

Course title & code:.....

To the Dean of the faculty.

This is to certify that **Dr.:** has submitted two copies of his course file, one to the Head of The Department (HOD) and one to the Development and Quality Unit (DQU).The course file Is containing the following contents.

	File Contents	Copy of The HOD	Copy of The DQU
1	Course Spec (new template signed by course director & Head Dept.)	√	√
2	Course Report (new template signed by course director & Head Dept.)	√	√
3	Course Matrix	√	√
4	Improvement Plan	√	X
5	Staff C.V	√	√
6	Staff Schedule	√	X
7	Students Attendance	√	X
8	Samples of The Students Continuous Assessment	√	X
9	Students Evaluation of The Staff (for the last semester)	√	X
10	Any Activities Related to The Course	√	X

Quality Unit Coordinator

Signature:

Head of The Dept.

Signature: