|  |
| --- |
| Program Name: *Enter Program Name.* |
| Program Code (as 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.

\*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): | | | | | |
| Major track/pathway | | | **Credit hours**  (For each track) | | **Professions/jobs**  (For each track) |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
| … | | |  | |  |
| 9. Exit Points/Awarded Degree (if any): | | | | | |
| Exit points/Awarded degree | | | | | Credit hours |
| 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... |  | |

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

# **C. Curriculum:**

**1. Curriculum Structure:**

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

\* 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....** |  |  |  |  |  |  |  |  |  |  |  |
| **Thesis (if any)** |  |  |  |  |  |  |  |  |  |  |  |

\* 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, 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 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 scientific supervisor and his/her responsibilities, as well as the procedures/ mechanisms of the scientific supervision and follow-up)

|  |
| --- |
|  |

**3.Thesis Defense/Examination:**

(The regulations for selection of the defense/examination committee and the requirements to proceed for thesis defense, the procedures for defense 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:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Academic Rank** | **Specialty** | | **Special Requirements / Skills (if any)** | **Required Numbers** | | |
| **General** | **Specific** | **M** | **F** | **T** |
| **Professor** |  |  |  |  |  |  |
| **Associate Professor** |  |  |  |  |  |  |
| **Assistant Professor** |  |  |  |  |  |  |
| **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. Program Quality Monitoring Procedures:**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**4. Procedures Used to Ensure the Consistency between within the main campus:** (including male and female sections)**.**

|  |
| --- |
|  |

**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** |  |
| **Reference No.** |  |
| **Date** |  |