

NEW PROGRAM DESIGN POLICY

Policy #	AA-424	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This Policy applies to all programs to be designed at FBSU.

2. Policy

- 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:
 - A. Is consistent with the University's mission;
 - B. Meets the labor market needs;
 - C. Meets the local and national requirements and needs; and
 - D. Avoids unnecessary duplications and costs.
- 2.2. Initiatives proposing new programs mainly result from:
 - A. New developments and trends in the field of specialization;
 - B. Benchmarking with similar reputable national and international universities;
 - C. Job market needs; &
 - D. Rapid advancement of technology.
- 2.3. Programs at FBSU shall be aligned to the University's values and mission and will:
 - 2.1.1 Be underpinned by a set of program specific graduate attributes that are developed through the courses in the program;
 - 2.1.2 Comply with the requirements of the Saudi Arabia National Qualifications Framework (SAQF), including the:
 - Program level
 - Minimum credits hours
 - Volume of learning, and
 - Learning outcomes (i.e. knowledge, skills, values);
 - 2.1.3 Get stakeholders and other beneficiaries such as employers and other educational institutions involved in all stages of designing, preparing and reviewing qualifications;
 - 2.1.4 Be relevant and responsive to community and industry needs;
 - 2.1.5 Be benchmarked with reputable national and international universities;
 - 2.1.6 Take advantage of the University's research strengths;
 - 2.1.7 Encourage cross-disciplinary collaboration and leveraging of expertise;
 - 2.1.8 Provide students with clarity about expectations;

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2.1.9 Provide a coherent and streamlined student experience; and

2.1.10 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 recognisable 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:

- A. learning experiences and learning outcomes,
- B. teaching approaches,
- C. assessment, and
- D. 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:

- A. All relevant academic units that can contribute to respective areas of discipline expertise;
- B. All relevant organisational units and their leaders in relation to resource implications (e.g. FBSU library, schools, institutes and faculties teaching into the program);
- C. The office of the Vice-Chancellor for Academic Affairs; and
- D. Relevant external and accreditation bodies, where applicable; and
- E. Compliance with all relevant legislation, and mandatory government requirements.

2.5. The University-wide framework for approval of academic programs and courses are outlined in its Program Approval Procedures;

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- 2.6. The University ensures the systematic and regular review of curricula, teaching and program quality, and risk; and
- 2.7. All programs undergo annual academic quality assurance review.

3 Related Documents:

- 3.1 New Program Design Procedure (AA-424-P01)
- 3.2 Guide to Writing Learning Outcomes (AA-407-G01)
- 3.3 Guide to Learning Outcomes Assessment (AA-407-G02)
- 3.4 Guide to Graduate Attributes Assessment (AA-407-G03)