# 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.

## Table of Contents

## 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. | | |
| 4. | | |

### 9. 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 |
|---|---|---|---|---|
| **Course** | Required | | | |
| | Elective | | | |
| Graduation Project (if any) | | | | |
| Thesis (if any) | | | | |
| Field Experience(if any) | | | | |
| 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** | | | | | | |
| | | | | | | |

\* 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 | |