Academic Program Creation Application Form

بسم الله الرحمن الرحيم

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**Introduction**:

Creation of a new academic program or updating a continuous academic program is a complex procedure in which a lot of influential elements should be considered.

Perhaps the most important of these elements are added scientific value and quality that can be added by this program to the community, labor and the environment that surrounds it. Since the interaction program outputs of staff with high professional and scientific expertise with a mature surrounding shows us the importance of this and the importance of refined output and put it among the priorities of the program to be created.

The availability of other affecting factors such as well-studied study plan confirming with national and global standards, well-qualified academic staff with minor necessary specializations, and the study of labor market and provision of educational and learning different resources will contribute significantly in b in building the academic program that has the ability to achieve the desired objectives.

Like any academic program aspiring to improve and to know its reflection on the educational process, a clear strategy must be put for self-assessment through quality standards related to all program elements: teaching, examinations, study plan, course description and education management as a comprehensive and continuously assessment to use the feedback for development and improvement.

Those in charge of the program should have clear vision and future developing strategy and a series dealing with variables and events for changing and amendment in study plan construction to serve the axis of the academic process and improves its outputs.

The Study Plan Creation (Updating) Request Form between your hands aims to organize and collect data that should be available for creation a new academic program with complete elements. This form is subdivided into six main parts:

First part: Introduction to Academic program

Second part: The importance of the program

Third part: The relationship between the program and other programs in the department and in the college.

Fourth part: Study plan (Curriculum) of the academic program.

Fifth part: Program and course specifications

Sixth part: Program Implementation requirements

Seventh part: Teaching and learning recourses and tools

Eighth part: Future strategic plan of program

Ninth part: Quality Requirements

Tenth part: Program approval

Majmaah University

Vice Rector for Educational Affairs

Standing Committee of study plans and education system

|  |  |
| --- | --- |
| His Excellency | ------------------------------------------------------------------------------------------------------ |

Subject: Request of **□** Creation □Amendment of academic program

Attach to you request of **□ Creation □Amendment** of academic program with the following main information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Title:** |  | | |
| **Program Code:** |  | | |
| **Department Name:** |  | | |
| **College:** |  | | |
| **Area:** | Riyadh | **Governorate:** | Majmaah |

Applicant Information

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

**I confirm that all information in this request is discussed in department council number ( ) in \ \ 143- and a recommendation from college council in his meeting number ( ) in \ \ 143 to create (amendment) this academic program.**

Applicant Signature: --------------------------------------

**Please, do not fill the information bellow**

This application is submitted to: ------------------------------------------------------------------

Administrative Classification: --------------------------------------- Date: \ \ 143 H

The recipient's name: ----------------------------------- Signature: ----------------------------

**Guiding Information**

**Introduction**:

Submitting this form is an accurate procedure requiring filling form with correct information. So, we hope that you will read the terms of application form carefully and accurately filling the needed information. Also, we hope that information should be short and informative.

Before beginning filling, we hope that you will collect the desired data that will help you to fill this application form easily and accurately. The most important data you need is:

1- Information about program objectives and its vision and future plan.

2- The program contents and it infrastructure

3- Faculty and administration staff

4- Study plan and its contents

5- Feasibility study about program creation or amendment (Reasons for creation and its economic reflections on the society and alumnus work areas).

**Terms of Application submission:**

1- Filling all attached forms. If you faced any difficulties in filling some information, please contact Vice Rector for Educational Affairs – Study Plans & Programs Administration (phones: 064041055 and 064041066) for help.

2- Attaching all needed documents and data required with the application form.

3- All filled information should be accurate and obvious.

4- The application form should be filled electronically, printed, signed and delivered by hand according to the supplied instructions.

**Attachments:**

1- Program specifications according to NCAAA using the teaching approved language in the college.

2- Course specifications according to NCAAA using the teaching approved language in the college.

3- College and department Study plan committee Council minutes about creation or amendment of the study plan.

4- College and department Study plan Council minutes about creation or amendment of the study plan.

5- Evidences showing procedures that have been taken before preparing the study plan (Address the labor market or workshops and meetings with the community and with alumni and faculty members).

6- Evidence showing the mechanism of selection the benchmarks and the way that you used them.

7- Mailings and assessment procedures that have been followed for assessing the Study Plan

8- Any evidences showing the quality of study plan and its compatibility with the national and international standards.

*Notice: Attached information should be submitted with the application form. All information should be prepared first to help you filling this form.*

How to fill the application form:

1- Filling the application electronically

2- Printing the application on one side clearly.

3- Three copies of application form and one copy of attachments should be submitted.

4- Attachments are to be attached at the end of the application form and should be mentioned in the reserved box.

5- Any extra attachments should be mentioned in the reserved box.

*Notice: If the application form is not filled due to the conditions, it will be turned back and in this case a new application will be submitted. For further information about filling this application form, please, refer to "Study plan preparation guide"*

**Academic Program Creation (Amendment) Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **College** | | | |
| Introduction about The establishment of the college, the specialties that are available, the number of students and faculty, infrastructure and other information that it deems suitable for the college. This introduction shall be made unified for all academic programs within the College. | | | |
|  | | | |
| **College Vision** | | | |
|  | | | |
| **College Mission** | | | |
|  | | | |
| **Admission terms:** | | | |
| 1 |  | | |
| 2 |  | | |
| 3 |  | | |
| 4 |  | | |
| 5 |  | | |
| **Training terms** | | | |
| 1 |  | | |
| 2 |  | | |
| 3 |  | | |
| 4 |  | | |
| **Graduation terms** | | | |
| 1 |  | | |
| 2 |  | | |
| 3 |  | | |
| 4 |  | | |
| **Departments, Programs and degree awarded by college** | | | |
| **Academic Department** | | **Academic Program** | **Degree** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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| **First: Program Information** | | | | | | | | | | | | | | | |
| **1- Program Name** | | | |  | | | | | | | | | | | |
| **Program Code** | | | |  | | | | **Program Number** | | | | |  | | |
| **2- College Name** | | | |  | | | | | | | | | | | |
| **3- Degree awarded by program** | | | |  | | | | **4- Number of Credit Hours to complete the program** | | | | | | |  |
| **5- Area** | | Riyadh | | **6- Governorate** | | | Majmaah | | | | **7- City** | | | Majmaah | |
| **8- Program start date:** | | | **Semester** | | | **Day** | | | | **Month** | | | | **Year** | |
|  | | |  | | | |  | | | |  | |
| ***Items 9 and 10 are to be filled for amendment programs only*** | | | | | | | | | | | | | | | |
| **9 - If the program continues, what is the period of time that has the modified program been in use?** | | | | | | | | | | | |  | | | |
| **10 - What is the institution (side) that evaluated the continuous program and recommended amendments?** | | | | | | | | | --- | | | | | | |
| **11 - What is the name and classification of the person responsible for the program?** | | | | |  | | | | | | | | | | |
| **Second: The importance of the program** | | | | | | | | | | | | | | | |
| **1- Program Objectives:** | | | | | | | | | | | | | | | |
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| **2- Program Vision** | | | | | | | | | | | | | | | |
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| **3- Program Mission** | | | | | | | | | | | | | | | |
| . | | | | | | | | | | | | | | | |
| **4- Justifications for the Program creation (Amendment) (please write the basic reasons):** | | | | | | | | | | | | | | | |
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| - |  | | | | | | | | | | | | | | |
| **5- What is the level of the expected needs of the labor market from graduates of this program?** | | | | | | | | | | | | | | | |
| **□ Urgent ■ Important □ Significant □ Normal** | | | | | | | | | | | | | | | |
| **6 - What are the expected outcomes acquire from graduates after the completion of this program?** | | | | | | | | | | | | | | | |
| - |  | | | | | | | | | | | | | | |
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| **7 - What are the expected learning outcomes of the program according to the NCAAA? (Read the manual for help)** | | | | | | | | | | | | | | | |
| **a. Knowledge** | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | | | | | | |
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| 4 |  | | | | | | | | | | | | | | |
| **b. Cognitive skills** | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | | | | | | |
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| 5 |  | | | | | | | | | | | | | | |
| **c. Interpersonal Skills and Responsibility** | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | | | | | | |
| 2 |  | | | | | | | | | | | | | | |
| 3 |  | | | | | | | | | | | | | | |
| **d. Communication, Information Technology and Numerical Skills** | | | | | | | | | | | | | | | |
| 1 |  | | | | | | | | | | | | | | |
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| **e. Psychomotor Skills (if Applicable)** | | | | | | | | | | | | | | | |
| 1 | Not applicable | | | | | | | | | | | | | | |
| **8 - What is the relevance of the program with the University's mission?** | | | | | | | | | | | | | | | |
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| **9- What are the expected work places for graduates?** | | | | | | | | | | | | | | | |
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| **Third: The relationship between the program and other programs in the department and in the college.** | | | | | | |
| **1- What are the programs in the department or in the college that have a relationship with your program?** | | | | | | |
| **Program Name** | | **Department or College** | | **Credit Hours** | | **Percentage (%)** |
| 1 |  |  | |  | |  |
| 2 |  |  | |  | |  |
| 3 |  |  | |  | |  |
| 4 |  |  | |  | |  |
| **Total** | |  | |  | |  |
|  | | | | | | |
| **2 - What are the percentages of the completion of the study plan of the program by the university, the college and the department?** | | | | | | |
| **Side** | | | **Credit Hours** | | **Percentage (%)** | |
| **University** | | |  | |  | |
| **College** | | |  | |  | |
| **Department** | | |  | |  | |
| **Others** | | |  | |  | |
| **Total** | | |  | |  | |
| **3 - What are the tracks or sub-specialties available in the program:** | | | | | | |
| 1 |  | | | | | |
| 2 |  | | | | | |

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| **Fourth: Study plan (Curriculum) of the academic program.** | | | | | | | | | | | |
| **1- Compulsory and Elective Courses** | | | | | | | | | | | |
| **Courses** | | **Type** | | **Total of Credit Hours** | | | | | **Percentage from the total credit Hours in the study plan (%)** | | |
| **University** | | **Compulsory** | |  | | | | |  | | |
| **Elective** | |  | | | | |  | | |
| **College** | | **Compulsory** | |  | | | | |  | | |
| **Elective** | |  | | | | |  | | |
| **Department** | | **Compulsory** | |  | | | | |  | | |
| **Elective** | |  | | | | |  | | |
| **Free Courses (Outside the study plan ): Maximum 6 Cr.Hrs** | | | |  | | | | |  | | |
| **Total Sum and Percentages** | | | |  | | | | |  | | |
| **2- Preparatory Year\* Courses (If any):** | | | | | | | | | | | | |
| **First Semester** | | | | | | | | | | | | |
| **Course Code** | **Course Number** | | **Course Title** | | **Distribution of Credit Hours** | | | | | **Number & Code of Prerequisite** | **Number & Code of Co-requisite** | |
| **T** | **P** | **Tr** | **CrH** | |
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| **Sum** | | |  | |  |  |  |  | |  |  | |
| **Second Semester** | | | | | | | | | | | | |
| **Course Code** | **Course Number** | | **Course Title** | | **Distribution of Credit Hours** | | | | | **Number & Code of Prerequisite** | **Number & Code of Co-requisite** | |
| **T** | **P** | **Tr** | **CrH** | |
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| **Total** | | |  | |  |  |  |  | |  |  | |

\* Do not accounted within the credit hours for the academic program

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| **3- University Courses** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
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| **Total** | | | | | | | | | | | | | | | | | | | | | |  |
| **4- College Compulsory Courses** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
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| **Total** | | | | | | | | | | | | | | | | | | | | | |  |
| **5- College Elective Courses** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
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| **6- Department Compulsory Courses** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
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| **Total** | | | | | | | | | | | | | | | | | | | | | |  |
| **7- Department Elective Courses : The student has to choose 6 credit Hours from the following:** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
|  | |  | |  | | | | | | | | | | | | | | | | | |  |
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| **Total** | | | | | | | | | | | | | | | | | | | | | |  |
| **8- Free Courses** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
|  | |  | |  | | | | | | | | | | | | | | | | | |  |
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| **9- Training Courses** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | | **Course Number** | | **Course Title** | | | | | | | | | | | | | | | | | | **The number of Credit Hours** |
|  | |  | |  | | | | | | | | | | | | | | | | | |  |
| **10-Distribution of courses at levels: *(T-Theory, P-Practice, Tr-Training or Tutorial, CrH- Credit Hour)*** | | | | | | | | | | | | | | | | | | | | | | |
| **First Level** | | | | | | | | | | | | | | | | | | | | | | |
| **Course Code** | **Course Number** | | **Course Title** | | **Distribution of Credit Hours** | | | | | | | | | | | | | | | | **Number & Code of Prerequisite (Co-Requisite)** | **Name of Prerequisite (Co-Requisite)** |
| **T** | | | | | **P** | | | | **Tr** | | | | **CrH** | | |
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| **Second Level** | | | | | | | | | | | | | | | | | | | | | | |
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| **Third Level** | | | | | | | | | | | | | | | | | | | | | | |
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| **Fourth Level** | | | | | | | | | | | | | | | | | | | | | | |
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| **Fifth Level** | | | | | | | | | | | | | | | | | | | | | | |
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| **Sixth Level** | | | | | | | | | | | | | | | | | | | | | | |
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| **Seventh Level** | | | | | | | | | | | | | | | | | | | | | | |
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| **Eighth Level** | | | | | | | | | | | | | | | | | | | | | | |
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\*\* Theory, Practice and Tutorial are contact Hours and Credit is their equivalent credit hours.

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| **Fifth: Program and course specifications** |
| 1- Program specifications according to NCAAA using the teaching approved language in the college. (To be attached with the application form) |
| 2- Course specifications according to NCAAA using the teaching approved language in the college. (To be attached with the application form) |
| 3- Course syllabus: In the form below, the **Course Information** is to be filled in Arabic and English and other information to be filled in English. |

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| **Sixth: Program Implementation requirements** | | | | | | | | | | | | | | | | | | | | | | |
| **1- Human Resources:**  **Number of Ph.D. Faculty needed at the beginning of program implementation (If faculty is available from other programs, please mention)**. [ This only for two Semesters] | | | | | | | | | | | | | | | | | | | | | | |
| **Specialization** | | | | | | | | | | **Academic Rank** | | | | | | | **The required Number** | | | **Available number from other programs** | | |
| **Major** | | | | | **Minor** | | | | |
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| **Number of Lecturers needed at the beginning of program implementation (If faculty is available from other programs, please mention)**. | | | | | | | | | | | | | | | | | | | | | | |
| **Major** | | | | | | | **Minor** | | | | | | | | | | **The required Number** | | | **Available number from other programs** | | |
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| **Number of teaching assistants needed at the beginning of program implementation (If faculty is available from other programs, please mention)**. | | | | | | | | | | | | | | | | | | | | | | |
| **Major** | | | | | | | **Minor** | | | | | | | | | | **The required Number** | | | **Available number from other programs** | | |
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| **Number of technicians needed at the beginning of program implementation (If faculty is available from other programs, please mention)**. | | | | | | | | | | | | | | | | | | | | | | |
| **Major** | | | | | | | **Minor** | | | | | | | | | | **The required Number** | | | **Available number from other programs** | | |
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| **2- Material Resources** | | | | | | | | | | | | | | | | | | | | | | |
| **- Number of class rooms needed for the program (Please, provide us with the class room specifications as an attachment with the application form).** | | | | | | | | | | | | | | | | | | | | | | |
| **Total Number** | |  | | | | **The Currently needed number** | | | | | | |  | | | | | | | | | |
| **- Number of Labs and workshops needed for the program (Please, provide us with the Labs and workshops specifications as an attachment with the application form).** | | | | | | | | | | | | | | | | | | | | | | |
| **The total Number** | |  | | **The total Cost** | | | | R.S. | | **The Currently needed number** | | | | |  | **The currently Cost** | | | | | R.S. | |
| **- Number of offices needed for faculty** | | | | | | | | | | | | | | | | | | | | | | |
| **The total Number** | | |  | | | | | | **The Currently needed number** | | | | | | | | |  | | | | |
| **- Number of offices needed for administration, services, meetings and conferences** | | | | | | | | | | | | | | | | | | | | | | |
| **Administration** |  | | | | | **Students Services** | | | | |  | **Conferences** | |  | | | | | **Meetings** | | |  |
| **Please, specify administration and services offices needed (Head of department, vice, secretary, library …)**  **-** Office for Head of Department  - Office for Department Secretary  - Meeting Room | | | | | | | | | | | | | | | | | | | | | | |

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| **Seventh: Teaching and learning recourses and tools** | | | | | | | | |
| **1- Teaching and learning aids** | | | | | | | | |
| **What are the learning tools necessary to implement the program: (Please select the tool and explain)** | | | | | | | | |
| **Conventional Tools** | | | | | | | | |
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| **Audio Tools** | | | | | | | | |
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| **Visual Tools** | | | | | | | | |
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| **Electronic Tools and Programs** | | | | | | | | |
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| **2- Teaching and Learning Sources** | | | | | | | | |
| **Journals and periodicals** | | | | | | | | |
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| **Specialized websites** | | | | | | | | |
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| **Other educational resources (courses, workshops, and training)** | | | | | | | | |
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| **3 - the availability of learning resources** | | | | | | | | |
| **What is the ratio of textbooks that are currently available in the library of courses that will be taught in the program:** | | | | | | | |  |
| **What is the ratio of Journals and periodicals that are currently available and has a relationship to the program:** | | | | | | | |  |
| **What is the ratio of scientific and support resources that are currently available in the library and will be used to teach courses in the program:** | | | | | | | |  |
| **Allocate one textbook for each course and two references and fill out the table below** | | | | | | | | |
| **Course (Title & Code)** | | **Book** | **Author** | **Publisher** | **ISBN** | **Required Copies** | **Available Copies** | |
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| **Eighth: Future strategic plan of program (5 years for the department from the date of beginning)** | | | | | | | | | | | | | | | | | | | | |
| **1- What procedure will be used to improve the study plan of the program if needed?** | | | | | | | | | | | | | | | | | | | | |
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| **2 - What is the training plan for students to be developed and implemented?** | | | | | | | | | | | | | | | | | | | | |
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| **3 - What are the steps that will be taken to ensure the quality of education in the department?** | | | | | | | | | | | | | | | | | | | | |
| **Academic advising** | | | | | | | | | | | | | | | | | | | | |
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| **Exams** | | | | | | | | | | | | | | | | | | | | |
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| **Teaching Process** | | | | | | | | | | | | | | | | | | | | |
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| **Graduation Projects** | | | | | | | | | | | | | | | | | | | | |
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| **Training** | | | | | | | | | | | | | | | | | | | | |
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| **Ninth: Quality Requirements** | | | | | | | | | | | | | | | | | | | | | |
| **1- Study Plan (Academic Program)**   * **Is the program described regarding Quality Requirements?** * **Does the program achieve educational outcomes that have been developed?** | | | | | | | | | | | | | | **□ Yes □ Partially □NO**  **□ Yes □ Partially □NO** | | | | | | | |
| **2- Scientific Course Specifications**   * **Are the Courses described regarding Quality standards and compared with similar courses in other universities?** * **Have you been choose courses according to the rates that meet the learning outcomes of the program?** * **Are the learning outcomes of courses determined according specific standards?** | | | | | | | | | | | | | | **□ Yes □ Partially □NO**  **□ Yes □ Partially □NO**  **□ Yes □ Partially □NO** | | | | | | | |
| **3- Teaching Staff**   * **Are specialties of professors meeting the objectives of the educational program?** * **Do you think that essential specializations are available in your department?** | | | | | | | | | | | | | | **□ Yes □ Partially □NO**  **□ Yes □ Partially □NO** | | | | | | | |
| **If there are difficulties in the provision of qualified teaching staff, what is your plan to find alternatives?** | | | | | | | | | | | | | | | | | | | | | |
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| **4- What is the consistency of the expected learning outcomes of the program with the National Qualifications Framework (NQF):** | | | | | | | | | | | | | | | | | | | | | |
| **Type of Comparison** | | | **NQF** | | **Reference Mark** | | | | | **Proposed Program** | | | | | | **The consistency** | | | | | |
| **Knowledge** | | |  | |  | | | | |  | | | | | |  | | | | | |
| **Cognitive Skills** | | |  | |  | | | | |  | | | | | |  | | | | | |
| **Interpersonal Skills and Responsibility** | | |  | |  | | | | |  | | | | | |  | | | | | |
| **Communication, Information technology and Numerical Skills** | | |  | |  | | | | |  | | | | | |  | | | | | |
| **Psychomotor Skills** | | |  | | | | | | | | | | | | | | | | | | |
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| **مخرجات التعليم** | | | | | | | | **Learning Outcome** | | | | | | | | | | | | | |
| **أ** | | **المعارف**:  الحقائق  المفاهيم والإجراءات الخاصة بالنظريات | | | | | | **Knowledge**:  Facts  Concepts, Theories procedures. | | | | | | | | | | | **A** | | |
| **ب** | | **المهارات المعرفية والإدراكية**  تطبيق المهارات عندما يتطلب ذلك  التفكير الإبداعي لحل المشكلات | | | | | | **Cognitive Skills**  Apply skills when asked  Creative thinking and problem solving | | | | | | | | | | | **B** | | |
| **ج** | | **مهارات العلاقة مع الاخرين وتحمل المسؤولية** | | | | | | **Interpersonal skills and responsibility** | | | | | | | | | | | **C** | | |
| **ج-1** | | المسؤولية عن التعلم | | | | | | Responsibility for own learning | | | | | | | | | | | **C-1** | | |
| **ج-2** | | المشاركة الجماعية والقيادة | | | | | | Group participation and leadership | | | | | | | | | | | **C-2** | | |
| **ج-3** | | الاستجابة بشكل مسؤول في المواقف الشخصية والمهنية | | | | | | Act responsibly-personal and professional situations | | | | | | | | | | | **C-3** | | |
| **ج-4** | | المعايير الأخلاقية والسلوك | | | | | | Ethical Standards and behavior | | | | | | | | | | | **C-4** | | |
| **د** | | **مهارتي التواصل واستخدام تقنية المعلومات العددية** | | | | | | **Communication IT and Numerical Skills** | | | | | | | | | | | **D** | | |
| **د-1** | | الاتصال الشفهي والكتابي | | | | | | Oral and Written Communications | | | | | | | | | | | **D-1** | | |
| **د-2** | | استخدام تقنية المعلومات | | | | | | Use of IT | | | | | | | | | | | **D-2** | | |
| **د-3** | | الرياضيات الأساسية والإحصاء | | | | | | Basic Mathematics and statistics | | | | | | | | | | | **D-3** | | |
| **هـ** | | المهارات النفسية الحركية | | | | | | Psychomotor skills | | | | | | | | | | | **E** | | |
| \* May some outcomes change depending on the college or department | | | | | | | | | | | | | | | | | | | | | |
| √**- If the outcome completely achieved. X- If the outcome partially achieved.** | | | | | | | | | | | | | | | | | | | | | |
| **Course Title** | | | | **Course ID** | | **هـ**  **(E)** | **د3**  **(D-3)** | | **د2**  **(D-2)** | | **د1**  **(D-1)** | **ج4**  **(C-4)** | **ج3**  **(C-3)** | | **ج2**  **(C-2)** | | **ج1**  **(C-1)** | **ب**  **(B)** | | **أ**  **(A)** | |
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| **5- Student Administration and Support** | | | | | | | | | | | | | | | | | | | | | |
| **Regulations for Student Assessment** | | | | | | | | | | | | | | | | | | | | | |
| - Allocation and distribution marks | | | | | | | | | | | | | | | | | | | | | |
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| - Verifying Standards of achievements | | | | | | | | | | | | | | | | | | | | | |
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| **Student Administration and Support** | | | | | | | | | | | | | | | | | | | | | |
| - Student Academic Counseling | | | | | | | | | | | | | | | | | | | | | |
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| - Student Appeals | | | | | | | | | | | | | | | | | | | | | |
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| **Program Evaluation and Improvement Process** | | | | | | | | | | | | | | | | | | | | | |
| **What process will be used to evaluate and improve the strategies for developing learning?** | | | | | | | | | | | | | | | | | | | | | |
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| **What processes will be used to evaluating the skills of teaching staff?** | | | | | | | | | | | | | | | | | | | | | |
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| **What strategies will be used in the program for obtaining assessments of the overall quality of the program and achievements of its intended learning outcomes?** | | | | | | | | | | | | | | | | | | | | | |
| From current students and graduates? | | | | | | | | | | | | | | | | | | | | | |
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| From independent Reviwrs | | | | | | | | | | | | | | | | | | | | | |
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| From Employers | | | | | | | | | | | | | | | | | | | | | |
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| **What key performances indicators will be used to monitor and report annually on the quality of the program?** | | | | | | | | | | | | | | | | | | | | | |
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| **What Processes will be followed for reviewing these assessments and planning action to improve the program?** | | | | | | | | | | | | | | | | | | | | | |
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| عاشرا: إقرار البرنامج |
| يتم إقرار البرنامج على مستوى القسم والكلية ثم مراجعته من عمادة الجودة وتطوير المهارات من خلال النموذج التالي تمهيدا لرفعه للجنة الدائمة للخطط بالجامعة   |  |  |  |  |  | | --- | --- | --- | --- | --- | | م | البند | نعم | لا | ملاحظات | | 1 | تم التقدم بطلب لإقرار خطة جديدة أو تعديل خطة قائمة |  |  |  | | 2 | تشكلت لجنة لدراسة الخطة الدراسية المقترحة في القسم. |  |  |  | | 3 | عقدت ورشة تدريبية لأعضاء هيئة التدريس في مجال تطوير الخطط والبرامج الدراسية. |  |  |  | | 4 | تم اعتماد الخطة في مجلس القسم في محضر اجتماع رسمي بتاريخ . |  |  |  | | 5 | تم اعتماد الخطة في مجلس الكلية في محضر اجتماع رسمي بتاريخ |  |  |  | | 6 | تم تبنى الإطار الوطني للمؤهلات. |  |  |  | | 7 | تم الاسترشاد بمجموعة من الخطط الدراسية الحديثة بالجامعات العربية والعالمية (ترفق قائمة). |  |  |  | | 8 | تم الاسترشاد بآراء المعنيين بالموضوع من جهات التوظيف (ترفق قائمة). |  |  |  | | 9 | تم الاسترشاد بالمرجعيات العالمية في مجال التخصص (ترفق قائمة). |  |  |  | | 10 | تم استطلاع آراء الطلبة في الخطة الدراسية من خلال (استبانات، ورش عمل، لقاءات، بريد الكتروني،....الخ ) (ترفق عينات). |  |  |  | | 11 | تم استطلاع آراء الخريجين في الخطة الدراسية من خلال (استبانات، ورش عمل، لقاءات، بريد الكتروني،....الخ ) (ترفق عينات) . |  |  |  | | 12 | تم تحديد مخرجات التعليم (مهارات، معارف، اتجاهات) (يتم تحديدها على مستوى الجامعة، الكلية، القسم). |  |  |  | | 13 | تحتوي الخطة على مقرر تدريب ميداني (بقدر الإمكان). |  |  |  | | 14 | تم تكثيف الجانب العملي في بعض المقررات (بقدر الإمكان). |  |  |  | | 15 | تم تضمين الخطة برنامجاً للتدريب التعاوني (بقدر الإمكان). |  |  |  | | 16 | تم العناية بتطوير المهارات التخصصية وزيادتها. |  |  |  | | 17 | تم تضمين نموذج توصيف البرنامج الدراسي. |  |  |  | | 18 | تم تضمين نموذج توصيف المقررات. |  |  |  | | 19 | تم تحديد لغة تدريس المقررات. |  |  |  | | 20 | تم تضمين نموذج مختصر توصيف المقرر. |  |  |  | | 21 | تم تضمين نموذج مستلزمات تطبيق الخطة الدراسية. |  |  |  | | 22 | تم تحديد الحد الأدنى من الساعات المعتمدة. |  |  |  | | 23 | تم تحديد الرؤية والرسالة والأهداف. |  |  |  | | 24 | تم تحكيم الخطة من قِبل متخصصين. |  |  |  | | 25 | تم تحديد مسمى المؤهل الذي يحصل عليه الخريج. |  |  |  | | 26 | تم تحديد شروط الالتحاق بالبرنامج. |  |  |  | | 27 | تم تحديد جهات التوظيف التي يمكن أن يعمل بها الخريج. |  |  |  | | 28 | تم إعداد مصفوفة البرنامج. |  |  |  | | 29 | تم إعداد مصفوفة اتساق البرنامج مع الإطار الوطني للمؤهلات والمقارنة المرجعية. |  |  |  | |