



جامعة الأمير سطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Procedural Guide for Academic Programs and Study Plans

Rules and Regulations

Second Edition

2025

Administration of Curriculums and Plans

**Vice Presidency for Educational and
Academic Affairs**

**IN THE NAME OF ALLAH, THE MOST GRACIOUS, THE
MOST MERCIFUL**



Message of the Vice President for Educational and Academic Affairs

Prince Sattam bin Abdulaziz University strives to achieve excellence in its academic programs and study plans in alignment with the goals of Saudi Vision 2030 and in response to labor market needs. This contributes to supporting comprehensive development plans while ensuring academic sustainability and the quality of educational outcomes.

Recognizing the importance of governance and quality control in the development of academic programs, the Vice Presidency for Educational and Academic Affairs—represented by the Department of Study Plans and Curricula—has initiated an update of the Study Plans and Academic Programs Guide. This step enhances the ability of colleges and departments to develop their programs and study plans through clear procedures and precise standards that ensure quality, sustainability, and academic accreditation.

This guide aims to enable the various entities of the University to adopt advanced academic practices in designing study plans and academic programs and to achieve integration between educational objectives and intended learning outcomes. This will contribute to preparing graduates who are academically and professionally qualified and capable of contributing effectively to the path of sustainable development. The guide also serves as a unified and reliable reference for all University personnel in matters related to academic and regulatory aspects.

We ask Allah to bless the efforts of those who contributed to preparing this guide and to make it a valuable support to the University's journey in developing academic programs and achieving its objectives efficiently and sustainably.

Vice President for Educational and Academic Affairs
Prof. Mshari Ayad Nasser Alosaimi

Table of Contents

Contents	Page
Message of the Vice President for Educational and Academic Affairs	3
Table of Contents	4
Preface:.....	5
Chapter One: Introduction	6
First: Terminology.....	6
Second: Objectives of the Guide.....	14
Chapter Two: Rules and Regulations.....	17
First: Academic and Study Programs:	17
Second: Study Plans	38
Third: Peer Review of Study Plans and Courses.....	52
Templates.....	55
References	57
Guide Preparation Team (Second Edition – 2025)	58
Appendices	60

Preface:

Saudi Vision 2030 has established a roadmap for the Kingdom's economic and developmental progress. One of its most important pillars is the knowledge economy, which requires a greater contribution and role for knowledge in advancing economic prosperity and the development of societies. Saudi Vision 2030 has emphasized the central role of education by focusing on the importance of improving the quality of education so that it contributes to driving economic growth and development. One of the key objectives of Vision 2030 is "building an education system that contributes to driving the economy by bridging the gap between educational outcomes and labor market requirements." Accordingly, the University seeks to align learning outcomes with labor market requirements and to provide students with the skills, knowledge, and competencies necessary for future jobs, while benefiting from qualified and creative human resources that possess the knowledge, skills, and competencies required to address the rapid changes in the labor market. Guided by the University's vision and its pursuit of excellence in education, the University Vice Presidency for Educational and Academic Affairs has undertaken continuous efforts to review and develop academic programs and study plans. Accordingly, it presents this Procedural Guide for the preparation of programs for all colleges and academic departments at the University.

The guide includes the following chapters:

Chapter One: Introduction, which covers:

First: Terminology

Second: Objectives of the Guide

Chapter Two: Rules and Regulations

First: Academic and Study Programs

Second: Study Plans and Courses

Third: Peer Review

Chapter One: Introduction

First: Terminology

Term	Definition
Study Program	An academic specialization composed of a set of compulsory, elective, and free courses, whose total credit hours constitute the graduation requirements according to a defined study plan, the completion and successful fulfillment of which leads to awarding the student a university degree in the field of specialization.
Primary Major	The major in which the student enrolls initially upon admission and the commencement of study at the educational institution, before registering for any additional major.
Interdisciplinary Program	An academic program that integrates two or more different primary majors and results in a single qualification, whereby the name of the program/qualification includes both majors in one of the following forms: “Bachelor’s in Major (A) and Major (B)” if there is balance between the specialized courses of both majors, or “Bachelor’s in Major (A) with Major (B)” if one specialization represents the larger share of the program.
Double Major	An academic program that enables the student to obtain another primary major in addition to the primary major. It requires completing no less than 30% of the program credit hours in the other major, provided that these hours are specialized courses and do not include university requirements or free courses. The name of the additional primary major is recorded in the graduation document (certificate) and in the student’s academic record.
Minor	An academic program that enables the student to obtain a minor specialization in addition to the primary major. It requires completing no less than 15% of the program credit hours in the other major, provided that these hours are specialized courses and do not include university requirements or free courses. The name of the minor specialization is recorded only in the student’s academic record.

Term	Definition
Establishment of a Study Program	The creation of a new academic program in accordance with the approved regulatory procedures at the University Vice Presidency for Educational and Academic Affairs to meet academic, research, and community needs and labor market requirements. It is approved by the University Council after fulfilling all regulatory requirements.
Update of a Study Program	A process that involves changes to certain elements of the study program and the study plan of an existing program, based on principles and feedback aimed at improving the program. It fulfills quality assurance requirements and is applied at least every four years at the undergraduate level, or according to the duration of the program. It is subject to the approval and endorsement of the University Council in accordance with specific mechanisms and procedures.
Early Exit Qualifications	Qualifications for academic degrees awarded within long educational or training programs. They are granted to the learner or trainee by the awarding authority if the targeted learning outcomes and the placement requirements for a specified level are achieved. These qualifications are not equivalent to the academic degree of the program in which the student initially enrolled.
Academic Year	Two academic semesters and a summer semester if applicable, or four or more academic levels and a summer level or two summer levels if applicable.
Academic System	The method of study followed in the colleges and institutes of the University, whether by the level system, semester system, or the full academic year.
Full Academic Year	A period of time not less than forty weeks in a year.
Semester	A period of time not less than fifteen weeks in the two-semester system and not less than twelve weeks in the three-semester system, excluding registration periods, drop and add periods, and final exams.

Term	Definition
Academic Level	A study system in which the time period is shorter than the semester, provided that it is not less than four weeks and not more than eight weeks, and the total number of study weeks in the year is not less than forty weeks.
Summer Semester	A period of time not less than eight weeks in the two-semester system and not less than six weeks in the three-semester system. During this period, the duration allocated for each course is doubled.
Summer Level	A period of time not less than four weeks in the academic level system, during which the duration allocated for each course is doubled.
Study Plan	A set of compulsory, elective, and free courses whose total units constitute the graduation requirements that the student shall successfully complete to obtain the academic degree in the field of specialization. The study plan forms part of the study program and contributes to achieving its mission, objectives, and learning outcomes.
Course	The academic subject in each program plan that includes a number, symbol, and content description. It shall be under constant monitoring, evaluation, and development in each department and may be taught independently or require a prerequisite or a co-requisite course.
Teaching Unit	The weekly theoretical lecture, clinical lesson, or exercise class, each lasting no less than fifty minutes per week, or the practical lesson lasting no less than one hundred minutes per week, or the field lesson specified in the study plan.
College Elective Requirements	Courses selected by college students from among a number of courses representing the various departments within the college and serving as supporting subjects for the different specializations in the college.

Term	Definition
Major Elective Requirements	Courses selected by students from among the courses specified by the department and considered supporting subjects for the student's specialization within the program study plan.
Compulsory Courses	Courses that program students shall study and successfully complete in order to fulfill the requirements for obtaining the academic degree in the specialization.
Free Courses	Courses that students are permitted to study from outside the study plan. These may be courses offered by another college or another academic department. The number of free courses is determined according to the approved study plan for each specialization.
Prerequisite	A course that constitutes an essential element in the structure of the study plan and serves as a key to understanding a subsequent course. The student shall pass it before enrolling in the following course to ensure the completion of the student's knowledge and skills development.
Co-requisite	A course that includes topics required for another course taken concurrently, without the need to complete it in a previous semester, as the academic topics are arranged in a concurrent manner between the two courses to support the development of knowledge and skills within the same semester.
Modes of Education	Various methods of education, including face-to-face education, blended learning, distance education, self-learning, e-learning, and other modes of education.
Blended Learning	A form of education or learning that includes a set of media designed to complement one another and incorporates multiple learning tools, combining traditional classroom instruction and electronic learning within one integrated framework.
E-Learning	An education system that relies on an integrated digital electronic environment that delivers courses through electronic networks and provides means for guidance and mentoring, organizing examinations, as well as managing resources, processes, and their evaluation.

Term	Definition
Electronic Courses	Courses based on the integration of educational content and e-learning technology in their design, development, implementation, and evaluation. Students study their content technologically and interactively with the faculty member at any time and from any place through the electronic network.
Actual Learning Hours	The actual contact hours that contribute to achieving the learning outcomes of the course, such as lectures, exercises, laboratories, field training activities, and e-learning. They also include all learning activities such as study hours, project preparation, assignments, presentations, and the time the student spends in the library.
Course Contact Hours	The time required to carry out all learning activities associated with the course, such as lectures, exercises, laboratories, field training activities, and e-learning.
Program Specification	A comprehensive template prepared in accordance with the modern templates approved by the National Commission for Academic Accreditation and Evaluation. It includes all basic and detailed information related to the academic program, the core course plans, program learning outcomes, teaching strategies, assessment methods, and the mechanisms that ensure the quality of their implementation.
Course Specification	A comprehensive template prepared in accordance with the modern templates approved by the National Commission for Academic Accreditation and Evaluation. It includes all basic and detailed information about the course and serves as a guide for the faculty member regarding the course content, teaching methods, assessment, and development.
Substantive and Non-Substantive Modification	A modification (update) is considered substantive when any change is made to the program or when modifications are made to the study plan or courses through addition, deletion, or merging. At the study plan level: a comprehensive update, a change in the number of plan units, or converting elective courses into compulsory courses or vice versa.

Term	Definition
	At the course level: modifying more than 20% of the course content, changing the main reference, the nature of the course, the language of instruction, the number of course hours, or the course code, number, or title. Any change other than these is considered a non-substantive modification. See Appendix (1).
Teaching Strategies	Teaching methods followed in a study program or a specific course to achieve its learning outcomes and to develop student learning in the various cognitive, affective, and skill domains.
Peer Review	Presenting the program specification and the study plan to a specialized academic professor or to specialized academic bodies inside or outside the Kingdom of Saudi Arabia to obtain their opinions in accordance with specified forms.
Cooperative Training	Cooperative training is an important component of the study plan and a requirement for the student to successfully complete graduation requirements. The nature of the training varies from one college to another. It shall be indicated in the study plan, and the minimum number of credit hours required for the student to enroll in cooperative training shall be specified. The training requirements and conditions are determined within the study program.
Internship Year	A compulsory training period of twelve calendar months of actual clinical training that begins after the successful completion of all courses in the college study plan. The internship period is an essential and complementary component of the study of certain health specializations. A student is not considered qualified to practice the profession until this period has been successfully completed, and it constitutes an integral part of the program for obtaining the academic degree in the primary major.
Graduation Project	The graduation project forms part of the study plan in certain specializations. It shall be indicated in the study plan, specifying the minimum number of credit hours required for a student to register for the graduation project. It may be linked to prerequisite requirements, and the number of course units and the mechanism

Term	Definition
	for its approval are determined according to the decision of the academic department.
National Center for Academic Accreditation and Evaluation	One of the sectors of the Education and Training Evaluation Commission responsible for academic accreditation affairs and quality assurance in post-secondary education institutions, both public and private.
National Qualifications Framework	A comprehensive and unified national system for building, designing, developing, and classifying qualifications within eight qualification levels, and for describing learning outcomes at each level according to the knowledge, skills, and values targeted for each qualification.
Qualification	The official recognition of the successful completion of an educational program or a stage of a program by the relevant national authorities, granted after the completion of the program requirements.
Saudi Standard Classification of Occupations	A statistical system for collecting information on occupations in the Kingdom of Saudi Arabia by listing, organizing, and classifying job titles and professions within hierarchically structured occupational matrices according to an adopted similarity criterion, with the aim of providing a common language related to workforce occupational structures.
Saudi Standard Classification of Educational Levels	A national initiative to monitor the educational programs, majors, and qualifications offered by all educational institutions and education and training sectors in the Kingdom of Saudi Arabia, and to classify and analyze them in accordance with international standards for classifying education levels and fields.
Department of Study Plans and Curricula	One of the departments under the University Vice Presidency for Educational and Academic Affairs responsible for supervising, monitoring, and coordinating the preparation and development of academic programs and study plans at the University, and for the continuous improvement of the educational process according to academic standards in alignment with labor market developments and national development requirements.

Term	Definition
Standing Committee for Study Plans and Academic Programs	One of the standing committees within the University Vice Presidency for Educational and Academic Affairs, established by a decision of the University President. It is responsible for reviewing and studying matters related to study plans and academic programs, including their updating, development, and follow-up, as well as proposing the establishment of academic programs in accordance with current and future labor market requirements.

Second: Objectives of the Guide

The Procedural Guide for Academic Programs and Study Plans at Prince Sattam bin Abdulaziz University aims to outline the frameworks and mechanisms adopted by the University for the establishment, development, and modification of academic programs and study plans across the various educational programs at the University level. This guide also serves as the reference document relied upon by the University when establishing new programs and study plans or developing existing ones, in order to achieve several objectives, including the following:

- Keeping pace with developments in the establishment and development of academic programs and study plans and aligning them with national directives and programs, the University's strategic plan initiatives, national frameworks, relevant regulations and circulars, and benchmarking with comparable programs.
- Establishing a unified regulatory framework for the procedures related to the establishment, development, and modification of academic programs, study plans, and courses in accordance with specialized academic standards.
- Evaluating and enhancing academic programs and study plans in colleges and academic departments in line with the University's mission and objectives through the application of national, regional, and international standards and by keeping pace with scientific and knowledge developments through benchmarking with distinguished educational institutions.
- Unifying procedures within the University Vice Presidency for Educational Affairs regarding the establishment, development, and modification of academic programs and study plans to qualify them for accreditation by the University Council or for other academic or institutional accreditations.
- Organizing the work of committees and units concerned with study plans and their development in colleges and academic departments according to unified regulatory and academic frameworks.
- Promoting the importance of national and international academic accreditation for academic programs and study plans in colleges and academic departments by establishing mechanisms, timelines, and procedures to achieve academic accreditation.
- Establishing or developing academic programs and study plans of high quality from both knowledge and technical perspectives, aligned with the Kingdom's Vision, compliant with quality standards, and consistent with national visions and future plans at both national and international levels.

- Defining the administrative and regulatory authorities and responsibilities governing the workflow related to the establishment and development of academic programs and study plans, whether within the Standing Committee for Study Plans and Academic Programs or within the academic program and study plan committees in colleges and academic departments.
- Enhancing the system of monitoring, evaluation, and support for the processes related to the preparation and development of academic programs and study plans.
- Accelerating and facilitating access to information, guidelines, and forms related to the establishment and development of academic programs and study plans through the platform of the University Vice Presidency for Educational and Academic Affairs.
- Achieving excellence in the educational process at the University and improving its educational outcomes in a manner that enhances the University's prestigious standing at both local and international levels.
- Updating and standardizing guides and forms to achieve outstanding and advanced performance in the establishment and development of academic programs and study plans, thereby contributing to the unification of the structure of study plans and academic programs and the mechanisms of work, while achieving the University's mission and objectives.
- Promoting the importance of academic cooperation with various universities and scientific institutions locally, regionally, and internationally in order to ensure the quality of developing academic programs and study plans.
- Establishing mechanisms that enhance cooperation with both the public and private sectors to ensure the quality of study plans and academic programs and to align their learning outcomes with labor market requirements.
- Supporting the achievement of national educational and developmental policies and plans and contributing to serving the local community.
- Meeting labor market requirements and aligning with developments in the local community.

Chapter Two

Rules and Regulations

- Preface
- First: Academic and Study Programs
- Second: Study Plans and Courses
- Third: Peer Review

Chapter Two: Rules and Regulations

Preface:

This chapter includes the rules and regulations governing the establishment and development of study programs, in addition to addressing the handling of interdisciplinary programs. The guide also discusses the preparation and development of study plans in general, as well as certain details related to modifications that may occur in courses, such as merging, separation, deletion, addition, or other changes within the context of developing the study plan. The guide also addresses the peer review process, the cases that require it, and the detailed procedures associated with it.

First: Academic and Study Programs:

The academic program is the core of the educational process, as it is responsible for providing specialized knowledge and intellectual and professional skills related to the major in order to achieve the intended learning outcomes in accordance with approved national and international academic standards. External challenges have required academic programs to pursue serious and well-planned efforts to improve their effectiveness, thereby increasing their ability to anticipate labor market needs and to plan for providing various specializations of human resources with the distinguished skills required by the labor market.

Standards for Preparing Academic Programs:

When preparing academic programs, the following regulations and standards shall be observed:

- 1) The program shall be listed in the Saudi Standard Classification of Educational Levels and Specializations issued by Council of Ministers Resolution No. (75) dated 27/01/1442H, including any amendments or updates thereto.
- 2) The program shall be consistent with the National Qualifications Framework in the Kingdom of Saudi Arabia issued by the resolution of the Board of the Education and Training Evaluation Commission at its first meeting of the second session held on 16/06/1441H, including any amendments or updates thereto (Alignment with the National Qualifications Framework Form).
- 3) The program shall be consistent with the specialized academic standards (Template 6).
- 4) The program name shall be provided in both Arabic and English.

- 5) The program shall keep pace with developments and modern technologies in the field of specialization and be aligned with national directions (Benchmarking Template – Template 9).
- 6) The program shall meet the needs of the labor market and society and be based on the results of beneficiary and employer surveys through the current situation analysis report.
- 7) The characteristics of graduates and the program learning outcomes shall be defined in a manner consistent with the characteristics of the University's graduates and with the mission and objectives of the program, as well as the mission and objectives of the college and the University.
- 8) The program shall have a peer-reviewed study plan in accordance with the peer review rules stated in the latest version of the Procedural Guide for Academic Programs and Study Plans at Prince Sattam bin Abdulaziz University.
- 9) The program shall ensure the availability of the required human and financial resources. The program administrators shall include in the operational plan an estimate of the required human and technical resources (such as equipment, tools, technologies, laboratories, and classrooms).
- 10) The program shall have a clear mechanism for periodic review and evaluation.

Establishment of Study Programs:

To request the establishment of a Study Program, a Study Program establishment request file shall be prepared. This file includes several components in the form of templates, reports, recommendations, official correspondence, and other related documents. The components of this file increase and are progressively updated depending on the stage of the request and the authority to which it is submitted. The components of the file shall be arranged in accordance with Appendix (2) to complete the procedures for establishing the Study Program, as explained below.

Procedures for Establishing Study Programs

First: Obtaining Preliminary Approval

- 1) The Study Plans and Curricula Committee, in coordination with the Quality Committee of the department concerned with the proposed program, prepares the initial concept for the program in accordance with the establishment requirements.
- 2) The Head of the Department submits the initial concept of the proposed program—accompanied by the recommendations of the Study Plans and Curricula Committee

and the department's Quality Committee—to the Department Council for discussion and to provide its views.

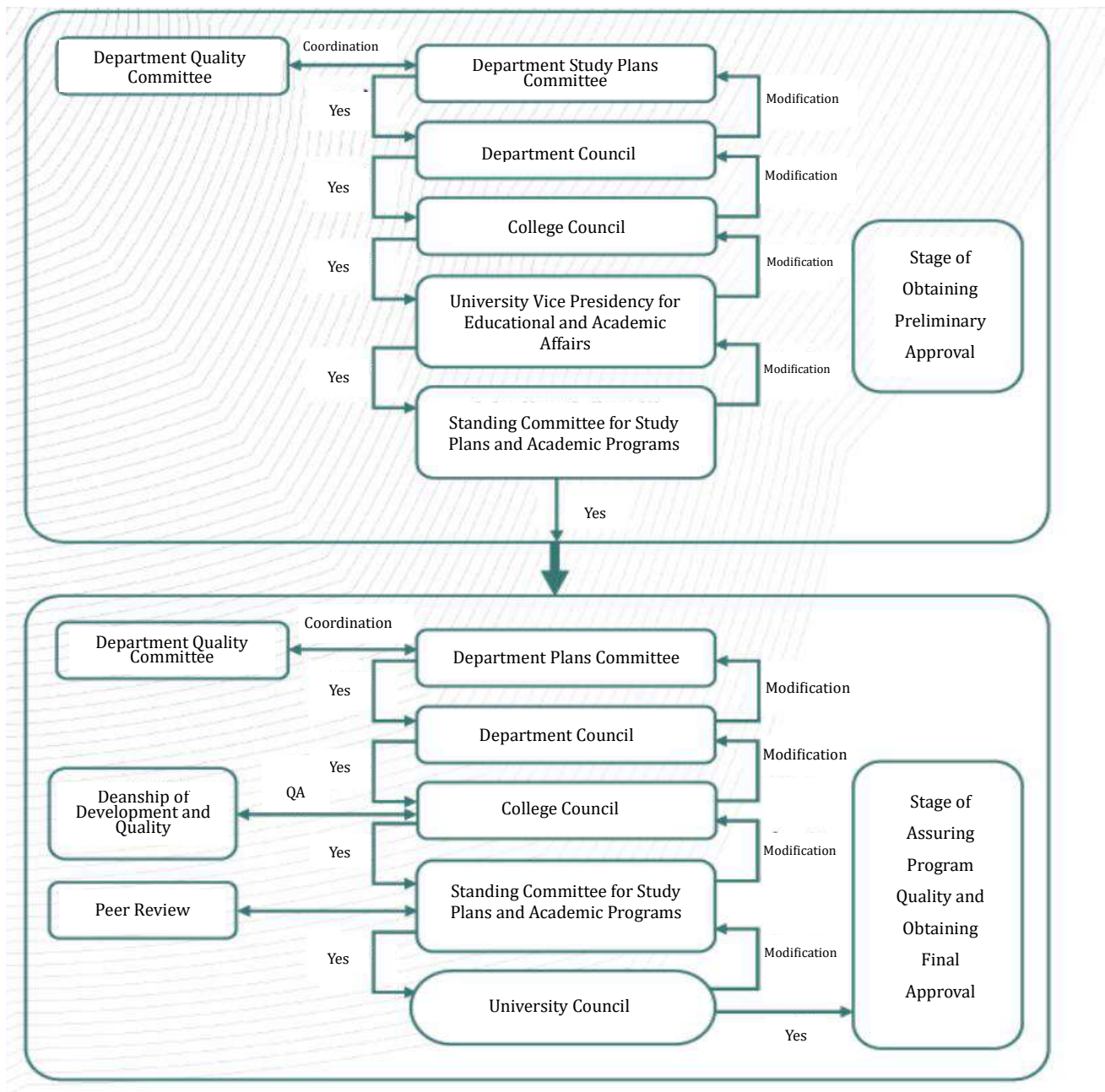
- 3) The Head of the Department submits the initial concept of the proposed program, after incorporating the proposed modifications (if any) and the recommendation of the Department Council, to the Dean of the College for presentation to the College Council and then referral to the department to address the observations (if any).
- 4) After the approval of the College Council, the Dean of the College submits the initial concept of the proposed program, together with the recommendation of the College Council, to the University Vice President for Educational and Academic Affairs for referral to the Standing Committee for Study Plans and Academic Programs to review it and provide its views.
- 5) The College is provided with feedback—if any—to be addressed by the department in order to obtain preliminary approval for establishing the program.

Second: Program Quality Assurance and Obtaining Final Approval

- 1) The Study Plans and Curricula Committee, in coordination with the Quality Committee of the department concerned, prepares the file of the established program including the preliminary approval letter and complete quality assurance documents; whereby the components of the initial conception of the program are attached after making modifications, if any, while ensuring the attachment of the Course Specification template according to the latest templates of the National Center for Academic Accreditation and Evaluation in place of the Course Description template.
- 2) The Head of the Department submits the program file to the Dean of the College for presentation to the College Council after the recommendation of the Department Council (the program file includes the preliminary approval and the quality assurance documents).
- 3) To verify program quality assurance, the Dean of the College communicates with the Dean of Development and Quality and sends the program file accompanied by the preliminary approval for establishing the program.
- 4) After the program file is reviewed by the Deanship of Development and Quality and it is confirmed that it fulfills the quality assurance requirements, the College is notified accordingly.

- 5) The Dean of the College sends the program file to the University Vice President for Educational and Academic Affairs accompanied by the letter from the Deanship of Development and Quality confirming that the program fulfills the quality assurance requirements.
- 6) The University Vice President for Educational and Academic Affairs presents the program file to the Standing Committee for Study Plans and Academic Programs for review and recommendation to send the program Study Plan for external peer review.
- 7) The College is notified so that the academic department can study and consider the observations contained in the reviewers' report, works to address them (if any), and responds to them, then resubmits the file again according to the reporting lines for presentation to the Standing Committee for Study Plans and Academic Programs to recommend approval of the program.
- 8) The program file is submitted to the University Council to take a decision regarding it, and upon approval, the concerned College and the Deanship of Admission and Registration are notified to complete the procedures for offering the program.

Figure (1) illustrates the steps for establishing a Study Program through the stages of obtaining preliminary and final approvals.



Development of an Academic Program

Academic programs at the University are developed and updated to ensure the continuous improvement of their educational outcomes, provided that the program has completed one full academic cycle and that at least one cohort has graduated. In special cases, the program may be developed before completing a full academic cycle when there is a recommendation from accreditation bodies or when there are substantive updates in the specialization. Accordingly, when the need to develop a program becomes urgent, the concerned department submits a request for program development including a statement of the justifications that reflect the need for such development, such as:

- Future directions of the University, national development requirements, and labor market needs.
- Developments in the field of the program in scientific and technological aspects.
- Periodic evaluation and review of the program and the recommendations of academic accreditation teams.
- Recommendations of the program advisory committee.
- Results of beneficiary surveys.

Types of Modifications to the Program

- Program name, duration, or language of instruction.
- Program mission, objectives, and learning outcomes.
- Addition or deletion of tracks.
- Modification of admission requirements.
- Modification of graduation requirements.
- Early Exit Qualifications.
- Program Study Plan.

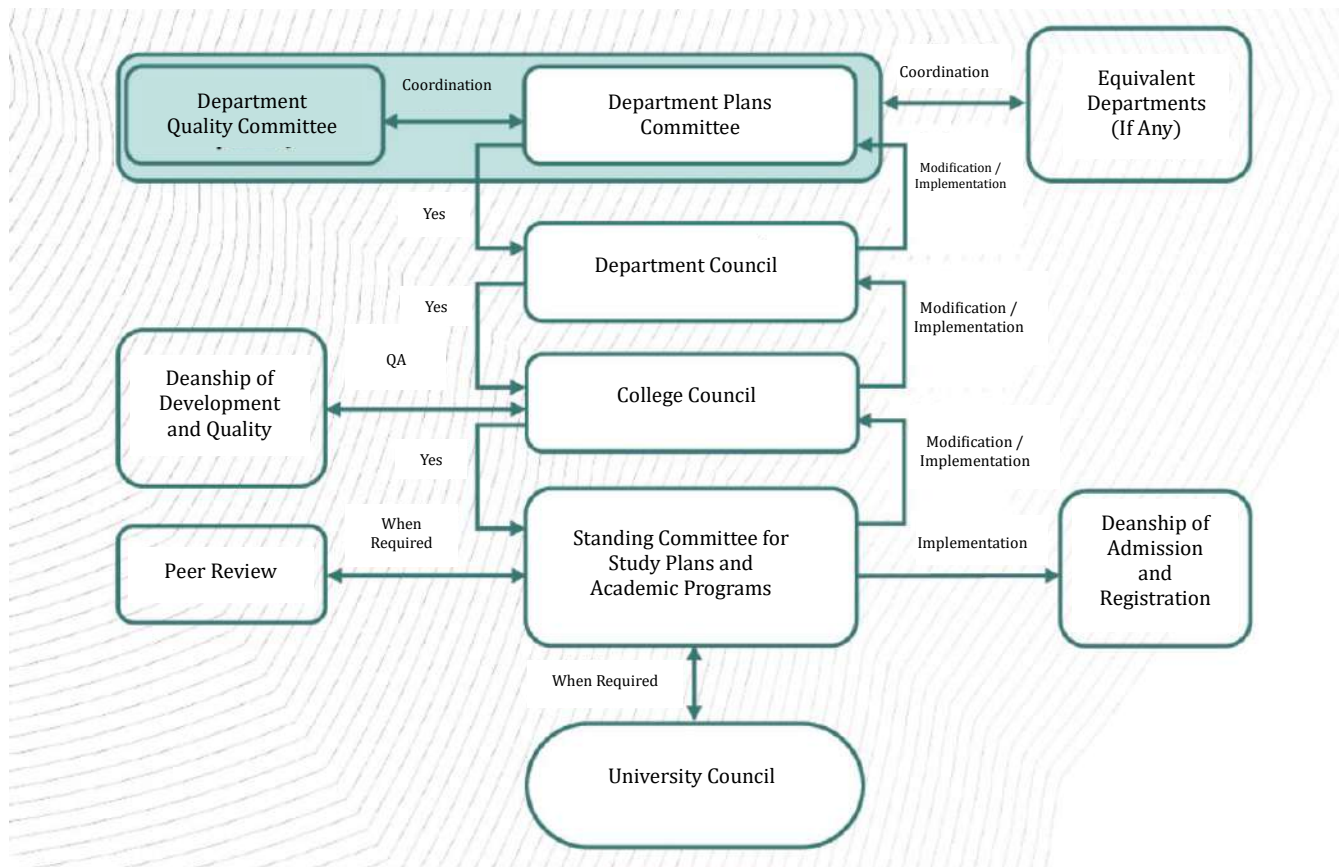
Procedures for Developing Academic Programs

To request the development of a Study Program, a Study Program development request file shall be prepared. This file includes several components in the form of templates, reports, recommendations, official correspondence, and other related documents. The components of this file increase and are progressively updated according to the stage of submission. The components of the file shall be arranged in accordance with Appendix (3) to complete the procedures for program development according to the following steps:

- 1) The development plan begins within the department responsible for offering the program. Coordination shall be conducted with the departments that offer equivalent programs in the University branches (if any) before initiating any development of the program through the formation of a joint committee responsible for coordination and follow-up during the stages of development.
- 2) The Department Study Plans and Curricula Committee, in coordination with the Quality Committee, prepares the program development file and submits it—accompanied by the recommendations of the Study Plans Committee and the Department Quality Committee—to the Head of the Department for presentation to the Department Council.
- 3) The Head of the Department submits the program development file—accompanied by the recommendations of the Study Plans Committee and the Department Quality Committee—to the Department Council for discussion and to express its views.
- 4) The Head of the Department submits the program development file—accompanied by the recommendations of the Department Council—to the Dean of the College for presentation to the College Council.
- 5) The Dean of the College presents the program development file to the College Council for discussion and to express its views and requests that the concerned department address its observations (if any) before submitting it to the Deanship of Development and Quality.
- 6) The Dean of the College communicates with the Dean of Development and Quality and sends the program development file for review, study of the changes, and preparation of a report on the suitability of the developed program, along with a letter confirming that the program fulfills the quality assurance requirements related to the changes. (When equivalent programs exist, the recommendations of the Department Council and the College Council for those programs are requested, and this is indicated in the report and the letter).

- 7) After the program fulfills the observations of the Deanship of Development and Quality, the Dean of the College sends the program development file including the modifications to the University Vice President for Educational and Academic Affairs accompanied by a letter from the Deanship of Quality confirming that the program fulfills the quality assurance requirements in order to complete the procedures for program development.
- 8) The Standing Committee for Study Plans and Academic Programs reviews the modifications and provides its views and communicates with the College so that the academic department studies the observations and works to address them (if any) in order to approve the adoption of the modifications to the program, or to recommend peer review if the modification requires it, and the modification may require the approval of the University Council.
- 9) Upon approval of the program update, the Deanship of Admission and Registration is notified to implement the approved modifications and to inform the College accordingly.

Figure (2) illustrates the steps for updating or developing Study Programs.



Suspension or Activation of Admission to the Academic Program

There may be directions to suspend some programs in light of educational policies. In addition, the periodic evaluation that shall be conducted for academic programs after the completion of one full academic cycle of the program and the graduation of at least one cohort of students enrolled in the program may reveal that some programs are no longer viable and that there is no longer a need for them in light of certain indicators, such as a decline in the number of applicants seeking enrollment in the program, a decline in the employment rate of the program's graduates during the last three years, or a lack of labor market demand. Accordingly, several procedures shall be undertaken and their documentation collected to support the decision to suspend the program, including the following:

- An analytical study of the reasons for suspending the program and the implications of the suspension process for the department, faculty members, and students enrolled in the program.
- The impact of suspending admission to the program on the programs that offer supporting courses for it (if any), accompanied by supporting evidence and documentation.
- The results of surveys of beneficiaries within and outside the University and of internal and external review bodies.

Procedures for Suspending Admission to the Academic Program

- 1) The academic department responsible for the program, after conducting the periodic evaluation and follow-up process, states the justifications for suspending admission to the program. These are discussed in the Department Council, and a recommendation regarding the suspension is made, along with establishing a mechanism to address the status of students as a result of suspending the program.
- 2) The Head of the Department submits the request to suspend admission to the program, accompanied by the recommendation of the Department Council, to the Dean of the College for presentation to the College Council for discussion and recommendation.
- 3) The Dean of the College submits the request to suspend admission to the program, accompanied by the recommendations of both the Department Council and the College Council, to the University Vice President for Educational and Academic Affairs for presentation to the Standing Committee for Study Plans and Academic Programs.
- 4) The Standing Committee for Study Plans and Academic Programs studies the recommendations regarding the program for which admission is to be suspended in order to review and decide whether to suspend admission to the program or not (with specifying the duration of suspension if necessary).

Procedures for Reopening Admission to the Program

- 1) The Head of the Department submits a request to reopen admission to the program for presentation to the Department Council for review and recommendation, with the reasons and justifications attached, which may include the following:
 - Preparing the necessary resources to activate the program by providing faculty members, laboratories, and classrooms; specifying the expected number of

- students to be admitted to the program; and preparing the Study Plan and the Program Specification and Course Specification.
- Requirements of labor market and employers.
 - National directions and community needs.
 - The possibility of activating the program for male students and female students or for one of them.
- 2) The Head of the Department submits the request to reopen admission to the program to the Dean of the College, accompanied by the recommendation of the Department Council to reopen admission to the program, for presentation to the College Council for review and recommendation.
 - 3) The Dean of the College submits the request to reopen admission to the program, accompanied by the recommendations of the Department Council and the College Council, to the University Vice President for Educational and Academic Affairs for presentation to the Standing Committee for Study Plans and Academic Programs for review and decision.
 - 4) Upon approval by the Standing Committee for Study Plans and Academic Programs, the Deanship of Admission and Registration is notified for implementation and activation of admission to the program and to inform the College accordingly.

Interdisciplinary Program

An academic program that integrates two or more different primary majors and results in a single qualification, whereby the name of the program/qualification includes both majors in one of the following forms: “Bachelor’s in Major (A) and Major (B)” if there is balance between the specialized courses of both majors, or “Bachelor’s in Major (A) with Major (B)” if one specialization represents the larger share of the program. Interdisciplinary academic programs in universities represent an important outlet for certain majors in which the labor market has become saturated, and they provide an opportunity for integration and harmony with other scientific majors in order to develop graduates’ skills through program development to achieve alignment among overlapping programs so that they correspond with the needs and requirements of the labor market and contribute to removing the barriers between theoretical knowledge and its practical application. The Interdisciplinary Program shall have a distinctive identity completely different from the existing programs from which it was derived in terms of learning outcomes, teaching and learning methods, assessment, knowledge resources, and other elements of the educational process.

Rules for Interdisciplinary Programs

Two or more academic departments within the University may propose an Interdisciplinary Program. The establishment of Interdisciplinary Programs requires adherence to a set of rules and standards to ensure integration between different majors and to achieve the intended benefits. The following are some of the basic rules for establishing an Interdisciplinary Program:

- 1) Defining the objectives and learning outcomes that the program seeks to achieve and analyzing the needs that the program will meet based on a recent study.
- 2) Preparing a Study Plan for the program in both Arabic and English.
- 3) Obtaining the necessary approvals for the Interdisciplinary Program from the councils of the departments participating in its implementation, as well as from the councils of the colleges to which those departments belong.
- 4) Ensuring the availability of faculty members with expertise in more than one field, in addition to providing the necessary technical resources to support interactive teaching across different majors.
- 5) Requiring that the primary programs contributing to the Interdisciplinary Program obtain academic accreditation from recognized bodies and that graduates are able to obtain certificates recognized in the labor market.
- 6) Establishing a clear mechanism for periodically evaluating the effectiveness of the Interdisciplinary Program.
- 7) Except as stated above, the Interdisciplinary Program is subject to the same regulations that apply to other programs with a single major.

Structure and Management of the Interdisciplinary Program

- 1) The program is managed by a joint committee from the departments contributing to the Interdisciplinary Program. Its formation is determined by a decision of the University Vice President for Educational and Academic Affairs. In the event of disagreement between the councils of the departments contributing to the Interdisciplinary Program, the committee considers the case under review and submits its recommendations to the Standing Committee for Study Plans and Academic Programs for decision.
- 2) The Interdisciplinary Program is supervised by the department with the largest contribution to the Interdisciplinary Program Study Plan. In the event of equal participation percentages, supervision of the program is determined by the Standing Committee for Study Plans and Academic Programs.

- 3) The committee proposes the admission requirements and conditions for the program based on prior coordination with the departments contributing to offering the program, provided that these do not conflict with the admission requirements of the University.
- 4) The committee is responsible for communication with the Deans and Heads of Departments concerned with all matters related to the educational process in accordance with the regulations applied in the existing programs.
- 5) The committee holds periodic meetings and exercises its authority in managing the program.

Rules for Distinguishing Interdisciplinary Programs

- 1) A maximum of 50% of the specialized course credit hours in the Interdisciplinary Program may be taken from the specialized courses in the contributing programs, while the remaining specialized courses in the Interdisciplinary Program shall be newly established according to the nature of the program.
- 2) The number of course credit hours jointly developed by the departments through an interdisciplinary and integrative approach shall not be less than 50% of the specialized course credit hours of the program.
- 3) The learning outcomes of the Interdisciplinary Program shall not be identical to the learning outcomes of the programs of the departments contributing to offering it.

Procedures for Establishing Interdisciplinary Programs

To request the establishment of an Interdisciplinary Program, an Interdisciplinary Program establishment request file shall be prepared. This file includes several components in the form of templates, reports, recommendations, official correspondence, and other related documents. The components of this file increase and are progressively updated according to the stage of the request and the authority to which it is submitted. The components of the file shall be arranged in accordance with Appendix (4) to complete the procedures for establishing the program according to the following steps:

First: Obtaining Preliminary Approval

- 1) The departments participating in the Interdisciplinary Programs conduct initial coordination and preliminary communication through a coordinator from each department to arrange and prepare the components of the initial concept of the Interdisciplinary Program in accordance with the requirements for establishment.

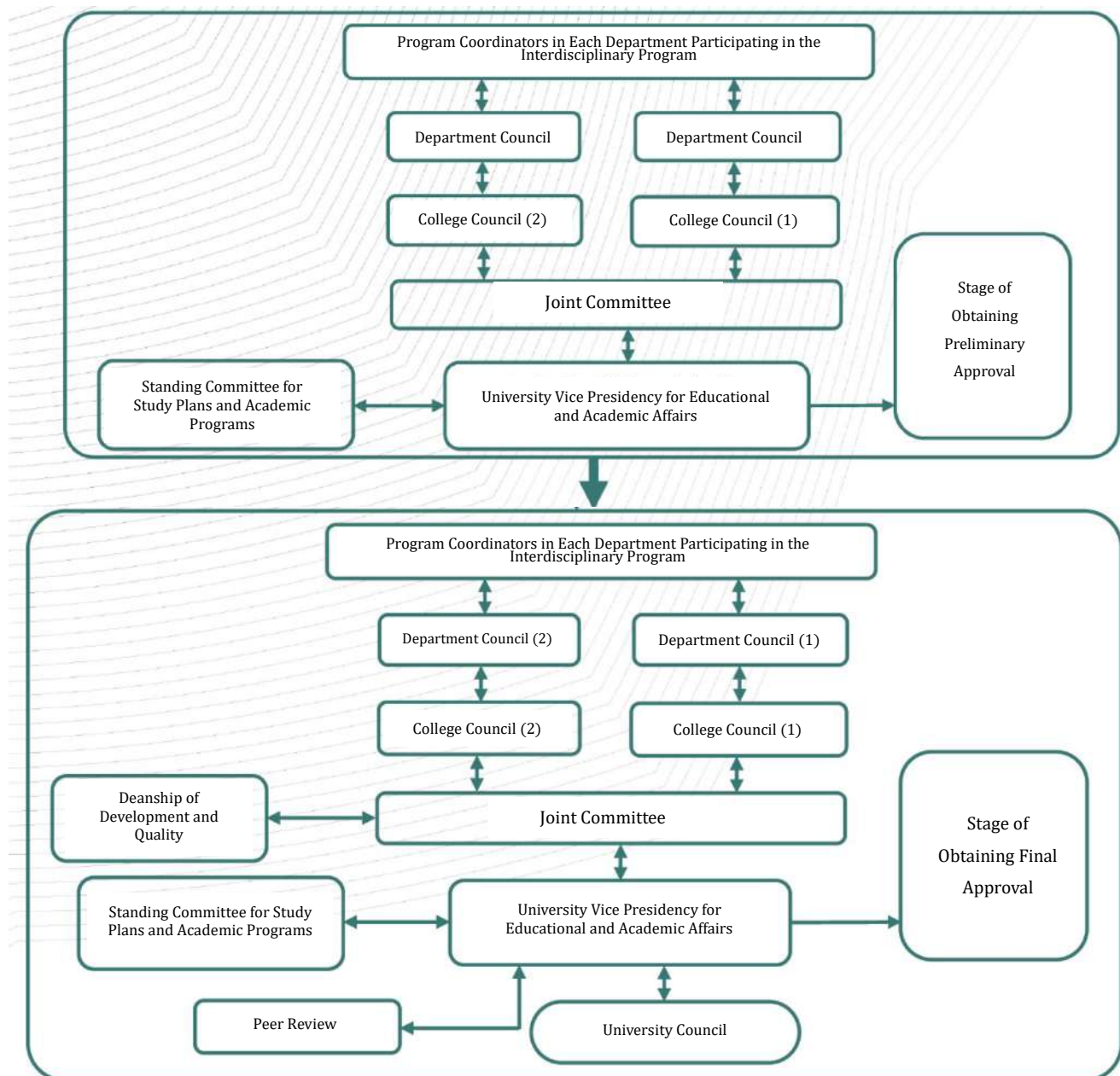
- 2) The Study Plans Committee and the Quality Committee in each department participating in the proposed Interdisciplinary Program study the initial concept and recommend submitting it to the Department Council for discussion.
- 3) The Head of each department presents the initial concept and the recommendations of the Study Plans Committee and the Quality Committee of the department regarding it to the Department Council for review and to express its views.
- 4) The Head of each department participating in the Interdisciplinary Program submits the initial concept of the proposed Interdisciplinary Program and the recommendation of the Department Council regarding it to the Dean of the College for presentation to the College Council for review, expression of views, and recommendation regarding it. When observations exist, they are addressed by the department before submission to the joint committee.
- 5) The Dean of the College submits the initial concept accompanied by the recommendation of the College Council to the joint committee (if the departments participating in the program belong to different colleges, the components of the initial concept and the recommendations of each Department Council and College Council are submitted separately to the joint committee).
- 6) The committee submits the initial concept of the proposed program and attaches the minutes of the Department Councils and the College Councils to the University Vice President for Educational and Academic Affairs for presentation to the Standing Committee for Study Plans and Academic Programs for review and to express its views.
- 7) The College/Colleges are provided with feedback to address the observations and carry out the required modifications (if any) in order to obtain the preliminary approval for establishing the Interdisciplinary Program.

Second: Program Quality Assurance and Obtaining Final Approval

- 1) The program coordinators from each department communicate to prepare the quality assurance documents in full, including the complete Program Specification and the Course Specification according to the latest templates of the National Center for Academic Accreditation and Evaluation, and submit them to the Heads of the departments contributing to the Interdisciplinary Program for presentation to the Department Councils.
- 2) After that, the Head of each department submits the complete program file (including the preliminary approval and the quality assurance documents) to the Dean of the College for presentation to the College Council.

- 3) The Dean of each College submits the complete program file to the joint committee supervising the program.
- 4) To verify program quality assurance, the Head of the joint committee communicates with the Dean of Development and Quality and sends the program file accompanied by the preliminary approval for establishing the program and attached with the minutes of the Department Councils and the College Councils contributing to the program.
- 5) After the program file is studied in the Deanship of Development and Quality, the Head of the joint committee is notified accordingly, and when some modifications are required, they are addressed by the departments and colleges.
- 6) The Head of the joint committee sends the program file—after addressing the modifications if any—to the University Vice President for Educational and Academic Affairs accompanied by a letter confirming that the program fulfills the quality assurance requirements in order to complete the procedures for establishing the program.
- 7) The University Vice President for Educational and Academic Affairs presents the program file to the Standing Committee for Study Plans and Academic Programs for review and to express its opinion and to send the program Study Plan for external peer review.
- 8) Upon receipt of the reviewers' report, it is referred to the joint committee, which follows up with the academic departments to study the observations contained in the report (if any) and to address them or respond to them. The program file is then submitted again for presentation to the Standing Committee for Study Plans and Academic Programs to recommend approval of the program.
- 9) The University Vice President for Educational and Academic Affairs submits the program file to the University Council accompanied by the recommendation of the Standing Committee for Study Plans and Academic Programs to take a decision regarding the proposed Interdisciplinary Program.
- 10) After the approval of the program by the University Council, the concerned college/colleges and the Deanship of Admission and Registration are notified to complete the procedures for offering the program.

Figure (3) illustrates the steps for establishing an Interdisciplinary Program through the stages of obtaining preliminary approval and final approval.



Double Major

An academic program that enables the student to obtain another primary major in addition to the primary major. It requires completing no less than 30% of the program credit hours in the other major, provided that these hours are specialized courses and do not include university requirements or free courses. The name of the additional primary major is recorded in the graduation document (certificate) and in the student's academic record.

Rules for Establishing a Double Major Program:

- 1) The Double Major shall be a major available at the University and shall have a base qualification granting a bachelor's degree or diploma, with at least two cohorts having graduated from it.
- 2) Enrollment in the Double Major is optional for the student at the bachelor's level, and the student shall not enroll in it until after joining the Primary Major program.
- 3) Academic departments that make one of their programs available as another primary major shall prepare a complete Program Specification according to the specified major, determine the learning outcomes, and then complete its approval by the relevant committees and departments within the University in accordance with the procedures followed for approving academic programs.
- 4) Enrollment requires that the student receive sufficient academic advising, after which the student may complete registration according to the University regulations.
- 5) Academic departments that make one of their programs available as another primary major shall adhere to an academic advising plan for their students so that the program achieves its objectives as planned.
- 6) A student shall not register for or combine a Double Major or a Minor at the same time. This may be permitted after completing the previous Double Major or Minor, after fulfilling the registration requirements for programs according to the University regulations.
- 7) When designing the additional primary major, the number of credit hours allocated to it shall not be less than 30% of the credit hours of the relevant program, provided that these hours are specialized courses and do not include university requirements or Free Courses.
- 8) The additional primary major shall be different from the student's Primary Major and shall be offered by another college or academic department.
- 9) Except as stated above, the regulations stated in the Regulatory Framework for Self-Designed Degrees shall be adhered to.

Minor

An academic program that enables the student to obtain a minor specialization in addition to the primary major. It requires completing no less than 15% of the program credit hours in the other major, provided that these hours are specialized courses and do not include university requirements or free courses. The name of the minor specialization is recorded only in the student's academic record.

Rules for Establishing a Minor Program:

- 1) The Minor shall be a major available at the University and shall have a base qualification granting a bachelor's degree or diploma, with at least two cohorts having graduated from it.
- 2) Enrollment in the Minor is optional for the student at the bachelor's level, and the student shall not register for it until after joining the Primary Major program.
- 3) Academic departments that make one of their programs available as a Minor shall prepare a complete Program Specification according to the specified major, determine the learning outcomes, and then complete its approval by the relevant committees and departments within the University in accordance with the procedures followed for approving academic programs.
- 4) A student shall not register for or combine a Double Major or a Minor at the same time. This may be permitted after completing the previous Double Major or Minor, after fulfilling the registration requirements for programs according to the University regulations.
- 5) When designing the Minor, the number of credit hours allocated to it shall not be less than 15% of the credit hours of the relevant program, provided that these hours are specialized courses and do not include university requirements or Free Courses.
- 6) The Minor shall be different from the student's Primary Major and shall be offered by another college or academic department.
- 7) The regulations stated in the Regulatory Framework for Self-Designed Degrees with regard to the Minor shall be adhered to.

Procedures for Establishing Double Major or Minor Programs

To request the establishment of a Double Major or Minor program, a program establishment request file shall be created containing several components in the form of templates, reports, recommendations, correspondences, and others. The components of this file increase and are updated gradually according to the stage of the request and the authority to which it is presented. The components of the file shall be arranged in accordance with what is stated in Appendix (5) in order to complete the procedures for establishing the program according to the following steps:

First: Obtaining Preliminary Approval

- 1) Initial coordination and preliminary communication shall take place through the program coordinators between the department offering the Double Major or Minor program and the department whose students will benefit from the program, in order to prepare the components of the initial concept of the program and arrange them in accordance with the establishment requirements.
- 2) The Study Plans and Curricula Committee in the department offering the proposed Double Major or Minor program, in coordination with the Quality Committee in the same department, studies the initial concept of the program in light of the rules of the Regulatory Framework for Self-Designed Degrees and submits it to the Department Council for discussion and to express its views.
- 3) The Head of the Department presents the initial concept of the proposed Double Major or Minor program—accompanied by the recommendations of the Study Plans Committee and the Quality Committee of the department—to the Department Council for discussion and to express its views.
- 4) The Head of the Department submits the initial concept of the proposed Double Major or Minor program, after making the proposed modifications (if any), to the Dean of the College accompanied by the recommendation of the Department Council for presentation to the College Council for review and to express its views.
- 5) The Dean of the College submits the initial concept of the proposed Double Major or Minor program, accompanied by the recommendation of the College Council, to the University Vice President for Educational and Academic Affairs for referral to the Standing Committee for Study Plans and Academic Programs for review, to express its views, and to recommend accordingly.
- 6) The College is provided with feedback—if any—to be addressed by the department in order to obtain the preliminary approval for establishing the Double Major or Minor program.

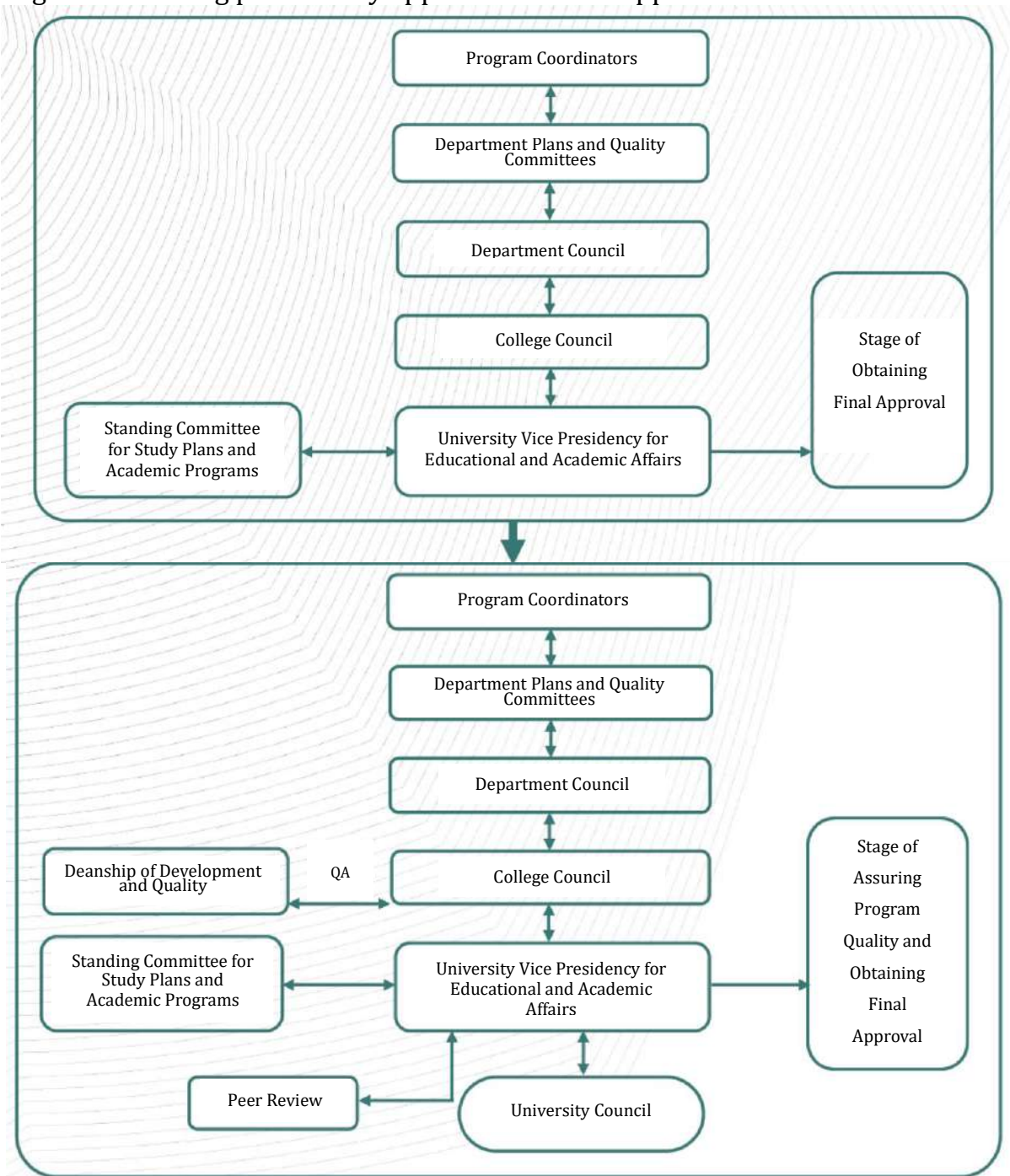
Second: Assuring the Quality of the Double Major or Minor and Obtaining Final Approval

- 1) The Study Plans and Curricula Committee, in coordination with the Quality Committee in the concerned department, prepares the file of the proposed Double Major or Minor program and attaches the preliminary approval letter and the complete quality assurance documents. The components of the initial concept of the Double Major or Minor program shall be attached after making the modifications, if any, taking into account attaching the Course Specification template according to the

latest templates of the National Center for Academic Accreditation and Evaluation instead of the course description template, and submitting the request for presentation to the Department Council.

- 2) The Head of the Department presents the initial concept of the proposed Double Major or Minor program—accompanied by the recommendations of the Study Plans Committee and the Quality Committee of the department—to the Department Council for discussion, to express its views, and to recommend accordingly.
- 3) The Head of the Department submits the file of the proposed Double Major or Minor program, accompanied by the recommendation of the Department Council, to the Dean of the College for presentation to the College Council for discussion, to express its views, and to recommend accordingly.
- 4) To verify the quality assurance of the proposed Double Major or Minor program, the Dean of the College communicates with the Dean of Development and Quality and sends the program file accompanied by the recommendation of the College Council.
- 5) After the program fulfills the quality assurance requirements, the Dean of Development and Quality returns the file of the proposed Double Major or Minor program to the Dean of the College with a letter confirming that quality assurance has been achieved in the program.
- 6) The Dean of the College sends the file of the proposed Double Major or Minor program to the University Vice President for Educational and Academic Affairs for presentation to the Standing Committee for Study Plans and Academic Programs, accompanied by a letter from the Dean of Development and Quality confirming that the program fulfills the quality assurance requirements in order to obtain final approval.
- 7) The Standing Committee for Study Plans and Academic Programs studies the file of the proposed Double Major or Minor program and recommends sending the program Study Plan for external peer review, in coordination with the University Vice President for Educational and Academic Affairs.
- 8) Upon receipt of the peer reviewers' reports, the College and the academic department are contacted to consider the observations contained in the reports (if any), address them, and respond to them. The program file is then presented again to the Standing Committee for Study Plans and Academic Programs to recommend approval of the program and to submit it to the University Council for approval.
- 9) After the approval of the program by the University Council, the Deanship of Admission and Registration is notified to complete the procedures for offering the program and to inform the concerned College accordingly.

Figure (4) illustrates the steps for establishing a Double Major or Minor program through the stages of obtaining preliminary approval and final approval.



Second: Study Plans

- Preface
- Numbering and Coding of Courses in the Study Plan
- Standards for Preparing Study Plans
 - Requirements for Preparing the Study Plan
 - Procedures for Approving the Study Plan
- Development of Study Plans
 - Requirements for Developing the Study Plan
 - Approval of Study Plan Development
 - Types of Modifications to the Courses of the Study Plan
 - Levels of Approval for Course Development
 - Procedures for Course Development

Second: Study Plans

Preface

The Study Plan represents the practical framework for implementing the academic program through an integrated system of knowledge, skills, and competencies that elevate the academic level of students and qualify them to enter the labor market. The program seeks to achieve these academic aspirations through a set of courses that fulfill the system of knowledge, skills, and competencies and comply with the requirements and standards of national and international academic accreditation bodies. The chronological organization of the Study Plan assists students in progressing gradually toward achieving the objectives of the program through studying the Teaching Units during the academic semesters. Academic departments within the colleges are responsible for preparing the Study Plans.

Before beginning to describe the standards for preparing Study Plans, their procedures, and their updating, it is necessary to clarify the method of numbering and coding courses in the Study Plans at Prince Sattam bin Abdulaziz University.

Numbering and Coding of Courses in the Study Plan:

The course code consists of an alphabetical classification and a numerical classification:

1) Alphabetical Classification:

The alphabetical classification refers to the specialization or the department if it offers a single specialization. It usually ranges from two to four letters, with the necessity of unifying the coding for similar academic departments across the colleges of the University and ensuring compatibility with commonly recognized coding methods in both Arabic and English, as illustrated in the following example:

Department	Code	
	In Arabic	In English
Chemistry	كيم	Chem

2) Numerical Classification:

The numerical classification consists of four digits as follows:

- The thousands digit (the first digit from the left) indicates the academic year.
- The hundreds digit (the second digit from the left) indicates the sub-specialization.

- The tens and ones digits (the third and fourth digits from the left) indicate the sequence of the course within the sub-specialization of the program, as illustrated in the following examples:

Digit or Place	Indication	Illustrative Examples
Thousands Place <u>4</u> 408 <u>3</u> 206 <u>2</u> 302 <u>1</u> 101	Indicates the academic year in which the course is offered	First Year (1) Second Year (2) Third Year (3) Fourth Year (4) Note: If the first digit from the left in the course number is (<u>2</u>), this means that the course is offered in the <u>second</u> year.
Hundreds Place <u>4</u> 408 <u>3</u> 206 <u>2</u> 302 <u>1</u> 101	Indicates the sub-specialization or track	Examples in the Department of Chemistry: (1) Organic Chemistry (2) Inorganic Chemistry (3) Analytical Chemistry (4) Physical Chemistry Note: If the second digit from the left in the course number is (<u>2</u>), this means that the course belongs to the specialization of Inorganic Chemistry.
Tens and Ones Places 44 <u>08</u> 32 <u>06</u> 23 <u>02</u> 11 <u>01</u>	Sequence of courses within each sub-specialization or track	Course number within the sub-specialization or track Example: A course numbered (23 <u>02</u>) means that it is the second in the sequence of courses within the specialization, is offered in the second year, and belongs to the specialization of Analytical Chemistry.
1 <u>0</u> 02	General specialized preparation courses	Takes zero (0) in the hundreds place This means that the course is taught in the first year and is the second course among the general courses of the specialization.

Standards for Preparing the Study Plan:

First: Requirements for Preparing the Study Plan

1. The Study Plan shall not conflict with the constants and principles of Islamic Sharia.
2. The Study Plan shall be consistent with the Saudi Standard Classification of Educational Levels and Specializations.
3. The Study Plan shall align with the requirements of the specialized academic standards.
4. The Study Plan shall be developed in accordance with the University's education rules and regulations.
5. Compliance with the minimum number of Teaching Units in accordance with the National Qualifications Framework.
6. Adherence to the unity of academic departments within the University by having specialized courses offered by the relevant departments to avoid duplication among academic departments within the University.
7. The Study Plan document shall be prepared in both Arabic and English.
8. The courses shall be aligned with the learning outcomes of the academic program.
9. Diversity and integration of the courses within the Study Plan shall be ensured, while maintaining a balance between theoretical and practical aspects.
10. The course content shall be up-to-date, meeting the requirements of the University and the College and including the core requirements of the specialization as well as its academic, professional, and research developments.
11. Sequencing, ordering, and integration among courses and their distribution across academic levels shall be considered.
12. The need for a course to have prerequisite or co-requisite requirements shall be considered.
13. Coding and numbering of courses shall follow the unified coding and numbering system previously described.
14. Study Plans for equivalent programs shall be unified at the main campus and the branches with full coordination among them.
15. Cooperative Training units shall be calculated in accordance with the Executive Rules of the Cooperative Training Policy at Prince Sattam bin Abdulaziz University.

Procedures for Approving the Study Plan

The Study Plan shall be approved, after completing the Study Plan Approval Template (Template 10), as part of the procedures for establishing the academic program described earlier in this Guide.

Development of Study Plans:

First: Requirements for Developing the Study Plan

The academic program shall ensure that its Study Plan is updated after the completion of the program cycle, or when there are reasons and justifications that require updating the Study Plan, such as recommendations from accreditation bodies or the existence of substantive updates in the specialization. The requirements for developing the Study Plan include the following:

1. Providing the necessary information for updating and development based on the recommendations of annual reports and benchmarking comparisons.
2. Ensuring the availability of the necessary infrastructure for developing the Study Plan (human resources and infrastructure).
3. Consistency of the Study Plan with the Saudi Standard Classification of Educational Specializations, the National Qualifications Framework, and the academic standards.
4. The development shall follow a clear methodology based on surveys of beneficiaries and employers.
5. The Study Plan to be developed shall take into account future scientific developments and new developments in the field of the program specialization.
6. Taking into account the implications of changes in the Study Plan on other Study Plans within the College and the University.
7. Graduation of at least one cohort from the program is required.
8. Compliance with the regulations and instructions related to the development and approval of the Study Plan at the University, and reviewing the guides and evidence issued by the University Vice Presidency for Educational and Academic Affairs.

Second: Study of the Current Status of the Study Plan

Collecting information and evidence such as the results of beneficiary and employer surveys and the completion of feedback. Among the most important information that shall be known regarding the development of the Study Plan are the following:

1. Results of surveys related to the program and course evaluation surveys to identify strengths and weaknesses, evaluation methods, the extent to which the Study Plan is consistent with the program's vision, mission, and objectives, the efficiency of the Study Plan and its reflection on student performance, and the level of student satisfaction with the current plan.

2. The program report and course reports, which constitute effective feedback in evaluating the strengths and weaknesses of the course in terms of content, number of Teaching Units, course references, teaching methods, and assessment methods.
3. Reports on labor market needs and requirements for the specialization and the extent to which the Study Plan requires new courses that develop students' skills and support them in meeting labor market requirements.
4. Study of knowledge developments and scientific and research trends through benchmarking with national, regional, and international universities in order to identify the most significant scientific developments and future challenges.
5. Results and recommendations issued by the advisory committee of the department or the college regarding the Study Plan.
6. Results of the performance of the program students in professional or specialized examinations.

Third: Procedures for Developing the Study Plan

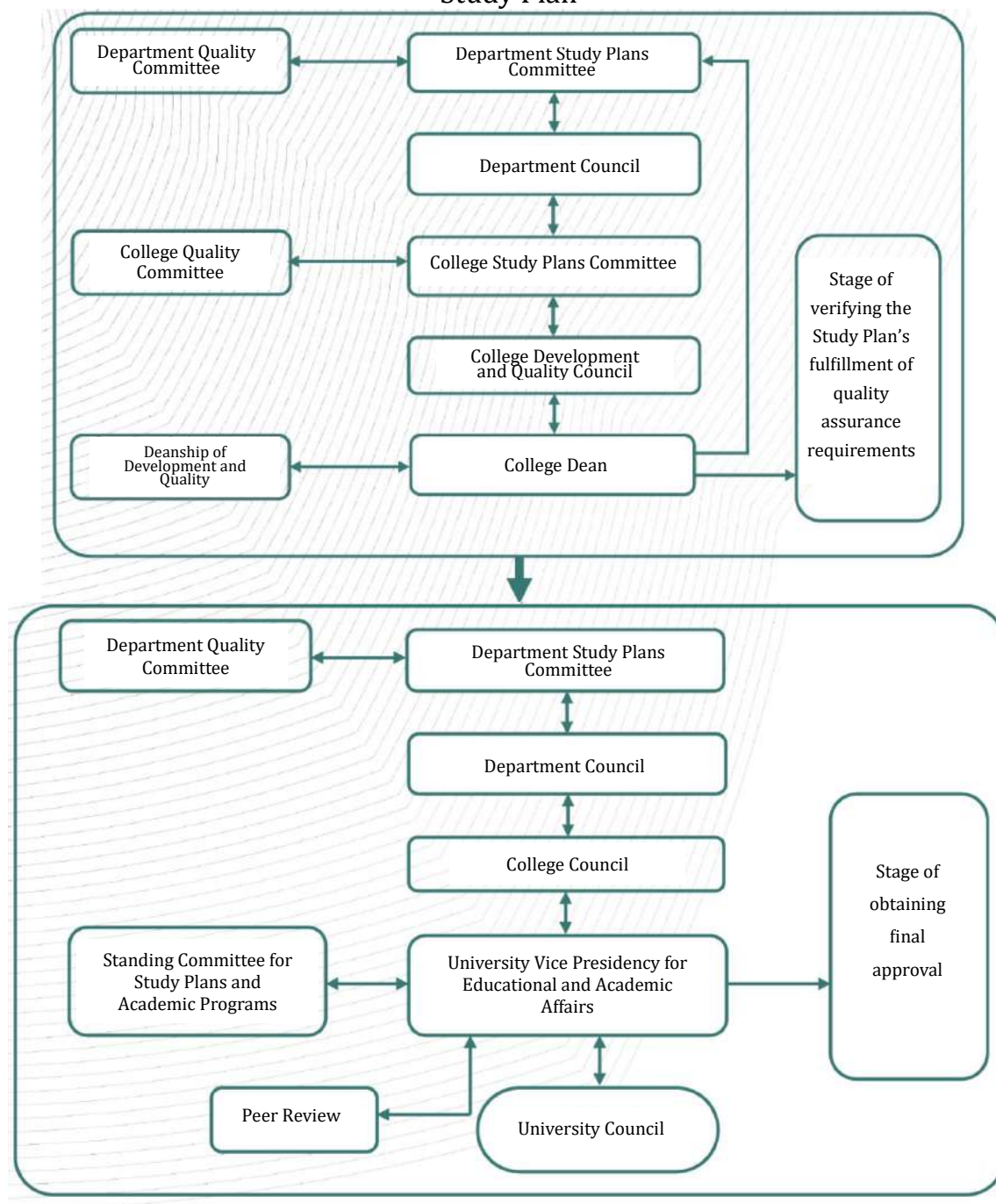
To request the development of a Study Plan, a Study Plan development request file shall be prepared. This file shall include several components in the form of templates, reports, recommendations, official correspondence, and other related documents. The components of this file increase and are progressively updated according to the stage of the request and the authority to which it is presented. The components of the file shall be arranged in accordance with Appendix (6) to complete the procedures for developing the Study Plan according to the following steps:

1. The process of developing the Study Plan begins within the department responsible for offering the program. Coordination shall be carried out with the departments that offer equivalent programs in the University branches (if any) before starting any development of the Study Plan through the formation of a joint committee that follows up the stages of development.
2. An implementation plan is prepared for developing the Study Plan within a specified time period. It is based on the committees formed to develop the Study Plan at the program level (the Study Plans Committee and the Quality Committee), so that it includes discussions and exchange of views among all faculty members in the department through organizing workshops and meetings at the department level to review the modifications in the Study Plan, the extent of their comprehensiveness with respect to courses, and their fulfillment of academic accreditation requirements.

3. After completing the Study Plan Modification (Update) Template (“Study Plan Update” Template), the Department Study Plans Committee submits the modifications to the Department Council for discussion, expression of views, and recommendation for approval. They are then sent to the Dean of the College, who refers them to the College Study Plans Committee, then to the College Vice Dean for Development and Quality to present them to the Development and Quality Council for discussion and expression of views, and then return them to the department to address the modifications (if any).
4. The Dean of the College sends the modified Study Plan to the Dean of Development and Quality for review of the plan, expression of views, and verification of quality assurance. It is then returned to the College so that the department addresses the modifications of the Deanship of Development and Quality (if any) and approves them in the Department Council.
5. After addressing all observations on the modified Study Plan, the Dean of the College presents it to the College Council for discussion, expression of views, and issuing the recommendation to approve the modification of the Study Plan.
6. The Dean of the College sends the modified Study Plan, accompanied by the recommendations of the Department Council and the College Council and the report of the Deanship of Development and Quality, to the University Vice President for Educational and Academic Affairs.
7. The University Vice President for Educational and Academic Affairs refers the modified Study Plan and its justifications to the Standing Committee for Study Plans and Academic Programs for review and taking the appropriate decision.
8. If the modification of the Study Plan requires presenting it to peer reviewers, the committee refers it to the University Vice President for Educational and Academic Affairs to send it to the peer reviewers. The procedures related to this will be explained later. The Standing Committee for Study Plans and Academic Programs may recommend submitting the request for developing the Study Plan to the University Council if this is required for approval.
9. Upon approval of the modified Study Plan, the Deanship of Admission and Registration is notified for implementation, and the College and the program are informed accordingly.

Figure (5) shows the stages and steps of developing Study Plans.

Figure (5): Illustrative Diagram of the Procedures for Approving the Development of The Study Plan



Types of Modifications to the Courses of the Study Plan

1) Establishment of a Course

The development of a course is based on the expected learning outcomes that align with the program learning outcomes. It is necessary first to ensure that no similar courses exist in another college. The development of the knowledge content then begins based on the course objectives by selecting the course units that the student shall study, followed by grouping the topics according to their similarity, interconnection, and relationship to one another, while assigning these topics an appropriate weight in terms of the number of approved Teaching Units and contact hours in accordance with the educational requirements of the course. Accordingly, the course name, number, and code are determined in accordance with the adopted system—the Academic Level—reference universities—and the justifications for establishing the course. The establishment of a course shall include the following:

- The general objective of the course.
- A brief description of the course and its contents.
- The main reference and supporting references.

2) Development of a Course

Updating a course may include the following:

- Adding or deleting topics.
- Modification of the number of hours.
- Modification of the teaching strategies of the course.
- Modification of the course assessment methods.
- Adding or deleting course contents.
- The number of credit hours or contact hours.
- Converting the course from Compulsory Courses to elective courses or vice versa.
- Adding a prerequisite or a Co-requisite.
- Deleting a prerequisite or a Co-requisite.
- Modification of the Academic Level at which the course is offered.
- Changing the edition of the main reference.
- Changing the main reference.
- Changing the supporting references.

3) Deletion of a Course

Deleting a course requires identifying:

- The course name, number, and code.
- The Academic Level at which it was offered.
- The justifications for deleting the course.

4) Merging Courses:

Merging courses requires identifying the following:

- The names, numbers, and codes of the courses before merging.
- The name, number, and code of the new course after merging.
- The justifications for merging the courses.

5) Splitting Courses:

Splitting a course requires identifying the following:

- The name, number, and code of the course before splitting.
- The names, numbers, and codes of the new courses after splitting.
- The justifications for splitting the course.

Levels of Approval for Course Development

First: Modifications approved by the College Council based on the recommendation of the Department Council, in the following cases:

- Modification of the course teaching strategies.
- Modification of the course assessment methods.
- Changing the edition of the main reference.
- Changing the supporting references. In this type of modification, the following shall be carried out:
 - 1) Coordination with equivalent programs in the University branches—if any—before making the modification, then approving it in the Department Council and the College Council for each program.
 - 2) Notifying the Standing Committee for Study Plans and Academic Programs of the modification approved by the College Council.

Second: Modifications approved by the Standing Committee for Study Plans and Academic Programs based on the recommendation of the College Council, in the following cases:

- Modification of the number of credit hours or contact hours.
- Converting the course from compulsory to elective or vice versa.
- Adding a prerequisite or a Co-requisite.
- Deleting a prerequisite or a Co-requisite.
- Modification of the Academic Level at which the course is offered.
- Updating the Course Specification by a cumulative percentage not exceeding 20%, based on Paragraph (2) of the Executive Rule of Article (24) of the Study

and Examinations Regulations for the Undergraduate Level at Prince Sattam bin Abdulaziz University related to the equivalency of courses studied by the student, which states that “the course completed by the student shall be equivalent in content by not less than 80%... etc.” Therefore, if the percentage of updating the Course Specification (course contents) does not exceed 20% (without affecting the courses or programs associated with this course), the decision shall be issued by the Standing Committee for Study Plans and Academic Programs based on the recommendation of the Department Council and the confirmation of the College Council offering the course. The update shall be carried out only once during the program cycle.

Third: A modification requiring peer review, approved by the Standing Committee for Study Plans and Academic Programs based on the recommendation of the Department Council and the College Council:

- 1) When the percentage of updating the course content (topics) exceeds 20%.
- 2) When the main reference of the course is changed.

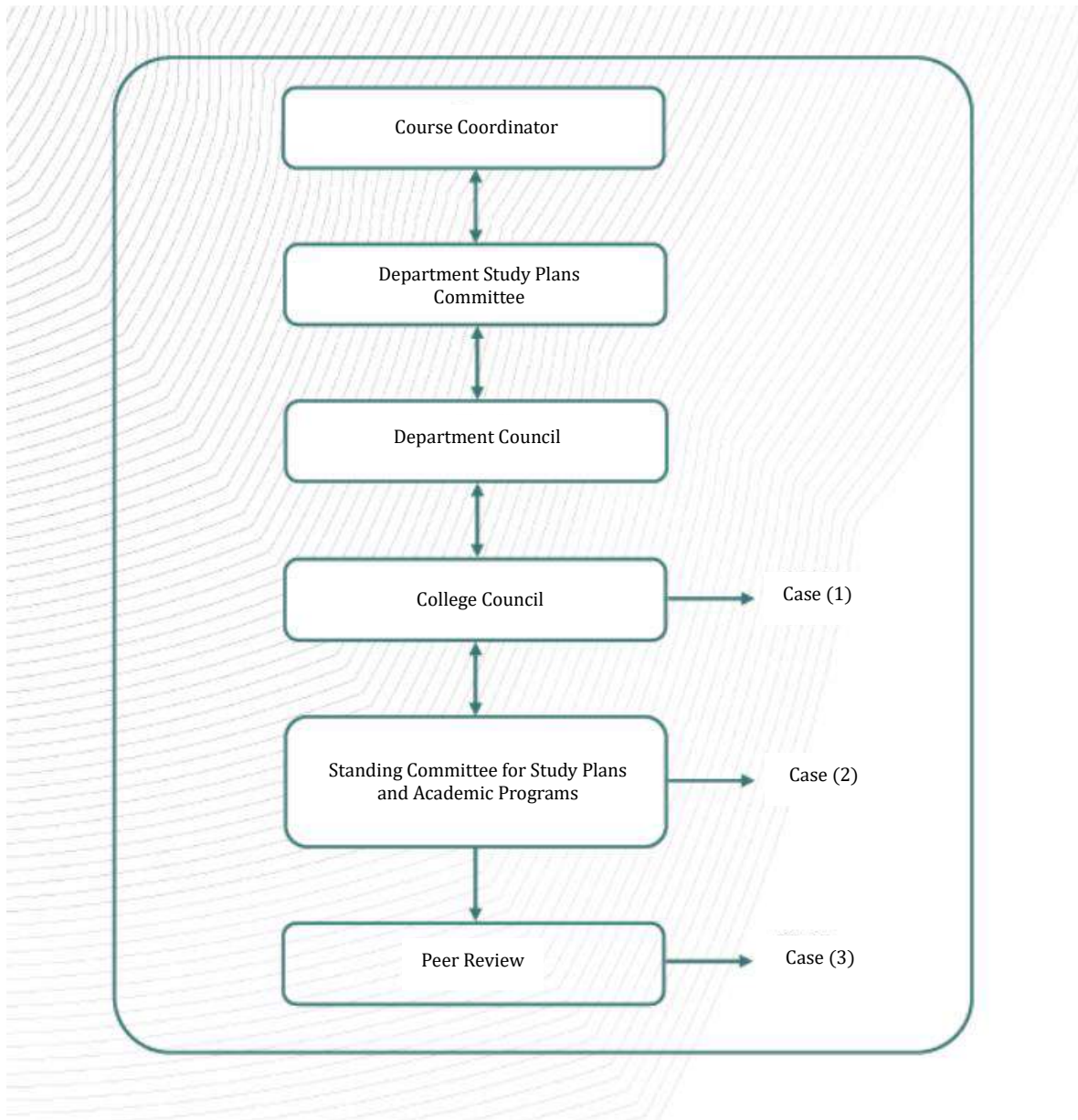
Procedures for Course Development

To request the development of a course, a course development request file shall be prepared. This file includes several components in the form of templates, reports, recommendations, official correspondence, and other related documents. The components of this file increase and are progressively updated according to the stage of the request and the authority to which it is presented. The components of the file shall be arranged in accordance with Appendix (7) to complete the procedures for developing the course according to the following steps:

- 1) The process of developing courses begins within the concerned department, since course development is based on the recommendation of the Department Council and the endorsement of the College Council. Coordination shall be carried out with the departments that offer equivalent programs in the University branches (if any) before starting the development of any course in the Study Plan through the course coordinators.
- 2) The faculty member or the course coordinator submits a request with the justifications for development to the Head of the Department, attaching a copy of the course report that includes the justifications for the change, and the reasons shall be clearly explained.

- 3) The Head of the Department refers the proposed request to the Department Study Plans Committee to express its opinion after involving faculty members in discussing the proposed modification and recommending accordingly.
- 4) The report containing the proposed development is submitted to the Department Council to approve or not approve the committee's recommendation.
- 5) The recommendation is submitted to the Dean of the College to present it to the College Council. Approval shall be issued by the College Council if the modifications fall within the authority of the College Council [Case (1)].
- 6) The recommendation of the College Council is submitted to the University Vice President for Educational and Academic Affairs to present it to the Standing Committee for Study Plans and Academic Programs if the modification falls within the authority of the Standing Committee [Case (2)].
- 7) The Standing Committee for Study Plans and Academic Programs studies the recommendation of the Department Council and the College Council, and its decision shall be either to approve the requested development, not approve it, or refer it for peer review, and then take the appropriate decision [Case (3)].
- 8) Upon approval, the Deanship of Admission and Registration is notified to implement the required modifications and to inform the College accordingly.

Figure (6): Illustrative Diagram of the Mechanism for Modifying the Courses of the Study Plan



Third: Peer Review of Study Plans and Courses

- Peer Review of Study Plans
- Peer Review of Courses

Third: Peer Review of Study Plans and Courses

Cases Requiring the Peer Review Stage

- 1) Study Plans (newly established or developed plan)
- 2) Development of a course by more than 20%
- 3) Changing and replacing the main reference of the course

Criteria for Selecting Peer Reviewers

First: Conditions for Selecting Peer Reviewers

Peer reviewers shall be selected according to precise conditions to ensure their competence and their ability to provide an objective and effective evaluation, including the following:

- The peer reviewer shall be specialized in the academic field subject to review and possess extensive teaching and research experience in the subject area.
- The academic rank of the peer reviewer shall not be lower than Associate Professor.
- It is preferable that the peer reviewer has experience in the field of quality and academic accreditation.
- Ensuring that there is no conflict of interest between the peer reviewer and the program.

Methods of Nominating Peer Reviewers

- Internal Nomination: Peer reviewers are nominated by academic departments based on their curriculum vitae or previous evaluations.
- External Nomination: Peer reviewers are sought from outside the educational institution, usually through invitations to experts in the academic field or through internationally recognized lists of experts.

Procedures for Selecting Peer Reviewers

- 1) Preparing a List of Candidates: The academic department prepares a list of nominated peer reviewers based on the selection criteria.
- 2) Contacting the Peer Reviewers: The University Vice Presidency for Educational and Academic Affairs selects the peer reviewers from the list submitted by the department or from outside it and contacts them to confirm their availability and willingness to participate.
- 3) Confirming Their Independence: Ensuring that there is no conflict of interest between the peer reviewer and the Study Plan presented.
- 4) Distribution of Tasks: Tasks are distributed among the peer reviewers, and deadlines are set for submitting reports or comments.

Procedures for Peer Review of Study Plans

- 1) After confirming that the Study Plan is fully ready for peer review, the Standing Committee for Study Plans and Academic Programs recommends requesting peer reviewers' reports, whereby the plan is sent for local peer review (within the Kingdom), external peer review (outside the Kingdom), or as deemed appropriate.
- 2) The University Vice Presidency for Educational and Academic Affairs sends the Study Plan to the peer reviewers selected from the lists of reviewers previously prepared by the academic department or from other lists available at the University Vice Presidency.
- 3) Upon receipt of the evaluation reports from the peer reviewers, the Study Plan is sent again to the College so that the department studies the modifications contained in the peer reviewers' reports and then presents them to the Department Council and the College Council to obtain approval of the modifications and prepare a response report addressing the comments.
- 4) The Dean of the College sends the Study Plan along with the response report to the peer reviewers' comments, accompanied by the recommendations of the Department Council and the College Council, to the University Vice Presidency for Educational and Academic Affairs.
- 5) The University Vice Presidency for Educational and Academic Affairs refers the Study Plan, accompanied by the approvals of the Department Council and the College Council and the response report to the peer reviewers, to the Standing Committee for Study Plans and Academic Programs.
- 6) The Standing Committee for Study Plans and Academic Programs studies the modifications and verifies their alignment with the peer reviewers' reports, after which the Committee takes its decision. Upon approval, the Deanship of Admission and Registration is notified to implement the Study Plan and inform the College accordingly.

Procedures for Peer Review of Courses

Peer review is required when developing courses in the following cases:

- 1) When the percentage of development in the course content (topics) exceeds 20%.
- 2) When the main reference of the course is changed.

Procedures for Peer Review when Developing Courses

If the course development involves one of the two cases mentioned above, the steps previously indicated in the procedures for developing the Study Plan shall be followed until the request reaches the Standing Committee for Study Plans and Academic Programs, after which the following steps shall be completed:

- 1) The Standing Committee for Study Plans and Academic Programs studies the recommendation of the College Council and recommends sending the request for peer review.
- 2) The peer reviewer is nominated and contacted by the University Vice Presidency for Educational and Academic Affairs and is provided with the required templates and documents.
- 3) After receiving the opinion of the peer reviewer, it is presented to the Standing Committee for Study Plans and Academic Programs for study, consideration, and recommendation.
- 4) When the Standing Committee for Study Plans and Academic Programs approves the development of the content or the new reference, the concerned College is notified accordingly, and the Deanship of Admission and Registration is also notified to implement the required modifications.

Templates

The required template can be accessed by scanning the QR code shown in the following table.

First: Templates of the National Center for Academic Accreditation and Evaluation

Template Number	Template Title	QR
Template (1)	Consistency with the National Qualifications Framework (NQF) – Associate Diploma or Equivalent (Arabic/English)	
Template (2)	Consistency with the National Qualifications Framework (NQF) – Intermediate Diploma or Equivalent (Arabic/English)	
Template (2)	Consistency with the National Qualifications Framework (NQF) – Bachelor's Degree or Equivalent (Arabic/English)	
Template (4)	Program Specification (Arabic/English)	
Template (5)	Course Specification (Arabic/English)	
Template (6)	Consistency with Specialized Academic Standards (Arabic/English)	

Second: Templates of the University Vice Presidency for Educational and Academic Affairs

Template Number	Template Title	QR
Template (7)	Establishing or Updating a Program	
Template (8)	Consistency of Academic Programs with the Saudi Standard Classification of Educational Levels and Specializations (SASCED-20)	
Template (9)	Benchmarking Report and Utilization of Benchmarking Results	
Template (10)	Study Plan Approval	
Template (11)	Study Plan Modification	
Template (12)	Study Plan Peer Review	
Template (12)	Course Peer Review	
Template (14)	Course Description	

References

- 1) National Qualifications Framework (2020)
- 2) Regulatory Framework for the Self-Designed Academic Degrees Initiative – Ministry of Education
- 3) Saudi Standard Classification of Educational Levels and Specializations (1441H – 2020)
- 4) Guide to the Regulations of Study and Examinations for the Undergraduate Level at Prince Sattam bin Abdulaziz University (2022)
- 5) Law of the Council of Higher Education and Universities and its Implementing Regulations (1436H – 2015)

Guide Preparation Team (Second Edition – 2025)

Name	Position	Role
Dr. Ibrahim bin Mohammed Al-Asmari	Supervisor of the Department of Study Plans and Curricula	Chair
Prof. Mahmoud Mohammed Salim	Advisor, Deanship of Development and Quality	Member
Dr. Ayman Kamel Al-Sawwaf	Advisor, University Vice Presidency for Educational and Academic Affairs	Member
Dr. Al-Sayed Fattouh Mohammed Hendawi	Advisor, University Vice Presidency for Educational and Academic Affairs	Member
Dr. Abdullah Khaloufa Al-Ahmari	Advisor, Department of Study Plans and Curricula	Member
Dr. Al-Sayed Ibrahim Radwan Salim	Advisor, Deanship of Development and Quality	Member
Mrs. Huda Rashid Al-Jlefi	Director, Department of Study Plans and Curricula	Member
Mr. Hamad Thani Hatthout Al-Anzi	Administrative Officer, University Vice Presidency for Educational and Academic Affairs	Secretary

FINISHED, PRAISE BE TO ALLAH

Appendices

Appendix (1)

Substantive and Non-Substantive Modifications and Their Levels of Approval^(*)

Location of Modification	Description of Modification	Type of Modification		Approving Authority				Requires Peer Review	
		Substantive	Non-Substantive	Department Council	College Council	Standing Committee for Study Plans and Academic Programs	University Council	Yes	No
Program	Any modification to program elements other than the Study Plan, such as modification of the program mission, objectives, admission requirements, or exit pointsetc.	✓	-	-	-	-	✓	✓	-
Study Plan	Comprehensive update	✓	-	-	-	-	✓	✓	
	Number of study plan units	✓	-	-	-	✓	-	-	✓
	Converting elective courses into compulsory courses or vice versa	✓	-	-	-	✓	-	-	✓
	Deleting a course	✓	-	-	-	✓	-	-	✓
	Adding a course	✓	-	-	-	✓	-	-	✓
	Merging courses	✓	-	-	-	✓	-	-	✓
	Replacing a course	✓	-	-	-	✓	-	-	✓
	Modifying the semester (level) in which the course is offered	-	✓	-	-	✓	-	-	✓
	Adding a prerequisite or co-requisite	-	✓	-	-	✓	-	-	✓
	Deleting a prerequisite or co-requisite	-	✓	-	-	✓	-	-	✓
Courses	Modifying course content by more than 20%	✓	-	-	-	✓	-	-	-
	Changing the main reference	✓	-	-	-	✓	-	-	-
	Changing the nature of the course (lecture, exercise, etc.)	✓	-	-	-	✓	-	-	✓
	Changing the language of instruction	✓	-	-	-	✓	-	-	✓
	Changing the number of course hours	✓	-	-	-	✓	-	-	✓
	Changing the course code, number, or title	✓	-	-	-	✓	-	-	✓
	Modifying course content by no more than 20% cumulatively	-	✓	-	-	✓	-	-	✓
	Changing a supporting reference	-	✓	-	-	✓	-	-	✓
	Changing learning resources	-	✓	-	-	✓	-	-	✓
	Changing the nature of the main reference	-	✓	-	✓	-	-	-	✓
	Changing teaching strategies	-	✓	-	✓	-	-	-	✓
	Modifying the number of contact hours	-	✓	-	✓	-	-	-	✓
	Changing the distribution and timing of assessment grades	-	✓	-	✓	-	-	-	✓
	Course assessment methods	-	✓	-	✓	-	-	-	✓

(*) Any non-substantive modification approved by the College Council shall be reported to the Standing Committee for Study Plans and Academic Programs, with prior coordination with equivalent programs where applicable.

Appendix (2)

Components of the Academic Program Establishment Request File According to the Submission Stages and the Reviewing Authority

Stage	Reviewing Authority	Elements or Components	Description
Requirements for Obtaining Initial Approval	Department Study Plans Committee and Quality Committee	Establishing or Updating a Program – Template	Components of the Initial Concept of the Program
		Study Plan Approval – Template	
		Current Situation Report	
		- The actual need for the program and its alignment with labor market requirements and developments in the specialization;	
		- Opinions of employers and employment entities;	
		- Opinion of the advisory committee (if any)	
		Consistency with the National Qualifications Framework (NQF) – Template	
		Consistency with Specialized Academic Standards – Template	
		Consistency of Academic Programs with the Saudi Standard Classification of Educational Levels and Specializations (SASCED-20) – Template	
		Benchmarking Report and Utilization of Benchmarking Results with Similar Programs Locally and Internationally – Template	
		Program Specification (according to the latest templates approved by the National Center for Academic Accreditation and Evaluation)	
		Course Description – Template	
		Proposed List of Peer Reviewers for the Program	
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Documents for Completing Initial Approval
	College Council	All of the above in addition to the recommendation of the Department Council	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the recommendation of the College Council	
Requirements for Ensuring Program Quality and Obtaining Final Approval	Department Study Plans Committee and Quality Committee	All of the above after modification (if any), in addition to the initial approval letter from the University Vice Presidency for Educational and Academic Affairs. The <u>Course Specification</u> Template shall be attached, according to the latest templates approved by the National Center for Academic Accreditation and Evaluation, replacing the <u>Course Description Template</u>	Initial Approval and Complete Quality Documents
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Documents for Completing Program Quality Assurance and Final Approval
	College Council	All of the above in addition to the recommendation of the Department Council	
	Deanship of Development and Quality	All of the above in addition to the recommendation of the College Council	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the letter from the Deanship of Development and Quality confirming that the program fulfils quality assurance requirements	
	Peer Reviewers	All of the above in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs to subject the program to peer review	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the peer reviewers' reports and the responses submitted by the academic department	
	University Council	All of the above in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs approving the program	

Appendix (3)

Components of the Academic Program Development Request File According to the Submission Stages and the Reviewing Authority

Stage	Reviewing Authority	Elements or Components	Description
Quality Assurance Verification Stage	Department Study Plans Committee and Quality Committee	Establishing or Updating a Program – Template	Initial Components of the Program Development File
		Study Plan Modification – Template	
		Current Situation Report - The actual need for the program and its alignment with labor market requirements and developments in the specialization; - Opinions of employers and employment entities; - Opinion of the advisory committee (if any)	
		Consistency with the National Qualifications Framework (NQF) – Template	
		Consistency with Specialized Academic Standards – Template	
		Consistency of Academic Programs with the Saudi Standard Classification of Educational Levels and Specializations (SASCED-20) – Template	
		Benchmarking Report and Utilization of Benchmarking Results with Similar Programs Locally and Internationally – Template	
		Program Specification (according to the latest templates approved by the National Center for Academic Accreditation and Evaluation)	
		Course Description – Template	
		Proposed List of Peer Reviewers for the Program	
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Quality Assurance
	College Council	All of the above in addition to the recommendation of the Department Council	
	Deanship of Development and Quality	All of the above in addition to the recommendation of the College Council	
Final Approval Stage	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the letter from the Deanship of Development and Quality confirming that the program fulfills quality assurance requirements (and, where equivalent programs exist, the recommendations of the Department Council and the College Council for those programs regarding the Program Development File)	Obtaining Approval
	Peer Reviewers	In cases requiring submission of the Program Development File to peer reviewers, all of the above shall be attached in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs to subject the Program Development File to peer review.	When Required
	University Council	In cases requiring submission of the Program Development File to the University Council, all of the above shall be attached in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs approving the program (the peer reviewers' report—if any—and the program's response to it shall be attached).	When Required

Appendix (4)

Components of the Interdisciplinary Program Establishment Request File According to the Submission Stages and the Reviewing Authority

Stage	Reviewing Authority	Elements or Components	Description
Requirements for Obtaining Initial Approval	Study Plans and Quality Committees in the participating departments	Establishing or Updating a Program – Template	Components of the Initial Concept of the Program
		Study Plan Approval – Template	
		Current Situation Report	
		- The actual need for the program and its alignment with labor market requirements and developments in the specialization;	
		- Opinions of employers and employment entities;	
		- Opinion of the advisory committee (if any)	
		Consistency with the National Qualifications Framework (NQF) – Template	
		Consistency with Specialized Academic Standards – Template	
		Consistency of Academic Programs with the Saudi Standard Classification of Educational Levels and Specializations (SASCED-20) – Template	
		Benchmarking Report and Utilization of Benchmarking Results with Similar Programs Locally and Internationally – Template	
		Program Specification (according to the latest templates approved by the National Center for Academic Accreditation and Evaluation)	
		Course Description – Template	
		Proposed List of Peer Reviewers for the Program	
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Documents for Completing Initial Approval
	College Council	All of the above in addition to the recommendation of the Department Council	
	Joint Committee for the Interdisciplinary Program	All of the above in addition to the recommendations of the councils of participating departments and college/colleges, if the departments belong to multiple colleges	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the recommendation of the Joint Committee	
Requirements for Ensuring Program Quality and Obtaining Final Approval	Department Study Plans Committee and Quality Committee	All of the above after modification (if any), in addition to the initial approval letter from the University Vice Presidency for Educational and Academic Affairs. The <u>Course Specification Template</u> shall be attached, according to the latest templates approved by the National Center for Academic Accreditation and Evaluation, replacing the <u>Course Description Template</u>	Initial Approval and Complete Quality Documents
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Documents for Completing Program Quality Assurance and Final Approval
	College Council	All of the above in addition to the recommendation of the Department Council	
	Joint Committee for the Interdisciplinary Program	All of the above in addition to the recommendations of the councils of participating departments and college/colleges, if the departments belong to multiple colleges	
	Deanship of Development and Quality	All of the above in addition to the recommendation of the Joint Committee	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the letter from the Deanship of Development and Quality confirming that the program fulfills quality assurance requirements	
	Peer Reviewers	All of the above in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs to subject the program to peer review	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the peer reviewers' reports and the responses submitted by the academic department	
	University Council	All of the above in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs approving the program	

Appendix (5)

Components of the Double Major or Minor Program Establishment Request File According to the Submission Stages and the Reviewing Authority

Stage	Reviewing Authority	Elements or Components	Description
Requirements for Obtaining Initial Approval	Department Study Plans Committee and Quality Committee	Establishing or Updating a Program – Template	Components of the Initial Concept of the Program
		Study Plan Approval – Template	
		Current Situation Report - The actual need for the program and its alignment with labor market requirements and developments in the specialization; - Opinions of employers and employment entities; - Opinion of the advisory committee (if any)	
		Consistency with the National Qualifications Framework (NQF) – Template	
		Consistency with Specialized Academic Standards – Template	
		Consistency of Academic Programs with the Saudi Standard Classification of Educational Levels and Specializations (SASCED-20) – Template	
		Benchmarking Report and Utilization of Benchmarking Results with Similar Programs Locally and Internationally – Template	
		Program Specification (according to the latest templates approved by the National Center for Academic Accreditation and Evaluation)	
		Course Description – Template	
		Proposed List of Peer Reviewers for the Program	
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Documents for Completing Initial Approval
	College Council	All of the above in addition to the recommendation of the Department Council	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the recommendation of the College Council	
Requirements for Ensuring Program Quality and Obtaining Final Approval	Department Study Plans Committee and Quality Committee	All of the above after modification (if any), in addition to the initial approval letter from the University Vice Presidency for Educational and Academic Affairs. The <u>Course Specification</u> Template shall be attached, according to the latest templates approved by the National Center for Academic Accreditation and Evaluation, replacing the <u>Course Description Template</u>	Initial Approval and Complete Quality Documents
	Department Council	All of the above in addition to the recommendations of the Department Study Plans Committee and the Department Quality Committee	Documents for Completing Program Quality Assurance and Final Approval
	College Council	All of the above in addition to the recommendation of the Department Council	
	Deanship of Development and Quality	All of the above in addition to the recommendation of the College Council	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the letter from the Deanship of Development and Quality confirming that the program fulfils quality assurance requirements	
	Peer Reviewers	All of the above in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs to subject the program to peer review	
	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the peer reviewers' reports and the responses submitted by the academic department	
	University Council	All of the above in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs approving the program	

Appendix (6)

Components of the Study Plan Development Request File According to the Submission Stages and the Reviewing Authority

Stage	Reviewing Authority	Elements or Components	Description
Quality Assurance Verification Stage	Department Study Plans Committee and Quality Committee	Study Plan Modification – Template	Components of the Initial Concept of the Study Plan Development File
		Study Plan Prior to Modification	
		Benchmarking Report and Utilization of Benchmarking Results with Similar Programs Locally and Internationally	
		Course Specification – Template	
		Proposed List of Peer Reviewers for the Program	
	Department Council	All of the above in addition to the recommendations of the Study Plans and Quality Committee in the Department	Quality Assurance
	College Council	All of the above in addition to the recommendation of the Department Council	
	Deanship of Development and Quality	All of the above in addition to the recommendation of the College Council	
Final Approval Stage	Standing Committee for Study Plans and Academic Programs	All of the above in addition to the letter from the Deanship of Development and Quality confirming that the program fulfills quality assurance requirements (and, where equivalent programs exist, the recommendations of the Department Council and the College Council for those programs regarding the Program Development File)	Obtaining Approval
	Peer Reviewers	In cases requiring submission of the Program Development File to peer reviewers, all of the above shall be attached in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs to subject the Program Development File to peer review	When Required
	University Council	In cases requiring submission of the Program Development File to the University Council, all of the above shall be attached in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs approving the program (the peer reviewers' report—if any—and the program's response to it shall be attached)	When Required

Appendix (7)

Components of the Course Development Request File According to the Reviewing Authority

Reviewing Authority	Elements or Components	Description
Study Plans Committee in the Department	Course Reports	Components of the Course Development File
	Course Specification Template Before Modification	
	Course Specification Template After Modification	
Department Council	All of the above in addition to the recommendation of the Department Study Plans Committee	Case (1)
College Council	All of the above in addition to the recommendation of the Department Council	
Standing Committee for Study Plans and Academic Programs	All of the above in addition to the recommendation of the College Council regarding the course development file	Case (2)
Peer Reviewers	In cases requiring submission of the course development file to peer reviewers, all of the above shall be attached in addition to the recommendation of the Standing Committee for Study Plans and Academic Programs to subject the course development file to peer review. <u>Note:</u> after peer review, the file shall be returned for presentation to the Standing Committee for Study Plans and Academic Programs, and the following shall be added to its components: the peer reviewer's report and the department's response thereto.	Case (3)