



Manual of Policies and Procedures for Approving, Modifying, and Reviewing Academic Radiologic Sciences Master's Program and Courses

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Purpose and Scope of the Guide

The manual of policies and procedures for approving, modifying, and reviewing academic radiologic sciences master's program and courses provides a comprehensive framework to ensure the effective development, implementation, and continuous improvement of postgraduate academic programs. It establishes standardized processes for evaluating new program proposals, assessing modifications to existing programs, and conducting systematic reviews to maintain academic quality, alignment with institutional goals, and responsiveness to evolving academic and labor market needs.

This guide serves as a reference for faculty, program coordinators, and administrative staff to uphold the university's commitment to academic excellence and quality assurance.

Section 1: Policy and Procedures for Approving a New MSc Degree Program

Policy name	Policy and procedures for approving a new Master of Science program
Policy goals	The aim of this policy and its procedure is to establish a structured and comprehensive framework for the development, review, and approval of a new Master of Science program. This framework ensures alignment with institutional strategic goals, compliance with accreditation standards, and responsiveness to labor market needs, while promoting high-quality academic offerings and supporting continuous program improvement.
Policy details	<u>General Requirements for Approving a new MSc Program and Courses</u> 1. The applicant must hold a bachelor's degree in the same specialization from a program accredited by the Education and Training Evaluation Commission (ETEC) or by an international body recognized by the ETEC. 2. The academic department must have at least six faculty members holding the rank of Professor or Associate Professor in the same specialization. 3. Laboratories, computer facilities, and sufficient technical and administrative support staff must be available to ensure the quality of teaching, supervision, and research. 4. The expected number of students admitted to the program must be appropriate to ensure its sustainability, not exceeding 25 students per class. 5. The university must comply with the Saudi Unified National Classification for Education Levels and Specializations and the National Qualifications Framework (NQF). 6. Admission to the MSc program must be suspended if the program does not obtain program accreditation from the ETEC or an approved international accrediting body within two years of the graduation of the first cohort. 7. The approval of graduate programs shall be based on a proposal initiated by the Department Council, endorsed by the College Council, and recommended by the University's Permanent Committee for Graduate Studies. <u>Procedures for Approving a New MSc Program and Courses</u> 1. The academic department must complete the required forms from the National Center for Academic Accreditation and Evaluation (NCAAA), such as course and program specifications and employer survey reports, before submission to the Permanent Committee for Graduate Studies at the university. 2. The academic department must submit a feasibility study showing the alignment of the program with community needs and labor market demands.

	3. The department shall submit the proposed program project using the designated template prepared by the Deanship of Graduate Studies. 4. The proposed program must be peer-reviewed by two external reviewers who are at least of Associate Professor rank and are not affiliated with King Abdulaziz University. 5. The Deanship of Graduate Studies will review the proposed program to ensure compliance with the relevant regulations (the Saudi Unified National Classification for Education Levels and Specializations, and the NQF). 6. The Deanship of Graduate Studies will arrange for the program proposal to be reviewed by two international reviewers specializing in the same field.
Supportive documentations	ETEC: هيئة تقويم التعليم والتدريب NQF: الإطار الوطني للمؤهلات 1444 - 2023.pdf Deanship of Graduate Studies: 162797 taat.pdf عمادة الدراسات العليا - نماذج استحداث وتطوير البرامج NCAAA: NCAAA National Center for Academic Accreditation and Evaluation

Section 2: Policies and Procedures for Modifying a New MSc Degree Program

Policy name	Policies and procedures for modifying an academic Master of Science program and courses
Policy goals	The policy aims to ensure the continuous improvement of the master's program in the Radiologic Sciences through systematic reviews, actionable development plans, and adherence to the university's Internal Quality Assurance System (IQAS). It emphasizes active stakeholder engagement, particularly involving employers, to maintain curriculum relevance, and differentiates between minor and major changes to apply the appropriate review procedures. The policy also promotes faculty development, encourages academic innovation, and ensures accountability through structured governance and the implementation of periodic development plans.
Policy details	<u>Definition of major changes:</u> Major changes to the Master's degree program in the Radiologic Sciences include any modifications to the program's curriculum components or graduation requirements, adjustments to admission criteria and requirements, or updates to the program's mission, objectives, graduate attributes, or learning outcomes. Additionally, major changes encompass alterations to the program title or credit hours, the addition or cancellation of compulsory or elective courses, and the introduction or removal of program tracks within the curriculum. All major modifications are subject to thorough review and approval according to the university's internal quality assurance procedures as follows: <u>Procedures for major changes:</u> 1- The program coordinator, in cooperation with the relevant department committees, prepares improvement and development plans based on the program report, courses, KPIs, and surveys, in addition to the LOs assessment report. 2- The program discusses the development, and improvement plans with the department advisory committee. Then the plans are discussed with department and faculty councils for approval after fulfilling any remarks or recommendations from the committees or councils (if any) 3- The academic department fills out the Program Approval Development Request Form, including the proposed improvement plans, along with the minutes of approval for these plans and changes from each of the departments, the faculty, and the department advisory committee, in addition to the program file, which includes a specification of the (Developed) program and courses according to the NCAAA templates. 4- The Request Form, accompanied by department, faculty, and department advisory committee approval minutes are sent to

	the Deanship of Graduate Studies, which is the responsible authority for graduate programs. 5- The program file is reviewed by the Deanship of Graduate Studies, which in turn reviews the developed curriculum, verifies its codes, tracks, and credit hours, and ensures their consistency with National Qualifications Framework levels and the Unified Saudi Classification of educational levels and specializations, then sends its remarks to the department (if any). 6- The Deanship of Graduate Studies sends the entire file of the developed program to external reviewers, from international universities, to provide their remarks about the program file. Moreover, to ensure the extent to which it meets international Quality and accreditation standards and then send the remarks to the department (if any). 7- The Deanship of Graduate Studies addresses the department/faculty with the initial acceptance of the program file if there are no remarks, or they have already been fulfilled. 8- The academic department sends the developed program file to the Deanship of Quality and Academic Accreditation DQAA, which in turn reviews the justifications for the program development plan and the program specifications that include graduate's attributes, targeted learning outcomes, teaching and learning strategies, and assessment methods to ensure their consistency with NCAAA standards, and their alignment with the National Qualifications Framework as well as the Unified Saudi Classification for educational levels and specializations. Accordingly, DQAA sends its remarks to the academic department (if any) or addresses the department/faculty with the initial acceptance of the program file if there are no remarks or if they have already been fulfilled. 9- The academic department of the faculty sends the entire file of the developed program to the Standing Committee for Graduate Studies. Where the committee studies all the files of the academic programs required to be developed and reviews all the justifications and recommendations from the relevant authorities and then sends it back to with approval to the academic department. 10- The department sends the file of the developed program to the secretariat of the University Council to take the final decision based on the recommendations of the relevant committees and authorities. 11- The executive authorities (Deanship of Graduate Studies) should check all the approvals of all relevant authorities before implementing it electronically.
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	<u>Definition of minor changes:</u> Minor changes to the Master's degree program in the Radiologic Sciences are defined as modifications that do not fundamentally alter the program's overall structure or graduation requirements. These include changes to teaching and learning strategies, updates to assessment methods, revisions to program or course learning outcomes, adjustments to the main topics covered within courses, and the updating of learning resources and references used across the program or in individual courses. <u>Procedures for minor changes:</u> 1- The program coordinator, in cooperation with the specialized committees of the academic department, prepares improvement and development plans based on the program and course reports, KPIs, and surveys, in addition to LOs assessment reports. 2- Department committees conduct the development plan based on the findings from reports and KPIs. 3- The department advisory committee discusses and approves the proposed development plan. 4- The Department Council discusses and approves the recommendations from the Advisory Committee. 5- The Faculty Council discusses and approves the final proposed minor changes.
Supportive documentations	IQAS: وثيقة نظام ضمان الجودة الداخلي النسخة الثانية IQAS.pdf - Google Drive

Section 3: Policies and Procedures for Reviewing a New MSc Degree Program

Policy name	Policies and procedures for reviewing an academic program and courses
Policy goals	▪ Improve continuously, align curriculum, enhance learning. ▪ Guide with transparency, objectivity, inclusiveness, evidence and institutional alignment. ▪ Examine curriculum, objectives, teaching, assessment, and resources. ▪ Review programs every 3-4 years.
Policy details	A systematic review process ensures the quality and relevance of our academic offerings, driving continuous improvement and maintaining excellence. Regular program review is vital to enhance program quality, maintain curriculum relevance, improve student outcomes, foster educational innovation, ensure accountability, and align academic offerings with overarching institutional goals. Academic programs and courses are reviewed based on the following policies and procedures: 1. Reviewing program mission and objectives: The program's mission and objectives are examined periodically with input from beneficiaries and revised based on the review findings. <u>Documentation:</u> ✓ Mission review minutes. ✓ Employers' report. ✓ Student surveys. 2. Implementing improvement and development plans: Program administrators develop improvement plans based on program/course reports, performance indicators, and surveys. <u>Documentation:</u> ✓ Departmental improvement plan. ✓ Program reports, course reports. ✓ Surveys/Questionnaires. ✓ key performance indicator reports. 3. Obtaining official approvals for development: Official approvals from all relevant authorities are required for any academic program changes. <u>Documentation:</u>

- ✓ Curriculum committee recommendation.
- ✓ Deanship of graduate studies recommendation.

4. Conducting comprehensive periodic evaluation:

A comprehensive program evaluation occurs every four years, assessing mission, objectives, study plans, teaching/learning strategies, evaluation methods, identifying strengths/weaknesses, developing improvement plans, and monitoring their implementation.

Documentation:

- ✓ Mission Review Minutes.
- ✓ Course Study Plan Evaluation Minutes.
- ✓ Improvement Plans.
- ✓ Implementation/Follow-up Plans.

5. Verifying quality of assessment methods:

Established and transparent procedures ensure the quality and credibility of assessment methods by verifying their clarity, employing diverse methods to measure learning outcomes, establishing clear grading criteria, and ensuring fair correction processes.

Documentation:

- ✓ Course specification.

6. Evaluating the performance of leaders, faculty, and staff:

The performance of leaders, faculty, and staff is regularly evaluated against specific criteria, feedback is provided, and results are used for improvement.

Documentation:

- ✓ Course evaluation questionnaires.
- ✓ Teacher evaluation questionnaires.
- ✓ Peer evaluation.

7. Evaluating the effectiveness of partnerships:

The effectiveness of educational and research partnerships is regularly evaluated, and decisions are made accordingly.

Documentation:

- ✓ Partnership agreements contract and relevant meeting minutes.

Executive planner for the academic programs and courses review Process

#	Step	Application Mechanism	Requirements
1.	Review Mission & Objectives	▪ Periodic examination ▪ Involve beneficiaries ▪ Development based on review results	▪ Program mission & objectives ▪ Beneficiary review results
2.	Develop improvement plans	▪ Develop plans based on reports/results ▪ Follow-up implementation.	▪ Program/course reports ▪ Key performance indicators ▪ Questionnaires ▪ Improvement plans.
3.	Obtain official approvals	▪ Obtain approvals from relevant authorities for any development.	▪ Stakeholder approvals ▪ Quality Deanship approval/ request form
4.	Conduct comprehensive evaluation	▪ Comprehensive evaluation every 4 years ▪ identify strengths/weaknesses ▪ develop/follow-up improvement plans.	▪ Program mission/objectives ▪ Study/teaching plans ▪ Evaluation results ▪ Improvement plan.
5.	Verify assessment quality	▪ Apply clear procedures to verify quality/credibility ▪ Check student achievement.	▪ Procedures for verifying assessment quality ▪ Student assessment results.
6.	Evaluate leaders, faculty, & Staff	▪ Regular performance evaluation based on specific criteria ▪ Provide feedback ▪ Utilize results.	▪ Performance evaluation criteria ▪ Evaluation results & feedback.
7.	Evaluate educational & research partnerships	▪ Regular effectiveness evaluation ▪ Make decisions based on evaluation.	▪ Partnership evaluation criteria ▪ Evaluation results & decisions.

	
Supportive documentations	IQAS: وثيقة نظام ضمان الجودة الداخلي النسخة الثانية IQAS.pdf - Google Drive Graduate Studies Procedures Guide: 162592_ddd.pdf

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