

Program Amendment POLICY

Policy #	AA-212	Revision #	02
Accessibility level	A	Effective date	1/20/2021

1. Purpose

This policy establishes the rules to be followed in revising an existing programs.

2. Policy

2.1. Initiatives for revising academic may result from:

- A. Periodic revisions of the study plan every 4-5 years;
- B. Requests to revise the plan from entities inside or outside the University;
- C. Benchmarking with similar reputable national and international universities;
- D. New developments and trends in the field of specialization;
- E. Job market needs;
- F. National development requirements; and
- G. Academic accreditation requirements.

2.2. Amending an existing academic program at FBSU is a multi-procedural process that rests on the foundation of faculty responsibility for academic content and quality. The amended version shall:

- A. Cover all the developments and trends in the field;
- B. Be consistent with the University's mission;
- C. Contribute to achieve the Program Learning Outcomes;
- D. Meet the local and national requirements and needs; and
- E. Avoid unnecessary duplications and costs.

2.3. Programs at FBSU shall be aligned to the University's Mission Statement, and Graduate Attributes and Institution Learning Outcomes (ILOs) and will:

- 2.3.1. Be underpinned by a set of program specific graduate attributes that are developed through the courses in the program;
- 2.3.2. Comply with the requirements of the Saudi Arabia National Qualifications Framework (SAQF), including the:
 - A. Program level
 - B. Minimum credits hours
 - C. Volume of learning, and
 - D. Learning outcomes (i.e. knowledge, skills, values);
- 2.3.3. Get stakeholders and other beneficiaries (e.g. employers and other educational institutions) involved in all stages of designing, preparing and reviewing qualifications.

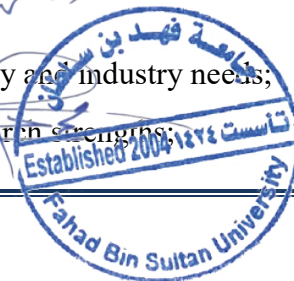
2.3.4. Be relevant and responsive to community and industry needs;

2.3.5. Take advantage of the University's research strengths;

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- 2.3.6. Encourage cross-disciplinary collaboration and leveraging of expertise;
- 2.3.7. Provide learners with clarity about expectations;
- 2.3.8. Provide a coherent and streamlined student experience; and
- 2.3.9. Use nomenclature that is:
- Unambiguously and readily identifiable with the qualification type, discipline, and (where applicable) the professional orientation of the program;
 - In the case of postgraduate coursework programs, consistent across a suite of postgraduate coursework awards and differentiates research from coursework;
 - Easily recognizable by prospective students, employers and other stakeholders; and
 - Consistent with nomenclature that has national and international acceptance.

3. Related Documents

- 3.1 Program Specifications Template
- 3.2 Program Amendment Procedures (AA-212-P01)
- 3.3 New Program Design Policy (AA-211)
- 3.4 New Program Design Procedures (AA-211-P01)
- 3.5 Guide to Writing Learning Outcomes (AA-200-G01)
- 3.6 Guide to Learning Outcomes Assessment (AA-200-G02)
- 3.7 Guide to Graduate Attributes Assessment (AA-200-G03)

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