|  |
| --- |
| Program: *Enter Program Name.* |
| Program Code (as per Saudi university ranking):  *Enter Program Code*. |
| Qualification Level: write here |
| Department: write here |
| College: write here |
| Institution: write here |
| Program Specification: New [ ]  updated\* [ ]  |
| Last Review Date: write here |

\*Attach the previous version of the Program Specification.

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# **A. Program Identification and General Information**

|  |
| --- |
| 1. Program’s Main Location : |
|  |
| 2. Branches Offering the Program (if any): |
|  |
| 3. Partnerships with other parties (if any) and the nature of each: |
|  |
| 4. Professions/jobs for which students are qualified |
|  |
| 5. Relevant occupational/ Professional sectors: |
|  |
| 6. Major Tracks/Pathways (if any): |
| Major track/pathway | **Credit hours**(For each track) | **Professions/jobs** (For each track) |
|  |  |  |
|  |  |  |
|  |  |  |
| … |  |  |
| 7. Exit Points/Awarded Degree (if any): |
| exit points/awarded degree | **Credit hours** |
|  |  |
|  |  |
|  |  |
| 8. Total credit hours: (…………….) |

# **B. Mission, Objectives, and Program Learning Outcomes**

|  |
| --- |
| **1. Program Mission:** |
|  |
| **2. Program Goals:** |
|  |
| **3. Program Learning Outcomes\*** |
| **Knowledge and Understanding** |
| K1 |  |
| K2 |  |
| K3 |  |
| K4 |  |
| K... |  |
| **Skills** |
| S1 |  |
| S2 |  |
| S3 |  |
| S4 |  |
| S... |  |
| **Values, Autonomy, and Responsibility** |
| V1 |  |
| V2 |  |
| V3 |  |
| V4 |  |
| V... |  |

\* Add a table for each track or exit Point (if any)

# **C. Curriculum**

**1. Curriculum Structure**

| **Program Structure** | **Required/ Elective** | **No. of courses** | **Credit****Hours** | **Percentage** |
| --- | --- | --- | --- | --- |
| Institution Requirements | Required |  |  |  |
| Elective |  |  |  |
| College Requirements | Required |  |  |  |
| Elective |  |  |  |
| Program Requirements | Required |  |  |  |
| Elective |  |  |  |
| Capstone Course/Project |  |  |  |  |
| Field Training/ Internship |  |  |  |  |
| Residency year |  |  |  |  |
| Others  |  |  |  |  |
| **Total** |  |  |  |

\* Add a separated table for each track (if any).

**2. Program Courses**

| **Level** | **Course****Code** | **Course Title** | **Required****or Elective** | **Pre-Requisite****Courses** | **Credit****Hours** | **Type of requirements****(Institution, College, or Program)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Level****1** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****2** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****3** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****4** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****5** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****6** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****7** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Level****8** |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* Include additional levels (for three semesters option or if needed).

\*\* Add a table for the courses of each track (if any)

**3. Course Specifications:**

Insert hyperlink for all course specifications using NCAAA template (T-104)

|  |
| --- |
|  |

**4. Program learning Outcomes Mapping Matrix:**

Align the program learning outcomes with program courses, according to the following desired levels of performance (I = Introduced & P = Practiced & M = Mastered).

| **Course code & No.** | **Program Learning Outcomes** |
| --- | --- |
| **Knowledge and understanding** | **Skills** | **Values, Autonomy, and Responsibility** |
| **K1** | **K2** | **K3** | **---** | **S1** | **S2** | **S3** | **---** | **V1** | **V2** | **----** |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |
| Course.... |  |  |  |  |  |  |  |  |  |  |  |

\* Add a separated table for each track (if any).

**5. Teaching and learning strategies applied to achieve program learning outcomes.**

Describe teaching and learning strategies, including curricular and extra-curricular activities, to achieve the program learning outcomes in all areas.

|  |
| --- |
|  |

**6. Assessment Methods for program learning outcomes.**

Describe assessment methods (Direct and Indirect) that can be used to measure the achievement of program learning outcomes in all areas.

The program should devise a plan for assessing Program Learning Outcomes (all learning outcomes should be assessed at least twice in the bachelor program’s cycle and once in other degrees).

|  |
| --- |
|  |

# **D. Student Admission and Support:**

**1. Student Admission Requirements**

|  |
| --- |
|  |

**2. Guidance and Orientation Programs for New Students**

(Include only the exceptional needs offered to the students of the program that differ from those provided at the institutional level).

|  |
| --- |
|  |

**3. Student Counseling Services**

(Academic, professional, psychological and social)

(Include only the exceptional needs offered to the students of the program that differ from those provided at the institutional level).

|  |
| --- |
|  |

**4. Special Support**

(Low achievers, disabled, gifted, and talented students).

|  |
| --- |
|  |

# **E. Faculty and Administrative Staff:**

**1. Needed Teaching and Administrative Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Rank** | **Specialty** | **Special Requirements / Skills (if any)** | **Required Numbers** |
| General | Specific | M | F | T |
| Professor |  |  |  |  |  |  |
| Associate Professor |  |  |  |  |  |  |
| Assistant Professor |  |  |  |  |  |  |
| Lecturer |  |  |  |  |  |  |
| Teaching Assistant |  |  |  |  |  |  |
| Technicians and Laboratory Assistant |  |  |  |  |  |  |
| Administrative and Supportive Staff |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |

#

# **F. Learning Resources, Facilities, and Equipment:**

**1. Learning Resources**

Learning resources required by the Program (textbooks, references, and e-learning resources and web-based resources, etc.)

|  |
| --- |
|  |

**2. Facilities and Equipment**

(Library, laboratories, classrooms, etc.)

|  |
| --- |
|  |

**3. Procedures to ensure a healthy and safe learning environment**

(According to the nature of the program)

|  |
| --- |
|  |

# **G. Program Quality Assurance:**

**1. Program Quality Assurance System**

Provide a link to quality assurance manual.

|  |
| --- |
|  |

**2. Procedures to Monitor Quality of Courses Taught by other Departments**

|  |
| --- |
|  |

**3. Procedures Used to Ensure the Consistency between Main Campus and Branches (including male and female sections).**

|  |
| --- |
|  |

**4. Assessment Plan for Program Learning Outcomes (PLOs),**

|  |
| --- |
|  |

**5. Program Evaluation Matrix**

| **Evaluation****Areas/Aspects** | **Evaluation****Sources/References** | **Evaluation Methods** | **Evaluation Time** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Evaluation Areas/Aspects** (e.g., leadership, effectiveness of teaching & assessment, learning resources, services, partnerships, etc.)

**Evaluation Sources** (students, graduates, alumni, faculty, program leaders, administrative staff, employers, independent reviewers, and others.

**Evaluation Methods** (e.g., Surveys, interviews, visits, etc.)

**Evaluation Time** (e.g., beginning of semesters, end of the academic year, etc.)

**6. Program KPIs\***

The period to achieve the target (\_\_\_\_) year(s).

| **No.** | **KPIs Code** | **KPIs** | **Targeted Level** | **Measurement Methods** | **Measurement Time** |
| --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **......** |  |  |  |  |  |

\* including KPIs required by NCAAA

# **H. Specification Approval Data:**

|  |  |
| --- | --- |
| **Council / Committee** |  |
| **Reference No.** |  |
| **Date** |  |