Philadelphia University
Faculty of Information Technology

(HFE Award Winner)

Quality Assurance Handbook

March. 2018

CONTENT

1. Introduction

The Faculty of Information Technology (FIT) has recently started to organize new procedures for Quality Assurance. In 2001, it first started to improve the academic quality of the Department of Computers and Information Systems in the Faculty of Science through its participation in the Hussein Fund for Excellence prize that uses the British Quality Assurance Agency for Higher Education (QAAHE) as external reviewer. Since then, the FIT works diligently on the development of the quality of all its departments by modifying its procedures or issuing new ones. Therefore, the FIT intends to issue the Quality Assurance Handbook to assist staff and students in the daily activities and in their long-term quality planning. This is achieved by providing a convenient means of reference to the FIT's quality assurance policies and procedures as they relate to teaching and learning. The Handbook also provides staff and students with information on their role in the effective operation of these procedures to improve quality.

The quality of teaching is the responsibility of every academic staff member. That is why this Handbook is to be distributed to all academic staff in the FIT.

Constructive student feedback is essential to the effective operation of these procedures, which provide course organizers with information necessary to improve the effective delivery of courses, thereby enhancing continually, the quality of the FIT's mission.

This Handbook will be of general interest to FIT members and it may be useful to those Departments preparing for subject review. This Handbook contains Chapters, which are structured to reflect broadly the criteria for assessment used by the British Quality Assurance Agency for Higher Education.

The FIT's policies and processes are constantly being revised and updated to improve their effectiveness. Therefore, the Handbook forms an organizational model that stands at the start of the academic year. Since revisions and changes are made on these processes at the beginning of each academic session, a new edition of the Handbook must be updated every year.

The Figure 1 below shows the QA General Process developed by the FIT for its QA practice and Annex 1 presents the generic weekly QA implementation of this process.

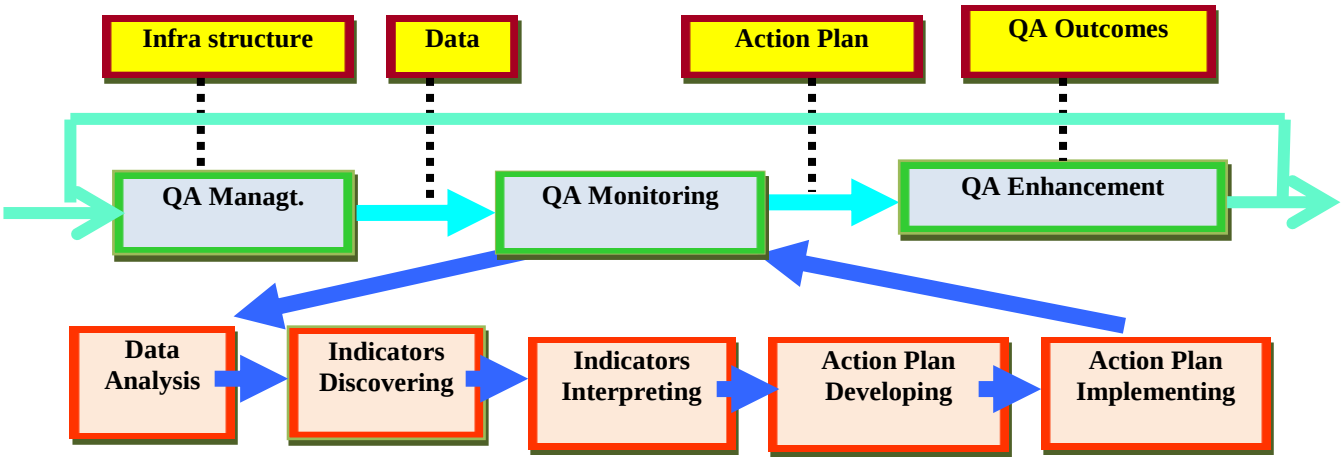

Figure 1. The FIT's QA Process

2. Vision

To be a distinguished faculty of Information Technology in Jordan and in the region in teaching, learning, research, and community services according to international standards.

3. Mission and Objectives

The mission of the Faculty of Information Technology is part of the mission of Philadelphia University. The Faculty of Information Technology was established at Philadelphia University in the year 2000-2001, to serve the national and international students who seek world-class, career-oriented education in a wide variety of IT specializations.

The Faculty of Information Technology is committed to provide opportunities for students to obtain degree level education in the fields of Computer Information Systems, Computer Science, Applied Computer Science, Software Engineering, Management Information Systems and Computer Education via properly resourced structures, which support a vibrant community of specialists who are charged with the responsibility of providing appropriate education to the students of the Faculty.

The primary goal of the Faculty of Information Technology is to graduate students who have successfully completed four years of academic requirements which include practical training and a graduation project, leading to the B.Sc. degree in one of the IT specializations.

The Faculty seeks to fulfil the following goals:

1. To teach an academic curriculum in conformity with International standards like ACM/IEEE Curriculum (CC 2013).
2. To comply with quality assurance and quality control criteria set forth by the Faculty of IT.
3. World-class professionals in various IT specialization areas.
4. To develop an environment that encourages IT Research and creates opportunities for higher education.
5. To mobilize academic and technical resources for the growth of IT based business and Industry, thereby promoting local job creation, economic development and technology transfer.
6. To develop and enhance the logical and technical capabilities of the students through transferable knowledge and skills required by IT employers and industry leaders.

The faculty targets the following objectives:

1. To maintain high quality programmes that will produce graduates with a strong background in both theoretical and practical knowledge to meet the standards of private and public sectors locally and internationally.

2. To expand our scholarship range and research activities, and sustain successful existing programmes while pursuing new endeavours in carefully-targeted areas.
3. To seek opportunities to increase our funds; such as increasing the number of qualified staff, offering scholarships to honour students, creating mutual agreements between our researchers and industry.
4. To support economic development and public- sector outreach.
5. To provide an optimized administrative framework

4. QA salient features of FIT

The Following are the most QA salient features of FIT:

1. The QA actors are accredited as it follows:

   - The academic Vice President is the University QA Officer
   - The FIT Vice Dean is the QA Officer
   - The Department Chair is the Department QA Officer
   - All other actors (academic & non-academic staff) are QA Practitioners
   - Each QA Officer/ Practitioner realizes a QA Agenda (Annex 1) and reports to its superior.

1. The flow of the QA documents between different actors is accredited as shown from the following figure (Figure 2):

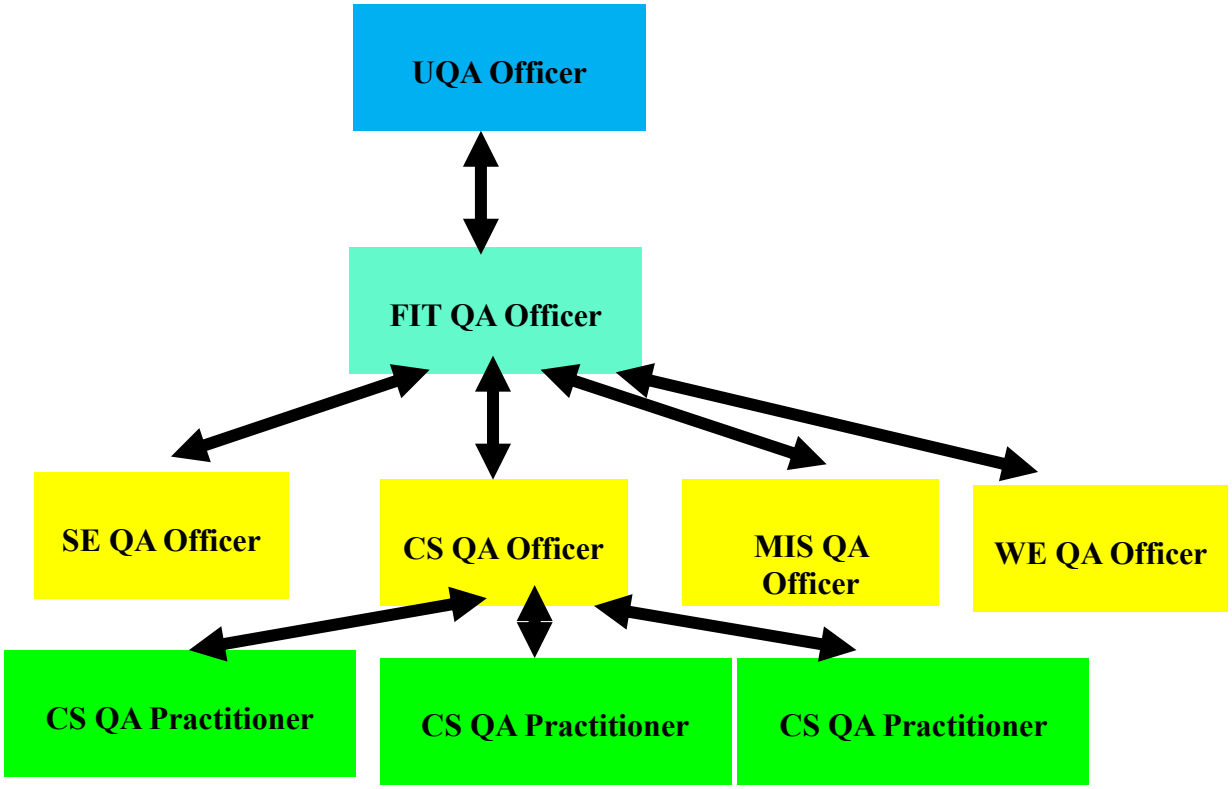

Figure 2. QA Documents flow between different QA actors

2. The QA actors interact with the administrative infrastructures as shown from the following figure (Figure 3):

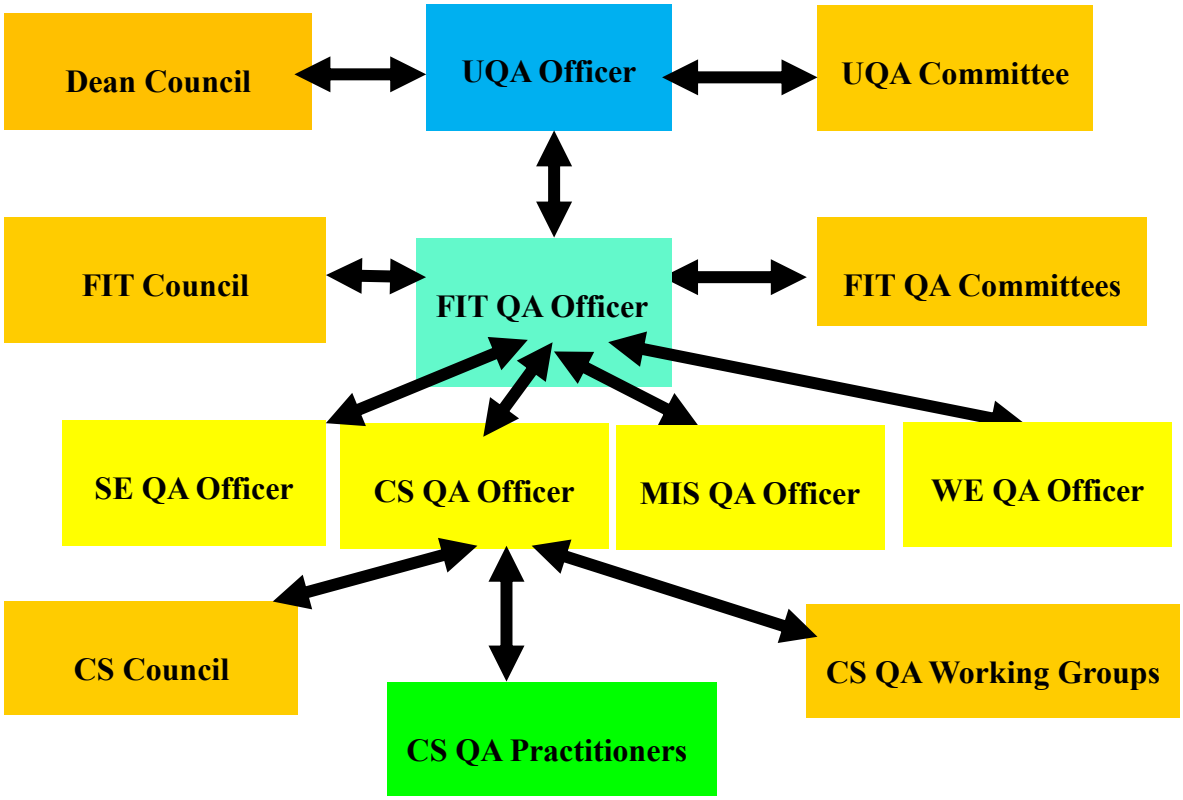

Figure 3. QA and administrative actors interaction

Where the FIT QA committees are (Figure 4):

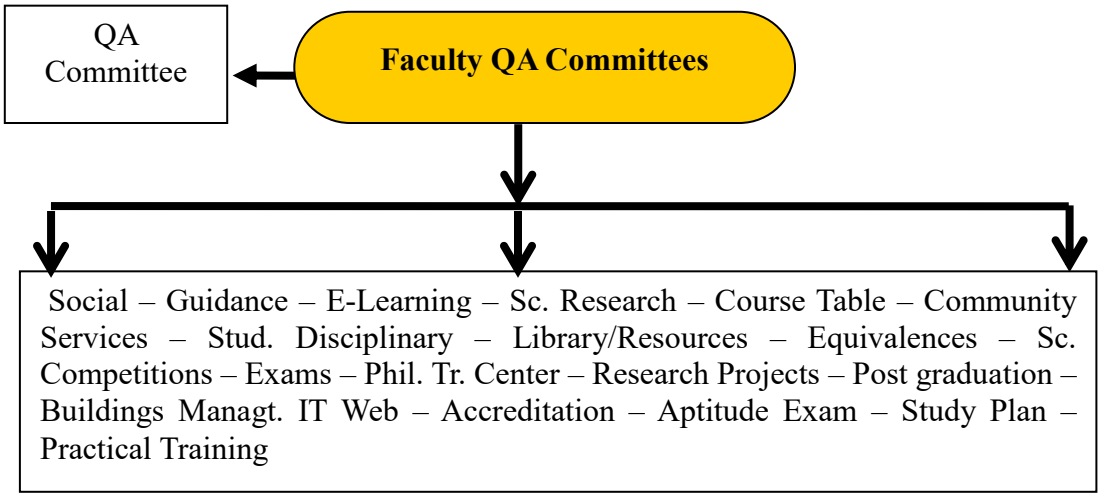

Figure 4. FIT QA Committees

And the Department Working Groups are (Figure 5):

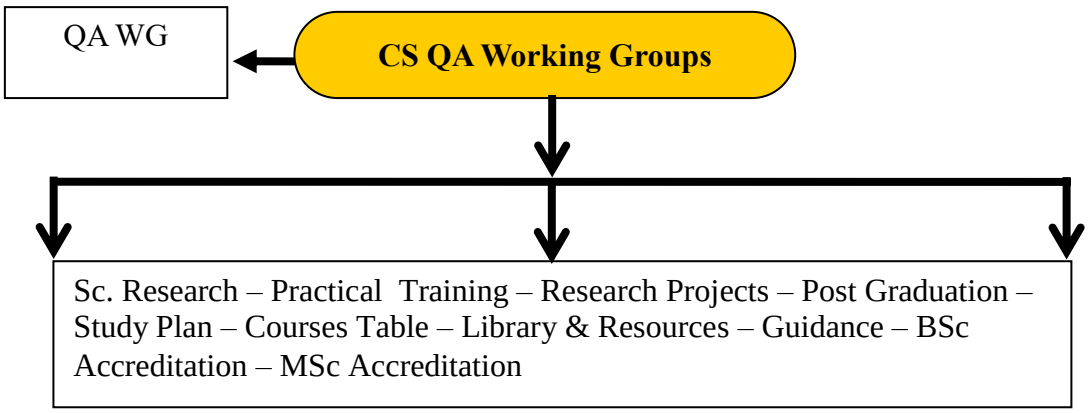

Figure 5. Department working groups

5. Departments of IT

Currently, the Faculty of Information Technology has four different specializations in its Bachelor's programme:

1. Computer Science (CS)

This specialization produces graduates with good knowledge and understanding of basics of computer science.

Vision of Computer Science Department

To be one of the distinguished departments of Computer Science in teaching, learning, scientific research, and community service according to international standards to achieve the desired growth and development.

Mission of Computer Science Department

The mission of Computer Science Department is derived from the overall IT Faculty and University missions. The Computer Science Department at Philadelphia University was founded in 2003 after closing the department of Computer and Computer Information Systems. The Department is committed to provide an opportunity to students with varied entry qualifications to obtain relevant and well-rounded education, through the provision of a high quality degree programme, which is well resourced and supported by good quality research. Its mission is to pursue outstanding teaching and to provide high quality learning in pure and applied computer science. The Department has one of the largest and most comprehensive computer science undergraduate programmes in Jordan. It intends to produce graduates who are competent computer science practitioners and who have a solid foundation of basic and fundamental knowledge and experience in applying the existing IT to current problems. The Department aims to maintain an environment that

promotes innovative thinking, it values mutual respect and diversity, encourages and supports scholarship, instils ethical behaviour, and engenders life-long learning. The strategies of the Department are set to meet the demands of a rapidly evolving world, and to meet the needs of a developing job market in Information Technology. This programme well addresses the analytic skills required by students to develop their abilities in research and to proceed for postgraduate study.

Objectives of the Department of Computer Science

1. To produce socially-responsible graduates equipped with the knowledge and skills required for professional careers.
2. To deliver high quality research both theoretical and applied.
3. To provide flexible and dynamic curriculum that is responsive to the changing information technology work force needs.
4. To strengthen the partnership that facilitates the collaboration of industry, government and education.
5. To enhance staff-student relations and mutual understanding in order to create a pleasant and productive teaching and research environment.

Programme Handbooks

The Computer Science Department provides two programme: a BSc programme and an MSc programme. Each programme Handbook contains all the information related to the programme which might help students during their study: Programme overview; Study plan; Teaching, Learning, and Assessment; Student progress; support and guidance; and Learning resources.

Theses Handbooks may be reached through the following links:
http://www.philadelphia.edu.jo/faculties/faculty-of-information-technology/computer-science

Learning Resources Handbooks

The CS Department has produced a handbook introducing all learning resources supporting its two BSc and MSc programmes. Each Handbook contains all the information related to the learning resources which might help lecturers and students during their academic work: library resources, laboratories, Internet facilities, e-courses, etc.

Course Catalogue

The CS Department's handbooks introduce all the courses for the two BSc and MSc programmes. Each Course Catalogue contains all the information related to the courses which might help lecturers and students during their academic work: Curriculum design, Study plan, Course descriptions (synopsis, outcomes, assessment, etc.), Prerequisites,

etc.

These courses catalogues may be reached through the following link:
http://www.philadelphia.edu.jo/it/cs/course-catalogue-2017-2018.pdf

Programme Specification

The CS Department's handbooks introduce all the courses for the two BSc and MSc programmes with their relations to programme outcomes. Each Programme Specification contains a matrix where rows are program courses and columns are programs outcomes (produced skills).

These Programme Specifications may be reached through the following link:
http://www.philadelphia.edu.jo/it/cs/csps_2017_2018_en.pdf

Self -Evaluation Document (SED)

The CS Department provides a document containing self-evaluation for two BSc and MSc programmes. Each SED contains an evaluation of: Aims and Learning Outcomes, Design, Organization and Content of Curriculum, Teaching, Learning, and Assessment, Student Progression and Achievement, Student Support and Guidance, Learning Resources, and Quality Management and Enhancement.

2. Software Engineering (SE)

This department deals with design, implementation, testing and maintenance of complex and large-scale software systems, including real-time software systems. The large- scale software systems are based on scientific methodologies to produce highly efficient products. Team effort is required by IT specialists to accomplish successful development of such complex software products. The Bachelor of Engineering degree is designed to offer students fundamental knowledge and skills in software engineering.

Vision of the Software Engineering Department

To be distinguished in teaching, learning, scientific research and community service according to international standards.

Mission of Software Engineering Department

The mission of the Software Engineering Department at Philadelphia University is to provide outstanding education to its undergraduate students in accordance with the principles of the University's mission, to advance scholarship in key domains of software engineering, and to engage in activities that improve the welfare of society. The Department aims to maintain an environment that promotes innovative thinking; values mutual respect and diversity; encourages and supports scholarship; instills ethical behavior; and engenders life-long learning.

The strategies of the Department are set to meet the demands of a rapidly evolving world, and to meet the needs of a developing job market in Information Technology. Graduates of this programme will work with the engineering of software, with special attention devoted to large and critical systems. This programme addresses both analytic and practical skills required by students to develop robust and efficient computer software systems for manufacturing, industrial, medical, government, and business applications. They will have individual and team hands-on experience with timely, cost-effective and state-of-the-art processes, methods and tools.

The curriculum of this programme aims to prepare students for careers in software engineering, software project management, and software development and integration. Software engineering comprises the core principles consistent in software construction and maintenance. This mainly covers the fundamental software processes and life-cycles, mathematical foundations of software engineering, requirements analysis, software engineering methodologies and standard notations, principles of software architecture and reuse, software quality frameworks and validation, software development, and maintenance environments and tools.

Objectives of the Department of Software Engineering

1. **To Provide** abroad based education in Software Engineering covering analysis, design, and application of modern computing technologies.
2. **To Introduce** our students to the values, principles, and vision that will prepare them for lifelong learning experience together with the ability to deal with a broad spectrum of commercial, legal, and ethical issues.
3. **To Prepare** our graduates to pursue advanced studies in various areas of Software Engineering , on competitive basis.
4. **To Keep up** with the fastest ever-growing field and continually maintain superiority and distinction in the field of Software Engineering by honoring and constantly renewing our programmes.

Programme Handbooks

The SE Department provides two programmes: a BSc programs and MSc programs. Each programmes Handbook contains all the information related to the programs which might help students during their programmes study: programmes overview; Study plan; Teaching, Learning, and Assessment; Students programmes; Students support and guidance; and Learning resources.

Theses Handbooks may be reached through the following link:
http://www.philadelphia.edu.jo/faculties/faculty-of-information-technology/software-engineering

Learning Resources Handbooks

The SE Department provides a handbook introducing all learning resources supporting its two BSc and MSc programmes. Each Learning resources Handbook contains all the information related to the learning resources which might help lecturers and students during their academic work: library resources, laboratories, internet facilities, e-courses, etc.

Course Catalogue

The SE Department provides handbooks introducing all the courses for the two BSc and MSc programs. Each Course Catalogue contains all the information related to the courses which might help lecturers and students during their academic work: Curriculum design, Study plan, Course description (synopsis, outcomes, assessment, etc.), prerequisite graph, etc.

These catalogues may be reached through the following link:
http://www.philadelphia.edu.jo/course-description-software-eng-dept

Programme Specification

The SE Department provides handbooks introducing all the courses for the two BSc and MSc programmes with their relations to programmes outcomes. Each programme Specification contains a matrix where line are programme courses and columns are programmes outcomes (produced skills).

Self -Evaluation Document (SED)

The SE Department provides document containing a self-evaluation for two BSc and MSc programmes. Each SED contains an evaluation of: Aims and Learning Outcomes; Design, Organization and Content of Curriculum; Teaching, Learning, and Assessment;
Student Progression and Achievement; Student Support and Guidance; Learning Resources; and Quality Management and Enhancement.

3. Management Information Systems (MIS)

This department provides specialization in the design and implementation of Information systems that help organizations in key decision making. Effective Information management is the most important requirement for any organizational success. This specialization requires in-depth knowledge of projects management, development and programmes of web sites, and design and analysis of information networks.

Vision of MIS Department

The Mission of the department is to train highly skilled professionals to meet the growing market demands in the Information Technology and Systems. The Bachelor of MIS aims

to produce graduates who will be able to develop Management Information System within a Management/Business environment. Have a good understanding of Information Technology and its use in organizations for information system development, decision making, project management, etc. Apply IT knowledge in planning, design, evaluation, development, implementation, etc.

Mission of MIS Department

Preparation of specialized and excellent staff in the exploitation of information technology output for the development and use of computerized management information systems for servicing management systems in organizations in order to develop the work of these institutions and to maximize their competitiveness in the labor market and raise their efficiency and proficiency to deal with information technology and computerized information systems and thus improve its work in full.

Objectives of MIS Engineering

1. To provide a broad-based education in MIS to students from a wide range of backgrounds and with varied subject interests and professional expectations.
2. To enable students to acquire the knowledge, and develop specialist and transferable skills appropriate for MIS practice.
3. To emphasize individual, collaborative and interdisciplinary work undertaken within the Information Technology environment and other appropriate environments.
4. To equip students to pursue their chosen specialization through professional practice, related employment or further study or research.
5. To Enable students to develop transferable skills such as verbal and written communication, teamwork, leadership, planning, etc.

Programmes Handbooks

The MIS Department provides only one programme: a BSc. Its Programmes Handbook contains all the information related to the programme which might help students during their study: Programmes overview; Study plan; Teaching, Learning, and Assessment; progress; Student support and guidance; and Learning resources.

This Handbook may be reached through the following link:
http://www.philadelphia.edu.jo/faculties/faculty-of-information-technology/management-information-systems

Learning Resources Handbooks

The MIS Department provides a handbook introducing all learning resources supporting

its BSc programme. This Learning resources Handbook contains all the information related to the learning resources which might help lecturers and students during their academic work: staff members, library resources, laboratories, internet facilities, e-courses, etc.

Course Catalogue

The MIS Department provides a handbook introducing all the courses in its BSc programmes. This Course Catalogue contains all the information related to the courses which might help lecturers and students during their academic work: Curriculum design, Study plan, Course description (synopsis, outcomes, assessment, etc.), Prerequisite graph, etc.

Programmes Specification

The MIS Department provides a handbook introducing all the courses in its BSc programmes with their relations to the programmes outcomes. This programmes Specification contains a matrix where line are programmes courses and columns are programmes outcomes (produced skills).

Self -Evaluation Document (SED)

The Department provides a document containing a self-evaluation for its BSc programmes. This SED contains an evaluation of: Aims and Learning Outcomes; Design, Organization and Content of Curriculum; Teaching, Learning, and Assessment;
Student Progression and Achievement; Student Support and Guidance; Learning Resources; and Quality Management and Enhancement.

4. Web Engineering (WE)

This department deals with the design, implementation, testing and maintenance of complex and large Web applications, including real-time software systems. The large-scale Web applications are implemented based on scientific methodologies to produce highly efficient products. Team effort is required by IT specialists to accomplish successful development of such complex software products. The Bachelor of Engineering degree is designed to offer students fundamental knowledge and skills in Web engineering.

Vision of WE Department

To be one of the distinguished departments of Web Engineering in teaching, learning, scientific research, and community service according to international standards.

Mission of WE Department.
The mission of the Web Engineering Department is derived from the mission of the Faculty of Information Technology and the university. The department seeks to:

1. Provide the best education in undergraduate and graduate programmes by relying on the latest developments in an excellent learning environment.
2. Focus on the theoretical and applied aspects in the field of Web Engineering.
3. Conduct research at the local and international levels through its staff and students.
4. Support the community through encouraging and sharing technology transfer.

Objectives of WE Engineering

1. Prepare students for careers in modern enterprise computing by equipping them with knowledge and skills in web application programming
2. Enable students to design and implement solutions by providing them with practical experience of a wide range of industry standard, leading-edge web development tools
3. Enable students to adapt to future developments in web-based computing by providing them with a solid grounding in its underlying concepts and principles
4. Enable students to develop particular expertise in a chosen area of computing
5. Develop the students' ability to undertake research by providing appropriate resources and guidance in their use
6. Develop the students' ability to make an effective contribution to team-based activity
7. Encourage students to adopt an investigative approach and develop autonomous study skills in order to assist their continuing professional development.

Handbooks

The WE Department provides only one programmes: a BSc. Its programmes Handbook contains all the information related to the programmes which might help students during their programmes study: programmes overview; Study plan; Teaching, Learning, and Assessment; Students progression; Students support and guidance; and Learning resources.

This Handbook may be reached through the following link:
http://www.philadelphia.edu.jo/faculties/faculty-of-information-technology/web-engineering

Learning Resources Handbooks

The WE Department provides a handbook introducing all learning resources supporting its BSc programmes. This Learning resources Handbook contains all the information related to the learning resources which might help lecturers and students during their academic work: staff members, library resources, laboratories, internet facilities, e-courses, etc.

Course Catalogue

The WE Department provides a handbook introducing all the courses for the its BSc programmes. This Course Catalogue contains all the information related to the courses which might help lecturers and students during their academic work: Curriculum design, Study plan, Course description (synopsis, outcomes, assessment, etc.), Prerequisite graph, etc.

Programme Specification

The WE Department provides a handbook introducing all the courses for the its BSc programmes with their relations to the programmes outcomes. This programmes Specification contains a matrix where line are programmes courses and columns are programmes outcomes (produced skills).

Self -Evaluation Document (SED)

The WE Department provides a document containing a self-evaluation for its BSc programmes. This SED contains an evaluation of: Aims and Learning Outcomes; Design, Organization and Content of Curriculum; Teaching, Learning, and Assessment;
Student Progression and Achievement; Student Support and Guidance; Learning Resources; and Quality Management and Enhancement.

6. Teaching and Learning Resources (TLR)

The FIT has comprehensive resources to meet the needs of students, faculty members and staff . TLR include all the required resources for supporting the educational system. Their QA aspect deals mainly with their documentation and procedure .

1. FIT handbooks

Three Handbooks are provided by the FIT:

- FIT Handbook presenting, in a general way, the academic life in the Faculty. It includes the departments, the various programmes, learning resources, curriculum design, QA, etc.

- FIT QA Handbook presenting in a detailed way QA practice, by the staff as well as by students, in the Faculty, It includes all the regulations, processes, and documents supporting the daily exercise of QA.

- FIT Curriculum Design Handbook presenting in a detailed way Curriculum Design of the various programmes offered by the Faculty. It includes all the knowledge needed by the staff and students: Study plans, Guiding plans, synopsises, etc.

2. Laboratories Manual

The FIT also provides a Laboratories Manual containing all lab resources together with regulations and procedures.

3. e-courses

Several courses are supported by e-courses (lectures, exercises, etc.). Regulations and procedures are indicated in the syllabi.

4. Library

The FIT has very large number of hard/ e- resources (books, journals, dictionaries, etc.). Regulations and procedures for accessing these resources are indicated in in the University Library and in FIT Library Resources Manual

5. Staff Members

The FIT has specialized staff members in its BSc and MSc programmes. Each staff member, in addition to his academic load, ensures:

- Office hours for dealing with student problems in the availability of courses
- Student tutoring for guiding (in all possible issues) a group of students assigned to him from their 1st year to the last one.
- Master thesis supervision

Each staff member may participate in a FIT research project as a member or as a chair.

6. FIT Induction Process

The FIT induction process (for new staff members) is achieved through:

- An academic seminar by the most senior staff members and Peer reviewing .
- QA seminar by the FIT QA chair.
- Course coordinating.
- Internal examination.
- Exam reporting.

7. Academic Rules for FIT Staff

1. Faculty committees

The FIT is composed of 21 committees as follows. The objective of each one and its tasks are defined in Annex 2 – FIT Committees Objectives and tasks.

- *Teaching and learning committees*

- Quality Assurance, Study Plan, Course offerings, Guidance , Post-graduation, E-Learning, Practical Training, Research Projects, Accreditation, Students Discipline

- *Examination committees*
  - Academic Exams, Aptitude Exam

- *Scientific committees*
  - Sc. Research, Equivalences, Sc. Competitions

- *Services committees*
  - IT Web, Library/Resources, Philadelphia Training Center, Buildings Management, Social, Community Services

Each FIT Department sets up of 10 committees as follows. The objective of each one and its tasks are defined in Annex 3 – Department working groups objectives and Tasks.

- *Teaching and learning working groups*

  - Quality Assurance, Study Plan, Courses offering , Guidance, Post-Graduation, Practical Training , Research Projects, BSc Accreditation, MSc Accreditation

- *Scientific*
  - Sc. Research

- *Services*
  - Library & Resources

3. Coordination

Each multi-section course is managed by a course coordination group chaired by the most senior lecturer and includes the lecturer of each section along with a student representative of that section. This group is created at the beginning of each academic semester and meets according to a fixed schedule.

4. Peer reviewing

In the first semester of each academic year, a number of lecturers (including the new ones) are scheduled for a peer review. This allows exchanging experiences in teaching and learning.

5. Tutoring

Each lecturer has a group of students that he/she will guide during their studying cycle.

6. Internal Examiner

Each scheduled course in an academic semester is assigned to an internal examiner to ensure the conformity of the exams to the course outcomes, the covering of taught material, the achievement of the syllabus, the quality of the questions, etc.

7. Exam reporting

At the end of each exam (first, second, and final) each lecturer must analyse students results and provide an analytical report with supporting evidence (exam sheet, marking).

8. QA management

Each lecturer enacts a weekly QA management session fixing all the tasks to carry out during each week through a fixed process and producing required documents.

9. QA monitoring

During an academic semester, QA documents are gathered by the Department's QA officer. At the beginning of the next semester these documents will be analysed in order to identify weaknesses. An action plan is then developed for dealing with these weaknesses. The tasks of the monitoring are also planned in the QA Agenda The QA agenda is provided in Annex 1 – QA Agenda.

8. Curriculum Design, Content and Organization

1. Study plan

Opening a new programme in any Department of FIT follows a well-defined process with its Input documents and Output ones. The most important Inputs of this process are the outcome the programmes must achieve and the most important Output is the programmes study plan.

2. Syllabus

When a new programme is accredited, the courses included in its study plan will be defined according to an accredited and unified template at the university level. This template document constitutes, when filled for a specific course, a syllabus. The syllabus presents clearly how the course contributes through its own outcomes to the outcomes of the whole programme. Naturally, the outcomes of the whole courses must achieve all the programme's outcomes.

3. Programme specification

Each syllabus in the programme presents clearly how this course participates through its own outcomes to the outcomes of the whole programme. The union of the whole courses outcomes must achieve all the programme outcomes. This is provided through the programme specification.

4. Programme evaluation and enhancement

Each FIT programme is continuously evaluated through the semester monitoring process. Weaknesses are identified and solutions implemented. In addition, a programme might evolve according to actors feedback (students, industry, etc.), market requirements, technology innovation, etc.

5. Student assessment

Each course has its student assessment method fixed in its syllabus (written, quizzes, homework, seminars, etc.) along with what course outcomes will be assessed.

6. Internal and external examiner

Each course has its assigned internal examiner, who ensures the conformity of the exams to the course outcomes, the covering of taught material, the achievement of the syllabus, the quality of the questions, etc.

7. Programme handbooks

Each programme is well defined in complementary handbooks (programme handbook, courses catalogue handbook, programme specification) and is continuously self-assessed in its self-evaluation report (see 4. Departments of FIT above).

9. Student Support and Guidance

1. Learning guidance

Each course consists of lectures, tutorials, practical work, research, and (optionally) by seminars. The tutorials are exercises (solved in class) allowing students to understand the course and to master its applications. Practical work allows students to really implement some projects related to the course. Students are assisted in the labs by laboratory staff and by the lecturer through office hours. Research allows students to be informed by the research in the course domain and by writing and by presenting research reports.

2. Tutoring

Each lecturer has a group of students that he will guide during their studying cycle.

3 Feedback

Learning is supported by various feedback questionnaires: at the course level and at the programme level. This feedback is monitored and appropriate action is undertaken.

3. Student meetings

Several meetings allow to support students: at the course level through the student representative, at the department level through several meetings with the staff members and the department chair, and at the faculty level with the whole academic staff.

10. Scientific Research

All the teaching and learning activities in the FIT is informed by research trough research laboratories, MSc programmes, conferences, and seminars.

1. Research laboratories

The FIT has several research groups. Their number varies from year to year according to the accredited research projects by the Scientific Research Deanship. The regulations, process, and forms supporting that are provided in the Scientific Research Deanship Webpage.

FIT Staff members, MSc programme students, and Research assistants are the main components of these research groups.

Publications produced by the FIT are listed in the University Research Portal Webpage

2. MSc thesis supervision

The FIT MSc programmes offer two options: writing a thesis or sitting for a comprehensive Exam. The pathway with thesis includes 9 credit hour of research. Each MSc student is supervised by a staff member accredited by Higher Education regulation.

3. International conferences

The FIT periodically organizes an international conference. The staff members along with MSc students are invited to submit to this conference.

4. Local seminars

The FIT research life finds an outlet trough the following mean:

- The accreditation of a new research project requires its presentation in a seminar
- The finance support of any research publication requires its presentation in a seminar
- The MSc thesis project requires a proposal, presented in a seminar.
- Invited researchers may present seminars on suspended topics.

11. Distance Learning

The FIT continuously develops e-courses supporting its programmes through the University Distance Learning Deanship. These courses may be accessed via internet, from any location, and via local Internet The e-course development, access, and evaluation regulations and process are provided in

- the University Distance Learning Deanship Webpage,
- the FIT Distance Learning Manual.
- The Avicenna Center Webpage, and in
- the FIT Avicenna Center manual

The use of each e-course as a course support is fixed in

- the course syllabus. And in
    - FIT e-learning support manual.

12. Health and Safety in the FIT

Health and safety in FIT are covered by university regulations and process through its health center (Health Center Webpage) and security Department (Security Department Webpage).

13. Quality Assurance Groups

The FIT QA is ensured through

- the Faculty QA Officer and the Faculty QA committee (at the faculty level).
- the Department QA Officer and the Department QA Committee (at the department level).

14. Practical Training

The FIT focuses on training courses in all of its programmes.

15. MSc Thesis, MSc Project, and Graduation Project

The FIT devotes particular attention to the documents produced by its students for their graduation.

Annexes

Annex 1. Weakly QA Agenda
Annex 2. FIT Committees Objectives and Tasks
Annex 3. FIT Departments Working Groups Objective and Task