن ٨٠%	كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦١٠٥. من: منسق المقرر (تقرير المقرر). متى: المستوى الثالث أين: القسم العلمي.
K4		List the essential processes and procedures for the investigation in forensic evidence and present it		نسبة نجاح الطلاب لا تقل عن ٨٠%	كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦٢٩١.

من: منسق المقرر (تقرير المقرر). متى: المستوى الرابع أين: القسم العلمي.			inclusively		
كيف: حساب نتائج الطلاب في الواجبات في مقرر حيا ٦١٠٧، من: منسق المقرر (تقرير المقرر). متى: المستوى الثالث أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%	واجبات	Analyze criminal samples and evidences to make decisions based on the knowledge gained	المهارات	S1
كيف: حساب نتائج الطلاب النهائية في كيم ٦١٣٨ و كيم ٦١٣٩ و حيا ٦١٠٥ من: منسق المقرر (تقرير المقرر). متى: المستوى الثاني لمقرر كيم ٦١٣٨، والمستوى الثالث للمقررين كيم ٦١٣٩ و حيا ٦١٠٥ أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%	اختبارات	Develop the professional instruments, highly sensitive equipment, hazardous and nonhazardous materials with full capability to analyze Forensic Evidence and problems ,Samples and cases relevant to career		S2
كيف: حساب نتائج الطلاب النهائية في كيم ٦١٣٩ و كيم ٦٢٣١ من: منسق المقرر (تقرير المقرر). متى: المستوى الثالث لمقرر كيم ٦١٣٩، والمستوى الخامس لمقرر كيم ٦٢٣١ أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%	تقرير كتابي	Compare, and track biological, toxicological, and chemical constituents and all related materials in laboratories and field as Forensic Evidence.		S3

كيف: حساب نتائج الطلاب النهائية في مقرر أحص ٦١١٧ من: منسق المقرر (تقرير المقرر). متى: المستوى الثاني أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٦٠-٧٠%		Design tools for monitoring and evaluating forensic evidence in criminal cases with a strategic perspective using IT and Bio-Statistical models.		S4
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦٢٩٩. من: منسق المقرر (تقرير المقرر). متى: المستوى الرابع أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٧٠-٨٠%	مقياس تقديري من ٥ درجات	Demonstrate the profession's ethics by applying forensic evidence with practical written and oral analysis and conclusion, applying IT, Bio-Statistical models, and Data analysis, and Performing communications to integrity.	القيم	V1
كيف: حساب نتائج الطلاب النهائية في مقرر حيا ٦٢٩٩ من: منسق المقرر (تقرير المقرر). متى: المستوى السادس أين: القسم العلمي.	نسبة نجاح الطلاب لا تقل عن ٧٠-٨٠%	مقياس تقديري من ٥ درجات	Appraise effectively independent or in professional groups and make decisions, develop knowledge, enhance society's quality, and contribute to its advancement, by performing scenarios related to forensic cases to simulate the counterparts.		V2