



APP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

NUMBER	: 024-P-V04-20
TITLE	: PROGRAM AND COURSE APPROVAL
ORIGINATING DEPT	: DEANSHIP OF QUALITY MANAGEMENT (DOQ)
ORIGINAL DATE	: 20. Nov. 2016
1 st REVISION DATE	: Mar. 2017
2 nd REVISION DATE	: Nov. 2017
3 rd REVISION DATE	: May. 2018
4 th REVISION DATE	: Oct. 2020

1. STATEMENT OF PURPOSE

- Guide the approval process of a new degree-offering program
- Guide the approval process of any proposal for curriculum change

2. APPLICABILITY

This APP applies to all academic programs offered at KSAU-HS in all campuses

3. RELATED REFERENCES

- 3.1. Higher Education Council and Universities Bylaws 2015
- 3.2. KSAU-HS Study and Examinations Bylaws
- 3.3. National Qualifications Framework for Higher Education in the Kingdom of Saudi Arabia.
- 3.4. ETEC-NCAAA Course Specification Template
- 3.5. ETEC-NCAAA Program Specification Template
- 3.6. ETEC-NCAAA Field Experience Specification Template

4. DEFINITIONS

- 4.1. **Major change:** refers to a change in academic curriculum, which may include one or more of the following:
 - Addition of a new course
 - Deletion of a course
 - Addition or deletion of prerequisite or co-requisite
 - Changing name of the academic program
 - Changing the course title or course code
 - Changing number of credit hours

- Changes that exceed 20% in the program learning outcomes within 5 years' period
 - Changes that exceed 20% in the course contents (description) within 5 years' period
- 4.2. **Minor change:** refers to a change in the academic curriculum, which may include one or more of the following:
- Change(s) less than 20% of program learning outcomes within 5 years' period
 - Change(s) less than 20% of course content within 5 years' period that does not affect stated course or program learning outcomes
 - Change(s) in teaching strategies
 - Change(s) in assessment methods of learning outcomes
- 4.3. **Course:** All undergraduate and graduate courses offered at the University
- 4.4. **ETEC-NCAAA:** Education and Training Evaluation Commission – National Commission for Assessment and Academic Accreditation
- 4.5. **KSAU-HS:** is an acronym for King Saud Bin Abdulaziz University for Health Sciences
- 4.6. **Program Director:** A person who is responsible for the program to lead, manage and develop the academic program to achieve the university's mission
- 4.7. **SIS** is acronym for Student Information System
- 4.8. **Stakeholders:** Employer, Alumni, Faculty Members, Ministry of Education, Saudi Commission for Health Specialties, Ministry of Human Resources & Social Development and the university
- 4.9. **UCCC:** University Central Curriculum Committee
- 4.10. **University:** King Saud bin Abdulaziz University for Health Sciences
- 4.11. **UPPP:** University Pre-Professional Program

5. POLICY

- 5.1. Any proposal for a new program or changes in any given curriculum must comply with the National Qualification Framework for Higher Education in the Kingdom of Saudi Arabia
- 5.2. Proposal for new degree offering program must include:
- Program specification (Using the newest NCAAA form)
 - Appropriate consultation with the respective stakeholders during planning process
 - Independent reviewer's opinion
 - Provide summarized market needs
 - Rationale for offering a new program
 - Human resources needed
 - Physical resources needed
 - Financial resources needed
 - Library materials
 - Course specification for all courses (Using the newest NCAAA template) must be ready prior to submission to the University Central Curriculum Committee



- Preliminary approval of the ministry of Education, the Ministry of Human Resources & Social Development, and the Saudi Commission for Health Specialties
 - Program goals must support sustainable development and foster entrepreneurship
- 5.3. Multi-campus programs must establish A Unified Program Curriculum Committee (Figure. 1)
- 5.4. Any new degree offering program and all its related courses must be approved by the University Central Curriculum Committee and University Council
- 5.5. Any major change in the curriculum must have the final approval of the University Central Curriculum Committee and the University Council
- 5.6. Proposed minor change in the curriculum must have the final approval of the college council
- 5.7. Creation of a new course code or changing the existing course code or title must be endorsed by the Deanship of Admission and Registration prior to submitting the proposal to the University Central Curriculum Committee
- 5.8. Proposed major change must be submitted to the University Central Curriculum Committee for approval within 15 working days prior to the upcoming scheduled meeting
- 5.9. The respective program director or equivalent who proposed the change is responsible to address and communicate with any other program/college that is affected by this change (example common courses in two or more programs)
- 5.10. Dean of the respective college who is proposing the change is responsible for notifying in writing those affected by this change
- 5.11. Any proposal with major change, must include:
- New Program/Course Specification (using the newest NCAAA template)
 - Full description of the proposed change
 - Reasons for the proposed change
 - Physical resources needed
 - Human resources needed
- 5.12. Any proposal of a new course or major change in the existing courses, must include:
- New course specification (using the newest NCAAA template)
 - Course Title
 - Course Code
 - Course Content
 - Prerequisite or co-requisite
 - Reasons for the new course/major change in the existing courses
 - New program Specification
- 5.13. Any proposal of course deletion, must include:
- Course title
 - Course code
 - Reasons for deletion
 - Copy of the documents to notify the affected program/college of the course deletion
 - New program Specification



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- 5.14. For any approved change in the course, the new course specification must be dated and to keep the old course and program specifications in the program portfolio
- 5.15. Academic program must conduct a comprehensive academic program specification review every five years

6. PROCEDURE

Approval at the College Level

- 6.1. Proposal for curriculum changes or a new degree-offering program can be initiated by faculty member, program director or dean of the college
- 6.2. Proposal for curriculum changes to be submitted to the program director or equivalent. However, proposal for a new degree offering program to be submitted to the college dean
- 6.3. The program director or equivalent forwards the proposal for curriculum change to the department council or equivalent for review
- 6.4. The department council or equivalent forwards the proposal to the respective Program Curriculum Committee
- 6.5. If the program offered in one campus, the respective Program Curriculum Committee forwards the proposal through the college dean to the college council. However, if the program offered in different campuses, the Program Curriculum Sub-Committee forwards the proposal to the respective Program Unified Curriculum Committee then to the respective college council (Figure 2)
- 6.6. The college council approves the minor changes as a final approval process.
- 6.7. The respective College Council reviews and recommends the major change/s or the new proposed program to:
 - **The Vice President of Educational Affairs** (For undergraduate programs)
 - **The Vice President of Postgraduate Studies** (For postgraduate programs) to be presented to Postgraduate Studies Council (Figure 2)

Approval at the University Level

- 6.8. The respective Vice President (The Vice President for Educational Affairs or the Vice President for Postgraduate Studies) endorse the proposal to the University Central Curriculum Committee for review and approval
- 6.9. Once the University Central Curriculum Committee meeting minutes approved by the University President, Arabic version of the approved program specification to be prepared by the respective academic program director and then to be submitted back through the respective college dean to the University Central Curriculum Committee for review
- 6.10. The Arabic program specification to be endorsed through University Central Curriculum Committee to the University Council for approval
- 6.11. The chairman office of the University Central Curriculum Committee sends the final approved program/course specification to the respective college dean, and copies to:

- Respective Vice President (The Vice President for Educational Affairs or the Vice President for Postgraduate Studies)
- Deanship of Quality Management
- Deanship of the Admission and Registration
- SIS
- AYSAR

6.12. The respective program director uploads the approved program/course specification on AYSAR platform within thirty working days of the final approval

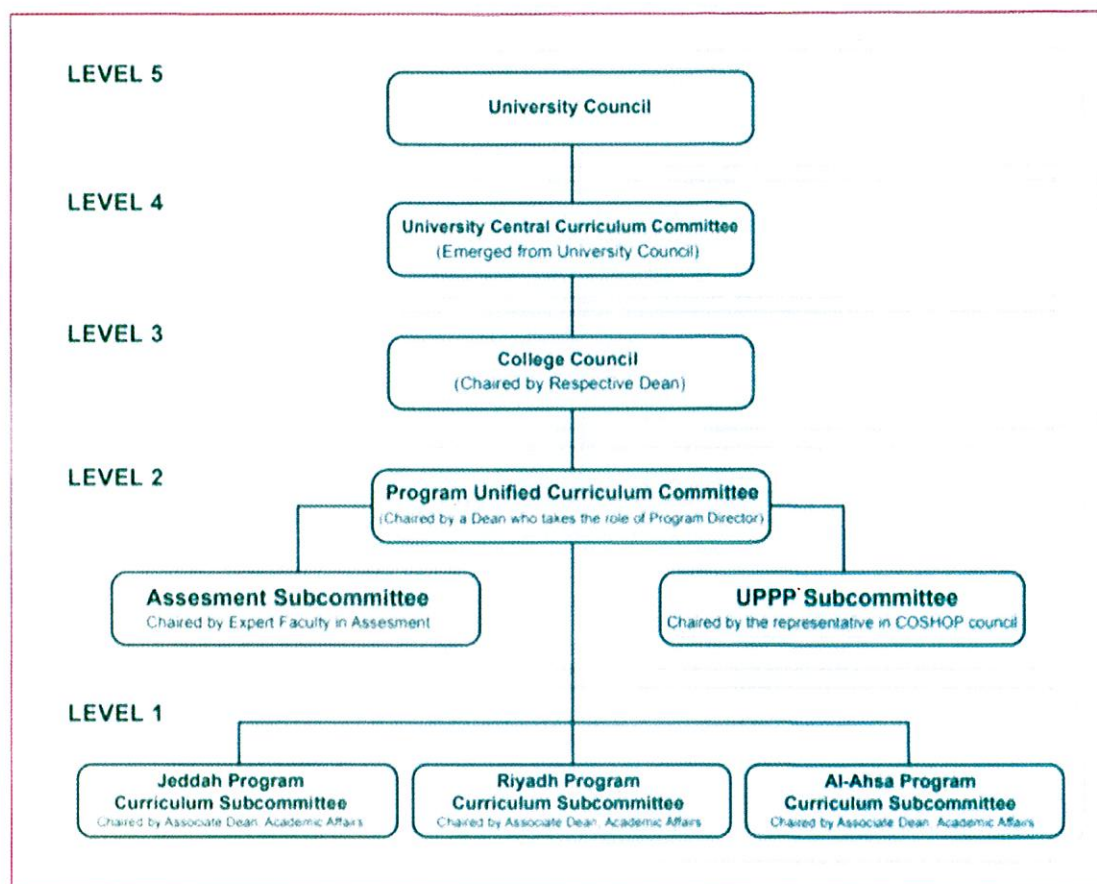
7. RESPONSIBILITY

- 7.1. College dean and program director
- 7.2. Chairman of the program curriculum committee
- 7.3. Chairman of the University central curriculum committee
- 7.4. All KSAU-HS colleges



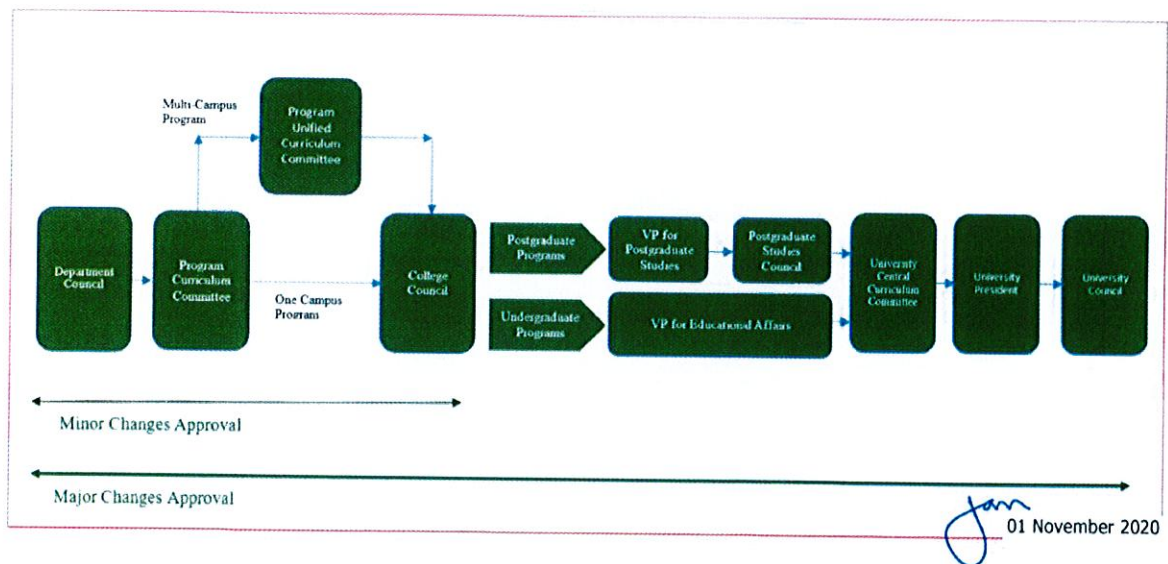
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Figure 1: Program Governance Structure



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Figure 2: Program and Course Approval Process



8. APPROVALS

SUBMITTED BY:



01 November 2020

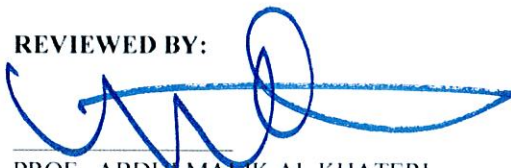
DR. KHALED AL-JAMAAN

Dean, Deanship of Quality Management

Deputy Chairman, QAAA Steering Committee

King Saud bin Abdulaziz University for Health Sciences.

REVIEWED BY:



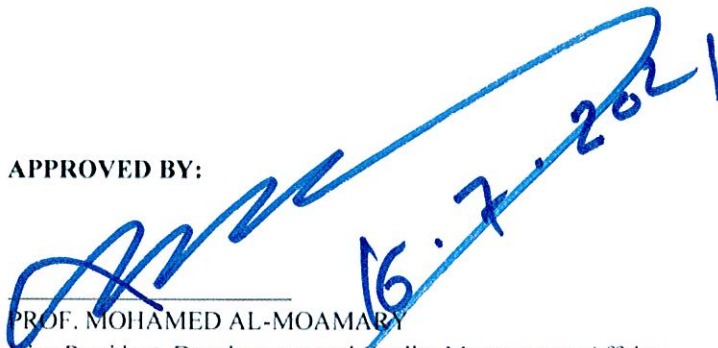
PROF. ABDULMALIK AL KHATERI

Assistant Vice President, Development and Quality Management Affairs

Dean, Deanship of Development

King Saud bin Abdulaziz University for Health Sciences.

APPROVED BY:



PROF. MOHAMED AL-MOAMARY

Vice President, Development and Quality Management Affairs

Chairperson, QAAA Steering Committee

King Saud bin Abdulaziz University for Health Science.



جامعة الملك سعود بن عبدالعزيز
King Saud bin Abdulaziz University for Health Sciences

Deanship of Quality Management

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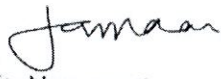
Date: 06 June 2021

25 Shawwal 1442 H

Reference: DOQ/1118/2021

e-mail: doq@ksau-hs.edu.sa

TO: Distribution List

FROM: Dr. Khaled Al Jamaan 
Dean, Deanship of Quality Management
and Quality Management Affairs, KSAU-HS

SUBJECT: Delegation of Authority of the Dean, DOQ, KSAU-HS
06 – 17 June 2021

Please be advised that I will be on leave from **06 – 17 June 2021**. During this period, my authorized designee as Dean, Deanship of Quality Management, KSAU-HS will be **Dr. Abdullah Alzahem, Associate Dean, Deanship of Quality Management, DQMA**.

A signature sample is provided below for reference.

Dr. Abdullah Alzahem
Associate Dean, Deanship of Quality, DQMA

Thank you and best regards

Distribution List:

HE President, KSAU-HS
Vice President, Educational Affairs, KSAU-HS
Vice President, Postgraduate Studies, KSAU-HS
Vice President, Development and Quality Management Affairs, Riyadh, KSAU-HS
Assistant Vice President, Educational Affairs, Riyadh, Jeddah, Al Ahsa, KSAU-HS
Assistant Vice President, Development and Quality Management Affairs, Khafji, JHS
Dean, Admissions/Registration, KSAU-HS
Dean, Deanship of Student Affairs, KSAU-HS
Dean, Deanship of Development, KSAU-HS
Dean, College of Medicine, Riyadh, Jeddah, KSAU-HS
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Dean, College of Sciences and Health Professions, KSAU-HS
Dean, College of Public Health and Health Informatics, KSAU-HS
Dean, College of Pharmacy, KSAU-HS
Dean, College of Dentistry, KSAU-HS
General Director, Administrative and Financial Affairs, KSAU-HS
General Director, Technical Affairs, Central Region, KSAU-HS
General Director, IT Services, Technology and Health Informatics, KSAU-HS
Executive Director, KSAMRI
Director, Corporate Educational Technology Services, KSAU-HS
Supervisor General, University Relations and Media, KSAU-HS
Director, Educational Affairs, KSAMRI-HS