

Guideline #	AA-211-G01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

Guide to Program Design and Amendment

1. Scope

This guideline applies to all programs to be designed and amended at FBSU.

2. New Program Design: Basic Criteria

2.1. Developing a new academic program at FBSU is a multi-procedural process that rests on the foundation of faculty responsibility for academic content and quality. It is designed to ensure that the newly proposed academic program:

- Is consistent with the University's mission; This requires that the three pillars of the FBSU's mission statement are addressed, offering quality research, conducting basic and applied research; and also rendering social service.
- Is consistent with the graduate attribute as shown above (page 4).
- Meets the labor market needs; This needs to match the requirement of the local labor needs by promoting skills and knowledge.
- Meets the local and national requirements and needs; namely; the requirement of the Ministry of Education and NCAAA, and the standers of the Saudi Arabia Qualifications Framework (SAQF) and with the related academic and professional standards, and the labor market requirements.
- Avoids unnecessary duplications and costs.
- Is similar to other national programs.

2.2. Initiatives proposing new programs mainly result from:

- New developments and trends in the field of specialization;
- This requires awareness of current academic and professional developments in the fields of specialization, participation in research and community service, and improving the program and institutional performance.
- Benchmarking with similar reputable national and international universities;
- Job market needs; &
- Rapid advancement of technology; identify the technological needs and utilize those technologies for the benefit of the community.

2.3. Programs at FBSU shall be aligned to the University's values and mission 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:
 - Program level (SAQF descriptors level).

New Program Design POLICY

Guideline #	AA-211-G01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

- Minimum credits hours as described by MOE.
 - Volume of learning, and
 - Learning outcomes (i.e. knowledge, skills, values);
- 2.3.3. Get stakeholders and other beneficiarios such as 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. Be benchmarked with reputable national and international universities;
- 2.3.6. Take advantage of the University's research strengths;
- 2.3.7. Encourage cross-disciplinary collaboration and leveraging of expertise;
- 2.3.8. Provide students with clarity about expectations;
- 2.3.9. Provide a coherent and streamlined student experience; and
- 2.3.10. 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.
- 2.4. Prior to approving the proposal, program designers should ensure:
- 2.4.1. Programs and plans are consistent with the University's academic and/or strategic priorities;
- 2.4.2. Programs and plans incorporate appropriate:
- learning experiences and learning outcomes,
 - teaching approaches,
 - assessment, and
 - evaluation of student learning;
- 2.4.3. The quality and integrity of FBSU's programs meet the highest academic standards; and
- 2.4.4. Direct consultation occurs with:
- All relevant academic units that can contribute to respective areas of discipline expertise;

New Program Design POLICY

Guideline #	AA-211-G01	Revision #	02
Accessibility level	A	Effective date	1/20/2021

- All relevant organizational units and their leaders in relation to resource implications (e.g. FBSU library, schools, institutes and faculties teaching into the program);
 - The office of the Vice-Chancellor for Academic Affairs; and
 - Relevant external and accreditation bodies, where applicable; and
 - Compliance with all relevant legislation, and mandatory government requirements.
- 2.4.5. The University-wide framework for approval of academic programs and courses are outlined in its Program Approval Procedures;
- 2.4.6. The University ensures the systematic and regular review of curricula, teaching and program quality, and risk; and
- 2.4.7. All programs undergo annual academic quality assurance reviews.

Related Documents

1. Program Specifications Template
2. Program Amendment Procedures (AA-212-P01)
3. New Program Design Policy (AA-211)
4. New Program Design Procedures (AA-211-P01)
5. Guidelines to Writing Learning Outcomes (AA-200-G01)
6. Guidelines to Learning Outcomes Assessment (AA-200-G02)
7. Guidelines to Graduate Attributes Assessment (AA-200-G03)