Program Specifications

Program Name:	
Degree title:	
Program code:	
Department:	
College:	
University:	
Approval date:	

Content

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. …………………………………………………	………..	………………………………….…
2. …………………………………………………	………..	………………………………….…
3. …………………………………………………	………..	………………………………….…
4. …………………………………………………	………..	………………………………….…

6. **Intermediate exit Points/awarded degree (if any):**

Intermediate exit Points/awarded degree	Credit hours	Professional occupations
1. ………………………………………………………………………	……….	……….
2. ………………………………………………………………………	……….	……….
3. ………………………………………………………………………	……….	……….

B. Reasons for establishing the Program:

1.National level reasons *(Economical, social, cultural, technological reasons and national needs and development …. etc.)*

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………………………………………………………………………………………………..
………………………………………………………………………………………………..
………………………………………………………………………………………………..

2. Institutional level reasons *(Relevance of the program to the mission and goals of the institution …. etc.)*

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………………………………………………………………………………………………..
………………………………………………………………………………………………..
………………………………………………………………………………………………..

C. Mission, Objectives, and Outcomes

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											
Course											
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						
Level 2						
Level 3						
Level 4						
Level 5						

Level	Course Code	Course Title	* Pre-Requisite Courses	Credit Hours	Course type	
					Required or Elective	University, College or Department
Level 6						
Level 7						
Level 8						

Include additional levels if needed (i.e. summer courses).

F. Student admission and support:

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)*

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

G. 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

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.)
………………………………………………………………………………………………………
………………………………………………………………………………………………………
………………………………………………………………………………………………………
………………………………………………………………………………………………………

H. Learning Resources, Facilities and Equipment

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)
……….…
……….…
……….…
…….

I. Program management and regulations

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)
……………………………………………………………………………………………………..…
……………………………………………………………………………………………………..…
……………………………………………………………………………………………………..…
……………………………………………………………………………………………………..…

J. Program Quality assurance

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)*
……………………………………………………………………………………………………..…
……………………………………………………………………………………………………..…
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1.4 Describe the arrangements taken to monitor the partnership arrangements with other institutions.
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……………………………………………………………………………………………………..…
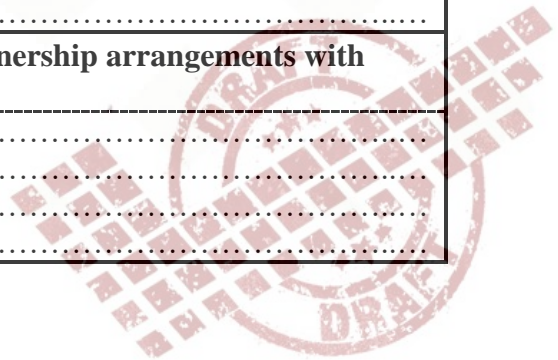
2. Program evaluation Matrix

Evaluation areas/issues	Stakeholders / Evaluators	Evaluation methods	Evaluation time (When)

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

4. Program improvement

The procedures used to improve the program.

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....
....
....

K. Authorized Signatures

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

L. 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 students, etc.)
6. Students Handbooks
7. Academic and Professional Development plan