Majmaah University

College of Education

English Language Program

Manual of Policies and Procedures for

Approving, Modifying, And Reviewing

Academic Programs and Courses

Table of Contents

Academic Terminology

Academic Terminology	Description
Academic year	The university year consists of two mandatory semesters and one optional summer semester for students who wish to finish the program in less time than the recommended duration of program completion.
Semester	A period of no less than 15 weeks, excluding registration and final examination weeks, during which courses are taught.
Summer semester	A period of no more than eight weeks, excluding registration and final examination weeks, duration which credit hours are doubled.
Academic program	An academic major that narrows the scope of studies for students to a specified number of courses and activities which upon completion, the students are awarded an academic degree in that particular discipline.
Academic Program Report	An annual report on the process of program execution prepared by an authorized official. This report is considered a tool in the continuous improvement of the program.
Academic Plan	A set of complementary courses and activities the sum of which make the requirements of graduation that students have to successfully pass in order to get an academic degree in a specific major.
Course	It is material for study that is on a specific level of an accredited academic plan in a particular year or semester. Each course has its own number, code, name, and description of its content and syllabus that sets it apart from other courses.
Mandatory/compulsory courses	These are courses that all students registered in a particular program must take.
Elective Courses	Courses that students can choose from within their program or college courses.

Introduction

An academic program can be defined as a distinct and organized set of courses that, after completion, lead to the award of an academic degree associated with this program. Majmaah University seeks to achieve quality in academic programs as quality is directly connected to their ability to perform their expected roles in society. Therefore, academic programs are developed at the university according to the program report, program performance indicators, benchmarking, program completion rates, student assessment, and alumni opinions.

Improving academic programs is an important part of growing enrollments, maintaining relevancy in the curriculum, and differentiating the institution. Improving the academic programs is important for many reasons: (1) Improving the quality of academic programs by developing their goals and outputs. (2) Address weaknesses of the programs that are shown during the implementation. (3) Development of learning outcomes according to the characteristics of graduates with new programs according to the opinions of consultants and the labor market. (4) Keep pace with the labor market needs and changes of the community.

Process of approving, modifying, and reviewing academic programs and courses. The matrix of levels of change below, any suggestions or changes that are made to the course description or the program, major or minor, should be subject to which regulates the operations and the levels of change according to a hierarchical terms of reference, some of which are consistent with the internal regulations of the Ministry of Education, while others are consistent with the regulations and systems of the Department of English, College of Education. The objective of using this hierarchal matrix is to organize the processes of change that are made to the elements of the program description and of the course, in order to avoid any type of non-organizational individual efforts. All staff members should refer to this matrix of terms of reference before making any change in the quality documents or their components. All of this is done in accordance with the aforementioned assessment of Quality.

Process of approving, modifying, and reviewing academic programs and courses

Objectives of Changes	Course Professor	Program Coordinator	Quality Unit	Head of Department	Department Council	College Council	General Administration of Quality and Development	Supreme Committee of Planning & Quality	Board of Trustees	The Ministry	Notes
1. Program Name	---	A suggestion for changing the program's name and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Review and submit a recommendation to the Board of Trustees	Review and submit a recommendation to the Ministry of Education	Final Accreditation	
2.Program Code	---	A suggestion for changing the program code and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Review and submit a recommendation to the Board of Trustees	Review and submit a recommendation to the Ministry of Education	Final Accreditation	
3.Total Hours of the Program	---	A suggestion for changing the hours of the program and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Review and submit a recommendation to the Board of Trustees	Review and submit a recommendation to the Ministry of Education	Final Accreditation	

4.ProgramMission	---	A suggestion for changing the program's mission and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Final Accreditation	-----	-----
5.ProgramGoals	---	A suggestion for changing the program's goals and going it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Final Accreditation	-----	-----
6.ProgramObjectives	---	A suggestion for changing the program objectives and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Final Accreditation	----	----
7.ProgramKey Indicators of Performance		A suggestion for changing the performance key indicators of the program and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Final Accreditation	----	----
8.Program Study Plan		A suggestion for changing the program study plan and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Review and submit a recommendation to the Board of Trustees	Review and submit a recommendation to the Ministry of Education	Final Accreditation

9.ProgramLearning Outcomes		A suggestion for changing the program learning outcomes and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Final Accreditation	----	----	
10. Program Methods of Evaluation		A suggestion for changing the program methods of evaluation and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Final Accreditation	----	----	----	
11.Program Teaching Strategies		A suggestion for changing the program teaching strategies and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Final Accreditation	-----	-----	-----	
12.Program Matrix of Learning Outcomes		A suggestion for changing the program's matrix of learning outcomes and submitting it up to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Final Accreditation	-----	-----	-----	
13.Course Name	A suggestion for changing the course title and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendation to the General Administration of Quality and Development	Review and submit a recommendation to the Supreme Committee	Review and submit a recommendation to the Board of Trustees	Review and submit a recommendation to the Ministry of Education	Final Accreditation	

14.Course Code	A suggestion for changing the course code and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Departm ent Council	Review and submit to the College Council	Review and submit a recommendati on to the General Administratio n of Quality and Development	Review and submit a recommendati on to the Supreme Committee	Review and submit a recommendati on to the Board of Trustees	Review and submit a recommendat ion to the Ministry of Education	Final Accreditatio n	
15.Course Credit Hours	A suggestion for changing the course credit hours and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendati on to the General Administratio n of Quality and Development	Review and submit a recommendati on to the Supreme Committee	Review and submit a recommendati on to the Board of Trustees	Review and submit a recommendat ion to the Ministry of Education	Final Accreditatio n	
16. Level at which the course is offered	A suggestion for changing the level at which the course is offered and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendati on to the Supreme Committee	-----	Final Accreditati on	------	-----	
17. Pre-and Co-requisites for the course	A suggestion for changing the course pre- and co-requisites and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Review and submit a recommendati on to the Supreme Committee	------	Final Accreditati on	-----	----	
18. Course Objectives	A suggestion for changing the course objectives and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Final Accreditation	-----	-----	------	-----	

19.Course Titles	A suggestion for changing the course titles and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Final Accreditation	--------	-------	-------	------	
20.Course Learning Outcomes	A suggestion for changing the course learning outcomes and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Final Accreditation	-----	------	-------	------	
21. Schedule of students' evaluation in the course	A suggestion for changing the schedule of students' evaluation and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Final Accreditation	-------	--------	-------	--------	
22. Course Textbooks & Learning Resources	A suggestion for changing the course textbooks and learning recourses and submitting it up to the program coordinator	Review and submit to the Quality Unit	Review and submit to the head of the department	Review and submit to the Department Council	Review and submit to the College Council	Final Accreditation	------	-------	------	------	

Request to create or modify a study plan

Introduction

Creating a new academic program or modifying a continuous academic program is a complex process that contains a significant Influential element that should be considered. National visions, requirements of academic centers and scientific bodies examples of an effective elements that serve Qualify graduates for the labor market.

Perhaps the most important of these elements is the scientific value and qualitative addition that this program can add to the community, work and the environment that surrounds it. Whereas the interaction of the program outputs with highly professional cadres and mature scientific knowledge with the environment shows us the importance of these outputs and the importance of refining and placing them among the priorities of the program to be developed.

The availability of other influential elements such as a well-prepared study plan that conforms to national and international standards, the availability of qualified teaching staff with the necessary specializations , analyzing the needs of the labor market and the provision of various teaching and learning resources contribute significantly to building an academic program that has the ability to achieve the desired objectives.

Like any academic program that aspires to improve and know its impact on the educational process, it is necessary to develop a clear strategy for self-evaluation using the quality standards of all the elements of the program from teaching, assessment, study plan, course descriptions and educational management, etc. as a comprehensive and continuous evaluation that aims to use of the feedback for development and improvement.

Program managers must have a clear vision and future development strategy that deal with and interact with variables and events in order to change and modify constructively to serve the focus of the academic process and improve its outcomes.

The request for the creation or modification of an academic program (now available to you) is aimed to regulating and limiting the data that are required to create and complete the academic program. The work was divided into six main parts:

Part I: Definition of the academic program

Part II: The importance of the program

Part III: the relationship of the program with other programs within the department and college

Part IV[1]: Description of the program according to the latest model approved by the National Center for Assessment and Academic Accreditation

Part V: Description of the courses according to the latest model approved by the National Center for Assessment and Academic Accreditation

Part 6: Infrastructure and Laboratory Requirements

Part VII: Adoption of the Program

His Excellency: --

Subject: ☐Creation   ☐Modifying of Academic program

I am enclosing a request to ☐Creation   ☐Modifying of Academic Program According to the following information:

Program's Name:	
Program's Code:	
Department:	
College:	
Area:	Riyadh	Governate	Majmaah

Applicant Information

Applicant Name:		Academic Department:	
Scientific degree:		Academic Rank:	
Administrative Classification:		Mobile:	
E-mail:			

I confirm that all information in this request is discussed in department council number ( ) in   \   \
20-- and a recommendation from college council in its meeting number ( ) in   \   \   20-- to
☐Create   ☐Modify this academic program.

Please, do not fill the information bellow

This application is submitted to		Date:	\ \ 20–
Administrative Classification:			
The recipient's name:		Signature	

Applying for the creation or modification of an academic program is an accurate process that requires the filling of multiple and correct information. We hope you will read the form carefully and fill out the information carefully. We also hope that you will stay away from unjustified verbosity or abbreviation.

So, before you start filling[2] out the form, gather the necessary information that will help you to fill this application easily and accurately. The necessary information:

1- The program specifications according to the latest model approved by the **National Center for Academic Accreditation and Assessment** (NCAAA) is ready and approved by the Department and the College Councils.

2- The course specifications should be ready according to the latest form approved by the NCAAA and approved by the department and college councils including the college requirements.

3- Feasibility Study of creation or modification of the program and the justification for establishment and its economic impacts on the community and graduates.

Application Requirements:

1- Complete all the information in the form. If you are unable to fill in certain information, you can call (064041055, 064041066) for assistance.

2. Attach all documents and data to be submitted with the application (see the attachments item below)

3. The information listed should be accurate and clear.

4- A report from the **Deanship of Admission and Registration** and a report from the Deanship of **Quality and Skills Development** showing that your program passed the program technical and quality requirements

5- The application should be filled in as an electronic copy and then signed electronically by the applicant and sent through the communication system by the Dean of the College to the Vice-Rector for Educational Affairs.

Attachments:

When submitting this application, the following should be attached[3]:

1- The program specifications according to the latest modified model approved by NCAAA should be ready and approved by the Department and the College Councils

2- Course specifications are ready according to the latest modified model approved by the NCAAA and approved by the department and college councils including the college requirements.

3- Deanship of Admission and Registration report showing that your program passed the technical requirements (coding, levels, hours, etc.)

4- Deanship of Quality and Skills Development Report showing that your program passed the quality requirements (SAQF, Accreditation and Evaluation Centers, etc.)

5- Reports of two reviewers with a response to their comments

6- Minutes of the meetings of the study-plan committee in the department and the Study-plan and programs unit in the college related to modification or creation of the study plan

7- Minutes of the department and college meetings, including approval and recommendation to develop (create) the program

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[2] Use the English version of this form for Programs that teach in English

[3] Please, read the guidance of study-plans (Second edition) 2019

8- Evidence indicating the actions taken before the preparation of the study plan (addressing the labor market or workshops, meetings with the community, graduates and faculty members)
9- Evidence showing the **procedure** of selecting, adopting and working with references
10- Correspondences and the **procedure** of reviewing that have been followed to evaluate the study plan with a reply report to the reviewers' comments
11- Any evidence indicating the quality of the study plan and its conformity with national and international standards

The procedure of filling the application in the case of the recommendation of the plan and the academic system to be submitted to the University Council:
1- Print the application on one side clearly
2. Three copies of the application and one copy of the annexes should be submitted

College and Departments Information:

Introduction to College:
Introduction: It provides an overview of the college's establishments, available specializations, numbers of students, faculty, infrastructure, etc. This introduction should be unified for all existing programs within the College.

Vision of the College:

Mission of the College

Departments, programs and degrees offered by the College:

	Academic Department	Programs	Scientific degree
1			
2			
3			
4			

Add columns if needed

Information about the Academic Program:

First: Introducing the program				
1- Title				
2- Code		3- Number		
4- Educational qualification granted by the program:				
5- Total credit hours to complete the program:				
6- Area	Riyadh	7- Governate	Majmaah	8- City	Majmaah

9. Starting date of the program (updated or modified):	Semester	Day	Month	Year

Information below should be filled only for continuous program:
10- Years of implementation:
11- Which institution (body) evaluated the program and recommended modifications?
11. What is the name and classification of the person responsible for the program (program coordinator or head of department)?

Second: The importance of the program

1- Main reasons for creating (Modifying the program). Please, write only main reasons.
-
-
-
-
-

2. What is the expected need for the labor market for graduates of this department? Choose and explain below

☐Very High	☐High	☐Average	☐Normal

Explain:

Third: The relationship of your program with other programs in the department and the college:

1- List active programs in your departments and college that related to your created or modified program:

	Program's Tile	Department \ College	Credit Hours	Percentage (%)[4]
1				
2				
3				
4				
5				

[4] Number of credit Hours divided by the total credit hours of the program

2- Percentages of program achievement by University, Collage, Department and program		
Body	Credit Hours	Achievement Percentage (%)
University		
College		
Department		
Program		
Total Credit Hours		100%

Fourth: Syllabus
Fill the syllabus form including college requirements for all courses in your program (repeat the form).

Course Syllabus

Basic Information

	اسم المقرر:
	رقم المقرر:
	اسم ورقم المتطلب السابق:
	اسم ورقم المتطلب المرافق:
	مستوى المقرر:
	الساعات المعتمدة:

Course Title:	
Course ID:	
Prerequisite (Co-requisite):	
Co-requisite:	
Course Level:	
Credit Hours:	

Course description

Course Objectives

1	
2	
3	
4	
5	

Course Learning Outcomes

1	
2	
3	
4	
5	

Course Contents over weeks

Subject	Weeks	Contact Hours

Textbook and references:

Textbook's Title	Author (Main)	Publisher	Year (Edition)

References	Author (Main)	Publisher	Year (Edition)

Fifth: Program Approval

The created (Modified) program should be recommended for approval at department and college levels before sending to the vice-rectorate of educational affairs.

م	البند	نعم	لا	الشاهد المطلوب
1	تم التقدم بطلب لإقرار خطة جديدة أو تعديل خطة قائمة (قبل البدء بالاستحداث أو التعديل)			الموافقة على الطلب المقدم لإقرار خطة جديدة أو تعديل

خطة قائمة (مراسلات نظام الاتصالات الإدارية)				
قرار تشكيل اللجنة			تشكلت لجنة لدراسة الخطة الدراسية المقترحة في القسم.	2
تقرير الورشة			عقدت ورشة تدريبية لأعضاء هيئة التدريس في مجال تطوير الخطط والبرامج الدراسية خلال سنة أعداد أو تعديل البرنامج	3
محضر اجتماع			تم اعتماد الخطة في مجلس القسم في محضر اجتماع رسمي.	4
محضر اجتماع			تم اعتماد الخطة في مجلس الكلية في محضر اجتماع رسمي	5
نماذج التوصيف			تم توصيف البرنامج وتوصيفات المقررات فق أخر نموذج معتمد من قبل لمركز الوطني للتقويم والاعتماد الأكاديمي	6
تقرير الاسترشاد والمقارنة المرجعية			تم الاسترشاد بمجموعة من الخطط الدراسية الحديثة بالجامعات العربية والعالمية	7
قائمة بجهات التوظيف			تم الاسترشاد بآراء المعنيين بالموضوع من جهات التوظيف	8
تقرير تحليل النتائج مع التوصيات وعينة من الاستبانة			تم استطلاع آراء الطلبة في الخطة الدراسية من خلال (استبانات، ورش عمل، لقاءات، بريد الكتروني، الخ)[5]	9
تقرير تحليل النتائج مع التوصيات وعينة من الاستبانة			تم استطلاع آراء الخريجين في الخطة الدراسية من خلال (استبانات، ورش عمل، لقاءات، الخ)[6]	10
تقرير عمادة الجودة وتطوير المهارات			تم تقييم البرنامج المعدل أو المستحدث من قبل عمادة الجودة وتطوير المهارات	11
تقرير عمادة القبول والتسجيل			تم تقييم البرنامج المعدل أو المستحدث من قبل عمادة القبول والتسجيل	12
التحقق ضمن الطلب			تم تضمين نموذج مختصر توصيف المقرر مع الطلب بما في ذلك متطلبات الكلية	13