**Academic Planning Form**

This document aims to assist colleges in their college-wide academic planning for the academic years 2025, 2026, and 2027 in accordance with the methodology proposed by the Academic Planning Committee, which allows colleges to collect and analyze certain data. Following this methodology and analyzing the collected data results in proposals for programs or majors that will be restructured, reactivated, initiated, deactivated, or expanded.

**Note**: we recommend reading the information below in the same order shown in this document, starting with "First: Instructions regarding the working mechanism and assigned individuals prior to starting the academic planning and following the methodology”.

**First: Instructions regarding the working mechanism and assigned individuals prior to starting the academic planning and following the methodology**

1. This message will be delivered to the deans and members of the Academic Planning Committee by the Office of Academic Planning and Quality Assurance, and communication will be established between the Dean's office and the Office of Academic Planning.
2. It is suggested that the Dean assigns the College Council to carry out the academic planning process at the college level (the relevant committee), and the college representative in the Academic Planning and Quality Assurance Committee must take part in the process. In addition, faculty members and representatives from the college or research entities affiliated with the college should also participate to ensure that the work proceeds in accordance with the outcomes of the Academic Planning Committee. The relevant committee engages faculty members and committees (as appropriate) in the college in the academic planning process through departmental meetings, workshops, college council meetings, and any other appropriate means, obtaining necessary approvals according to the procedures followed in the college.
3. The Office of Academic Planning and Quality Assurance will collaborate with the Research and Graduate Studies and the Health and Medical Sciences sectors to hold workshops on filling out the form.
4. Please refer to **Table 1** for current programs and **Table 2** for new programs, both containing the indicators and sources of information for reading purposes prior to filling out the form. The sources of information enable the colleges to collect and analyze data to produce results that are included in the academic planning for the college. After that, the table is to be filled out in the order shown below to ensure a smooth planning process and making data-based decisions.
5. The relevant committee could fill out the form, or each department could fill it out and submit it to the relevant committee. The committee will then review the forms according to standards that will be later disseminated to the colleges. The relevant committee will only fill out **Table (3)** once for each college during the planning process.
6. The relevant committee will submit the forms provided by the departments to the Dean of the College along with the table, and it will be presented to the College Council.
7. After obtaining the dean's approval, the dean's office will send the submitted templates from the relevant committee, along with **Tables (3 and 4)**, to the office of the Vice President for Academic Affairs by the deadline of **September 1, 2023**. The files will be referred to the Academic Planning Committee to provide colleges with academic planning results after obtaining the approval of the university's executive administration.

**Support Services**

If you have any inquiries during any of the stages mentioned above, please do not hesitate to contact the Academic Planning and Quality Assurance Office at: [apqa@qu.edu.qa](mailto:apqa@qu.edu.qa)

**Secondly: Determinants and Sources of Information**

1. Determinants and sources of information and results related to current programs

Table 1-A: Determinants and Sources of Information (for reading purposes - used for current programs)

|  |  |  |
| --- | --- | --- |
|  | Determinants | Sources of Information |
| **1** | Study of the data of current academic programs | Data of academic program (such as: core program results data including acceptance rates, graduation rates, attrition rates, etc.) |
| **2** | Utilizing external arbitration for programs or specializations (after conducting an academic review of the program or specialization) | Reports of external arbitrators regarding the review of academic programs, and institutional and programmatic accreditation recommendations for the college (if applicable) |
| **3** | Collecting data about college graduates | Results of surveys conducted with graduates and employers through this [**link**](https://mysp.qu.edu.qa/offices/csdo/)  Knowing the workplaces of graduates (if it is a requirement for academic accreditation, as is the case in some colleges) |
| **4** | Any other determents specified by the college as deemed necessary | According to the college |

Table 1-B: Determinants and Results (to be filled out - used for current programs)

|  |  |  |
| --- | --- | --- |
|  | Determinants | Results |
| **1** | Studying current academic programs | What are the implications of this analysis? And how will the challenges be addressed?  Click or tap here to enter text.  What are the strengths of each academic program offered by the college?  Click or tap here to enter text.  What are the challenges facing each academic program offered by the college? And how will these challenges be addressed?  Click or tap here to enter text. |
| **2** | Utilizing external arbitration for programs (after conducting academic review of the program or major) | What are the implications resulting from external arbitration reports and the proposed core development aspects?  Click or tap here to enter text. |
| **3** | Collecting data regarding the workplaces of college graduates | What are the employment rates of graduates from the college programs (if available)?  Click or tap here to enter text.  What are the results of the analysis of data on graduates? And how will they be addressed? Are there any other notes regarding this aspect?  Click or tap here to enter text. |

1. The determinants, sources of information, and results specific to the new programs that will be proposed

Table 2-A: Determinants and sources of information (for reading purposes - to be used for new programs).

|  |  |  |
| --- | --- | --- |
|  | Determinants | Sources of Information |
| **1** | Environmental survey at all levels (university and national levels) and examining the opportunities to offer interdisciplinary majors | To view the list of programs at Qatar University, please refer to this [link](https://www.qu.edu.qa/offices/vpaa/aqa/academic-planning).  To view the list of programs in the state of Qatar, please refer to this [link](https://www.edu.gov.qa/ar/Pages/higheredudefault.aspx?ItemID=134).  Please also refer to the strategic plans of the Ministry of Education and Higher Education, the Ministry of Public Health, and align with the necessary coordination for the Qatar National Vision 2030, as applicable to the college. |
| **2** | Determining the modern trends in scientific fields and conducting a methodical comparative review of academic programs with regional and international universities, based on a systematic review. | - Sources include experts in the field (academics and professional practitioners), international organizations, and others (via workshops or other means)  - Universities with similar or higher rankings than Qatar University  - Any other sources deemed appropriate by the college |
| **3** | Studying the needs of the job market | Please refer to this [link](https://qucloud.sharepoint.com/:f:/s/msteams_2c0ade/EieEGH9t8UBMpDWIeT7EXZ4B4_qStW5Q-GCeSdmweQOzrA?e=xCNoZq) to view the study |
| **4** | Alignment with the strategic plan of Qatar University and the college | To access the strategic plan of the university, please refer to this [link](http://www.qu.edu.qa/ar/about/strategic-plan)  The strategic plan for the college |
| **5** | Working according to the priorities of scientific research at Qatar University | Please refer to this [link](https://qucloud.sharepoint.com/:f:/s/msteams_2c0ade/EieEGH9t8UBMpDWIeT7EXZ4B4_qStW5Q-GCeSdmweQOzrA?e=xCNoZq) |
| **6** | Working in accordance with the capacity and financial analysis rules in line with the available resources and facilities at the university | Please refer to the guidance rules through this [link](https://qucloud.sharepoint.com/:f:/s/msteams_2c0ade/EieEGH9t8UBMpDWIeT7EXZ4B4_qStW5Q-GCeSdmweQOzrA?e=xCNoZq) |
| **7** | Any other suitable determinants that the college deems appropriate | According to the collage |

Table 2-B: Determinants and Results (to be filled out - used for new programs)

|  |  |  |
| --- | --- | --- |
|  | Determinants | Results |
| **1** | Environmental survey at all levels (university and national level) and examining the opportunities for introducing interdisciplinary majors  (Note: The proposed programs are not limited to what is not available in other universities in the country) | What are the new majors that are not offered in other universities and can be introduced at Qatar University?  Click or tap here to enter text.  What are the opportunities for interdisciplinary majors between the college and other colleges?  Click or tap here to enter text. |
| **2** | Identifying the latest trends in scientific fields and benchmarking academic programs with regional and international universities | What are the latest trends in scientific fields related to what the college offers? And what are the majors offered by other universities that are not currently offered by the college? (Please mention the programs and the name of the university.)  Click or tap here to enter text. |
| **3** | Recognizing the needs of the job market | What does the job market lack and how does that relate to your college?  Click or tap here to enter text. |
| **5** | Working according to the priorities of scientific research at Qatar University | What are the fields related to what the college offers according to the document?  Click or tap here to enter text. |

Table 3: Results of Academic Planning for the College (proposals of new programs or programs that require any development, such as restructuring, reactivation, expansion, deactivating, merging…)

***Note: This table is used for one proposal only. To add more proposals, please copy and paste the table.***

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Year | 2025-2026 | 2026-2027 | 2027-2028 |
| The name of the department offering the program |  |  |  |
| Type of proposal\* | Choose an item. | Choose an item. | Choose an item. |
| Level of proposal | Choose an item. | Choose an item. | Choose an item. |
| Name of the program in Arabic |  |  |  |
| Name of program in English |  |  |  |

\*If the type of proposal is: (expanding, deactivating, or merging), please fill out **Table 3**.

On the other hand, if the type of proposal is (a new program) or (a restructuring program), please fill out **Table 4**.

Table 3: For Expanding, Deactivating, Merging Proposals

***Note: This table is used for one proposal only. To add more proposals, please copy and paste the table.***

|  |  |  |
| --- | --- | --- |
| **Further Information** | **Type of Proposal** | **Name of the program in Arabic and English** |
| How is the modification justified?  **Click or tap here to enter text.**  What challenges will this modification address? And how?  **Click or tap here to enter text.** | Choose an item. |  |

Table 4: Letter of Intent to propose or Restructure an Existing Academic Program (Should not exceed 3 pages)

***Note: This table is used for one proposal only. To add more proposals, please copy and paste the table.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Program** |  | | |
| **Name of College** |  | **Contact Person** |  |
| **Department offering the program** |  | **Offering Semester** | Choose an item. |
| **Level of Program** | Choose an item. | **Credit hours to the proposed program (before and after)** |  |
| **Offering Campus** | ☐ Male  ☐ Female  ☐ Male & Female (for Graduate Studies). | **Language of instruction (before and after)** |  |
| **Expected number of students to enroll** |  | **Is there an academic accreditation agency?** | ☐ Yes  ☐ No |

|  |
| --- |
| **Program Overview** |

* A general overview of the new or restructured program, with a clarification of the proposed changes and how they will address the challenges facing the program in case of restructuring.

Click or tap here to enter text.

* The new administrative structure of the program (if applicable).

Click or tap here to enter text.

* A brief description of the need and demand for the program by the job market.

Click or tap here to enter text.

* Please include all letters and surveys that demonstrate the need for the program in the appendix, if available.

Click or tap here to enter text.

* A brief description of the content of the curriculum and the number of required credit hours for a successful graduation.

Click or tap here to enter text.

* The educational objectives of the program.

Click or tap here to enter text.

* The learning outcomes of the program.

Click or tap here to enter text.

* What kind of job positions will be available for graduates of this program? Please provide job titles and names of institutions providing them in the country.

Click or tap here to enter text.

* Please explain the overlap between other programs or colleges and mention any similar courses within Qatar University, if available.

Click or tap here to enter text.

* Please present efforts to collaborate with other colleges, such as meeting minutes, emails, or others, if available.

Click or tap here to enter text.

* Please explain what facilities and resources are required for the program and demonstrate how the available resources at the university will be utilized. Also, has the financial analysis of the programs shown in Table 2A, point 6 been taken into account, and how was this done?

Click or tap here to enter text.

|  |
| --- |
| **Benchmark** |

* Please list the similarities with any of the programs proposed by other universities in Qatar.

Click or tap here to enter text.

* Please mention examples of similar programs from other universities. Please make a benchmark comparison with a highly ranked university according to THE or QS in the same ranking as Qatar University or higher.

Click or tap here to enter text.

* Please provide the name of the academic degree in other universities in both Arabic and English.

Click or tap here to enter text.

|  |
| --- |
| **Representative of the Academic Planning Committee** |
| Name of representative:  Signature:  Date: |
| **The Dean's Approval** |
| Name of representative:  Signature:  Date: |