Design and development of educational curricula and programs

Credits

Prepared by: Consulting firm	Reviewed by: Quality Manager	Approved by: General Manager
Name:	Name:	Name:
Signature:	Signature:	Signature:

Statement of amendments

M	Statement of amendments	Date of amendment	Page number
1.			
2.			
3.			
4.			

Distribution List

M	Administration	Responsible	Number of copies
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Version/Revision: 0/1	Date of issue: 00/00/2000	Date of modification:	Retention period: Until updated	Number of pages: 7	EDU-QMS-P11

1

1- Purpose:

This procedure aims to:

- Establish an approved methodology for the design and development of educational curricula and programs.
- Ensure that curricula comply with the requirements of the Ministry of Education and national and international standards.
- Meet the needs of students, stakeholders, and the labor market.
- Support the continuous improvement of the educational process.

2- Scope:

This procedure covers:

- All educational activities related to the design of new curricula or the development of existing curricula.
- Reviewing and approving course and program descriptions.
  Updating curricula to keep pace with scientific and technical developments and the needs of society.

3- Responsibilities:

Role	Responsibilities
Senior Management	Approving new programs and curricula and allocating the necessary resources.
Academic Committee	Review curricula and programs and submit recommendations to senior management.
Quality Assurance Unit	Monitoring compliance with quality standards and academic accreditation.
Heads of Academic Departments	Proposing curriculum development or designing new curricula.
Faculty	Prepare course descriptions and participate in development.
Student Affairs Department	Collect feedback from students, graduates, and employers.
Risk Management Officer	Linking curriculum development outputs to the educational risk and opportunity register.

Version/Revision: 0/1	Date of issue: 00/00/2000	Date of modification:	Retention period: Until updated	Number of pages: 7	EDU-QMS-P11

2

4- Definitions:

Term	Definition
Curriculum	The framework that organizes educational courses, activities, and programs.
Academic program	A set of courses leading to a specific academic qualification.
Academic description	A document that specifies the objectives of the course, learning outcomes, teaching methods, and assessment.
Feedback	Opinions and comments from students, graduates, and stakeholders about the quality of educational programs.

5- Tools and models:

M	Form name	Code	Retention period	Storage location
1	**Proposed form Design/development of a program or course**	**EDU-QMS-F30**	**5 years**	**Quality Assurance Unit**
2	**Course Description Form**	**EDU-QMS-F31**	**5 years**	**Academic Departments**
3	**Curriculum Review and Approval Record**	**EDU-QMS-F32**	**5 years**	**Academic Committee**
4	**Curriculum Feedback Questionnaire**	**EDU-QMS-F33**	**3 years**	**Student Affairs**
5	**Record of Implementation of Modifications and Improvements**	**EDU-QMS-F34**	**5 years**	**Quality Assurance Unit**

| Version/Revision: 0/1 | Date of issue: 00/00/2000 | Date of modification: | Retention period: Until updated | Number of pages: 7 | EDU-QMS-P11 |

3

6- Procedure steps:

M	Step	Detailed description	Responsible	Form used
1	Planning for development	Prepare an annual plan for curriculum design and development, including data sources, tools, responsible parties, and review mechanisms.	Quality representative	EDU-QMS-F30
2	Collecting Primary Data	- Review labor market needs. - Analyze student and graduate reports. - Study similar curricula at other institutions. - Review academic accreditation requirements.	Quality Assurance Unit + Departments	EDU-QMS-F30
3	Prepare a preliminary proposal	Formulate general and specific objectives, learning outcomes, study plan, teaching methods, and assessment.	Academic Development Team	EDU-QMS-F31
4	Initial quality review	Verify that the proposal complies with quality requirements and academic accreditation standards.	Quality Assurance Unit	EDU-QMS-F32
5	Feedback Survey	Distribute questionnaires to students, graduates, and employers, and hold meetings or workshops to discuss the proposal.	Student Affairs	EDU-QMS-F33
6	Update the proposal	Modify the proposal based on stakeholder comments and feedback.	Academic Development Team	EDU-QMS-F31
7	Prepare final report	Draft a final report that includes: course descriptions, program plan, stakeholder feedback, risk assessment.	Quality Assurance Unit	EDU-QMS-F30/F31/F33
8	Review and Approval	The Academic Committee meets to review the report and proposal, then	Academic Committee +	EDU-QMS-F32

Version/Revision: 0/1	Date of issue: 00/00/2000	Date of modification:	Retention period: Until updated	Number of pages: 7	EDU-QMS-P11

4

		submits it to senior management for approval.	Senior Management	
9	Implementation and Dissemination	Distribute approved curricula to departments, provide faculty members with descriptions and teaching guides.	Senior Management	EDU-QMS-F34
10	Follow-up and evaluation	Monitor implementation through performance reports, student results, faculty feedback, and student surveys.	Quality Assurance Unit	EDU-QMS-F34
11	Periodic Review and Update	Review the curriculum at least every 3 years or when new developments occur.	Academic Committee	EDU-QMS-F34

7- Risk Management:

Risk	Cause	L×C	Level
Designing curricula that are not compatible with standards	Weak involvement of quality unit and experts	4×5=20	High
Programs not suited to the job market	Weak stakeholder involvement	3×4=12	Average
Weak feedback collection	Lack of effective mechanisms	3×3=9	Low
Delayed adoption of curricula	Lengthy bureaucratic procedures	4×4=16	High
Weak monitoring of implementation	Absence of periodic evaluation mechanism	3×5=15	High

8- Performance indicators:

Indicator	Measurement method	Target	Frequency
Percentage of curriculum development completion	(Number of curricula developed ÷ Total) ×100	100	Annual
Percentage of compliance with accreditation standards	(Number of compliant curricula ÷ Total) ×100	≥ 95%	Annual

Version/Revision: 0/1	Date of issue: 00/00/2000	Date of modification:	Retention period: Until updated	Number of pages: 7	EDU-QMS-P11

5

Feedback response rate	(Number of questionnaires received ÷ distributed) ×100	≥ 80%	Semi-annual
Curriculum approval time	Number of days from start of preparation to approval	≤ 90 days	When needed
Percentage of improvements implemented	(number of improvements implemented ÷ total) 100 ×	≥ 90%	Annual

9- References

- **Clause 8 (Operation).   ISO 21001:2025**
- **Ministry of Education policies and national academic accreditation standards.**
- **Internal policy for curriculum development at (enter name of educational institution).**
- **Feedback reports from students, graduates, and employers.**

Version/Revision: 0/1	Date of issue: 00/00/2000	Date of modification:	Retention period: Until updated	Number of pages: 7	EDU-QMS-P11

6

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Proposed Program/Course Design/Development Template

EDU-QMS-F30

First: General Information

M	Item	Details	Illustrative example
1	Form number	EDU-QMS-F30/2025/01	EDU-QMS-F30/2025/02
2	Date of Preparation	....	09/15/2025
3	Department/Unit	....	Department of Educational Sciences
4	Type of Proposal	(✓) New program / ( ) Development of existing course	Bachelor of Education Program
5	Proposal submitter	....	Head of the Department of Educational Sciences

Second: Justification for the Proposal

M	Item	Details
1	Motives for preparing the program/decision	
2	Needs it meets	
3	Its compatibility with labor market requirements	
4	Its alignment with the institution's vision and mission	

| Issue/Revision: 0/1 | Date of issue: 00/00/2000 | Date of revision: | Retention period: Five years | Number of pages: 3 | EDU-QMS-F30 |

1

Version/Revision Number: 01/00

Date of Issue: 00/00/2000

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Proposed Program/Course Design/Development Template

EDU-QMS-F30

Third: Objectives and outcomes

M	Item	Details
1	General Objectives	
2	Specific Objectives	
3	Targeted learning outcomes (knowledge, skills, values)	

IV: Program/Course Details

M	Item	Details	Illustrative example
1	Program/Course Name		Modern Teaching Methods
2	Academic degree		Bachelor
3	Number of credit hours		3
4	Language of Instruction		Arabic/English
5	Target group		University students

V. Preliminary Implementation Plan

M	Element	Details
1	Required Human Resources	
2	Infrastructure and technical support	
3	Implementation schedule	
4	Required training or qualification	

| Issue/Revision: 0/1 | Date of issue: 00/00/2000 | Date of revision: | Retention period: Five years | Number of pages: 3 | EDU-QMS-F30 |

2

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VI. Risk and opportunity analysis

M	Factor	Type (internal/external)	Description	Type of Event (Risk/Opportunity)	Response plan
1					
2					
3					
4					
5					

Seventh: Recommendations and decisions

Eighth: Review and Approval

Preparation	Review	Approval
Name:	Name:	Name:
Position: Quality Assurance Specialist	Position: Head of Quality Assurance Unit	Position: Management Representative for Quality
Signature:	Signature:	Signature:

| Issue/Revision: 0/1 | Date of issue: 00/00/2000 | Date of revision: | Retention period: Five years | Number of pages: 3 | EDU-QMS-F30 |

3