

**Summary of Study Plan development guide
Prepared by College of Engineering**

**This is a Summary of the
“Study Plan Development Guide”**

**”ملخص
دليل تطوير الخطط الدراسية
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Summery

Study plans contain components that are important therefor they need to be constantly developed. This is done to keep up with the cognitive and constructive development of it at the national level as well as the global level and to make changes according to the needs of the market. This improves the efficiency of the study plan and its implications on the quality of education and teaching performance and is in line with what is stated in the education policy in the Kingdom. This guide aims to provide the supervisors of the study plans, committees and units in the departments and colleges with the necessary information that must be kept in mind to develop the study plans in a manner that includes standardizing concepts and mechanisms. The application of national standards is represented by the standards of the National Commission for Academic Accreditation, the National Framework for Qualifications as well as international standards for programs are very important for those who are seeking international accreditation.

Beneficiaries of the guide:

- 1- Heads of the study plan committees in the departments
2. Heads of study plans and programs units in the college
- 3- Anyone who has an administrative relationship in the interim accreditation of the study plan

Terms of evidence:

The study program: It is an organized program of study that students follow that leads to a professional qualification, so that it qualifies them to obtain an academic degree.

Program description: It is a comprehensive guide on the study program through which one can learn the necessary information about this program that distinguishes it from other programs.

Course description: The professor's guide to knowing the components of the course and the mechanisms for teaching,

The study plan: The set of compulsories, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must pass successfully to obtain the academic degree in the specified specialization “(Higher Education Council, 1428, p. 57).

The aim of the study plan: is to translate the university's objectives through a set of study materials that are made up of a study plan aimed at providing students with the knowledge, concepts, skills, attitudes and values that enable them to carry out the jobs, businesses and professions they have prepared for.

Development: continuous improvement based on previous experiences, scientific studies, and benchmarking.

Review: a comprehensive review of the program and the study plan based on the program and course reports, and the recommendations of the scientific and advisory councils.

Entities: It refers to the government and private sector that is provided by the specialized scientific departments with graduates with scientific competencies and skills.

Management of study programs

Introduction to management: It is a department concerned with the affairs of preparing and approving study plans and programs and developing them constructively and cognitively in order to achieve raising the level of their quality, improving their outputs and meeting the needs of the labor market.

Vision

Promoting study plans and programs and developing educational affairs.

Department goals

- 1 - Establish clear mechanisms and specifications for the preparation, approval and development of study plans and programs.
- 2 - Support colleges with the relevant dean ships in order to improve the efficiency of study plans and achieve the requirements for academic accreditation
- 3 - Issuing evidence and forms and determining the references which contributes to standardizing the structure of study plans and programs, working mechanisms, and achieving university goals
- 4- Cooperating with types of sectors and partnering with universities in order to achieve the quality of the study plans and meet their outputs for the needs of the market
- 5- Develop educational affairs in the relevant colleges and deanships by following up their strategic and operational plans and studying and analyzing the reports.
- 6- Improvement of work Agency departments in a way that contributes to the integration and increase of their work

The main objectives of developing the study plan

- 1- Excellence in study plans through the application of standards and keeping up with knowledge development.
- 2- Excellence in the academic process at the university and the advancement of its educational outcomes.
- 3- Achieving the requirements of the market and harmonizing with the community variables
- 4- Applying and achieving national educational and contributing to the service of the local community

Justifications for developing the study plan:

The strategic plan of the college or department:

- 1 - The passage of five years or more of implementing and the completion of the feedback
- 2 - Keeping up with the changes that have emerged in the scientific and educational fields
- 3 - Improving the quality of the study plan by developing its goals and outputs and more.

The study plan is based on recent developments that can be summarized as follows:

- 1- The issuance of decisions related to the educational sector and related to the study plan

- 2- In response to societal and economic requirements
- 3- In response to the research of the reality of future plans for precautionary purposes
- 4- In response to the requirements of bodies in relation to academic accreditation

Criteria for developing the study plan

Several criteria must be taken into account during the development process:

- 1- Achieving national standards such as the prospects plan for qualifications and academic accreditation bodies.
- 2- Taking into consideration the vision, mission, and goals of the university and the college
- 3- Clear methodology based on studying the feedback of the application of the study plan on the cognitive and structural levels.
- 4- Should be carried out through specialized committees with the knowledge in the mechanisms of building and developing study plans.
- 5- Active participation of stakeholders in developing the plan at the academic and administrative level.
- 6- Should take into account the future development and its ability to keep pace with future developments.
- 7- Comprehensively developing and noting the implications of changes in the study plan on other elements

Prerequisites for the development of the academic program

- Conforms to the mission and goals of the college and university.
- Compatible with the requirements of other study programs in the college and the university.
- Conforms to the requirements of the national and international institutions accredited for the accreditation.
- Corresponds to the program with its technical elements and its composition with the mechanisms.
- The scientific and knowledge content of the program corresponds with its counterparts from the programs at the level of prestigious local and international universities

Aspects of developing the study plan

Cognitive development of the study plan: Developing the study plan from the scientific and educational point of view, which will include developing or updating the content of the courses, books, references etc.

Quality development of the study plan: Developing the study plan to suit the requirements of quality: The vision, mission, and goals of the study program. The learning outcomes of the program, teaching methods, evaluation etc.

Constructive development of the study plan: Developing the curriculum matrix for the study plan based on its cognitive content and the extent of its consistency through determining the level of the course, the number of credit hours and their distribution to the course.

Requirements for developing the study plan:

- 1- That the program and the study plan to be developed must be approved by the University Council
- 2- The existence of an implementation plan with basic elements and the time periods allocated to each component.
- 3- The availability of the necessary information for development, including data, results, studies, etc.
- 4- The presence of a specialized work team
- 5- The availability of infrastructure requirements for the development of the study plan
- 6- The existence of internal and external review and evaluation mechanisms.

Procedures and stages of developing and approving the study plan:

- Defining the program structure and requirements
- Determining students' needs in a manner consistent with the requirements of the local community and the market
- Defining goals for programs and the associated learning outcomes.
- Agreeing on the structure and general framework of the program.
- Distributing roles to committees to define the components of each course from learning objectives and outputs
- Development of the program according to learning outcomes, timelines, content, appropriate methods of teaching, learning and evaluation, and the available and appropriate learning resources they require.

The first stage: studying the reality of the current study plan

Information and evidence are collected from the results of questionnaires, studies and meetings that reflect the experience of the study plan during the previous session, which is determined between 4 to 5 years.

The second stage: Study educational trends, scientific developments, regulations and instructions

- 1- Study reports through benchmarking with national and international universities to know the most important developments and challenges
- 2- Reviewing the national trends through the Ministry of Education and the official bodies related to education in the Kingdom of Saudi Arabia and reviewing the educational policies followed.

- 3- Knowing the regulations and instructions related to building the study plan and approving it at the university
- 4- The results issued by the college advisory board regarding the study plan and are documented through a report and evidence.

The fourth stage: arbitration of the developed study plan at this stage, the study plan is judged externally by at least two arbitrators, and the arbitrators must provide competence and experience in the specialization and that his degree is not less than an associate professor. The scientific committee in the department should study the results of the arbitration, comment on them, and make amendments.

Fifth stage: Approval of the upgraded study plan the developed study plan is approved by the Department Council and the College Board. At this stage, all the evidence and evidence related to the development of the study plan is prepared, the most important of which are:

- 1- The application form for the approval of the study plan developed and approved by the University Agency for Educational Affairs.
- 2- Description The program is according to the National Commission for Academic Accreditation
- 3- Academic plan arbitration and response
- 4- Minutes of committees, units, department and college meetings related to developing the study plan
- 5- Reports of studies, workshops, lectures, reference comparisons and questionnaires used in developing the study plan
- 6- Report and minutes of the advisory board meetings of the department or college

The stages of partial development without the need for arbitration with the issuance of a new study plan: In this case, the University Vice-Rectorship for Educational Affairs is addressed to approve the introduced changes

- 1- Changing the level of a course
- 2- Changing the number of credit hours and distributing them to the course
- 3- Creating a compulsory or optional course in the study plan
- 4- Deleting a mandatory or optional course from the study plan
- 5- Changing the name or code of a compulsory or optional academic course and excluding the issuance of a new study plan if the change is in a new study plan that was not included in the admission and registration system or students did not register at the level concerned with the change and only after the approval of the Deanship of Admission and Registration. For the Vice Rectorship, include the proposed change with:
 - 1- A report on the development that has taken place and the related forms with a statement of justification

2- The minutes of the committees, the department, and the college recommending the approval of the change in this type of development.

The stages of partial development without the need for arbitration with the issuance of a new study plan: There are a number of approved forms in the Vice-Rectorship of the University and Educational Affairs, which are:

- 1- Application form for the creation or amendment of a study plan
- 2- The course description form (Form No. 5)
- 3- Forms governing the study plan
- 4- Academic department creation form
- 5- Technical report form
- 6- The study plan quality assessment form approved by the Deanship of Quality and Skills Development
- 7- An evaluation form approved by the Deanship of Admission and Registration.

There are other forms approved by the National Commission for Academic Accreditation, which are:

- 1- Program Description Form
- 2- Course Description Form

The study plan committee in the department:

The department's plan committee prepares a proposal to introduce or develop the study plan based on the need. A placement by the agency for such specialization after making sure that the plan has gone through its main preparation stages mentioned.

- It fulfills the criteria for preparing the study plan and its conditions.
- It contains the basic elements of the study plan mentioned previously
- Compare the plan using the reference indicators for the study plan and the study program.

College Council

The College Council approves the study plan and submits it to the Vice Rector for Educational Affairs supported by all the documents mentioned in the administrative procedure item for approving the study plan.

University Vice-Rectorship for Educational Affairs

The University Vice-Rectorship for Educational Affairs presents the study program to the Academic Programs and Development Administration to see how well it meets the requirements of the Deanship of Quality and Skills Development and the conditions of the Deanship of Admission and Registration on:

The permanent committee for study plans and programs: The Standing Committee for Study Plans and Programs studies the study plan or study program and makes sure that it meets all requirements and conditions by submitting it to the University Council for final approval.

Permanent Committee for Study Plans and Programs: The council finally approves the study plan or program

Change and accreditation levels in academic programs: The processes of change in the study plan must be organized, more professional and in an institutional way so that it is in accordance with regulations and academic frameworks, away from random and personal efforts in order to achieve continuous development in line with the needs of the local market and with the scientific and technological developments. Whereas, the basic building blocks of the study plan starts from the concerned academic department and progresses until it reaches approval by the University Council.

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