



Fahad Bin Sultan University

Deanship of Quality and Academic Accreditation

Quality Assurance Activities Calendar

2026-2027

(First Semester)

No.	Name of Document	Responsible	Submission to	Deadline
1.	Students and Faculty Orientation	DSA in collaboration with all colleges and units	Evidence to the: Quality Files Submission Portal	Weeks (1-3) (Annual)
2.	Departmental/College/Units meeting to discuss all recommendations from previous year across all reports, develop implementation plan and fill in the required Information in the Closing the quality loop platform.(New)	HOD+ QA Committee	Closing the quality loop platform Quality Files Submission Portal	Week 3
3.	Maintaining Gradebook and Attendance on Moodle	Faculty members	Moodle	Throughout the semester
4.	Class Schedules with Office Hours	Faculty members	Deans, Faculty office door, and Course Portfolio Portal	Week 3
5.	Course Coordinators' Meeting Minutes (if applicable)	Course coordinators	Department Chair/College QA representative	Week 2
6.	Submission of Course Specifications and Course Syllabus	Course Coordinators	Course Portfolio Portal and Assessment Portal	Week 2
7.	Submission of Course Portfolios for Undergraduate and Postgraduate Programs Offered in the Second Semester of the previous Academic Year.	Course Coordinator	Course Portfolio Portal	Week 2
8.	Professional Development Plan	Colleges/DQAAA/HR	Quality Files Submission Portal	Week 2 (Annual)
9.	Risk Management Plan	Different Sectors (Unit, Centers) in the FBSU and DQAAA	Quality Files Submission Portal	TBD (Annual)
10.	Submission of New PLOs Assessment Plans (if any) for Undergraduate and Postgraduate Programs that have completed the cycle of their PLOs assessment	College QA Committee	Quality Files Submission Portal	Week 7
11.	Submission of Periodic Reports on the University's Adherence to Institutional Accreditation Recommendations for the previous Academic Year (required by NCAAA)	DQAAA	NCAAA	Week 8

12.	Submission of the Action/Operational Plan for the Strategic Plan (current Academic year cycle)	Different Sectors (College, Unit, Centers) in the FBSU	SP submission portal	Week 8 (Annual)
13.	Submission of the Annual Program Report for the previous Academic Year	Department Chair	Annual Program Report Portal	Week 2 (Annual)
14.	Submission of the Inflation/Deflation Consolidated Report	Department Chair	Quality Files Submission Portal	Weeks (17-18)
15.	Submission of the Post-Moderation Implementation Report	Department Chair	Quality Files Submission Portal	Weeks (17-18)
16.	Submission of the Pre-Moderation Implementation Report	Department Chair	Quality Files Submission Portal	Weeks (17-18)
17.	KPI measurement and KPI analysis report for the previous academic year	Departments/colleges/institute	Quality Files Submission Portal	Week 2 (Annual)
18.	Preparing students for the readiness Exam	Department Chair	-----	Week (2-12)
19.	Post Training Evaluation Form for the PDP	Department Chair	Quality Files Submission Portal	Throughout the semester
20.	Institutional Committee's meetings	Chair of the committee	FBSU Committees System	Throughout the semester
21.	Departmental and colleges Committee's meetings	Chair of the committee	FBSU Committees System	Throughout the semester
22.	Departmental council meetings	Department Chair	FBSU Committees System	Throughout the semester
23.	College council meetings	Dean assistant for QA	FBSU Committees System	Throughout the semester
24.	Comprehensive revision of all the quality assurance documents submitted during the first semester and performance feedback to the Deans. (New)	DQAAA	Deans + HODs	Weeks (17-18)



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

(Second Semester)

No.	Name of Document	Responsible	Submission to	Deadline
1.	Maintaining Gradebook and Attendance on Moodle	Faculty members	Moodle	Throughout the semester
2.	Class Schedules with Office Hours	Faculty members	Deans, Faculty office door, and Course Portfolio Portal	Weeks(1-2)
3.	Course Coordinators' Meeting Minutes (if applicable)	Course coordinators	Department Chair/College QA representative	Weeks (1-2)
4.	Submission of Course Specifications and Course Syllabus (Spring)	Course Coordinators	Course Portfolio Portal and Assessment Portal	Weeks (1-2)
5.	Submission of Course Portfolios for Undergraduate and Postgraduate Programs Offered in the First Semester of the current Academic Year.	Course Coordinator	Course Portfolio Portal	Weeks (3)
6.	Submission of the Curriculum modification based on outcome assessment trends of the current Academic Year (if applicable)	Department Chair	Quality Files Submission Portal	Week 18
7.	Submission of the Inflation / Deflation Consolidated Report	Department Chair	Quality Files Submission Portal	Week 19
8.	Submission of Course Portfolios for Undergraduate and Postgraduate Programs Offered in the Second Semester of the current Academic Year.	Faculty members	Course Portfolio Portal	Week 18
9.	Submission of the Post Moderation Implementation Report	Department Chair	Quality Files Submission Portal	Week 19
10.	Submission of the Pre Moderation Implementation Report	Department Chair	Quality Files Submission Portal	Week 19
11.	Post-Training Evaluation Form for PDP	Department Chair	Quality Files Submission Portal	Throughout the semester
12.	Minutes of the Institutional Committee Meetings	Chair of the committee	FBSU Committees System	Throughout the semester
13.	Minutes of the Departmental and College Committees Meetings	Chair of the committee	FBSU Committees System	Throughout the semester.
14.	Minutes of the Departmental Council Meetings	Department Chair	FBSU Committees System	Throughout the semester, Conducted at least once per month.
15.	Minutes of the College Council Meetings	Dean assistant for QA	FBSU Committees System	Throughout the semester, conducted at least once per month.

16.	Submission of the Bachelor's Learning Outcomes Measurement Plan	Department Chair	Quality Files Submission Portal	Week 18 (Once)
17.	Submission of the Quality Assessment and Review Report	Department chairs	Quality Files Submission Portal	Week 18 (Annually)
18.	Submission of the Faculty Member Annual Appraisal Form	Department Chair	Quality Files Submission Portal	Week 18 (Annually)
19.	Submission of the Recruitment and Retain of Faculty Members Forms	Department Chair	Quality Files Submission Portal	Week 18 (Annually)
20.	Submission of the Program Improvement Plan	Department Chair	Quality Files Submission Portal	Week 18 (Annually)
21.	Submission of the Infrastructure Quality Assurance (QA) Checklist & Review Process	Department Chair/ Facilities units	Quality Files Submission Portal	Week 19 (Annually)
22.	Submission of the Progress Report of Action/Operational Plan of the Strategic Plan for current Academic Year cycle.	Different Sectors (College, Unit, Centers) in the FBSU	SP submission portal	Week 19 (Annually)
23.	Committee Evaluation Form	Chair of the committee	FBSU Committees System	Week 19 (Annually)



جامعة فهد بن سلطان
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(End of the Year)

No.	Name of Document	Responsible	Submission to	Deadline
1.	Submission of Field Experience Report for the Summer term.	Department/ Field training committee	Department	Week 2 of the Upcoming Academic year
3.	Recruitment Report for the current Academic Year.	HR	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
4.	Extracurricular/Events Consolidated Report for the current Academic Year.	Student Affairs and The Consultative Center for Studies and Community Service	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
5.	Community Service Report current Academic Year.	The Consultative Center for Studies and Community Service	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
6.	Annual Consolidated Surveys Report for the current Academic Year.	Department Chair	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
7.	Submission of the Annual Program Report for the current Academic Year.	Department Chair	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
8.	Submission of the LO & Graduate Attributes Assessment Results for the current Academic Year.	Department Chair/DQAAA	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
9.	Submission of the KPIs Analysis Report (Program) current Academic Year.	Department Chair	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
10.	KPI Analysis Report for the current Academic Year	Colleges/institute	Quality Files Submission Portal	Week 2 of the Upcoming Academic year
11.	Comprehensive revision of all the quality assurance documents submitted during the second semester and performance feedback to the Deans. (New)	DQAAA	Deans	Weeks 3

Appendix

Meetings					
Activity	Monthly	Beginning of the term (During first two weeks)	End of the term (During last two weeks)	Annually	Every five years
Departmental Committee's meetings	✓				
Institutional Committee's meetings	At least one per semester				
Departmental council meetings	✓				
College council meetings	✓				
Advisory committee meetings				✓	
Pre-Term, course coordinators meeting		✓			
Post-Term, course coordinators meeting			✓		

Reports					
Activity	Monthly	Beginning of the term (During first two weeks)	End of the term (During last two weeks)	Annually	Every five years
Course report			✓		
KPIs report				✓	
Operational plan report				✓	
Stakeholder's surveys report				✓	
PLOs assessment report				✓	
Annual program report				✓	
Self-Study Report					✓
Review of program and course specifications report				✓ (Internal review for minor change)	✓ (External review for major changes)
Review of mission, vision, and graduates' attributes					✓
SWOT analysis report					✓
Self-evaluation scales report				✓	✓
External review report					✓
Facilities and assessment report				✓	

Surveys					
Activity	Monthly	Beginning of the term (During first two weeks)	End of the term	Annually	Every five years
Course Evaluation Survey			✓		
Student Experience Survey				✓	
Program Evaluation Survey				✓	
Alumni Evaluation Survey				✓	
Faculty Satisfaction Survey				✓	
Employee Satisfaction Survey				✓	
Community Service Survey				✓	
Mission, and vision Survey					✓