جامعـة الأميـرة
نورة بنت عبدالرحمن
كلية اللغات

English-Arabic Specialized Translation Master's Program

Procedures for program development/updating approvals

المملكة العربية السعودية
وزارة التعليم
جامعة الأميرة نورة بنت عبدالرحمن
وكالة الكلية للبحث والابتكار والأعمال
إدارة الدراسات العليا ـ كلية اللغات

كتاب مسطرة

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The content of this manual is extracted from PNU QMS, and it outlines the procedures to be followed when developing or updating a postgraduate program. It clarifies the role of the Deanship of Postgraduate Studies.

Steps of developing a new program:

1) The Program Committee undertakes a job market survey and a benchmarking study to provide evidence on the need for such a program.
2) The proposal of the program is presented at the Department and College Councils for approval.
3) Then the Program Committee completes the required forms to send the proposal to the Deanship of Postgraduate Studies.

The Role of the Graduate Studies Deanship in Supporting Postgraduate Programs

The quality processes for postgraduate programs are regulated in the same manner as those for undergraduate academic programs. Below is an explanation of the role of the Graduate Studies Deanship (GSD) in supporting postgraduate programs, as represented in the following tracks:

1. The first track is related to the procedures for establishing or developing local or joint postgraduate programs.
2. The second track involves monitoring the preparation for program accreditation.

The 1st track: The Process of Establishing or Developing Local or Joint Postgraduate Programs:
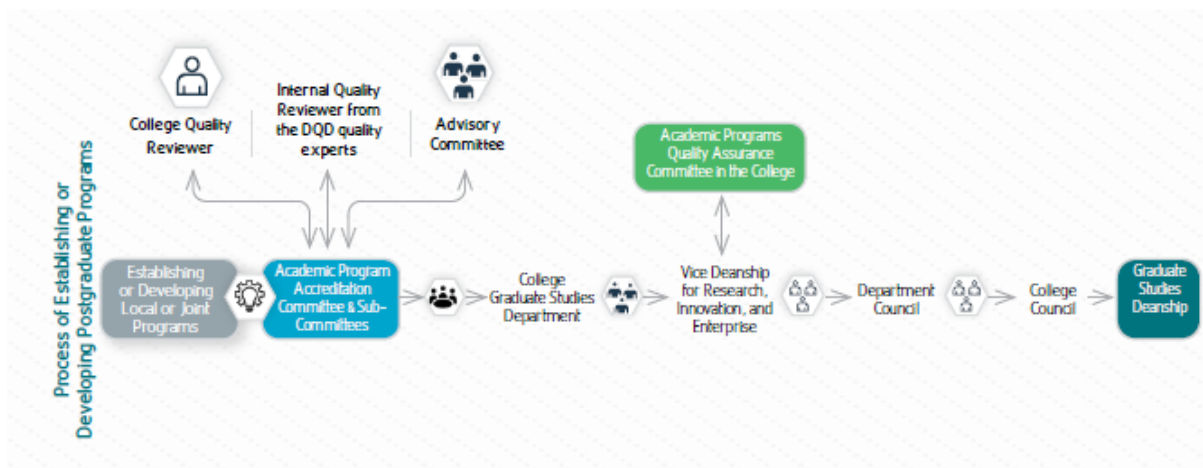
Establishing or Developing Local Postgraduate Programs:

Postgraduate programs at PNU are approved in accordance with Article 5 of the Regulations Governing Postgraduate Studies in Universities and their Executive Rules, as outlined below:

1- The Program Committee submits the proposal to the Graduate Studies Department at the college after completing all the necessary steps to establish the program. The department then sends it to the Vice Deanship for Research, Innovation, and Enterprise. Throughout this process, the Program Committee maintains ongoing communication with its supporting entities to gather feedback and suggestions for any needed changes or improvements. The proposal is first reviewed by the college's Quality Reviewer, then by the Advisory Council, and finally by the expert reviewer at the Development and Quality Deanship (DQD).

2- The Vice Deanship for Research, Innovation, and Enterprise forwards the proposal to the Quality Assurance Committee to verify that all requirements have been met and to provide feedback.

3- The proposal is presented to the relevant Department Council, in accordance with paragraph 4 of Article 7 of the Regulations Governing Postgraduate Studies in Universities.

4- If the proposal is approved, it is then submitted to the College Council for final approval, in compliance with the relevant regulations and guidelines.

5- If approved, the College Council forwards the proposal to the Graduates Studies Deanship, in accordance with Paragraph 4 of Article 7 of the Regulations Governing Postgraduate Studies in Universities.

6- The Vice Deanship for Programs and Development at the Graduate Studies Deanship reviews the proposed program to ensure it meets all requirements, and then presents it to the Standing Committee for Programs at the Graduate Studies Deanship.

7- The Vice Deanship for Programs and Development at the Graduate Studies Deanship submits the proposed program to the Standing Committee for Programs at the Graduate Studies Deanship after it has met all the requirements as per the committee's recommendations.

Establishing Joint Postgraduate Programs:

1. A joint committee is formed from the relevant departments, colleges, universities, or research institutions, including specialists in the program's field. This committee is responsible for developing a detailed proposal for the program, in accordance with the regulations governing the approval of programs as outlined in the Regulations Governing Postgraduate Studies in Universities.

2. The joint program proposal is presented to the relevant Department and College Councils, and their recommendations are then submitted to the Standing Committee for Graduate Studies, which will forward the recommendation to the University Council.

3. A standing committee for the approved joint program is established by a decision of the University Council, in accordance with the regulations and rules governing standing committees as outlined in Article 9 of the Regulations Governing Postgraduate Studies in Universities.

QR Code for Postgraduate Studies Forms and Committees

The 2nd Track: Monitoring the Preparation for Program Accreditation:

The Graduate Studies Deanship (GSD) monitors the timeline provided by the Development and Quality Deanship (DQD) for the approval of postgraduate programs, ensuring it aligns with the submitted schedule.
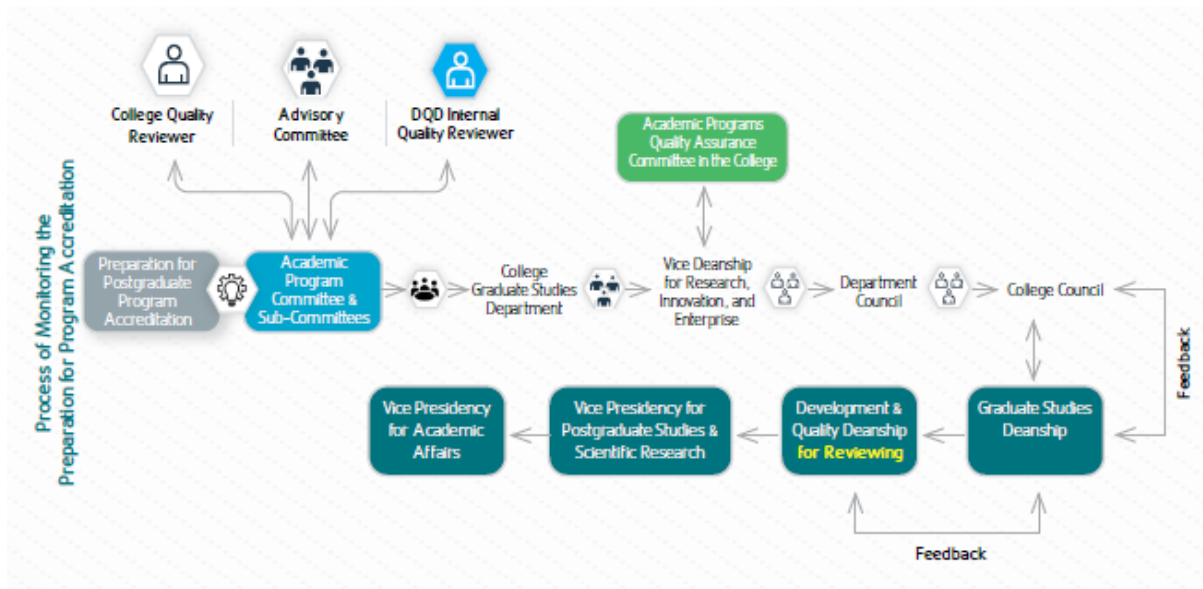
In this track, the quality process begins with:

1- The Academic Program Accreditation Committee, which works closely with supporting entities to receive feedback and suggestions for improvement. The Accreditation documents are first reviewed by the College quality reviewer, then by the Advisory Council, and finally by expert reviewer at the Development and Quality Deanship (DQD).

2- The documents are then submitted to the Graduate Studies Department at the college and from there to the Vice Deanship for Research, Innovation, and Enterprise.

3- The College's Vice Deanship for Research, Innovation, and Enterprise sends The Accreditation documents to the Quality Assurance Committee to check if all requirements are met and to provide feedback. After that, the Accreditation documents are submitted to the Department Council.

4- The accreditation documents are then submitted to the College Council for approval. Following this, they are sent to the Graduate Studies Deanship to ensure all accreditation requirements are met, and then to:

5- The Development and Quality Deanship (DQD) for document review and submission to the Vice to the Vice Presidency for Postgraduate Studies and Scientific Research, which then forwards the documents to the Vice Presidency for Academic Affairs.

Program Accreditation Application Form - (Postgraduate Programs)	Required Documents for the Review Visit - (Postgraduate)
Annual Program Report - (Postgraduate)	Course Report - (Postgraduate)
Course Specification Form - (Postgraduate)	Program Specification Form - (Postgraduate)

Relevant Councils' tasks and authorities in program development

1) Department Council:

The academic department develops and recommends the approval of academic programs that meet the current needs of the job market as well as academic standards. The Council may also recommend the modification of academic programs.

2) College Council:

The College Council reviews the proposed programs or modifications and makes the appropriate recommendations.

3) Deanship of Graduate Studies Standing Committee

The Deanship of Graduate Studies Standing Committee reviews the proposed programs or modifications and makes the appropriate recommendations.

Councils' authorities in approving programs:

1) University Council

Program component	Description
Program's name	The name of the program under which the degree is awarded.
Levels of study	Changing the levels of study in the program.
Career opportunities	Changing the career opportunities available for students after graduation.
Admission criteria	Changing the criteria of admission to the program.
Mission and goals	Changing the program's mission or goals.
Graduation requirements	Changing the total number of credit hours required for program completion and graduation.
Program duration	Canging the duration of the program.
Cooperative training	Changing the number of credit hours, pre- or co-requisites, registration and completion requirements of cooperative training.
Essentail references	Adding, removing, or changing a textbook.
The language of instruction	Changing the language of instruction in the program.
Academic degrees	Modifying the name of the degree awarded.
Exit points	Creating, removing, or modifying exit points.
Contact hours	Changing the number of contact hours in a course.
Course name and code	Changing the name or code of a course
Textbooks	Adding, removing, or changing a textbook
Course level	Changing the level at which a course is offered.
Pre- and co-requisites	Adding, removing, or changing the pre- or co-requisites of a course.
Elective courses	Adding, removing, or changing elective courses.
Proram learning outcomes	Changing the program's learning outcomes.

2) College Council

Program component	Description
Assessment methods	Changing assessment methods (midterm and final exams are not included)
Course learning outcomes	Changing or modifying the course learning outcomes.
Course content	Changing some of the course content
Teaching and learning strategies	Changing the teaching strategies in the course.
Additional references	Changing the additional references of the course
Adjusting the distribution of grades	Modifying the allocation of grades across course activities