

**Accreditation & Quality Assurance Commission for Higher
Education Institutions**

**Guide for Quality Assurance Criteria for the
Physical Education Program**

2021

Preface

This Guide for Quality Assurance Criteria and Procedures for the Physical Education Program presents guidelines for the Jordanian Physical Education faculties which apply for the Quality Assurance Certificate issued by the Jordanian Accreditation and Quality Assurance Commission for Higher Education Institutions. It encompasses the approved set of quality assurance criteria for the Physical Education Program and the guidelines issued by the Commission in this respect. This will help the Jordanian faculties of Physical Education conduct the self-assessment, which is an important part of the procedures for obtaining the Jordanian Quality Assurance Certificate.

Furthermore, Jordanian faculties of Physical Education can get further information about quality assurance by participating in workshops that are periodically held by the Commission for those in charge of the self-assessment study, or through communicating with the Commission's Quality Assurance Directorate.

It is our hope that those in charge of self-assessment at the Jordanian faculties of Physical Education will provide the Commission with their comments and suggestions on the content of this Guide to enable the Commission to modify and update it in future editions.



His Majesty King Abdullah II Bin Al Hussein



His Royal Highness Prince Hussein Bin Abdullah II

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1- Criterion One: Strategic Planning

The faculties of Physical Education at Jordanian public and private universities shall have strategic planning based on the scientific method and studying the current realities in order to cope with the challenges that might arise at the educational institutions with a view to overcoming these challenges in a manner that serves the effectiveness of the efforts of educational institutions to achieve their objectives, which can be realised through building a practical, realistic, and feasible plan consistent with the physical and human resources available at the educational institution.

1-1 Sub-criterion One: The Vision, Mission, Objectives, and Values

1-1-1 Elements of Sub-criterion One:

1. The vision of the Faculty
2. The mission of the Faculty
3. The objectives of the Faculty
4. The values of the Faculty

1-1-2 Indicators of Sub-criterion One:

- 1. Accuracy and clarity of formulation:** The vision and mission of the Faculty shall be clear and consistent with its objectives and values, and shall be readily understood by all concerned parties.
- 2. Methodology of preparation:** Teaching and administrative staff of the faculties of Physical Education, representatives of the Ministry of Education and the Ministry of Higher Education and Scientific Research, representatives of sports organizations and institutions, as well as the local community shall take part in the preparation and formulation of the objectives and future vision of the faculties of Physical Education..
- 3. Compatibility, consistency and Appropriateness:** The mission and vision of the faculties of Physical Education shall be consistent with the educational institution's objectives and mission in a manner that shall ensure making decisions and directing educational activities in the fields of teaching, learning, scientific research and community service, in a manner that is conducive to qualifying graduates with high-level scientific and practical competence in line with the physical and human resources available.
- 4. Means of raising awareness and publicity:** The vision, mission, and objectives of the faculties of Physical Education shall be declared and well known to all parties of the teaching-learning process and those concerned with the various Physical Education fields.

- 5. Means and tools of review and evaluation:** Appropriate evaluation and emendation methods shall be used to determine the extent of achieving the objectives, vision, and mission of the faculties of Physical Education in a manner that ensures finding out how much the objectives, vision and mission are aligned with the relevant time (stage).

1-1-3 Evidence and Documents Required for Sub-criterion One:

1. Minutes of meetings of the various academic departments, and Faculty councils that highlight their representation for clearly formulating the Faculty's vision, mission, and objectives;
2. The committees, forms, and procedures followed in preparing the Faculty's vision, mission, and objectives;
3. An official document comprising the Faculty's vision, mission, and objectives;
4. Consistency and integration of the Faculty's vision, mission, and goals with the University's vision and objectives;
5. Minutes of meetings, questionnaires, and various tools followed for the purpose of review and evaluation;
6. Taking appropriate actions by the Faculty to achieve its vision, mission, and objectives;
7. Workshops, training courses and seminars related to strategic planning.

1-2 Sub-criterion Two: The Strategic Plan of the Faculty

1-2-1 Elements of Sub-criterion Two:

1. Analysis of the Faculty's internal and external environment;
2. The Faculty's strategic plan domains;
3. The Faculty's strategic objectives;
4. The Faculty's implementation plan (plan of action);
5. The Faculty's risk and opportunity management plan;
6. The Faculty's performance indicators;
7. Benchmarking (on the basis of specific criteria) with corresponding faculties at the national, regional and global levels

1-2-2 Indicators of Sub-criterion Two:

1. The Faculty shall form a specialized committee to write and organize the study plan in line with the Faculty's vision, mission, and objectives.
2. The plan shall be presented to the department and faculty councils, and to all those concerned outside the university to get their feedback.
3. Conducting emendation and evaluation processes for all aspects of the teaching-learning process;
4. Conducting emendation and evaluation processes to identify development priorities;
5. Using appropriate methods and means to ensure that the implementation of the strategic plan achieves the Faculty's specified objectives.
6. The Faculty's strategic plan shall be programmed electronically so that it continuously provides us with feedback (degree of progress through performance indicators).
7. The strategic plan shall take into account all internal and external environmental factors that may have a bearing on developing the Faculty.
8. Informing all faculty staff of the degree of development in the various aspects;
9. There shall be a realistic annual budget for the Faculty, that contributes to implementing its plan.

1-2-3 Evidence and Documents Required for Criterion Two:

- √ The study plans of the Faculty's programs
- √ The procedures followed in developing study plans
- √ Available student guides on obtaining scientific degrees
- √ Minutes of meetings of the Faculty's committees and councils
- √ A table showing the number of teaching staff members, their academic ranks, and specializations, number of students and the ratio of students to teaching staff.
- √ Indicators demonstrating the effectiveness of the programs offered by the Faculty through:
 - Studies to determine the effectiveness of offered programs.

- Studies to determine the satisfaction of students and faculty staff
- Studies to determine community satisfaction with the Faculty's graduates.
- Studies to follow up the progress of students attending classes at the Faculty
- Studies to determine the Faculty's future needs
- Studies to determine the role of other faculties in the dissemination of the awareness-raising and information message of Physical Education

2- Criterion Two: Governance at Faculties of Physical Education

Governance represents a set of laws, by-laws, and regulations that ensure a clear and transparent process of work by defining roles for university employees, including those working at the faculties of physical education, and thus ensuring high quality and excellence to achieve objectives to a high standard.

2-1 Sub-criterion One: Legislations

2-1-1 Elements of Sub-criterion One:

1. Policies
2. Laws
3. By-laws
4. Regulations
5. Principles, procedures, and criteria

2-1-2 Indicators of Sub-criterion One:

1. The Faculty shall abide by regulations, by-laws and laws in effect at the University.
2. The duties of the Faculty's Council shall be clearly defined, an organizational structure for the Faculty shall be made available, and a job description of all faculty job titles shall be specified.
3. The Faculty shall provide clear mechanisms for evaluating the policy and decisions of the various Faculty councils.
4. The Faculty council shall form the necessary committees for the implementation and realization of the Faculty's various plans and objectives.
5. Transparency and clarity shall be adopted in running the Faculty's business.

2-1-3 Evidence Required for Sub-criterion One:

- √ The University's legislation manuals
- √ The Faculty's by-laws and regulations guide.
- √ Samples of the minutes of meetings of the Faculty's councils
- √ Decisions issued by the Faculty council

2-2 Sub-criterion Two: Leadership and Management

2-2-1 Elements of Sub-criterion Two:

1. The Faculty's organizational structures.
2. The council of the Faculty and the councils of its departments
3. The functions and responsibilities of the Faculty's various councils and committees.
4. The Faculty's staff job descriptions
5. Evaluating the performance of the Faculty's staff members and holding them accountable

2-2-2 Indicators of Sub-criterion Two:

1. The Faculty's organizational structure shall be periodically reviewed.
2. Identification of powers, responsibilities, and duties of the various Faculty councils faculty.
3. Identifying and defining the responsibilities and duties of the Faculty's administration (the Faculty's Dean, his deputies and assistants, and chair persons of departments) and other faculty staff.
4. Forming committees at the Faculty and determining their responsibilities and duties
5. Defining the job description of the Faculty's staff and documenting and reviewing it
6. The Faculty's administration shall carry out periodic and on-going emendation and evaluation processes of the Faculty's plans and objectives
7. The Faculty shall seek to facilitate work and strengthen cooperative relations between its different departments, units and administrations.

8. The Faculty's administration shall allow students the freedom of expression and communication.
9. The administration of the Faculty of Physical Education shall allow the media to have access to its future plans.
10. The Faculty's administration shall, in cooperation with the various television and radio stations, facilitate the preparation of documentary and sports programs for the sports activities it organizes,
11. The Faculty shall enjoy full autonomy in designing its study plans in accordance with legislation in force at the University.

2-2-3 Evidence and Documents Required for Sub-criterion Two

- √ The organizational structure of the Faculty
- √ The University's laws, by-laws, and regulations
- √ Minutes of meetings of the Faculty Council and the councils of the academic departments
- √ The job description of the Faculty's staff
- √ A description of the faculty committees, their functions, tasks, and membership
- √ The policies, regulations, and procedures concerning staff recruitment mechanisms

2-3 Sub-criterion Three: Institutional Integrity

2-3-1 Elements of Sub-criterion Three:

1. Transparency
2. Fairness
3. Incentives and disciplinary penalties
4. Administrative and financial control

2-3-2 Indicators of Sub-criterion Three:

1. Applying transparency in implementing all of the Faculty's governance criteria.
2. Measures for achieving fairness and equal opportunities for the Faculty's teaching staff members and other staff

3. Identification of principles and procedures for granting incentives and issuing disciplinary sanctions/ penalties.
4. Grievance procedures followed at the Faculty
5. Procedures for activating the role of administrative and financial control.

2-3-3 Evidence and Documents Required for Sub-criterion Three:

- √ Files on appointment, promotion, upgrading, and termination of the services of the Faculty's administrative and technical staff
- √ Files on appointment, promotion, upgrading, and termination of the services of the Faculty's teaching staff members
- √ Leave files (without pay, secondment, sabbatical, furlough)
- √ Files on missions, scholarships, training courses and conferences
- √ Evidence of following up cases of grievance and attainment of fairness for students and staff
- √ Files of resigning from work at the Faculty.

3. Criterion Three: Academic Programs

The academic program criterion is one of the important criteria to ensure getting university accreditation, which cannot be achieved by any educational institution unless it has clear and specific goals and by-laws that are consistent with its educational mission, and that guarantee its ability to cope with the requirements of scientific and technological acceleration in a manner that ensures securing a high scientific ranking among different international universities.

3-1 Sub-criterion One: Teaching and Learning Policies

3.1.1. Elements of Sub-criterion One:

1. Introducing and developing academic programs
2. Policies on admission, equivalence, and transfer
3. Learning and teaching methods

3.1.2. Indicators of Sub-criterion One:

1. Introducing, developing, and terminating academic programs at the Faculty
2. Policies on and procedures for the transfer of students, course equivalence and graduation
3. Development of the teaching and learning process at the faculty

4. ALignment of the Physical Education academic programs with the market need.
5. The Faculty's programs and curricula shall be consistent with the general philosophy of the State (kingdom) and shall realize its mission and objectives, and shall address student and community needs and the requirements for developing its students' personalities.
6. The faculties of Physical Education shall determine the admission criteria in respect of their programs.
7. Availability of objective policies on admitting students in faculties of Physical Education.
8. There shall be support teaching materials (teaching aids) and methods that enhance the effectiveness of the teaching-learning process
9. Media means shall be used to upgrade the level of students' sports knowledge and skills.
- 10- There shall be scientific theoretical sports courses dealing with local and satellite sports media.
11. Television and radio stations shall be used to clarify the Faculty's academic study plans and future programs.
12. There shall be academic counsellors for the Faculty's students
13. On-going review and evaluation of the Faculty's programs to ensure their consistency with local and international standards.

3-1-3 Evidence and Documents Required for Sub-criterion One

- √ The Faculty's guide
- √ The detailed program plan
- √ Information leaflets and guides
- √ Forms and files on student admission, graduation, transfer, and course equivalence.
- √ Procedures and evidence for introducing and developing programs at the Faculty
- √ Studies and questionnaires on program effectiveness
- √ Minutes of meetings of the Faculty's committees and councils

- √ Correlation matrix of the goals and learning outcomes of the Faculty's various programs
- √ Samples of annual plans of the Faculty's teaching staff members

3-2 Sub-criterion Two: Study Plans

3-2-1 Elements of Sub-criterion Two:

The study plans include two key elements:

1. A Bachelor's program
2. A Graduate program

3-2-2 Indicators of Sub- Criterion Two:

3-2-2-1 Indicators in respect of the Bachelor's Program:

1. The Faculty shall have a committee fully dedicated to its study plan.
2. The level of study plans shall be consistent with the Faculty's vision, mission, and objectives.
3. The study plans shall maintain a balance between the general, and specialized courses / topics.
4. There shall be a precise and clear description of each course of study.
5. Study plans shall be reviewed periodically to ensure their compatibility with new developments.
6. The study plans shall contribute to qualifying and graduating highly qualified specialists.
7. Availability of an adequate and outstanding number of faculty (teaching staff) members to thoroughly and perfectly implement the study plans.
8. The content of the study plans shall be consistent with the nature of society, its customs, traditions, and values.
9. The educational outcomes shall be compatible with the requirements of sports technological and media development.

3.2.2.2 - Indicators in Respect of the Graduate Program

1. The graduate programs shall reflect modernity and progress.
2. The graduate programs shall be comprehensive, and knowledge-based (horizontal and vertical programs).
3. The graduate programs shall be subject to periodic modification and assessment to make sure they keep abreast of new developments.
4. The graduate programs shall meet the needs of the community and modern academic developments.
5. The Faculty shall provide a sufficient number of full-time qualified teaching staff members commensurate with the number of students, programs offered and the levels of those programs.
6. The Faculty shall provide procedures to follow up and improve / amend the performance of graduate students before and during enrolment for scientific degrees.
7. The graduate programs shall be compatible with the developments taking place in television broadcasting of various sporting events (such as world championships, Olympic games, making champions, sports marketing, etc.).
8. The graduate programs shall meet the community's need to solve sports issues and events raised in the media.

3.2.3 Evidence and Documents Required for Sub-criterion Two:

3-2-3-1 Evidence and Documents Required in Respect of the Bachelor's Programs:

- √ Samples of the study plans of each of the Faculty's programs, their objectives and a description of the various courses of study.
- √ Tools and procedures used to develop the Faculty's program's study plans.
- √ Minutes of meetings of committees and councils concerned with the emendation and development of the Faculty's academic programs.
- √ Statistics on the number of teaching staff members, their academic ranks, specializations, number of students and the ratio of students to academic teaching staff.
- √ Regulation and procedures for examinations, and distribution and review of grades

- √ Forms used in student academic counseling.
- √ Evidence of follow-up for assuring the quality of programs offered.

3-2-3-2 Evidence and Documents Required in Respect of the Graduate Program

- √ Evidence concerned with graduate programs
- √ Guidelines for preparing scientific theses and dissertations
- √ Regulations and procedures for examinations and distribution of grades
- √ Regulations and procedures for conducting the qualifying (prelims), and comprehensive examinations
- √ Number of students benefiting from grants and scholarships offered to postgraduate students
- √ Policies of admission to the Master's and doctoral programs

3-3 Sub-criterion Three: Evaluation of Learning Outcomes

3-3-1 Elements of Sub-criterion Three:

1. Evaluation of student performance
2. Evaluation of teaching staff members' performance
3. Graduates and the labour market

3-3-2 Indicators of Sub-criterion Three:

1. Policies on, and procedures for, evaluating student performance, which shall be included in the study plan of courses.
2. Policies on evaluating teaching staff members' performance.
3. Pre-graduation practical training for the Faculty's students at cooperating schools and concerned institutions.

3-3-3 Evidence and Documents Required for Sub-criterion Three

- √ Taking into consideration the Faculty's students' views in respect of educational outcomes
- √ Taking into account the views of Faculty's teaching staff members in respect of the educational outcomes
- √ A survey on the percentage of graduates who secured employment in the local and external markets
- √ A survey of labour market satisfaction with the graduates' competence.
- √ Plans for on-going improvement of programs
- √ Samples of agreements and partnerships with other faculties and educational institutions

4. Criterion Four: Scientific Research, Missions, and Innovations

Scientific research, in both its theoretical and applied aspects, is a vital activity that is directed at finding solutions to the problems facing human society and, at the same time, at verifying scientific facts in the natural and human sciences.

As for the scholarship or missions program, it contributes to qualifying and developing teaching staff members and providing them with new knowledge, skills, and cultures that enhance the educational and research outcomes and maintain the sustainability of the Faculty. Outstanding faculties of Physical Education provide an environment conducive for sports innovations and talents in the various fields of sports.

4-1. Sub-criterion One: Scientific Research

4-1-1 Elements of Sub-criterion One:

1. Scientific research projects
2. Scientific conferences, seminars, and workshops
3. Publication of research and books
4. Incentives, rewards, and prizes

4-1-2 Indicators of Sub-criteria One:

1. Policies, by-laws, regulations, and procedures related to the support and publication of scientific research

2. Provision of required financial, physical and information support for conducting research, and writing and publishing books for developing scientific research at faculties of Physical Education
3. Research papers published in refereed and specialized journals and conferences
4. Regulations and procedures for granting incentives and merit awards.
5. The role and responsibility of committees and councils concerned with scientific research
6. The level of benefits obtained by graduate students from supported scientific research projects
7. The level of benefits obtained by the local community and the production and service sectors from supported scientific research projects
8. The extent to which graduate students benefit from sports issues of interest in local, regional and global media.
9. The Faculty shall identify its research needs and priorities, including the interests of teaching staff members, as well as areas of cooperation with various local and global institutions and organizations so that these priorities are consistent with its vision, mission, and objectives.
10. The Faculty shall have a policy to consolidate the relationship between scientific research and education.
11. The Faculty shall have a clear methodology for consolidating the relationship between scientific research and sports media.
12. The Faculty shall document its research methods, and priorities.
13. The Faculty shall document the research and scientific projects it carries out by publishing them in the media in cooperation with television and radio stations.
14. Interaction between teaching and research activities shall be reflected in the curriculum and teaching methods used by the Faculty.
15. Study plans shall include courses of study that contribute to preparing students to participate in research and its development.
16. Teaching staff members shall be given the academic freedom necessary for conducting research and scientific studies in a manner that serves the Faculty's vision, mission, and objectives, and is reflected in the planning, development, and improvement of its programs.
17. Faculty teaching staff members shall participate in programs and courses to develop their research capacities.

18. The Faculty shall demonstrate a clear commitment to policies and procedures related to scientific research, participation in local and international conferences, promotion of innovations, and support for participation in joint projects and research with local or international strategic partners.

4-1-3 Evidence and Documents Required for Sub-criterion One

- √ Availability of an annual plan for scientific research
- √ Criteria and forms used in supporting scientific research projects and following up their implementation
- √ Criteria and forms used in supporting the publication of scientific research and authoring of books and other manuscripts
- √ Annual statistics on supported research projects conducted by the Faculty's teaching staff members, and their expenditure.
- √ Annual statistics on the number, nature, and areas of research carried out by teaching staff members, and published in refereed and specialized journals and conferences
- √ Annual statistics on published research papers derived from graduate studies dissertations
- √ Scientific research projects that meet the development needs of the local community and the various educational sectors
- √ Statistics on the number of scientific conferences, seminars, and workshops in which the Faculty's teaching staff members took part
- √ Statistics on the number of media, television and radio programs in which the Faculty's teaching staff members took part
- √ Minutes of meetings of the committees and councils concerned with scientific journals
- √ Samples of teaching staff members' research papers and books published or accepted for publication, together with the mechanisms for documenting them within the Faculty
- √ Agreements concluded with universities and research centres inside and outside Jordan
- √ The criteria and procedures used for evaluating teaching staff members in respect of published research papers

- √ A summary of the studies, scientific research and innovations achieved by teaching staff members and students, together with their quality and the names of the scientific periodicals in which they were published.
- √ A summary of the teaching staff members' role in the preparation and follow-up of the policies and practices on missions, innovations, scientific research, conferences, and seminars
- √ The annual expenditure on scientific research, prizes, and merit incentives

4-2 Sub-criterion Two: Missions

4-2-1 Elements of Sub-criterion Two:

1. Missions for getting Master's and Doctoral degrees
2. Research and development training courses

4-2-2 Indicators of Sub-criterion Two:

1. The Faculty shall have clear policies and well-defined procedures on scholarships and missions, and shall be committed to implementing these policies and procedures.
2. The Faculty's policy shall include clear texts supporting scholarship, missions, and educational exchange.
3. The Faculty's teaching staff members shall take part in professional developmental programs through obtaining higher degrees and developing their research capabilities.
4. Availability of by-laws and regulations on missions
5. Transparency and fairness in selecting people for scholarships and missions.
6. Following up the academic studies of students on missions.
7. Regulations and procedures related to conducting and participating in training courses.
8. Extent of consistency between training courses and the teaching staff members' educational and research needs
9. The role of committees and councils concerned with missions

4-2-3 Evidence and Documents Required for Sub-criterion Two

- √ An annual plan for missions
- √ Criteria and forms used in the scholarships and mission process
- √ Mechanisms for following up persons on missions and evaluating their performance.
- √ Annual statistics on the number of persons on missions, their exact specialties, the universities they are attending and their progress in their academic studies
- √ Annual expenditure on missions and training courses
- √ Agreements concluded with universities and other institutions for getting scholarships
- √ Annual statistics on the number of persons participating in training courses inside and outside the University.
- √ The Faculty's policies and procedures concerning dispatching students and teaching staff members on missions

4-3 Sub-criterion Three: Innovations

4-3-1 Elements of Sub-criterion Three:

1. Educational innovations in the Physical Education field (education and the technology of education)
2. Sports pilot educational research projects.

4-3-2 Indicators of Sub-criterion Three:

1. Regulations and procedures related to the support of innovations in the field of Physical Education and mechanisms for documenting and publishing them.
2. The Faculty shall demonstrate a clear commitment to the policies and procedures related to encouraging innovations, and it shall support participation in joint projects and sports research with local and global strategic partners
3. In cooperation with the various media, the Faculty shall recognize its creative students and teaching staff members in the scientific and sports fields
4. Teaching staff members shall compete for getting local, regional and global prizes

5. There shall be distinguished scientific achievements, especially in applied scientific research, registered to the names of teaching staff members of faculties of Physical Education.
6. Pilot sports educational research projects policies and Procedures.
7. The role of committees and councils concerned with sports innovations

4-3-3 Evidence and Documents Required for Sub-criterion Three:

- √ Criteria and forms used in documenting innovations in the physical education fields
- √ Annual statistics on documented or published sports educational innovations
- √ Annual statistics on sports innovations participating in national, regional or global competitions and prizes
- √ Samples of the Faculty's teaching staff members' innovations
- √ Registered samples of teaching staff members and students' innovations published in various media means
- √ Mechanisms for following up the implementation and evaluation of physical education innovations of all kinds
- √ Minutes of meetings of the Faculty's committees and councils concerned with innovations.

5. Sub-criterion Five: Financial, Physical and Human Resources

The faculty shall have adequate financial, physical, and human resources (in terms of quantity and quality) that allow it to effectively implement its programs, and realise a high percentage of its objectives. Adequate resources, in quantity and quality, contribute to achieving physical education faculties' academic and research tasks, and to assuring their quality of performance.

5-1 Sub-criterion One: Financial Resources

5.1.1. Elements of Sub-criterion One:

1. Financial Planning and Budgeting
2. Financial Management and Budgeting

5.1.2. Indicators of Sub-criterion One:

1. The faculty shall identify the financial resources required for its various councils and departments and include them in the university budget to ensure implementation of the various faculty plans, including the study plan.
2. There shall be full control of expenditures, and the Faculty's dean shall submit regular reports to the University's governance council about the Faculty's future expenses and needs.
3. The Faculty shall provide evidence that appropriate and adequate financial resources are available to support its educational and sports programs and services in a manner consistent with its vision, mission, and objectives.
4. Budget preparation policies and procedures
5. Financial allocation policies and procedures
6. Financial planning policies and procedures

5-1-3 Evidence and Documents Required for Sub-criterion One

- √ Financial planning and budgeting records
- √ Evidence of financial allocation for budget items
- √ Financial forms (in financial planning and budget calculation)
- √ The Faculty's allocations within the university's budget for many previous years
- √ External financial audit reports for many previous years

5-2 Sub-criterion Two: Physical Resources

5-2-1 Elements of Sub-criterion Two:

1. Academic elements

2. Research elements
3. Administrative elements
4. General services
5. Sources of information

5.2.2. Indicators of Sub-criterion Two

1. The Faculty shall make available appropriate resources, buildings, and facilities for the staff and students, such as modern buildings, classrooms, sports halls, practical training facilities, laboratories, and workshops.
2. The faculty shall provide the necessary sports resources for the implementation of the different plans and programs of the following two types:
 - a. Sports facilities (Halls, playgrounds, different sports fields)
 - B. Sports tools (balls, nets, goals, barriers, cones ... etc.).
3. The Faculty shall provide the equipment for indoor and outdoor sports fields in terms of (ground quality and layout, availability of stands for the fans, external umbrellas for players, benches for reserve players, electronic boards, goals for various games and volleyball posts ... etc.).
4. The Faculty administration shall make available physical fitness equipment (e.g., bicycles and stationary cycling machines, walking belt, power-building and free-weight equipment, etc.)
5. The Faculty shall provide special equipment for gymnastics such as (ground floor mat, spongy hole, jumping table, knob equipment, balance beam for ladies, ring equipment, multi- parallel, etc.).
6. The Faculty shall provide equipment for athletics, such as track, long & triple jump pit, throw field, barriers and obstacles, start-up blocks for short distances and various throwing tools, and posts and mattresses for high jump and pole vaulting, etc.)
7. Appropriate quality of sports facilities and tools.
8. Safety and security policies and procedures.
9. Facilities shall be designed so as to provide easy access for persons with special needs. Facility management, operation, and maintenance shall be appropriate to ensure sustainability of quality and safe use in support of the educational programs and teaching their services.

10. The laboratories and sports halls shall contain the tools and equipment necessary for achieving the objectives of the various study plans.
11. The faculty shall provide various technological communication equipment and teaching aids for the teaching and learning process, such as (computers, data shows, electronic interactive boards and a photocopying machine ... etc.).
12. The faculty shall strive to have some of the courses of study in an electronic format and shall expand this with time.
13. The Faculty shall provide some appropriate statistical packages and programs, and a computer for each teaching staff member.
14. The Faculty shall provide a website on the university's intranet that comprises all the academic, educational, administrative and sports information for the Faculty and its departments.
15. The University shall provide adequate books, periodicals, dictionaries, encyclopedias and other resources necessary for the programs offered by the Faculty of Physical Education.
16. Plans and procedures for improvement and development
17. Quality management, monitoring, improvement and maintenance of sports facilities and installations
18. Faculty staff members, students and employees satisfaction with the various sports facilities.
19. Diversity of learning resources, such as books, databases, and periodicals specialized in Physical Education.

5-2-3 Evidence and Documents Required for Sub-criterion Two:

- √ Files of physical resources
- √ Follow-up and supervision records
- √ Security and general safety regulations and guidelines
- √ Guides for persons with special needs
- √ Annual statistical indicators of satisfaction with sports facilities and services, and their follow-up and improvement.
- √ Subscription contracts in respect of electronic global libraries and journals specialized in sports

- √ Annual statistics on the use of the library and information resources and media
- √ Annual statistics on the use of the internet and electronic portals.
- √ Specialized research sports laboratories and equipment
- √ Maintenance request forms and records, and sports tools and equipment

5-3 Sub-criterion Three: Human Resources

5-3-1 Elements of Sub-criterion Three:

1. Sports academic staff
2. Sports research staff
3. Sports administrative staff
4. Sports technical staff
5. General services staff
6. Information resources staff

5.3.2: Indicators of Sub-criterion Three:

1. The Faculty shall provide the necessary number of highly qualified and specialized teaching staff members to implement its academic and sports plans and programs with a high level efficiency for the Bachelor's and Graduate studies.
2. The Faculty shall provide faculty members who are highly capable of teaching, training and scientific research.
3. The salaries and incentives paid to the teaching staff members shall be appropriate for attracting and retaining them at the Faculty. These salaries and incentives shall be applied and in accordance with clear and declared polices on tenure, in a just and fair manner, and promotion.
4. The Faculty shall have clear principles and criteria for promotion and sabbatical leaves for the teaching staff members. Regulations shall address retirement age, procedures and policies for benefiting from retired teaching staff members, and maternity benefits. Furthermore, the instructions, by-laws, regulations, and policies concerning teaching staff members shall be available and published.
5. The Faculty shall provide an adequate number of well-qualified technical and administrative staff to support the implementation of educational programs and sports activities. These staff members shall be selected, promoted,

tenured and terminated in accordance with transparent principles of merit and fairness.

6. Professional and career development of all categories of human resources through the provision of all paper and electronic scientific and information resources which facilitate access to all new and beneficial developments.
7. The Faculty shall have an administrative unit for quality control and management, a unit for the development of teaching staff members and employees and an office to follow up graduates.
8. There shall be an accountability system in effect at the Faculty's academic and administrative units, and the Faculty shall perform an official and regular performance evaluation of its technical, administrative and sports staff.
9. Support and services offered to human resources
10. Staff satisfaction with the services provided: (appointment, training, rehabilitation, services, and benefits)

5-3-3 Evidence and Documents Required for Sub-criterion Three:

- √ Documents showing the Faculty's recruitment policies and procedures.
- √ Records on training workshops, sports, and human resources development: (statistics on workshops held, attendance, and participant feedback forms)
- √ Service and support committee files, and statistics on the number of beneficiaries
- √ Surveys of measuring staff satisfaction and its follow-up
- √ Records of benefits offered (housing, savings, etc) and statistics in respect of their beneficiaries.
- √ Samples of teaching staff members files, and CVs.
- √ Evaluation and leave forms, etc.
- √ Data on the salaries of teaching staff members, technical, administrative and sports staff and incentives and financial allowances
- √ Statistics of teaching staff members working at the Faculty with respect to their specializations, academic ranks, the universities they graduated from, number of males and females, number of those working on a full-time basis and those on a part-time basis, number of years of academic service, academic qualifications and the scientific output of each one of them in the previous three years

- √ Documents showing students and graduates satisfaction with the performance of the Faculty's teaching, technical and administrative staff.

6. Criterion Six: Student Services

The students of the Faculty of Physical Education shall have clear information and knowledge about the requirements of the Faculty's various programs and a bout admission and graduation criteria. Student guidance and counselling shall be provided to students in all fields including academic guidance and sports training on various games (both individual and team games). Settlement of disputes among students shall be carried out in accordance with clear regulations, by-laws, and laws that meet the principle of justice and equality among all.

6-1 Sub-criterion One: Student Guidance and Counselling

6-1-1 Elements of Sub-criterion One:

1. Raising student awareness of sports services and activities
2. Psychological, social and sports counselling
3. Guidance, counselling and training on various sports

6-1-2 Indicators of Sub-criterion One:

1. The Faculty shall have student awareness-raising and guidance programs that enable them to take academic sports decisions through providing relevant information.
2. Student training and sports courses in all various sports
3. Refereeing courses for students in various sports
4. The Faculty shall provide various programs and sports activities to fill the students' free time:
 - Providing a variety of sports programs for the Faculty's students
 - Holding various sports championships for the Faculty's students
 - Holding diverse sports championships for faculties of Physical Education in Jordan
 - Participation in external sports championships for faculties of physical education
5. The role of committees and councils in student guidance and counselling in the field of sports.
6. The guidance and counselling program shall be developed on the basis of evaluation outcomes feedback.

7. The Faculty shall provide the students with a paper or electronic guide covering the following subjects:
- The Faculty's vision, mission, and objectives
 - Admission procedures and requirements
 - The policies governing students' rights and responsibilities
 - Psychological, social and sports guidance procedures
 - Sports professional guidance procedures
 - Basic information about programs offered by the Faculty, its plans and their courses of study.
 - Requirements for academic sports programs and granting academic degrees
 - Requirements for the Physical Education specialization
 - Requirements for sports rehabilitation specialization
 - Requirements for the management and training in the Physical Education specialization
 - Requirements for the Master's program in Physical Education.
 - Requirements for the Doctoral program in Physical Education.
 - Laws and regulations in respect of procedures students are required to follow for deferment, withdrawal, and absence
 - The opportunities available for getting grants, financial support or loans
 - Fees and procedures for their payment and recovery
 - The facilities provided by the Faculty for academic and sports purposes
 - Academic calendar for the Faculty's academic programs and internal and external sports activities

6-1-3 Evidence and Documents Required for Sub-criterion One:

- √ Availability of organizational units or offices concerned with student guidance and counselling
- √ Evidence of student guidance and counselling activities
- √ Regulation on student guidance and counselling
- √ Minutes of meetings of committees and councils concerned with student guidance and counselling
- √ Annual statistics on the number of persons benefiting from:
 - Raising student awareness
 - Psychological, social and sports guidance
 - Professional guidance and training in the sports field

- √ Forms used in student sports guidance and counselling
- √ Student evaluation of student and sports guidance and counselling activities
- √ Annual reports on student guidance and counselling and the extent of benefiting from them.

6-2 Sub-criterion Two: Support Services

6.2.1. Elements of Sub-criterion Two:

1. Student elections
2. Sports services
3. Health services
4. Student facilities
5. Extra-curricular activities

6-2-2 Indicators of Sub-criterion Two:

1. Regulations of student elections and procedures
2. Regulations of, and procedures for, grants and loans offered to students
3. Regulations followed in providing support services and their procedures
4. Availability of a reception program for new students to inform them about university and faculty regulations and services provided. The student Guide shall be distributed during the reception.
5. The Faculty, in cooperation with the Deanship of student affairs, shall provide extra-curricular activities (in sports, arts, culture, media, etc), which support the mental and personal development of students and accelerate it in a manner compatible with the Faculty's vision, mission, and objectives.
6. One full day shall be dedicated to awareness-raising, guidance and counselling and sports orientation for new students.
7. The role of student clubs in upholding the support services
8. Follow-up and development of support services' quality of performance
9. The Faculty shall provide qualified human resources to supervise student services.

6-2-3 Evidence and Documents Required for Sub-criterion Two:

- √ Evidence of conducting student elections (at the Faculty)
- √ Number, objectives and quality of student clubs the Faculty's students belong to
- √ Annual statistics on the number of the Faculty's students benefiting from student grants and loans
- √ Surveys on student views in respect of faculty services offered to them (sports, health, restaurants, banks, bookshops, etc.)
- √ Annual statistics on extra-curricular activities organized by the Faculty and the number of their participants.
- √ Minutes of meetings of the committees and councils concerned with support services
- √ Mechanisms for looking into student complaints and grievances and benefiting from them.

6-3 Sub-criterion Three: Communication with Graduates

6.3.1. Elements of Sub-criterion Three:

1. The Faculty's graduates' data
2. Representation of graduates on governance councils
3. Means of communicating with the graduates

6-3-2 Indicators of Sub-criterion Three

1. The Faculty of Physical Education shall have a mechanism for following up the levels of the Faculty's graduates' performance in the labour market to ensure the quality of its outcomes and achievement of its vision, mission, and objectives, and to benefit from that in development
2. The graduates' representation on governance councils at the Faculty of Physical Education
3. There shall be two-way communication channels between the graduates and the Faculty on the one hand and the Faculty and employers on the other hand to exchange views about the programs offered by the Faculty, their effectiveness and their methods of teaching and evaluation.
4. There shall be available at the Faculty or University an office to follow up the graduates and their needs. The tasks and work mechanisms of this

office shall be identified, and it shall be supervised by a specialized and competent team.

5. The Faculty shall provide databases related to graduates and shall ensure their sustainability and utilization.
6. The Faculty management shall, in cooperation with television and radio stations, strive to implement sports programs for its graduates and shall communicate with them.

6-3-3 Evidence and Documents Required for Sub-criterion Three:

- √ Minutes of meetings of committees and councils concerned with communicating with the Faculty's graduates
- √ Annual statistics on the participation of the Faculty's graduates in the various faculty activities and sports programs
- √ Evidence of student representation on governance councils.
- √ Opinion polls directed toward graduates, and employers
- √ Annual statistics on alumni activities and number of their participants.

7. Criterion Seven: Community Service and External Relations

The faculties of Physical Education shall offer different sports services to the local community, whether these services are physical, (such as the use of stadiums and sports halls for practicing various sports activities, holding matches and sports championships, the use of swimming pools and physical fitness halls for offering health and recreational services to members of the community) or human such as having teaching staff members and employees give scientific, voluntary and awareness-raising lectures and seminars in various sports and health fields such as training programs on physical and health fitness to local community institutions such as schools, clubs, youth centers and so on.

7-1. Sub-criterion One: Community Service

7.1.1. Elements of Sub-criterion One:

1. Areas of local community development
2. Representation on governance councils

7.1.2. Indicators of Sub-criterion One

1. The faculties of Physical Education shall have a clear policy to strengthen their relationship with the local community and the different sports sectors. These sectors shall be represented on the councils of the faculties of Physical Education and the committees concerned with development.
2. The Faculty shall identify the needs of the local community, and sports sectors, and develop plans to meet these needs.
3. There shall be training courses and development and awareness-raising sports lectures
4. Specialized refereeing courses and lectures in respect of various sports
5. The Faculty shall carry out the planned projects that contribute to the development of the community and related sectors. It shall also conduct periodic evaluation studies to check the effectiveness and impact of these projects and to update plans periodically in line with its priorities.
6. Educational and sports support to meet the educational and sports needs of the community.
7. Contributions of teaching staff members and students to serving and developing the community.
8. Contributions of the Faculties of Physical Education in supporting and sponsoring talented athletes in various sports.
9. The Faculties of Physical Education shall strive to secure material and moral support for outstanding athletes in various sports.
10. The Faculties of Physical Education shall sponsor outstanding athletes through providing all physical and human resources necessary for upgrading their capabilities and continued excellence.
11. Faculties of Physical Education shall cooperate with television and radio stations to provide sports and awareness-raising programs in:
 - Morning Sports programs for physical fitness
 - Educational sports programs in various sports
 - Awareness-raising sports programs for an ideal life
 - Health sports programs for the elderly
 - Health sports programs for women

- Awareness-raising sports programs on the normal and ideal body weight
 - Sports programs on athletes' nutrition
12. Faculties of Physical Education shall cooperate with television and radio stations in analyzing sports matches of local and foreign tournaments broadcast by these stations.
 13. Faculties of Physical Education shall cooperate with television and radio stations to provide sports programs on refereeing and training cases in various sports.
 14. Faculties of Physical Education shall provide sports and scientific advice to sports clubs in:
 - Sports training programs
 - Annual sports plans
 - Physical and skills-wise training and preparation of athletes
 - Psychological preparation programs for athletes
 - Rehabilitation and remedial programs for injured athletes

7.1.3. Evidence and Documents Required for Sub-criterion One:

- √ Documents showing the policies, plans and procedures related to the local community
- √ Annual statistics of the number of studies, projects, and research related to the local community and benefiting from them.
- √ Studies conducted by the Faculty to assess the needs of the local community and concerned educational and sports sectors and the problems they face.
- √ A table showing the services offered to the community in respect of:
 - The type of activity
 - The benefiting group
 - The implementing party
- √ Annual statistics on joint initiatives, development projects and the benefit obtained from them.

- √ Statistics on the number of teaching staff members, administrative staff, and students who participated in sports activities in service of the local community
- √ Mechanisms and decisions on the selection of local community representatives to the Council of the Faculty of Physical Education
- √ Annual statistics on the number of students from the local community benefiting from grants and student loans
- √ Statistics on awareness-raising lectures and training refereeing courses related to sports games, and community service

7-2. Sub-criterion Two: External Relations

7.2.1. Elements of Sub-criterion Two:

1. National relations
2. Regional and global relations

7.2.2. Indicators of Sub-criterion Two:

1. The policies governing building relationships at all levels
2. The Faculty shall facilitate regional and international exchange of teaching staff members and students, and shall provide appropriate resources for that.
3. The faculties of Physical Education shall have agreements with the Olympic Committees, sports federations and scientific institutions for scientific and sports exchange, whether in respect of teaching staff members and students, or the exchange of training experiences, organization of joint workshops, conferences, and symposia.
4. Grants and assistance provided by sports institutions, organizations and federations, and national, regional and global Olympic committees
5. Joint sports programs and studies
6. Marketing graduates at sports open recruitment days and fairs
7. Mechanisms and activities related to attracting student athletes.

7.2.3. Evidence and Documents Required for Sub-criterion Two:

- √ Documents showing sports policies, plans and procedures associated with cooperation at the national, regional and international levels
- √ Samples of memoranda of understanding and agreements concluded between the Faculty and other parties and institutions within and outside the university, and the mechanisms for approving and signing them.
- √ Mechanisms for following up memoranda of understanding and agreements and for evaluating and implementing them
- √ Annual statistics on grants and assistance provided to the Faculty from inside and outside Jordan.
- √ Annual statistics on joint projects, studies, training and refereeing courses, conferences and workshops conducted in cooperation with other educational institutions
- √ Annual statistics on the number of graduates benefiting from recruitment days
- √ Evidence of attracting students excelling in sports (student athletes) from inside Jordan and outside.

8. Criterion Eight: Quality Assurance

Quality assurance is one of the basic foundations of the effective management model in sports and academic fields, as the faculties of Physical Education must continuously develop the performance of their teaching staff members as well as the quality of their various academic and sports programs. The faculties of Physical Education shall also adopt an on-going evaluation system for plans and programs to evaluate their effectiveness on the basis of scientific and objective criteria.

8-1 Sub-criterion One: Faculty Commitment to Improving Quality

8.1.1. Elements of Sub-criterion One:

1. Leadership
2. Resources
3. Institutional participation

8.1.2. Indicators of Sub-criterion One:

1. Support and follow-up of the quality assurance activities by the Faculty's leadership
2. Availability of physical, human and financial resources necessary for improving and maintaining quality at the Faculty
3. Dissemination of the quality culture among the Faculty's teaching staff members and employees
4. Getting all faculty staff involved in the quality improvement processes
5. Commitment to the areas of improvement
6. Utilization of feedback in the improvement processes

8.1.3. Evidence and Documents Required for Sub-criterion One:

- √ Level of responsibility and representation on the quality assurance committees
- √ Plans for improvement of the Faculty's quality assurance management at the Faculty
- √ The Faculty's quality assurance Manual
- √ Evidence of dissemination of the quality culture among the Faculty's staff including academicians and other staff
- √ Periodic reports on the performance of the various faculty units and departments
- √ Reports on the effectiveness of the academic, administrative and sports development programs
- √ Integration and comprehensiveness of the Faculty's quality reports and documents.
- √ Training programs related to improving the Faculty's level of quality.

8-2 Sub-criterion Two: Scope of Work of Quality Assurance

8.2.1 Elements of Sub-criterion Two:

1. On-going periodic evaluation
2. Quality assurance coverage of inputs, processes, and outputs

8.2.2. Indicators of Sub-criterion Two:

1. Implementing and following up quality assurance activities at the various departments and administrative, sports, and technical units of the Faculty to ensure a high level quality. These activities shall also apply to all tasks and functions at the Faculty. Teaching staff members and other staff from all faculty departments shall be involved in the processes of performance evaluation and planning for improvement.
2. Regular evaluation of inputs, processes, and outputs, with a focus on the quality of the outcomes of the programs implemented by the Faculty.
3. Quality control and improvement and dissemination of related results

8-2-3 Evidence and Documents Required for Sub-criterion Two:

- √ The committees concerned with quality assurance at the faculty and its departments, together with the minutes of their meetings
- √ Reports on on-going periodic evaluation of the Faculty's programs and services
- √ The Faculty's evidence and procedures followed in quality assurance management

8-3 Sub-criterion Three: Indicators, Criteria, and Benchmarking

8.3.1. Elements of Sub-criterion Three:

1. Key performance indicators
2. Secondary performance indicators
3. Benchmarking criteria of the Faculty's quality of Performance.
4. Feedback
5. Verification and Validation of learning outcomes

8-3-2 Indicators of Sub-criterion Three:

1. Inclusiveness of the key performance indicators, their integration, and their being objectively measurable at the Faculty and its various academic and sports departments

2. Selecting secondary performance indicators for following up the performance of the academic, administrative and sports units within the faculty in a manner compatible with its special character
3. Identifying standard benchmarking criteria for the Faculty's performance quality
4. Verification of the learning outcomes achieved by students, and comparing them with the requirements and needs of the labour market
5. Self-assessment processes of the quality of performance shall be based on multiple sources of relevant evidence and proofs whenever possible. This includes feedback received through surveys of user views and the views of the beneficiaries (stakeholders) such as students, teaching staff members, employees, graduates, and employers (of the Faculty's graduates), and the various clubs and sports centres.

8-3-3 Evidence and Documents Required for Sub-criterion Three:

- √ Periodic and on-going reports on the key and secondary performance indicators and the areas of their application
- √ Studies or reports related to the benchmarking of the quality of the Faculty's performance and the effectiveness of its academic and sports programs

8-4 Sub-criterion Four: Independent Verification of Evaluation

8-4-1 Elements of Sub-criterion Four:

1. Multiple resources of evidence and proofs
2. Feedback received through surveys
3. Verification of the outputs of the learning outcomes

8-4-2 Indicators of Sub-criterion Four:

1. Verification of conclusions based on the interpretations of evidence and proofs of quality by external independent parties experienced and knowledgeable in the work of the faculties of Physical Education
2. Verification of the outputs of learning outcomes achieved by students in comparison with the requirements of national qualifications criteria and levels achieved by similar faculties

8-4-3 Evidence and Documents Required for Sub-criterion Four:

- √ Comparisons between the Faculty's learning outcomes and those of other similar faculties of Physical Education
- √ Surveys of the views of students, teaching staff members, graduates, employers, clubs and sports federations, and improvement plans related to them.
- √ A verification matrix of the achievement of learning and teaching outcomes (consistency between the outcomes and the content), and the correlation between the Faculty's vision and mission and the labour market
- √ The self-assessment study and graduates' views and feedback on the Faculty's programs
- √ Plans for improving quality assurance processes at faculties of Physical Education