اعتماد
NCAAA

T14

Program Specifications
(Postgraduate Degree)

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

VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

تميز
NCSEE

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MASAR

اعتماد

قياس

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Content

A. Program Identification and General Information

١. Program Main Location:
٢. Branches Offering the Program:
٣. Reasons for Establishing the Program: (Economic, social, cultural, and technological reasons, and national needs and development, etc.)
٤. System of Study ☐ Coursework & Thesis ☐ Coursework
٥. Mode of Study ☐ On Campus ☐ Distance Education ☐ Others
٦. Educational and Research Partnerships(if any) - Partnership Arrangement: - Type of Partnership: - Duration of Partnership:
٧. Total Credit Hours for Completing the Program: (……….)
٨. Professional Occupations/Jobs:

٩. Major Tracks/Pathways (if any):

Major Track/Pathway	Credit Hours (For each track)	Professional Occupations/Jobs (For each track)
١.		
٢.		
٣.		
٤.		

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

Intermediate Exit Points/Awarded Degree	Credit Hours
١.	
٢.	
٣.	

B. Mission, Goals, and Learning Outcomes

١. Program Mission:
٢. Program Goals:
٣. Relationship between Program Mission and Goals and the Mission and Goals of the Institution/College.
٤. Graduate Attributes:

٥.Program Learning Outcomes*

Knowledge and Understanding	
K١	
K٢	
K٣	
K٤	
K...	
Skills	
S١	
S٢	
S٣	
S٤	
S...	
Values	
V١	
V٢	
V٣	
V٤	
V...	

* Add a table for each track or Exit Points/Awarded Degree (if any)

C. Curriculum

١. Study Plan Structure

Program Structure		No. of Courses	Credit Hours	Percentage
Course	Required			
	Elective			
Graduation Project (if any)				
Thesis (if any)				
Field Experience(if any)				
Others (.....)				
Total				

* Add a table for each track (if any)

٢. Program Courses:

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level ١					
Level ٢					
Level ٣					
Level ٤					

* Include additional levels if needed
** Add a table for each track (if any)

٣. Course Specifications

Insert hyperlink for all course specifications using NCAAA template

٤. 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		
	K١	K٢	K٣	---	S١	S٢	S٣	---	V١	V٢	----
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Course											
Course											

* Add a table for each track (if any)

٥. 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.

٦. 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. Thesis and Its Requirements (if any)

١. Registration of the thesis:

(Requirements/conditions and procedures for registration of the thesis as well as controls, responsibilities and procedures of scientific guidance)

٢. 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)

٣. 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)

E. Student Admission and Support:

١. Student Admission and Transfer Requirements, and Courses Equivalency
٢. Student Counseling Services (academic, career, psychological and social)
٣. Special Support (low achievers, disabled, gifted and talented)

F. Teaching and Administrative Staff

١. 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						
Technicians and Laboratory Assistants						
Administrative and Supportive Staff						
Others (specify)						

٢. Professional Development

٢٫١ Orientation for New Teaching Staff Describe briefly the process used for orientation of new, visiting and part-time teaching staff
٢٫٢ 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.)

G. Learning Resources, Facilities, and Equipment

١. Learning Resources.

Policies and Procedure for providing and quality assurance of learning resources (textbooks, references and other resource materials, including electronic and web-based resources, etc.)

٢. Facilities and Equipment

Policies and Procedure for providing and quality assurance of Facilities and Equipment (Library, laboratories, medical facilities, classrooms, etc.).

٣. Arrangements to Maintain a Healthy and Safe Environment (According to the nature of the program)

H. Program Management and Regulations

١. Program Management

١,١ Program Structure

(including boards, councils, units, committees, etc.)

١,٢ Stakeholders' Involvement

Describe the representation and involvement of stakeholders in the program planning and development. (students, professional bodies, scientific societies, alumni, employers, etc.)

٢. 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.

I. Program Quality Assurance

١. Program Quality Assurance System

Provide online link to quality assurance manual

٢. Program Quality Monitoring Procedures

<table>
<tr><td colspan="4">٣. Arrangements to Monitor Quality of Courses Taught by other Departments.</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4">٤. Arrangements Used to Ensure the Consistency between Main Campus and Branches (including male and female sections)</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4">٥. Arrangements to Apply the Institutional Regulations Governing the Educational and Research Partnerships (if any).</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4">٦. Assessment Plan for Program Learning Outcomes (PLOs), and Mechanisms of Using its Results in the Development Processes</td></tr>
<tr><td colspan="4"></td></tr>
</table>

٧. Evaluation of Program Quality 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.)

٨. Program KPIs*

The period to achieve the target (.........) year.

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
١					
٢					
٣					
٤					
٥					
......					

* including KPIs required by NCAAA

j. Specification Approval Authority

Council / Committee	
Reference No.	
Date	