

Establishing a New Study Program Process

Process Definition



Rasha Alkabbanie
QMS COORDINATOR

	PROPOSING A NEW STUDY PROGRAM PROCESS DEFINITION		Document No	TIU.QM.PR.081E
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#	Responsible	The Step
1	Top Management	Call the Deans of the Faculties to create and submit proposals for establishing new study programs.
2	Dean	Fill-in the "A NEW STUDY PROGRAM PROPOSAL" form*.
3	Dean	Submit the proposal to the University Council for their approval.
4	University Council	Study the proposals, make the final decision by voting, and call the deans of the Faculties to fill the application form.
5	Dean	Fill-in the "Official Application Form of Opening a New Program" (which is issued by the Ministry of Higher Education and Scientific Research), then the form is submitted to the Quality Assurance Unit.
6	QA Director	Check the application form and submit it to the Vice President of Academic Affairs.
7	Vice president of Academic Affairs	Bring the application form attached with the proposal to the Board of Trustees for their Approval
8	Board of Trustees	Study the submitted application form, make the final decision by voting. If the application is rejected, it will be returned to the dean. If the application is accepted, it will be handed to the QA Director.
9	QA Director	Submit the application form to the Quality Assurance Directorate/Ministry of Higher Education and Scientific Research
10	Ministry of Higher Education	Study the application and hold a site-visit to the university to check the validity of the information indicated in the application form (especially those related to the readiness of the infrastructure). Then the ministry reply to the application form in an official paper.