



جامعة المجمعة  
Majmaah University

رؤية  
VISION  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA

## Curriculum Changes Approval Guide According to the Authorized Persons

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The Administration of Study Programs and Development

Vice Rectorate for Academic Affairs

## Introduction:

One of the problems universities face in general is the random inconsistent study plans with their ascending sequence of cognitive and practical knowledge. This impedes achieving the strategic goals such as acquiring cognitive and thinking skills, creativity, inferencing and decision making.

Therefore, there is a genuine need to review the study plans not only in terms of their content, but also in terms of the standards in which these plans have been based. Moreover, the levels of change and the process of approving the plans by the Vice-Rectorate for Academic Affairs and the Administration of Study Programs and Development need to be reviewed as well.

Developing study plans for educational institutions, whether old or new, needs a sustainable clear mechanism based on cognitive and administrative sequence for the purpose of improving the study plans and their outcomes.



## First: Authorized persons and places of change in the study plan according to the organization of accreditation.

The following table illustrates the changes and the four level of accreditation:

- 1- The Council of the Department
- 2- The Council of the College
- 3- The Vice-Rectorate for Academic Affairs
- 4- The Council of the University

At the Program Level			
SN	Elements	Description	Authorized entity
1	The title and the code of the program	Refers to the name of the program that offers the academic degree	The Council of the University
2	Number of credit hours	<p>The change in the total number of credit hours resulting from a change in the hours of the courses or from adding or cancelling mandatory courses.</p> <p>The minimum credit hours for the study plan (8 levels) are 120 hours and the maximum is 144. The study plan that adopts the academic year system is exempted.</p>	The Council of the University

## At the Program Level

SN	Elements	Description	Authorized entity
3	Number of levels of study	The minimum number of levels for getting the BA degree is 8 levels.	The Council of the University
4	The percentage of specialization requirements	The courses of the study plan excluding the university requirements and the college requirements, which shall not be less than the prescribed percentage.	The Council of the University
5	The tracks of the program	Adding, deleting or modifying the name, the content and the number of hours of specialized tracks in the program.	The Council of the University
6	Jobs and professions	Fields of work for graduates after completing the program.	The Council of the College
7	Conditions of admission to the program	The conditions set by the Deanship of Admission and Registration for accepting university students	The Council of the University
8	Mission statement, goals and outcomes of the academic programs		The Council of the University
9	Requirements for graduation projects	Research or applied project which is part of the study plan with credit hours assigned for it.	The Council of the College

## At the Program Level

SN	Elements	Description	Authorized entity
10	Teaching strategies/techniques and assessment methods for learning outcomes		Vice-Rectorate for Academic Affairs
11	Matrix of learning outcomes	The learning outcomes prescribed by NCAAA. Other international learning outcomes, such as ABET, may be adopted if they are aligned with those of NCAAA	Vice-Rectorate for Academic Affairs
12	Requirements for completing the program	Changing the conditions of the GPA, training or number of credit hours, etc.	The Council of the University
13	Regulations of students assessment		Vice-Rectorate for Academic Affairs
14	Learning resources	Approved general learning outcomes of the program such as textbooks and websites, etc.	Vice-Rectorate for Academic Affairs
15	Program evaluation and development processes		Vice-Rectorate for Academic Affairs
16	Main performance indicators in the program	The performance indicators set by the NCAAA	Vice-Rectorate for Academic Affairs

## At the Program Level

SN	Elements	Description	Authorized entity
17	Standards of quality and academic accreditation in the plan consistent with development plan and the National Framework for Qualifications	All that is related to learning outcomes and performance indicators etc.	Vice-Rectorate for Academic Affairs
18	Program specifications in accordance with NCAAA	The latest form approved and updated by NCAAA	Vice-Rectorate for Academic Affairs
19	Program practicum	Changes in the organizational structure of training and its locations, reports, follow-up, and supervision excluding changes in the number of credit hours, levels, courses or conditions prior to the training	The Council of the College
20	Course specifications in accordance with form 5	Changing or replacing the form.	Vice-Rectorate for Academic Affairs

### At the Course Level

SN	Elements	Course level	Authorized entity
1	Course title and code	University requirement	The Council of the University
		College requirement	The Council of the University
		Department requirement	The Council of the University
2	Course type (compulsory / optional)	University requirement	The Council of the University
		College requirement	The Council of the University
		Department requirement	The Council of the University
3	Number of credit hours	University requirement	The Council of the University
		College requirement	The Council of the University
		Department requirement	The Council of the University
4	Language of instruction	University requirement	The Council of the University
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs

### At the Course Level

SN	Elements	Course level	Authorized entity
5	The level in which the course is offered	University requirement	Vice-Rectorate for Academic Affairs
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs
6	Pre-requisite and concurrent requirements of the course	University requirement	The Council of the University
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs
7	Distribution of credit hours	University requirement	The Council of the University
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs
8	The academic content not exceeding 20% of the course	University requirement	The Council of the University
		College requirement	The Council of the college
		Department requirement	The Council of the department



### At the Course Level

SN	Elements	Course level	Authorized entity
9	Distribution of course topics over weeks	University requirement	The Council of the University
		College requirement	The Council of the college
		Department requirement	The Council of the department
10	Teaching strategies and assessment methods	University requirement	The Council of the University
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs
11	Distribution of course marks	University requirement	The Council of the University
		College requirement	The Council of the college
		Department requirement	The Council of the college
12	Goals and learning outcomes	University requirement	The Council of the University
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs

### At the Course Level

SN	Elements	Course level	Authorized entity
13	Course books	University requirement	The Council of the University
		College requirement	The Council of the University
		Department requirement	The Council of the University
14	Learning resources	University requirement	Vice-Rectorate for Academic Affairs
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs
15	Facilities and equipment (labs etc.)	University requirement	Vice-Rectorate for Academic Affairs
		College requirement	The Council of the college
		Department requirement	The Council of the college
16		University requirement	Vice-Rectorate for Academic Affairs

At the Course Level			
SN	Elements	Course level	Authorized entity
	Course evaluation and development mechanisms	College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs
17	Course specification according to the approved form 5	University requirement	Vice-Rectorate for Academic Affairs
		College requirement	Vice-Rectorate for Academic Affairs
		Department requirement	Vice-Rectorate for Academic Affairs

In addition to the aforementioned, in approving and improving the study plans, the college shall abide by forms and mechanisms approved by the Vice-Rectorate for Academic Affairs.

For further information, refer to the following guides of the Vice-Rectorate for Academic Affairs:

- 1- Developing and Approving Study Plans Guide.
- 2- Improving Study Plans Guide
- 3- Reviewing Study Plans Guide