

Category D: Graduate Policies Catalog

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Development of New Graduate Course & Course Review Policy

Policy Title	Development of New Graduate Course & Course 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 new and running 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 courses 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 course for postgraduate studies in AIU. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened and running 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 postgraduate programs.

V. POLICY STANDARDS AND PROCEDURES

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

Designing and approving a new course

- The program coordinator and members of the faculty who designed the program, each according to his specialization, shall prepares the detailed plan for the courses using **course specification form**, which include the titles, codes and credit hours of the courses and determining the extent to which these courses meet the targeted educational outcomes, taking into account the learning and assessment methods. The team designs the courses so that the educational outcomes of the course are derived from the matrix of the targeted educational outcomes of the program (Matrix of Program Learning Outcomes or Competencies versus Courses).
- The course coordinator jointly with the team prepares periodic reviews to monitor the achievement rate for the development new courses and prepares a report on that.
- Upon completion of the course specification for all the courses, the course coordinator sends it to the program director and then the dean of the faculty of postgraduate studies for approval, who then sends it to the university Vice President to be presented to the Committee for Academic Programs bylaws and Courses for review and approval.
- In case of disapproval or the presence of amendments, the committee prepares a report with the required observations and sends it to the Vice president who sends it to the program director to take the required amendments and the cycle is repeated.
- After the final approval the courses specification, the program director disseminates these specifications to interested parties.

Performance Indicators for a Course

- After the end of each semester, the course coordinator completes the **Course report Form** to measure the level of course performance and its effectiveness. This report includes:
 - Number of students enrolled in the course
 - Distribution of student's grades
 - Students' withdrawals
 - Student Feedback (Course – Books – Facilities – Instructors -Exams)
 - Number of students' appeal
 - Number of students complaints

Revision and amendment of an existing course

- The course coordinator shall suggest a plan to enhance the course in the course report and sends a copy to the program coordinator who sends a copy to the quality assurance center.
- The courses reports are discussed in a meeting that includes the program director and coordinator as well as the courses coordinators and a report is prepared and sent to the dean of the faculty of graduate studies with the recommendation of the amendments of different courses, which is submitted to the university vice president and the quality assurance center.
- In case of the approval of the recommendations, the Vice President shall put the corrections into action.

VI. FORMS/INSTRUCTIONS (if applicable)

1. Course Specification Form
 2. Course Report Form
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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.