

T-103

2022

Program Specification

|  |
| --- |
| Program Name: *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 Objectives: | | |
|  | | |
| 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).

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# 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)

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# 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 |  |