Course Report

(2025)

Academic Year ..../......... **Semester** ....

1. **Basic**

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.

Information

2. Data and Statistics

Course Instructors							
Number of Faculty Staff			Teaching and Learning		Number of Teaching Assistants		
Number of weeks of actual study	Full-time (at least 4 working days) Total number of theoretical teaching hours (Lectures/ ......)	Part-time (1 or 2 days) Total number of training hours (practical/clinical/...)	Total number of field training hours (if any)	Full-time (at least 4 working days) Total number of self-learning hours (if any)	Total number of hours (if any)	Part-time (1 or 2 days)	Other (to be mentioned)
Instructor Name		Department		Academic degree		Specialty	
Notes (if any) on: Topics not covered, changes in teaching methods, number of teaching hours or content ......: 1							
2.							
3.		....					
...... 4:							
Notes (if any):							

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.			
Midterm exam	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	C+	C	B+	B	D+	D
Number of students								
Percentage								

* In case the distribution of grades differs from the current model, it should be replaced by grades according to the bylaws

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:
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3. Student Feedback *

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 *

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5. 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)

No.	Points that need development or improvement	Corrective/ Improvement Actions	Methods of implementation	Notes
1.				
2.				
3.				
4.				

Name and Signature
Course Coordinator

Name and Signature
Head of the department council