|  |
| --- |
| **Program Name:** |
| **Qualification Level :** |
| **Department:** |
| **College:** |
| **Institution:** |

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# A. Program Identification and General Information

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Program Main Location: | | | |
|  | | | |
| 2. Branches Offering the Program: | | | |
|  | | | |
| 3. Reasons for Establishing the Program:  (Economic, social, cultural, and technological reasons, and national needs and development, etc.) | | | |
|  | | | |
| 4. Total Credit Hours for Completing the Program: ( ………. ) | | | |
|  | | | |
| 5. Learning Hours: ( ………. )  The length of time that a learner takes to complete learning activities that lead to achievement of program learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times) | | | |
|  | | | |
| 6. Professional Occupations/Jobs: | | | |
|  | | | |
| 7. Major Tracks/Pathways (if any): | | | |
| Major track/pathway | | **Credit hours**  (For each track) | **Professional Occupations/Jobs**  (For each track) |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 8. Intermediate Exit Points/Awarded Degree (if any): | | | |
| Intermediate exit points/awarded degree | **Credit hours** | | |
|  |  | | |
|  |  | | |
|  |  | | |

# B. Mission, Goals, and Learning Outcomes

|  |  |  |
| --- | --- | --- |
| **1. Program Mission:** | | |
|  | | |
| **2. Program Goals:** | | |
|  | | |
| **3. Relationship between Program Mission and Goals and the Mission and Goals of the Institution/College.** | | |
|  | | |
| **4. Graduate Attributes:** | | |
|  | | |
| **5.Program learning Outcomes\*** | | |
| **Knowledge** : | | |
| **K1** | |  |
| **K2** | |  |
| **K3** | |  |
| **K4** | |  |
| **K...** | |  |
| **Skills** | | |
| **S1** |  | |
| **S2** |  | |
| **S3** |  | |
| **S4** |  | |
| **S...** |  | |
| **Competence** | | |
| **C1** |  | |
| **C2** |  | |
| **C3** |  | |
| **C4** |  | |
| **C...** |  | |

\* Add a table for each track and 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 Experience/ Internship** |  |  |  |  |
| **Others** |  |  |  |  |
| **Total** | |  |  |  |

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

**2. Program Study Plan**

| **Level** | **Course**  **Code** | **Course Title** | **Required**  **or Elective** | **Pre-Requisite**  **Courses** | **Credit**  **Hours** | **Type of requirements**  (Institution, College or Department) |
| --- | --- | --- | --- | --- | --- | --- |
| **Level**  **1** |  |  |  |  |  |  |
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| **Level**  **2** |  |  |  |  |  |  |
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| **Level**  **3** |  |  |  |  |  |  |
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| **Level**  **4** |  |  |  |  |  |  |
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| **Level**  **5** |  |  |  |  |  |  |
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| **Level**  **6** |  |  |  |  |  |  |
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| **Level**  **7** |  |  |  |  |  |  |
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| **Level**  **8** |  |  |  |  |  |  |
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\* Include additional levels if needed

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

**3. Course Specifications**

Insert hyperlink for all course specifications using NCAAA template

|  |
| --- |
|  |

**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** | | | | **Skills** | | | | **Competence** | | |
| **K.1** | **K.2** | **K.3** | **---** | **S.1** | **S.2** | **S.3** | **---** | **C.1** | **C.2** | **----** |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course ....** |  |  |  |  |  |  |  |  |  |  |  |

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

|  |
| --- |
| **5. Teaching and learning strategies to achieve program learning outcomes**  Describe policies, teaching and learning strategies, learning experience, and learning activities, including curricular and extra-curricular activities, to achieve the program learning outcomes. |
|  |
| **6. Assessment Methods for program learning outcomes.**  Describe assessment methods (Direct and Indirect) that can be used to measure achievement of program learning outcomes in every domain of learning. |
|  |

# D. Student Admission and Support:

|  |
| --- |
| **1. Student Admission Requirements** |
|  |
| **2. Guidance and Orientation Programs for New Students** |
|  |
| **3. Student Counseling Services**  (academic, career, psychological and social ) |
|  |
| **4. Support for Special Need Students**  (low achievers, disabled, gifted and talented) |
|  |

# E. Teaching and Administrative Staff

**1. Needed Teaching and Administrative Staff**

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

**2. Professional Development**

|  |
| --- |
| **2.1 Orientation of New Teaching Staff**  Describe briefly the process used for orientation of new, visiting and part-time teaching staff |
|  |
| **2.2 Professional Development for Teaching Staff**  Describe briefly the plan and arrangements for academic and professional development of teaching staff (e.g., teaching & learning strategies, learning outcomes assessment, professional development, etc.) |
|  |

# F. Learning Resources, Facilities, and Equipment

|  |
| --- |
| **1. Learning Resources.**  Mechanism for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.) |
|  |
| **2. Facilities and Equipment**  (Library, laboratories, medical facilities, classrooms, etc.). |
|  |
| **3. Arrangements to Maintain a Healthy and Safe Environment** (According to the nature of the program ) |
|  |

# G. Program Management and Regulations

|  |
| --- |
| **1. Program Management**  **1.1 Program Structure**  (including boards, councils, units, committees, etc.) |
|  |
| **1.2** **Stakeholders Involvement**  Describe the representation and involvement of stakeholders in the program planning and development. (students, professional bodies, scientific societies, alumni, employers, etc.) |
|  |
| **2. Program Regulations**  Provide a list of related program regulations, including their link to online version: admission, study and exams, recruitment, appeals and complaint regulations, etc.) |
|  |

# H. Program Quality Assurance

|  |
| --- |
| **1. Program Quality Assurance System**  Provide online link to quality assurance manual |
|  |
| **2.** Program Quality Monitoring Procedures |
|  |
| **3. Arrangements to Monitor Quality of Courses Taught by other Departments.** |
|  |
| **4. Arrangements Used to Ensure the Consistency between Main Campus and Branches** (including male and female sections) |
|  |
| **5.** Arrangements to Apply the Institutional Regulations Governing the Educational and Research Partnerships (if any). |
|  |
| **6.** **Assessment Plan for Program Learning Outcomes (PLOs), and Mechanisms of Using its Results in the Development Processes** |
|  |

**7. Program Evaluation Matrix**

| **Evaluation**  **Areas/Aspects** | **Evaluation**  **Sources/References** | **Evaluation Methods** | **Evaluation Time** |
| --- | --- | --- | --- |
| leadership | program leaders | interviews |  |
| effectiveness of teaching & assessment | Faculty |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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**Evaluation Areas/Aspects** (e.g., leadership, effectiveness of teaching & assessment, learning resources, partnerships, etc.)

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

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

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

**8. Program KPIs\***

The period to achieve the target ( ......... ) year.

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

\* including KPIs required by NCAAA

# I. Specification Approval Data

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