



Kingdom of Saudi Arabia  
Ministry of Education  
Shaqla University  
University Agency for Postgraduate Studies  
and Scientific Research  
Executive Management For postgraduate  
studies

### Arbitration form

Program (☐Diploma – ☐Master's)

Arbitration ☐Internal ☐External)

Program name: .....

College .....

Section .....

Date of sending the program for arbitration:    /    / 14    AH

Name of arbitrator (full):
Academic degree:
university:
college:
to divide:
General specialization:
Specialization:
the address:
zip code:
City:
Country:
phone:
cell phone:
e-mail:
the signature:
the date:

**Firstly: Evaluation of program elements:**

M	The element	Item Rating				Proposed amendment
		excellent	good	acceptable	Needs to be modified	
1	Program name					
2	The importance of the program to the university and the community					
3	Work areas for program graduates					
4	Name of the programs compared					
5	Skills and competence of the faculty members in charge of the program from their CVs					
6	How clear is the program message?					
7	How clear is the program vision?					
8	How to formulate program objectives and make them measurable					
9	Specialized program courses					
10	Mandatory program requirements					
11	Elective Program Courses					
12	Thesis or research project					



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13	Graduation requirements (courses + thesis + research project)					
14	Faculty members (numbers, academic degrees, creativity, activities through their CVs)					
15	Equipment (laboratories - halls - libraries - databases - technologies)					

### **secondly: Course Description Evaluation (\*)**

M	The element	appropriate	unsuitable	Comment if any
1	Course name			
2	Course number			
3	Number of course hours			
4	The department that submitted the proposal			
5	Course Prerequisites			
6	How clear are the course objectives?			
7	The extent to which the course objectives relate to the program objectives			
8	The relevance of course content to modernity			
9	The suitability of the teaching and learning methods used to achieve the desired learning outcomes.			
10	The extent to which the intended learning outcomes are measurable			

11	The extent to which the learning objective is appropriate to the course objectives			
12	The extent to which learning outcomes are consistent with program objectives			
13	The suitability of teaching methods used to achieve the desired outcomes			
14	Modernity of references required			
15	Does the course description give a clear and concise picture of what is being taught? FTo him the decision			
16	Is the course vocabulary appropriate for students at this stage?			
17	Do the educational methods used achieve the objectives set out in them?			
18	Are the main topics covered in the course sufficient for this stage?			

(\*) Note that the table is repeated with each course.

### **Third: Recommendation:**

What is your final recommendation regarding this proposal?	
1- I recommend approval of this proposal in its current form.	<input type="checkbox"/>
2- I recommend approving the proposal, taking into account the referee's comments.	<input type="checkbox"/>
3- I recommend against the proposal.	<input type="checkbox"/>
Do you have any other comments regarding this proposal:	