

## EVALUATION PROGRAMME: PLANNING AND EXECUTION

### GENERAL PROGRAM PROCESSES

In Sudan all private higher education institution is controlled by the General Directorate of Private and Foreign Higher Education (GDPFHE) in the Ministry of Higher Education and Scientific Research (MHESR). It applies the criteria outlined in the Ideal College Documents (IDC) for each of the faculties [e.g. medicine, pharmacy and dentistry] passed by the National Council for Higher Education (NCHE). The technical faculties [e.g. physiotherapy, radiography and health informatics] are approved through the same steps. The following is the procedure for approval and implementation of all programmes.

#### A- Steps of Approval of a programme

The following steps describe the process of approval of a programme [e.g. Medicine, pharmacy...etc]:

1. Application for initial approval addressed to GDPFHE
2. GDPFHE refers application to Projects Committee (PC) in the directorate
3. The PC Committee interviews university leaders and investigates aims, objectives and infrastructure to launch the programme.
4. If convinced, the PC addresses the Committee for Private and Foreign Higher Education (CFHE), one of the committees of the Higher Council of Higher Education (HCHE), and if convinced an initial approval is issued.
5. The University applies for final approval through the GDPFHE which refers the application to the concerned Specialized Committee (SC) of the HCHE.
6. The SC authorizes a Technical Committee (TCs) to inspect the infrastructure and curriculum document and report back.
7. The final approved report reaches the GDPFHE and if all convinced, it is referred to the CFHE which issues the final approval
8. The original copy of the approval is addressed to the General Directorate of Admission (GDA), which encodes and authorizes the University to enroll students and later the GDA will include the programme in the following edition of Directory of Admission (DA)
9. Newly enrolled students are given a National Index Number (NIN) by the GDA, and if they have chosen to change from one programme to another, or from one institution to another, the NIN is edited to include the necessary codes of the new program or institution.

#### B- The Academic Process

##### Introducing programmes and professional oath

Newly enrolled students in each faculty are introduced by the President (or the vice-President) and Faculty Dean (FD) to the faculty objectives, curriculum of the programme, degree structure or curriculum timetable, academic regulations, regulations of students' activities and conduct, and college fees regulations.

### **Courses and timetables**

1. The list and sequence of courses for the whole year are as shown in the Year Plan and Academic Calendar Form [ACF].
2. The sequence may be changed at any time by the President or dean on bases of logistics, unless there are pre-requisites.
3. The Faculty Dean, in consultation with the heads of departments, appoints a course coordinator (CC) for each course at the beginning of each academic year. The CC, of each course, forms and holds a meeting with a multidisciplinary course group (MDCG) to update the course documents and fill up the Timetable Form [TF] arranged according to the format and approved by the Secretary of Academic Affairs & the President.
4. The CC avails copies of the objectives of the course and timetable, introduces the course to the class and appoints a student coordinator (StC).
5. The CC should ensure the distribution of course material to all concerned, especially part-time staff.
6. The logistics needed for each course in terms of laboratory material, equipment, transportation, permissions for outside sources, is the responsibility of the CC.
7. The CC should ensure that the Lesson plans are filed for each session.
8. The course continues through daily instructions of lectures, practical, discussion sessions, problem-based learning sessions, hospital ward round, written and/or presentation assignments in campus or in the community or health institutions.
9. The Faculty Dean and the secretary of Academic Affairs will ensure the execution of the timetable as planned, and the flow of courses as shown in Curriculum Map [CM].
10. Student presentations in seminars should be evaluated according to, and recorded in, the Seminar Evaluation Form [SEF].
11. The Faculty Dean may select certain staff member (peers or seniors) for instructors' evaluation, according to the criteria shown in the Class Observation Form [COF].

### **Examination preparation**

1. The instructors who participate in the course are requested to submit, at the beginning of the course or at the end of each lecture, a set of 3-5 MCQs/ 2 hours lecture.

2. Midcourse examination is carried out at about the middle of the course; final examination at the end of the course according to the Academic Regulations [Clauses 9-1 to 9-10], using multiple instruments and ensuring the reliability and validity of each of items included in the instruments. Please see Examination Format [EF], below.
3. Examination is contributed to by all those who were involved in the teaching of the course. Marking of the examination (paper or online) and completion of practical anfor clinical examination should be completed within 1-2 weeks after the end of the course. Any delay in finalizing the results will be the responsibility of the CC.
4. The final result is put into one list and handed to the Registrar who assigns grades and add them to the cumulative grade point average (CGPA). The final results are put in the Academic Record [AR], and approved by the Academic Council.

#### **Examination [Evaluation] Format [EF]**

1. The WRITTEN examination of each module, according to the Academic Regulations (SC/REG-01) [Clauses 9-1 to 9-10], should preferably include:
  - a. Paper: MCQs= ONE CORRECT answer for first -third year students and with some [not less than 10%] BEST ANSWER for 4<sup>th</sup> and 5th years students.
  - b. Other formats= (1) problem (s) followed by MCQs or short answer questions, (2) written assignments, (3) matching questions, (4) fill-in or complete statements, illustrations, lab results etc, are also applied when appropriate.
  - c. Long or short essays – should not be used- except in special circumstances, where writing capabilities are to be evaluated.
2. The PRACTICAL examinations are either:
  - a. LABORATORY PRACTICAL demonstrate recognition of structures, instruments, chemicals, procedures, images etc, preferably in an OSPE [objective structured practical examination] or traditional laboratory setting. When clinical examination is used, it's done through OSCE [objective structured practical examination].
  - b. PRESENTATIONS of assignment using the Seminar Evaluation Form [SEF] to rate the various components of the seminar.
3. ORAL examination is not allowed, except on special situations.

#### **Grade points and cumulative grade point averages [GP and CGPA]**

1. Grade points are calculated according to the known formulas, by multiplying the credit hours of the course by the student score letter [A (4), B (3), C (2) or F (zero)]. The semester grade point average is calculated from all courses in the semester and

cumulative grade point average is calculated when a number of semesters are added up.

2. The ACADEMIC RECORD FORM is filled up by the Registrar to form the permanent academic record of students which constitutes at the end, the details CERTIFICATE, to be approved by the Academic Council.

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**NUSU President**

**Related Documents Records (to be reviewed):**

1. Educational Program Planning & Executions Process Flow Chart (SC/ PFC/ 01)
2. Academic Regulations (SC/REG-01)
3. Teaching, Learning and Assessment Policy & Procedures (SC, PP, 01)
4. Formative Assessment Policy & Procedures (SC, PP, 02)
5. External Examiners Policy & Procedures (SC, PP, 03)
6. The Duties of the Course Coordinators (SC- REG-01/03)
7. Student's Guide to National University (NC/ StM, 01).
8. NUSU Prospectus (SC/PM-01).
9. Academic Calendar Form (ACF) (SC,FR,01)
10. Timetable Form (TF) (SC,FR,02)
11. Payment Agreement Form (SC,FR,12)
12. Teacher Log Sheet (SC,FR,06)
13. Seminar Evaluation Form (SEF) (SC,FR,03)
14. Class Observation Form (SC,FR,014)
15. Lecture Attendance Sheet (SC,FR,05)
16. Course Evaluation Report (SC,FR,10)
17. Course Final Report (SC,FR,13)