|  |
| --- |
| **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. System of Study |
|  | [ ]  Coursework & Thesis | [ ]  Coursework |
| 5. Mode of Study |
|  | [ ]  On Campus  | [ ]  Distance Education | [ ]  Others |
| 6. Educational and Research Partnerships( if any) |
| - Partnership Arrangement:  |
| - Type of Partnership: |
| - Duration of Partnership:  |
| 7. Total Credit Hours for Completing the Program: ( ………. ) |
| 8. Learning Hours: ( ………. ) The 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) |
| 9. Professional Occupations/Jobs: |
|  |
| 10. Major Tracks/Pathways (if any): |
| Major Track/Pathway | **Credit Hours**(For each track) | **Professional Occupations/Jobs**(For each track) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 11. 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 or Exit Points/Awarded Degree (if any)

# C. Curriculum

**1. Study Plan Structure**

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

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

**2. Program Courses:**

| **Level** | **Course****Code** | **Course Title** | **Required****or Elective** | **Pre-Requisite****Courses** | **Credit****Hours** |
| --- | --- | --- | --- | --- | --- |
| **Level****1** |  |  |  |  |  |
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| **Level****2** |  |  |  |  |  |
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| **Level****3** |  |  |  |  |  |
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| **Level****4** |  |  |  |  |  |
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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. 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) |
|  |

**D. Student Admission and Support:**

|  |
| --- |
| **1. Student Admission and Transfer Requirements, and Courses Equivalency** |
|  |
| **2. Student Counseling Services** (academic, career, psychological and social )  |
|  |
| **3. 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** |  |  |  |  |  |  |
| **Technicians and Laboratory Assistants** |  |  |  |  |  |  |
| **Administrative and Supportive Staff** |  |  |  |  |  |  |
| **Others ( specify )** |  |  |  |  |  |  |

**2. Professional Development**

|  |
| --- |
| **2.1 Orientation for 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.** Policies and Procedure 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**Policies and Procedure for providing and quality assurance of 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. Evaluation of Program Quality Matrix**

| **Evaluation****Areas/Aspects**  | **Evaluation** **Sources/References** | **Evaluation Methods** | **Evaluation Time**  |
| --- | --- | --- | --- |
|  |  |  |  |
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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 Authority

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