

Program Management and Regulations

إدارة البرنامج واللوائح

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Internal Policies and Regulations

Consistently with [OTH 1], IMSIU has written policies applying to students [IMSIU 3-5, 19-22, 26, 29, 31-34], faculty members [IMSIU 6-10, 12, 14, 31-32,] and other employees [IMSIU 17, 39-40, 42] that are clear and fair; these are detailed and explain the processes for almost all issues and concerns. Policies and regulations are regularly updated to reflect IMSIU's mission [IMSIU 1], 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, lab exams, quizzes and homeworks and mini/project. The syllabus is given to students at the beginning of class and it is published in Google Classroom and 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 Regulations and Exams [BScCH 5]. However, the final examination are specified with University's calendar and it is published in form of table regrouping all course examinations through College website.

The examination event are 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 are basically aimed to intensively, continually and compressively cover course learning objectives in order to monitor the individual student's achievement. Most of forms of the assessment are the final exam, as well

as a multitude of other assessment forms a (midterm(s), lab exam, quiz, homework, participation, mini-project,...), and during the semester intensively, comprehensively and continuously (see subsection C.5 of course specifications [BScCH 5] for the forms of exams .

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

- Syllabus
- College website page
- Blackboard (lms.imamu.edu.sa)

Final exams and University calendar

Final Examination timetables are published and available for each semester including summer session [CS 9]. However course syllabi specify the midterms and lab-exams 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 [CS 10-11].

The College equivalency committee was established to verify documents of student (official transcript with student assignment completed out-side of the university) with respect to quality assurance and level of compliance to quality with the quality expectation [CS 57].

Exams Regulations

Exam regulations are governed by "Rules and Regulations for Undergraduate Studies and Exams" amended by the decision of the Higher Education Council No. 33/45/1428 as well as the Executive Rules of IMSIU No. 2401-1432 / 1433H, (2012 G.) [IMSIU 3-4].

If a candidate is not able to assist to a final exam due to chronic illness or physical disability [CS 42], the College council may allow the candidate to take an alternative exam provide a medical certificate as evidence for his/her conditions.

[IMSIU 3] Study and examination regulations for Bachelor degrees.

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

[IMSIU 33] Student Affairs Regulations and Forms (Sport, Student Fund, Housing, Employment....).

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

[CS 18] Regulations concerning academic and student affairs at the University.

<https://units.imamu.edu.sa/colleges/science/StudentsAffairs/Pages/default.aspx>

Recruitment

The administration staff is appointed by the university after running a competition among the applicants. For the academic staff, jobs are advertised nationally and internationally through all kinds of media (like internet, newspapers and magazines) or through the Saudi Cultural Attaché's Office. Next the Recruitment Committee appointed by the department examines submitted applications and classifies them, those to be considered for a position and those who do not meet the academic standards of the department. Some of the candidates applicants are interviewed via the online process (Skype) and others (particularly for the candidates in Saudi Arabia and neighbouring countries) are interviewed personally by the college recruitment committee which includes the head of the department. The Saudi assistants are appointed by the Recruitment Committee after selection and passing a writing exam. The responsible for the degree programme recognize that the number and the academic qualification of the teaching staff are sufficient for teaching and supervision:

1. Through the recruitment processes:

- a. For Saudi PhD 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 PhD owners: They are invited via a web announcement to send their CVs. If they are selected, they will have a personal interview with the department recruitment committee via Skype application.
- 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.