



# Program Specification

— (Postgraduate)

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.



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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)
1.		
2.		
3.		
...		

### 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
<b>Course</b>	Required			
	Elective			
Graduation Project (if any)				
Thesis (if any)				
Field Experience (if any)				
Others (.....)				
<b>Total</b>				

\* 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	

