



Program Specification

(Postgraduate Programs)

Program Name: Enter Program Name.
Program Code (per the Saudi Standard Classification of Educational Levels and Specializations): 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. System of Study: ☐ Coursework & Thesis ☐ Coursework 4. Mode of Study: ☐ On Campus ☐ Distance Education ☐ Other(specify) 5. Partnerships with other parties (if any) and the nature of each: - Partnership Arrangement: - Type of Partnership: - Duration of Partnership: 6. Professions/jobs for which students are qualified: 7. Relevant occupational/ Professional sectors: 8. Major Tracks/Pathways (if any): **Credit hours Professions/jobs** Major track/pathway (For each track) (For each track) 1. 2. 3. 9. Exit Points/Awarded Degree (if any): Credit hours Exit points/Awarded degree 1. 2. **3. 10. Total credit hours: (......)**



B. Mission, Goals, 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



C. Curriculum:

1. Curriculum Structure:

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Course	Required			
Course	Elective			
Graduation Project (if any)				
Thesis (if any)				
Field Experience(if any)				
Others ()				
Total				

^{*} Add a separate table for each track (if any).

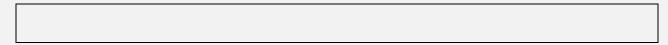
2. Program Courses:

Level	Course Code	Course Title	Required or Elective	Pre- Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level						
Level 2						
Level 3						
Level 4						

^{*} Include additional levels (for three semesters option or if needed).

3. Course Specifications:

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





^{**} Add a table for the courses of each track (if any)



4. Program learning Outcomes Mapping Matrix:

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

	Program Learning Outcomes										
Course code & No.	Knowledge and understanding			Skills			Values, Autonomy s and Responsibility				
	K1	K2	К3		S1	S2	S3		V1	V2	
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Thesis (if											
any)											

^{*} Add a separate table for each track (if any).

5. Teaching and learning strategies applied to achieve program learning outcomes:
Describe teaching and learning strategies to achieve the program's 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 once in the program's cycle).

D. Thesis and Its Requirements (if any):

1. Registration of the thesis:

(Requirements/conditions and procedures for registration of the thesis as well as controls, responsibilities and procedures of scientific guidance)







2. Scientific Supervision: (The regulations of the selection of the academic supervisor and their responsibilities, as well as the procedures/mechanisms of the scientific supervision and follow-up)
3. Thesis Defense/Examination: (The regulations for selection of the defence/examination committee and the requirements to proceed for thesis defence, the procedures for defence and approval of the thesis, and criteria for evaluation of the thesis)
H. 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, and talented students).





E. Faculty and Administrative Staff:

1. Needed Teaching and Administrative Staff:

	Spec	cialty	Special	Requi	ired N	umbers
Academic Rank	General	Specific	Requirements / Skills (if any)	M	F	Т
Professor						
Associate Professor						
Assistant Professor						
Technicians and						
Laboratory Assistants						
Administrative and						
Supportive Staff						
Others (specify)						

Suicis (Specify						
F. Learning Resourc	es, Faciliti	es, and Eq	uipment:			
1. Learning Resources:						
Learning resources required by t	he program (tex	ktbooks, reference	s, e-learning resources, we	b-based resou	urces, e	tc.)
2. Facilities and Equipr	nent:					
(Library, laboratories, classroom	s, etc.)					
3. Procedures to ensur	e a healthy	and safe le	arning environm	ent:		
(According to the nature of the	orogram)					
G. Program Quality	Assurance	e:				
1. Program Quality Ass	surance Sys	tem:				
Provide a link to the quality	y assurance n	nanual.				





2. Program Quality Monitoring Procedures:
3. Procedures to Monitor Quality of Courses Taught by other Departments:
4. Procedures adopted to ensure consistency between the program's sections (male
and female sections, if any).
5. Assessment Plan for Program Learning Outcomes (PLOs):

6. 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.)



7. 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	tee		
Reference No.			
Date			

