



# Program Specification

## (Postgraduate Programs )

Program Name: *Enter Program Name.*

Program Code (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.



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## 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<br>(For each track) | Professions/jobs<br>(For each track) |
|---------------------|----------------------------------|--------------------------------------|
| 1.                  |                                  |                                      |
| 2.                  |                                  |                                      |
| 3.                  |                                  |                                      |
| ...                 |                                  |                                      |

### 9. Exit Points/Awarded Degree (if any):

| Exit points/Awarded degree | Credit hours |
|----------------------------|--------------|
| 1.                         |              |
| 2.                         |              |
| 3.                         |              |

### 10. 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/<br>Elective | No. of<br>courses | Credit<br>Hours | Percentage |
|-----------------------------|-----------------------|-------------------|-----------------|------------|
| <b>Course</b>               | Required              |                   |                 |            |
|                             | Elective              |                   |                 |            |
| Graduation Project (if any) |                       |                   |                 |            |
| Thesis (if any)             |                       |                   |                 |            |
| Field Experience (if any)   |                       |                   |                 |            |
| Others (.....)              |                       |                   |                 |            |
| <b>Total</b>                |                       |                   |                 |            |

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

### 2. Program Courses:

| Level      | Course<br>Code | Course Title | Required<br>or Elective | Pre-<br>Requisite<br>Courses | Credit<br>Hours | Type of<br>requirements<br>(Institution, College, or<br>Program) |
|------------|----------------|--------------|-------------------------|------------------------------|-----------------|--|
| Level<br>1 |                |              |                         |                              |                 |  |
|            |                |              |                         |                              |                 |  |
| Level<br>2 |                |              |                         |                              |                 |  |
|            |                |              |                         |                              |                 |  |
| Level<br>3 |                |              |                         |                              |                 |  |
|            |                |              |                         |                              |                 |  |
| Level<br>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 the program's courses according to the desired performance levels.  
(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 separate 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's 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 academic supervisor and their responsibilities, as well as the procedures/mechanisms of the scientific supervision and follow-up)

## 3. Thesis Defense/Examination:

(The regulations for selection of the defence/examination committee and the requirements to proceed for thesis defence, the procedures for defence 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 Assistants |           |          |  |                  |   |   |
| Administrative and Supportive Staff   |           |          |  |                  |   |   |
| Others (specify)                      |           |          |  |                  |   |   |

## F. Learning Resources, Facilities, and Equipment:

### 1. Learning Resources:

Learning resources required by the program (textbooks, references, e-learning resources, 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 the quality assurance manual.





## 2. Program Quality Monitoring Procedures:

## 3. Procedures to Monitor Quality of Courses Taught by other Departments:

## 4. Procedures adopted to ensure consistency between the program's sections (male and female sections, if any):

## 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                |  |

