

KAU Policies and Procedures for Periodic Review of Academic Programs and Courses for Bachelor and Associate Degrees

King Abdul Aziz University adopts a policy to ensure the periodic review of all its academic programs. This review will be carried out every four years or every six years in the case of Bachelor degrees. In the case of diploma and bridging programs, it will take place every two years or every three years. The frequency will depend on the period of each program. This periodic review is to be implemented in accordance with KAU standards and requirements, and also with the requirements of the NCAAA in the Kingdom of Saudi Arabia.

Procedures for the Periodic Review of KAU Academic Programs:

1. The KAU Curricula Unit will produce an annual action plan to ensure that the university's academic programs are monitored and reviewed. KAU Curricula Unit's periodic review of academic programs is obligatory for all KAU colleges and institutes, regardless of whether they have been granted international accreditation from an international accrediting agency.
2. The KAU Curricula Unit will ensure that the review and the development of academic programs are completed according to the schedule set out in the annual plan. For Bachelor programs, the review is to be conducted every four to six years. For diploma and bridging programs, the review will occur every two years or every three years. The frequency will depend on the period of each program. However, academic programs development must be completed within one year.
3. Each KAU Institution required to review its academic program is to be notified one year prior to the start of the review. This will allow the academic department time to compile plans for the review and development.
4. The Curricula Unit of the Academic Department is to prepare a developed program manual (study plan framework) proposal in both Arabic and English. This manual must meet KAU Curricula Unit standards and should conform to the templates available on its website. It should also take into account the opinions of faculty members, students, graduates and stakeholders.
5. The program manual proposal for the developed program should be presented to the department council of the college, the Curricula Committee, and the College council.
6. The Institution must submit the program manual proposal for the developed program along with all attachments mentioned in Article 8 below to the KAU Curricula Unit within four months of receiving a review notification. Curricula unit administrators are to review the proposal in accordance with their own procedure for the review of academic programs.
7. The following items must be submitted along with the program manual:
 - A. Reasons for Development:
 - A report from the Advisory Committee, which members are:
 - Faculty members representing the college departments,
 - A cross-section of interested people from various backgrounds (for example, stakeholders),
 - Student representatives from all programs,
 - Graduate representatives from all programs.
 - The survey results of faculty members' opinions.

- The survey results of interested people with various specialization opinions (for example, stakeholders).
 - The survey results of students' opinions.
 - The survey results of graduates' opinions.
 - Any other reasons being presented by the KAU department or college.
- B. An approval of the developed program manual by the department council.
- C. An approval of the developed program manual by the college council.
- D. Key features of the development (see the form of Program Study Plan Development Features) including the following:
- Innovative elements of the plan.
 - Aspects of the developed plan which differ from the previous plan.
8. Following approval by the KAU Curricula Unit of the program manual, a college or department is to complete the program study plan in accordance with the templates of the Education Evaluation Commission (Program specification, Course specification and field experience specification). This must then be submitted to the KAU Deanship of Quality and Academic Accreditation to ensure conformance with the Education Evaluation Commission's requirements.
 9. Once the program proposal in accordance with Education Evaluation Commission format has been approved by the Deanship of Quality and Academic Accreditation, the college is to send a complete proposal and its contents (program manual, program specification, course specifications, and field experience specification) to two external referees, each from an American or European university, for review. If necessary, the college or department will then make any changes recommended by the external referees.
 10. Once any modifications required by the external referees have been implemented, the college or department is to send the approval of Deanship of Quality and Academic Accreditation attached with the specifications (Program specification, Course specification and field experience specification) to the KAU Curricula Unit.
 11. The KAU Curricula Unit is to submit a complete proposed program study plan and its contents (program manual, program specification, course specifications, and field experience specification), to the Permanent Committee for the University Curricula Development.
 12. The complete proposed program study plan and its contents (program manual, program specification, course specifications, and field experience specification) must be submitted to the KAU Deans' Advisory Committee.
 13. The complete proposed program study plan and its contents (program manual, program specification, course specifications, and field experience specification) must be submitted to the KAU Council for approval.
 14. The KAU Curricula Unit will send a copy of the approved program study plan to the Deanship of Admission and Registration for implementation.

Form for Program study plan Development Features

First: Developed features of the program study plan

	Developed elements	Reasons for development*
1		
2		
3		
4		
5		

Second: Updated Elements different from the previous program study plan

	Elements in the previous program study plan	Elements in the developed plan	Development details	Reasons for development*
1				
2				
3				
4				
5				

* The reasons for developing an aspect of a program study plan may include taking feedback into account- for example, the opinions of stakeholders, students, graduates, faculty members, and others.

KAU Procedures for the Review of New Academic Programs and Courses for Bachelor's and Associate's Degrees

1. The Curricula Unit of the Academic Department is to prepare a program manual (study plan framework) proposal for the new program in both Arabic and English. This program manual must meet KAU Curricula Unit standards and should conform to the templates available on its website.
2. The program manual proposal for the new program should be presented to the department council, the College Curricula Committee, and the College council.
3. The program manual proposal for the new program must be presented, along with the attachments in Article 4 (below), to the KAU Curricula Unit.
4. The following attachments should be submitted with the Program manual:
 - A. Reasons for the new program establishment.
 - B. An informational summary of the program's unique points in comparison with American or European universities to ensure the proposed program's quality.
 - C. A report on labour market needs explaining the results of a questionnaire on employers' opinions.
 - D. Details of who the program is intended for.
 - E. Classification by the Ministry of Civil Service and the Ministry of Labour for the new program graduates.
 - F. Departmental approval from the college for the proposed program manual.
 - G. College council approval for the proposed program manual.
 - H. Features of the new program.
5. Once the KAU Curricula Unit has approved the program manual proposal, a college or department is to complete the program study plan in accordance with the templates of the Education Evaluation Commission (Program specification, Course specification and field experience specification). This must then be submitted to the KAU Deanship of Quality and Academic Accreditation to ensure conformance with the Education Evaluation Commission's requirements.
6. Once the program proposal in accordance with Education Evaluation Commission format has been approved by the Deanship of Quality and Academic Accreditation, the college is to send a complete proposal and its contents (program manual, program specification, course specifications, and field experience specification) to two external referees, each from an American or European university, for review. If necessary, the college or department will then make any changes recommended by the external referees.
7. Once any modifications required by the external referees have been implemented, the college or department is to send the approval of Deanship of Quality and Academic

Accreditation attached with the specifications (Program specification, Course specification and field experience specification) to the KAU Curricula Unit.

8. The KAU Curricula Unit is to submit a complete proposed program study plan and its contents (program manual, program specification, course specifications, and field experience specification), to the Permanent Committee for the University Curricula Development.
9. The complete proposed program study plan and its contents (program manual, program specification, course specifications, and field experience specification) must be submitted to the KAU Deans' Advisory Committee.
10. The complete proposed program study plan and its contents (program manual, program specification, course specifications, and field experience specification) must be submitted to the KAU Council for approval.
11. The KAU Curricula Unit will send a copy of the approved program study plan to the Deanship of Admission and Registration for implementation.