

## **Policy on Uploading Semester Evaluation Results Arab Open University – Kingdom of Saudi Arabia**

### **Mechanism for Providing Stakeholders with Evaluation Results**

1. Approval by the University Vice Presidency for Academic and Research Affairs of the course evaluation survey link.
2. Submission to the IT Department to launch the student course evaluation survey.
3. Launch of the student course evaluation survey.
4. Providing the University Vice Presidency for Academic and Research Affairs and the Quality Department with the results of the course evaluation survey.
5. Providing colleges with the results of their students' evaluation surveys for statistical analysis and developing improvement plans based on the results.
6. Developing improvement plans based on the students' course evaluation surveys.

### **Quality Surveys**

(Student satisfaction survey and faculty/administrative satisfaction survey regarding university services, environment, and the quality of the educational process).

1. Preparing the timeline for activating the surveys.
2. Submitting to the IT Department to activate and launch the surveys.
3. Monitoring the colleges' implementation of mechanisms to raise satisfaction levels.
4. Preparing a detailed report for each semester on the survey results.
5. Preparing a graphical report of the survey results.
6. Submitting the report of the University Vice Presidency for Academic and Research Affairs—including improvement points—to the University President's Office.