|  |  |
| --- | --- |
| **Program Name:** |  |
| **Degree title:** |  |
| **Program code:** |  |
| **Department:** |  |
| **College:** |  |
| **University:** |  |
| **Approval date:** |  |

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# A. Program Identification and General Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Total credit hours: ( ………. )CH | | | | |
| 2. Learning points: ( ………. ) LP | | | | |
| 3. Professional occupations:   * …………………………………………….. * …………………………………………….. * …………………………………………….. * …………………………………………….. | | | | |
| 4. Branches offering the program:   * …………………………………………….. * …………………………………………….. * …………………………………………….. * …………………………………………….. | | | | |
| 5. Major tracks/pathways (if any): | | | | |
| Major tracks/pathways | **Credit hours**  *(For each track)* | **Professional occupations**  *(For each track)* | | |
| 1. …………………………………………….. | ……… | …………….……………… | | |
| 1. …………………………………………….. | ……… | …………….……………… | | |
| 1. …………………………………………….. | ……… | …………….……………… | | |
| 1. …………………………………………….. | ……… | …………….……………… | | |
| 6. Intermediate exit Points/awarded degree (if any): | | | | |
| Intermediate exit Points/awarded degree | | | **Credit hours** | **Professional occupations** |
| 1. …………………………………………….. | | |  |  |
| 1. …………………………………………….. | | |  |  |
| 1. …………………………………………….. | | |  |  |

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# B. Reasons for establishing the Program:

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| **1.National level** **reasons** *(Economical, social, cultural, technological reasons and national needs and development …. etc.)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| **2. Institutional level reasons** *(Relevance of the program to the mission and goals of the institution …. etc.)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….……………………………………………………………………………………. |

# C. Mission, Objectives, and Outcomes

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| 1.Program Mission: | |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… | |
| 2.Program Objectives: | |
| * …………….…………………………………………………………………………..… * …………….…………………………………………………………………………..… * …………….…………………………………………………………………………..… * …………….…………………………………………………………………………..… | |
| 3.Graduates' Attributes: | |
| * …………….…………………………………………………………………………..… * …………….…………………………………………………………………………..… * …………….…………………………………………………………………………..… * …………….…………………………………………………………………………..… | |
| **4.Program Learning Outcomes,** *including graduates’ attributes after casting them properly in the form of learning outcomes (i.e., measurable and/or observable)\** | |
| **Knowledge**: | |
| K1 | …………….………………………………………………………………………..… |
| K2 | …………….………………………………………………………………………..… |
| K3 | …………….………………………………………………………………………..… |
| K4 | …………….………………………………………………………………………..… |
| K.. | …………….………………………………………………………………………..… |
| **Skills** | |
| S1 | …………….………………………………………………………………………..… |
| S2 | …………….………………………………………………………………………..… |
| S3 | …………….………………………………………………………………………..… |
| S4 | …………….………………………………………………………………………..… |
| S.. | …………….………………………………………………………………………..… |
| **Competence** | |
| C1 | …………….………………………………………………………………………..… |
| C2 | …………….………………………………………………………………………..… |
| C3 | …………….………………………………………………………………………..… |
| C4 | …………….………………………………………………………………………..… |
| C.. | …………….………………………………………………………………………..… |

*\* Add table for each track and exit Point (if any)*

# D. Teaching, Learning and Assessment.

|  |
| --- |
| 1. Teaching and learning strategies to achieve program learning outcomes  *(including curricular and extra-curricular activities).* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 2. Assessment methods for program learning outcomes. |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

# E. Program Structure

## 1.Curriculum structure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Structure** | **Required/ Elective** | **No. of courses** | **Credit**  **Hours** | **Percentage** |
| **University Requirements** | *Required* |  |  |  |
| *Elective* |  |  |  |
| **College Requirements** | *Required* |  |  |  |
| *Elective* |  |  |  |
| **Program Requirements** | *Required* |  |  |  |
| *Elective* |  |  |  |
| **Project** |  |  |  |  |
| **Field Experience/ Internship** |  |  |  |  |
| **Others** |  |  |  |  |
| **Total** |  |  |  |  |

## 2. Program Learning Outcomes Mapping Matrix

Align the courses’ LOs with the program learning outcomes. according to the level of instruction ( I = Introduced, P = Practiced, M= Mastery, and A = Assessed ).

| **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 .....** |  |  |  |  |  |  |  |  |  |  |  |
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| **Course .....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course .....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course .....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course .....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course .....** |  |  |  |  |  |  |  |  |  |  |  |
| **Course .....** |  |  |  |  |  |  |  |  |  |  |  |

## 3. Program courses:

| **Level** | **Course**  **Code** | **Course Title** | **\* Pre-**  **Requisite**  **Courses** | **Credit**  **Hours** | **Course type** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Required**  **or Elective** | | **University, 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 (i.e. summer courses).*

# F. Student admission and support:

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| --- |
| 1. Student admission requirements |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 2. Academic and career guidance and counseling |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 3. Student orientation program. |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 4. Support for students of special needs students *(low achievers, disabled, gifted and talented)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

# H. Faculty and Staff

## 1. Needed faculty and 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. Orientation and Professional Development

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| --- |
| **2.1 Orientation of New faculty and teaching staff**  ***Describe briefly the process used for orientation of new, visiting or part time teaching staff*** |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| **2.2 Professional Development for faculty and teaching staff**  *Describe briefly the plan and arrangements for Academic and professional development of faculty and teaching staff (Teaching & learning strategies, Learning Outcomes assessment, Professional development…etc.)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

# G. Learning Resources, Facilities and Equipment

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| 1. Learning resources. *(Textbooks, reference and other resource material including electronic and web based resources ….etc.)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 2. Facilities and equipment *(Library, laboratories, and classrooms ….etc.).* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 3. Arrangements to maintain healthy and safe environment *(According to the nature of the program )* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

# E. Program management and regulations

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| --- |
| 1. Program management structure: |
| 1.1 **Describe the Program structure** *(including committees, council, units, boards …)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 1.2 **Describe the stakeholder's representation in the Program management system** *(students, professional bodies, scientific societies alumni, employers, etc.)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 2. Program regulations *(link to on-line version)* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

# I. Program Quality assurance

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| --- |
| 1. Program monitoring |
| 1.1 **Describe the Program quality monitoring procedures** |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 1.2 **Describe the arrangements taken to monitor the courses taught by other departments.** |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| 1.3 **Describe the arrangements taken to insure the integrations between main campus and branches** *( males & females )* |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |
| **1.4** **Describe the arrangements taken to monitor the partnership arrangements with other institutions.** |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

## 2. Program evaluation Matrix

| **Evaluation**  **areas/issues** | **Stakeholders / Evaluators** | **Evaluation methods** | **Evaluation time**  **(When)** |
| --- | --- | --- | --- |
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***Evaluation areas*** *(e.g., leadership, Effectiveness of Teaching & assessment & Program learning outcomes, Learning resources, partnerships, etc.)*

***Stakeholders*** *(Students, Graduates, Alumnae, Faculty, Program leaders, Administration staff, Employers, Independent reviewers, Others (specify)*

***Evaluation time*** *(e.g., begging of semesters, end of academic year, etc.)*

## 3. Program KPI's:

| **Code** | **KPIs** | **Target** | **Measurement Methods** | **Measurement Time** | **Measurement**  **Responsibility** |
| --- | --- | --- | --- | --- | --- |
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## 4. Program improvement

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| --- |
| **The procedures used to improve the program.** |
| …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..…  …………….…………………………………………………………………………………..… |

# Authorized Signatures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dean/Chair | Name | Title | Signature | Date |
| Program Dean / Program Chair  Main Campus |  |  |  |  |
| Program Chair  Branch 1 |  |  |  |  |
| Program Chair  Branch 2 |  |  |  |  |

# Attachments:

1. **Assessment plan for program learning outcomes (PLOs)**
2. **Program assessment regulations (link to on-line version)**
3. **Course specifications for all courses including field experience specification if applicable.**
4. **Regulations for student appeals on academic matters, including processes for consideration of those appeals.**
5. **Program/Department/ College/Institution policies on appointment of part time and visiting teaching staff. (i.e., Approvals required, selection process, proportion of total teaching staff to ?, etc.)**
6. **Students Handbooks**
7. **Academic and Professional Development plan**