

English Department Committees

1. Courses Equivalency and Transfer Committee

- Review requests for course equivalency from other universities or colleges.
- Ensure transferred courses align with the department's academic plans.
- Submit recommendations to the Department Council for approval.

2. Graduates Committee

- Track graduating students and verify fulfillment of graduation requirements.
- Prepare annual statistics on graduates and their GPAs.
- Organize workshops or orientation sessions for graduating students.

3. Quality Committee

- Monitor the implementation of quality standards in teaching and assessment.
- Collect evidence and documentation required for academic accreditation.
- Prepare periodic reports on academic and administrative performance.

4. Curriculum Development and Scientific Research Committee

- Review and update study plans to meet labor market requirements.
- Propose new courses and update existing course descriptions.
- Encourage and support faculty members in publishing scientific research.

5. Exams Committee

- Prepare final exam timetables.
- Supervise exam administration and maintain discipline in exam halls.

6. Academic Supervision Committee

- Monitor students' course registration and study plan compliance.
- Provide academic guidance and address cases of academic difficulty.
- Hold periodic advisory meetings with students.

7. Schedules Committee

- Prepare semester timetables in coordination with other departments.
- Resolve course and section conflicts.
- Update schedules when changes occur.

8. Extracurricular Activities Committee

- Organize cultural, literary, and linguistic activities within the department.
- Encourage students' participation in university competitions and events.
- Document activities and prepare reports on them.

9. Excuses Committee

- Receive and review students' excuses for absences or missed exams.
- Verify the authenticity of medical and official documents.
- Submit recommendations on whether to accept or reject excuses.

10. Translation Committee

- Oversee the translation of official documents and texts for the department.
- Organize workshops and seminars on advanced translation skills.