

CASPP011-Teaching and Learning Policy Procedures

1. Purpose

The aim of these procedures is to define the principles and procedures that organise and enhance learning via optimal implementation of available technologies which are suitable to the educational and teaching methods.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

HIE: Higher Education Institution

CAS: Colleges of Applied Sciences

SIS: Student Information System

DG: Director General

Efficient learning: Active learning that requires the learner to use different critical thinking skills, analysis, construction and assessment.

Learning environment: The context that frames the learning process and is one of the important elements which construct, reinforce, enrich and enable efficient learning.

Feedback: A feedback is a form of reinforcement that teachers conduct to enhance learners' performance with a view to helping them reach the highest skill levels.

3. Procedures

1. The HEI familiarises the student with all the available learning services in the college (academic departments, academic support centres, administrative and financial departments) during the orientation program for the new intake.

2. The HEI prepares specialised laboratories which are appropriate to the sub-specialisations of the programs offered in the College, and equips them with new and modern tools and equipment that enables active learning.

3. The academic staff provides its students with the study plan, course outline, exam dates, assessment regimes, coursework, course contents, and study weeks.
4. The academic staff provides its students with feedback within two weeks after work submission.
5. The academic staff uses modern learning strategies and assessment, and increases the ratio of the practical course content.
6. The academic departments and academic support centres use the SIS database to record all the data of the students and academic staff in the Colleges in order to enable easy access to the data.
7. The academic staff uses the available learning facilities, such as Google Classroom, and conducts workshops and training sessions, which can enable other faculty members and students to gain optimal benefits from these learning facilities.
8. The academic departments provide the LRC with the titles of the books and references needed for teaching on an annual basis to ensure that students are equipped with the latest and most up-to-date information in keeping with the 'Program Development and Review Policy.'
9. Each academic department in coordination with the pertinent Program Director, reviews the courses' contents every two semesters.
10. Each College sets in place and implements a teacher-qualifying scheme for new staff with regard to teaching skills, psychology, and classroom management.
11. Each College organises and holds conferences, symposiums, forums, and discussion sessions that can foster the academic staff and students' participation in the field of scientific research.
12. Each College in coordination with the Director of Academic Programs, reviews the academic program every five years in compliance with the 'Program Development and Review Policy' (CASP010). Review results shall be submitted to the Academic Council and subsequently approved by the Board of Trustees.
13. Each College in coordination with the Academic and Electronic Database Centre shall purchase the rights to use the necessary electronic learning systems and shall activate them at all levels of the learning process. These systems include Electronic Learning Blackboard, EBSCO Database, and Symphony for LRC management.
14. The Registration and Administration Centre uses the SIS to follow up students' registration, data and to issue their transcripts and general reports for academic faculty use such as students' lists and lecture timetables.
15. The Training and Career Guidance Centre in coordination with other academic departments organises a number of lectures and workshops that are relevant to the learning content and the employment market in the centre's annual plan.

16. The Student Support Services Centre in each College shall organise and hold exhibitions, workshops and activities that encourage students to hone and enhance their personal and specialised skills, and develop their creativity and talents as part of an annual plan which is devised by all students' groups.

17. The Scientific Research Centres in coordination with the Scientific Research Centre in the Directorate seek opportunities to fund the scientific research projects of both students and academic faculty members.

4. Supporting Materials

4.1- Executive Bylaw of CAS Colleges

4.2-Academic System for CAS Colleges

5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures Sponsor

The General Director of the Colleges of Applied Sciences.

8. Contact person

Academic departments

Academic Support Centres of CAS Colleges