

Course Content Review Policy

Version 1.0 · Effective September 2026 · Next review September 2027

Introduction

Masar University takes the standard of its courses very seriously. This policy sets out how we ensure that the standard of our courses is maintained. Course reviews are an integral part of the University's quality assurance process.

Scope

This policy applies to learners enrolled on CPD courses and professional training delivered by Masar University. Degree programmes are governed by the University's academic regulations.

Focus of course reviews

Course reviews focus on:

- the appropriateness of the content and assessment methods for achieving the learning outcomes;
- the content being up to date and accurate;
- the course materials on the learning platform (Moodle, lms.masaruni.ae) working correctly and being accessible to learners.

Responsibility

Responsibility for course reviews, and for ensuring that their recommendations are addressed, rests with the Director of Academic Quality. Overall responsibility for the review process lies with the President of the University.

Frequency

Each course is reviewed annually by a Subject Matter Specialist to ensure its accuracy. A course may also be reviewed earlier where there are significant developments in its field or where learner feedback indicates a need.

All legal and regulatory references in the learning materials are reviewed by a suitably qualified reviewer appointed by the University, to ensure that the most up-to-date references are used and are correct at the time of the review.

Timing

At the review date, each Subject Matter Specialist has 30 days to complete the review of their subject and report all findings to the Director of Academic Quality. Any review of legal references in the learning materials forms part of this 30-day period.

The Director of Academic Quality then arranges for any appropriate changes to the course materials to be made within a further 30 days.

Learner feedback

Learner evaluation forms and reflective practice records completed at the end of each course, together with assessment results and any complaints or appeals, are considered as part of each review.

Reporting

Following the review of the learning materials and legal references, a detailed report is provided to the Director of Academic Quality, setting out all elements that require addressing and updating. Records of each review, the changes made and the date of the next review are kept by the Academic Quality Department.

Contact

Email: info@masaruni.ae

Telephone: +966 56 546 5105

Approved by: Dr. Mahmoud Elgindy

Chairman of the Board and Chief Executive Officer, Masar University

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