اعتماد
NCAAA

T3

2020

Program Specification

Program Name:	
Qualification Level :	
Department:	
College:	
Institution:	

Content

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. Professional Occupations/Jobs:

6. Major Tracks/Pathways (if any)**:**

Major track/pathway	Credit hours (For each track)	Professional Occupations/Jobs (For each track)
1.		
2.		
3.		
4.		

7. Intermediate Exit Points/Awarded Degree (if any)**:**

Intermediate exit points/awarded degree	Credit hours
1.	
2.	
3.	

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 and Understanding	
K1	
K2	
K3	
K4	
K...	

Skills	
S1	
S2	
S3	
S4	
S...	

Values	
V1	
V2	
V3	
V4	
V...	

* 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						
Level 2						
Level 3						
Level 4						
Level 5						

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
Level 6	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
Level 7	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
Level 8	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....

* 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 and understanding				Skills				Values		
	K1	K2	K3	---	S1	S2	S3	---	V1	V2	----
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. Special Support** |
| (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

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	