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| --- | --- | --- | --- |
| **Academic Year** |  **........ /.........****Course Report** | **Semester** | **................** |

1. **Basic Information**

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| --- | --- |
| Course Title (according to the bylaw): |  |
| Course Code (according to the bylaw): |  |
| Department/s that participated in the teaching:  |  |
| Total number of credit hours/points of the course:  |  |
| Course Type: |  |
| The level to which the course was introduced: |  |
| Academic Program:  |  |
| Faculty/Institute:  |  |
| University/Academy:  |  |
| Name of Course Coordinator:  |  |
| Course Report Approval (Attach the decision/minutes of the department /committee/council ....)  |  |
| Date of approval of the course report | Click or tap to enter a date. |

1. **Data and Statistics**

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| --- |
| **Course Instructors** |
|  **Number of Teaching Assistants**  | **Number of Faculty Staff**  |
| **Part-time** **(1 or 2 days)** | **Full-time****(at least 4 working days)** | **Part-time** **(1 or 2 days)** | **Full-time** **(at least 4 working days)** |
|  |  |  |  |
|  |
| **Specialty** | **Academic degree** | **Department**  | **Instructor Name** |
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| **Notes (if any):**.................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................. |

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| **Teaching and Learning**  |
| **Other****(to be mentioned)** | **Total number of self-learning hours****(if any)** | **Total number of field training hours****(if any)** | **Total number** **of** **training hours (practical/clinical/...)** | **Total number of** **theoretical teaching hours** **(Lectures/ ......)** | **Number** **of weeks** **of actual study**  |
|  |  |  |  |  |  |
| **Notes (if any)** **on:** Topics not covered, changes in teaching methods, number of teaching hours or content .......:**.**.................................................................................................................................................................................................................................................................. **.**..................................................................................................................................................................................................................................................................**.**.................................................................................................................................................................................................................................................................................................................................................. |

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| **Student Assessment Methods that have been Implemented** |
| **Method of assessment \*** | **Date of Evaluation** | **Marks/Score** | **Type and number of questions** | **Measured Course Learning Outcomes**(Mention the text) |
| **Exam (1) Semester work** | Click or tap to enter a date. |  |  |  |
| **Exam (2) Semester work** | Click or tap to enter a date. |  |  |  |
| **Final Practical Exam** | Click or tap to enter a date. |  |  |  |
| **Final Oral Exam** | Click or tap to enter a date. |  |  |  |
| **Final written exam**  | Click or tap to enter a date. |  |  |  |
| **Field training** | Click or tap to enter a date. |  |  |  |
| **Projects/ Assignments/ Portfolio/****Logbook/ ...**  | Click or tap to enter a date. |  |  |  |
| **Other** **(to be mentioned)** | Click or tap to enter a date. |  |  |  |
| **\* The methods mentioned are examples the institution may add and delete depending on the nature of the course****Comment on the procedures and rules of student assessment that have been implemented (e.g. examination committees, exam paper review, blueprints, ….), and the rules for passing the course:**..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................**.**............................................................................................................................................................................................................................................................................................................................................................................................................................. **.**.................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... |

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|  | **Student Assessment Results** |
| **Number of students (who started the course):**  |  |
| **Number of students (who completed the course/ sat for the exam):**  |  |
| **Number of students who did not attend the final written exam (absent - deprived - withdrawn):**  |  |
| **Total number of students who passed the exams successfully:** |  |
| **Percentage of success (out of the total number of students who sat for the final exam)** |  |
|  | **Grade Distribution**  |
| **Grade** | **A+** | **A** | **A-** | **B+** | **B** | **B-** | **C+** | **C** | **C-** | **D+** | **D** |
| **Number of students** |  |  |  |  |  |  |  |  |  |  |  |
| **Percentage** |  |  |  |  |  |  |  |  |  |  |  |
| **Total number of students who failed the exams:** |  |
| **Percentage of failure (for the total number of students who took the final exam)** |  |
| **Commenting on student results, analyzing student performance (including factors that affected the results if any), and comparing them with the results of the previous year:****.**.................................................................................................................................................................................................................................................................. **.**...................................................................................................................................................................................................................................................................**.**.................................................................................................................................................................................................................................................................. **.**..................................................................................................................................................................................................................................................................... **.**.................................................................................................................................................................................................................................................................. **.**.................................................................................................................................................................................................................................................................... **.**.................................................................................................................................................................................................................................................................. **.**...................................................................................................................................................................................................................................................................**.**...................................................................................................................................................................................................................................................................**.**. **.**........................................................................................... |

1. **Student Feedback \***

**\* Feedback from students must include their evaluation of the following: scientific content – teaching and learning methods – facilities and learning resources – examinations - …………**

(attach the questionnaire analysis report or any other means used, and the points evaluated).

| Item | Comment |
| --- | --- |
| Means of Evaluation: |  |
| Timing of Evaluation: |  |
| Number of students who participated in the course evaluation  |  |
| Percentage of participants to the total number  |  |
| Important points of satisfaction  | **1-****2-****3-** |
| Important points of dissatisfaction  | **1-****2-****3-** |

**4. Instructors Reflection \***

**\*** **Instructors’ views on the educational process, scientific content, adequacy of resources, etc. (if any)**

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1. **Course Enhancement**

**Comment on uncompleted corrective/improvement actions from last year's plan**

**(if any, mentioning the reasons)**

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**Course development plan for the next academic semester/year**

(considering the student assessment results as well as the student feedback and instructors’ reflection)

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| --- | --- | --- | --- | --- |
| **No.** | **Points that need****development or improvement** | **Corrective/ Improvement** **Actions** | **Methods of implementation** | **Notes** |
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| **Name and Signature** **Head of the department council**  |  | **Name and Signature** **Course Coordinator**  |