Category D: Graduate Policies Catalog

Development of New Graduate Program & Program Review Policy

Policy Title	Development of New Graduate Program& Program Review
Responsible AIU Office (Higher Management/Directorate)	University Vice President
Policy Owner (Executive Department/Office)	Faculty of Postgraduate Studies
Pertinent Dates	Created in March 2022, Approved in ……, Applied effective in ……..

I. SCOPE OF POLICY

This policy applies to all newly developed postgrad programs in the university. All academic staff and program directors for postgraduate studies should be informed with this policy. The purpose of this policy is to verify that the new academic postgrad programs are designed and developed in a way that ensures the fulfillment of the requirements of the Supreme Council of Universities, AIU strategy and the needs of the labor market.

II. DEFINITIONS

Academic adviser: Upon starting a graduate program, the student will be assigned a staff member (an academic adviser) who will provide counselling concerning degree requirements, course offerings, preparation for the comprehensive examination, and selection of a thesis topic and thesis supervisor. When a thesis topic and supervisors are selected and approved, the thesis principal supervisor then becomes the academic adviser.

Committee for Academic Programs bylaws and Courses: A committee in the Education Affairs Council concerned with reviewing and developing new and existing programs and courses.

Course: A course is the specific content which is taught throughout a semester and is allocated a certain number of credit hours according to the educational program. A special code is assigned for each course.

Program: A set of courses that qualify for obtaining a degree if the student passes the courses successfully.

Program Coordinator: A faculty member entrusted with creating a new study program or reviewing an existing one.

III. POLICY STATEMENT

This policy document sets out the fundamental rules and procedures for developing a new program for postgraduate studies in AIU. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened programs. Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from the postgrad students as well as the staff members and other administrative users.

IV. RESPONSIBILITIES

This policy must be implemented by the Faculty of Graduates Studies to be applied on all newly developed programs.

V.   POLICY STANDARDS AND PROCEDURES

AIU announces the procedures for all program directors and staff members.

A new program is created at the request of one of the educational fields as a result of a study and survey of the labor market, or as a result of monitoring the needs and problems of local community.
The concerned field director along with a committee complete the feasibility study form for establishing a new program considering the following:
A - That the program is in line with the strategy of the AIU.
B - The resources needed of the program are available.
C- The expected number of students is reasonable.
D- To be compatible with the requirements of the NAQAAE and the requirements of the Supreme Council of Universities and any other accreditation bodies (ABET, RIBA, ACPE …etc.)

- The concerned program director presents the feasibility study to the dean of the faculty of graduate studies. Upon the approval of this proposal by the dean, it is then sends it to the university vice president.
- The Vice President reviews the feasibility study for the new program through the Programs bylaws and Courses Committee and makes the necessary recommendations.
- If the study is not feasible, the Vice President shall return the request to the concerned program director with a recommendation for further investigation and study.
- In the case of approval of the feasibility study, the Vice President shall send the feasibility study to the concerned program director to appoint a program coordinator.

Detailed work plan for a new program:
- The program coordinator identifies members of the faculty who will start designing and describing the program, each according to his specialization, and submitting it to the program director for approval.
- The work group for designing the program will set the detailed curriculum and study plan for establishing the program and completes the detailed plan form for a new program and the program description form and program matrix form to show the competencies and/or knowledge, professional, intellectual, and general skills to be achieved within the program.
- The faculty members who are authorized to work according to the detailed work plan make sure that all the requirements are compatible with the requirements of the NAQAAE and the Supreme Council of Universities and any other accreditation bodies.
- A survey of the views of the beneficiaries of the proposed program (graduates - community institutions) is taken into account during the design, by involving these parties in focus groups meetings.
- After completing the program description form, the program director shall submit it to the Dean of the Faculty of Graduate Studies. The dean sends the proposal to the university vice president to be submitted to the Committee for Academic Programs bylaws and Courses for review and approval.
- In case of disapproval or the suggestion of amendments, the committee prepares a report with the required observations and sends it to the university Vice President. The Vice president sends the report to the Dean of the Faculty of Graduate Studies to take the required action suggested by the committee.
- This cycle is repeated till either full approval or rejection of the proposal.
- After the full approval of a new program and before the start of the academic year, the program director along with the program coordinator and the members of the faculty who designed the

program shall prepare advertising material for the program and follow the upload of al it on the website of the university

- This team shall also be responsible for orientation sessions to familiarize graduate students with the program and the courses it includes in terms of their nature, the intended educational outcomes, the scientific material, teaching methods, available educational resources, assessment methods, in addition to the tasks required of the student.

Performance Indicators for Program

- After the end of each academic year (Fall and Spring consecutive semesters), the program coordinator completes the ==Program Performance Indicators Form== to measure the level of program delivery and its effectiveness and submit it to the council of the Faculty of Graduate Studies for review and then discussion. This form includes:
  - Number of Students
  - Dropout rate
  - Transferred into the program
  - Number of full-time lecturers
  - Number of Part-time lecturers
  - Student Feedback (Course – Books – Facilities – Instructors -Exams)
  - Number of students' appeal
  - Number of students complaints

- The council of the faculty of graduate studies prepares a report to be submitted to the program coordinator and send a copy to University Vice President and Quality Assurance Center.
- The council along with the quality assurance center also follow up the patterns of change in the success rates in the various programs and the ratio of graduates to the number of students enrolled in the program based on performance indicators, in order to identify the problems in the running programs and take the necessary measures regarding them, develop appropriate solutions and issue a report to the dean of the faculty of graduate studies and the university vice president.

Review of a running academic program

- If the performance indicators of a program showed that there is a problem, the program director should form a committee from at least 3 faculty members, selected in terms of competence, experience in the field, and impartiality for the review work on the program.
- After conducting the review of the program, the committee sends a report with the problems and the suggested amendment to the program director and the dean of the faulty of graduate studies who sends a copy to the university vice president for review and approval to put the recommendations into action.

Amendments of a running academic program

- In case of the approval of the report of the reviewing committee suggested amendments (changing or adding/deleting) to a running program, the program director shall set the amendment plan and identifying the assigned faculty members who will put it into action.
- In case of disapproval of the amendments, the file is closed and work on the existing program continues.
- In case that the amendments result in the necessity of taking procedures for re-accreditation of external bodies, or approval from the sector committee in the supreme council of universities, the University Vice President shall take necessary action towards this issue.
- When the amendment is approved, all those interested parties related to the program are informed of the results of the amendment so that the new development can be dealt with including the Quality Assurance Center.

VI.　FORMS/INSTRUCTIONS (if applicable)

1. Feasibility study form for establishing a new program
2. Plan form for a new program
3. Program description form and program matrix Form
4. Program Performance Indicator Form
5. Recommendation Letter for Approving a program
6. Report on revising a program

VII.　APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII.　CONTACT INFORMATION

University Vice President
Dean of Faculty of Post Graduate Studies
Senior Director of Office Postgraduate Students Affairs

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.