

Summary of a guide for approving academic plans adjustments according to those with authority

Prepared by the College of Engineering

This is a summary of
"A guide for approving academic plans adjustments according to those with authority"

ملخص

"دليل اعتماد تعديلات الخطط الدراسية وفق أصحاب الصلاحية"



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Introduction

One of the problems that universities face is the inconsistency and integration of study, and their cumulative succession in terms of knowledge, enabling students to have the different thinking and knowledge and the necessary process from creation, creativity, deduction, good decision-making. From here, the need arises to review the study plans and review the foundations and standards that were built and designed on their basis, the levels of change in them, and how to adopt them through approved stages and approved by the University Agency for Educational Affairs through the administration of study programs. The formulation, construction, establishment and development of the study plan, whether the educational institution is newly established or old, needs to have a smooth, clear and permanent mechanism based on a cognitive sequence aimed to improve the study plans and their outputs.

First: Those with authority in the study plan according to the accreditation body. Four levels of accreditation:

- a. Department Council
- b. College Council
- c. University Agency for Educational Affairs
- d. University Council

No.	Element	Description	Authoriztion
1	Program Name & Icon	The program in which the academic certificate is given	University Council
2	No. of Credit Hours	The number of credit hours resulting from changing the number of course hours or adding or deleting compulsory courses, and the upper limit for the number of approved hours for the study plan consisting of eight semesters is 120 credit hours, and the upper limit is 144 excluding plans based on the annual system	University Council
3	No. of Academic Levels	The minimum number of academic levels for obtaining a bachelor's degree is eight semesters	University Council
4	% of Specialized Requirements	They are the courses of the study plan, excluding university requirements and college requirements, and they may not be less than the approved percentages	University Council
5	Study Program Tracks	Adding, deleting or modifying the name, content, and number of hours of specialized tracks in the program	University Council
6	Occupations and Jobs	Fields of work for the graduate after completing the academic program	College Council
7	Program Admission Conditions	The conditions set for admission of students at the university level by the Deanship of Admission and Registration	University Council
8	Educational Program's Mission, Goals and Outcomes		University Council
9	Graduation Project Requirements	Researches or applied projects that are part of the study Plan and have credit hours	College Council
10	Teaching Strategy / Learning methods and methods of evaluating learning outcomes		University Agency for Educational Affairs
11	Learning Outcomes Matrix	They are the learning outcomes of the National Commission	University Agency for Educational Affairs

			for Academic Accreditation and in cases of adopting other education outcomes it must be adapted to the learning outcomes of the National Authority	
12	Program Completion Requirements		Change the conditions for the GPA or training or the number of hours	University Council
13	Implementing Regulations for Student Evaluation			University Agency for Educational Affairs
14	Learning Resources		General learning resources for the program and accredited such as textbooks and websites and others	University Agency for Educational Affairs
15	Program Evaluation and Development Processes			University Agency for Educational Affairs
16	Program Key Performance Indicators		They are the indicators of the National Commission for Academic Accreditation	University Agency for Educational Affairs
17	Quality Standards and Academic Accreditation in the Plan and its Compatibility with the Development Plan and the National Qualifications Framework		Everything related to educational outcomes, performance indicators and others	University Agency for Educational Affairs
18	Program Description According to the National Commission for Academic Accreditation.		The latest update form approved by the National Commission for Academic Accreditation	University Agency for Educational Affairs
19	Program's Field training		Includes changes in the organizational structure of training, places of training, reports, follow-up and supervision but it does not include changing the number of credit hours, level, number of courses, or pre-training conditions	College Council
20	Courses Description (Module 5)		Changing the model or replacing it with another model	University Agency for Educational Affairs

For the Course Level


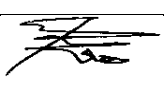
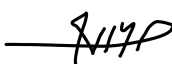
No.	Element	Course Level	Authorization
1	Course name and symbol	University Requirement	University Council
		College Requirement	University Council
		Department Requirement	University Council
٢	Course Type (Mandatory /Elective)	University Requirement	University Council
		College Requirement	University Council
		Department Requirement	University Council
3	No. of Credit Hours	University Requirement	University Council
		College Requirement	University Council
		Department Requirement	University Council
4	The Language of Instruction	University Requirement	University Council
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
5	Course Teaching Level	University Requirement	University Agency for Educational Affairs
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
6	Previous and Concurrent Requirements for the Course	University Requirement	University Council
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
7	Distribution of Credit Hours	University Requirement	University Council
		College Requirement	University Agency for Educational Affairs

		Department Requirement	University Agency for Educational Affairs
8	The Scientific Content of the Course not Exceeding 20%	University Requirement	University Council
		College Requirement	College Board
		Department Requirement	Department board
9	Distribution of Course Subjects over Weeks	University Requirement	University Council
		College Requirement	College Board
		Department Requirement	Department board
10	Teaching Strategies and Evaluation Methods	University Requirement	University Council
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
11	Course Score Distribution	University Requirement	University Council
		College Requirement	College Board
		Department Requirement	College Board
12	Learning Objectives and Outcomes	University Requirement	University Council
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
13	Course Book	University Requirement	University Council
		College Requirement	University Council
		Department Requirement	University Council
14	Learning Resources	University Requirement	University Agency for Educational Affairs
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
15	Necessary Facilities and Equipment	University Requirement	University Agency for Educational Affairs

		College Requirement	College Board
		Department Requirement	College Board
16	Course Evaluation and Development Mechanisms	University Requirement	University Agency for Educational Affairs
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs
17	Course Description (Module 5)	University Requirement	University Agency for Educational Affairs
		College Requirement	University Agency for Educational Affairs
		Department Requirement	University Agency for Educational Affairs

In addition to the above, the faculty adheres to the models and mechanisms approved by the University Vice-Rectorship for Educational Affairs with regard to approval and development of study plan. Agency directories are referenced for more information through:

- 1- Guide to preparing and approving study plans.
- 2- Study plans development guide
- 3- Study plans arbitration guide

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