

نموذج DGS-102

استحداث برنامج جديد – تحديث برنامج قائم

المملكة العربية السعودية
وزارة التعليم
جامعة أم القرى
عمادة الدراسات العليا
وكالة العمادة للبرامج والتقييم
DGS.UQU



102 Form (Introducing New Program – Updating Existing Program)

Instructions

1. This Form has been developed based on the following references: (Developed version of accreditation criteria for graduate programs – the unified graduate studies bylaws – main performance indicators for the National Center for Academic Accreditation and Assessment (NCAAA) and National Quality Framework (NQF) for Higher Education in the K.S.A)
2. It is highly recommended to read these references on the Deanship Website page before filling in this form.
3. Course specification sub-form should be filled for each elective and compulsory course as well as the Dissertation and experience.
4. Required appendices should be submitted in a separate file with this form.
5. All gray-shaded titles include a brief explanation to help complete the requirements.
6. The form can be submitted **only** for programs that have been previously submitted on **101 Form** and approved by the Standing Committee of Graduate Studies Programs.
7. This form should be submitted as an electronic document through the “E-work flow Postgraduate Management System” not through “University Administrative Communication System” “MASSAR”

Required Action:

Introducing a New Program

Updating Existing program

Approval Date

Click or tap to enter a date.

Last Updated Date

Click or tap to enter a date.

Program Title:

.....

College

.....

Department:

.....

Program Coordinator:

Name:

.....

Mobile:

.....

Email

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1. Program Identification and General Information:

Program Identification:			
Program Title	Updated Program Code
Offered Degree	<input type="checkbox"/> Higher Diploma <input type="checkbox"/> Masters through Courses and Research Project <input type="checkbox"/> Masters through Courses and Theses. <input type="checkbox"/> Ph.D. through Courses and Theses. <input type="checkbox"/> Ph.D. through Theses and some Courses.		
Program General Field			
English		
Program Specific Field:			
English		
Teaching Mode	Master	Doctorate	
	<input type="checkbox"/> Courses & Thesis (minimum 24 units in addition to thesis)	<input type="checkbox"/> Courses & Thesis (minimum 30 units in addition to thesis)	
	<input type="checkbox"/> Courses & Research Project (minimum 42 including research project of minimum 3 units)	<input type="checkbox"/> Thesis & Some Courses (minimum 12 units in addition to thesis)	
	<input type="checkbox"/> Higher Diploma: (minimum 24 units and not more than 36 units distributed over period between two and four months).		
Teaching Language:	<input type="checkbox"/> English	<input type="checkbox"/> Arabic	
Thesis Language:	<input type="checkbox"/> English	<input type="checkbox"/> Arabic	
Total Program Credit Units: Units		



2. Mission and Objectives:

2.1. Mission:

2.1.1. Department Mission Statement:

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2.1.2 Program Mission Statement:

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2.1.3 Consistency between the Program's Mission and that of the Department, College and University.

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2.2. Program Objectives:

1.
2.
3.

3. Program Learning Outcomes*

Knowledge:	
K1	
K2	
K3	
K4	
K...	
Skills	
S1	



S2	
S3	
S4	
S...	
Competence	
C1	
C2	
C3	
C4	
C...	

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

4. Program Importance and Rationale:

4.1 Program Characteristics in Relation to Local Counterparts:

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

4.2 Saudi Community Needs for the Program

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.....
.....

4.3 Program Targeted Job Values and Skills:

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.....
.....

4.4 Job Tracks for the Program's Graduates:

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

A Copy of Job Classifications of the Program's Graduates from the Civil Service Department Website (To be added in required appendices form)



4.5 Program Update Data: (To be filled for updating programs only)

4.5.1 Amendment Justifications:

.....

.....

.....

4.5.2 Comparison between existing and updated plans:*

Comparison item	Existing Program Plan	Proposed Program Plan
1. Credit Hours:		
2. Courses Number:		
3. Type of courses (Elective / Compulsory)		
4. Study Mode		
5.		

* Attach a copy of the updating program

5. Program Management and Quality Assurance

5.1 Program Management:

5.1.1 Skeletal Structure of the Department. (To be added in required appendices form)

5.1.2 Formation of departmental Program Committee. (A copy of the formation decision including nominating one of the staff member as coordinator to be added in required appendices form)

5.1.3 Available Human Resources:

Number of Faculty Members			Administrators	Technician
Professors	Associate Professors	Assistant Professors		



--	--	--	--	--

5.1.4 Details of Current Faculty Members:

No.	Name	University Code No.	Academic Rank			PhD		Nationality
				General Field	Specific Field	Graduation Country	Graduation Year	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

(CV of Faculty Members to be added in required appendices form)

6. Survey of Similar Programs in Local, Regional and International Universities.

Similar programs	Local		Regional				International				Submitted program	
	Program 1		Program 2		Program 3		Program 4		Program 5			
University												
College												
Department												
Program												
Program units and courses	Units	Courses	Units	Courses	Units	Courses	Units	Courses	Units	Courses	Units	Courses
compulsory courses												
Elective courses												
Thesis - Research Project												
Total												



7. Learning and Teaching

7.1 Learning Outcomes and Graduate Specifications

7.1.1 Main tracks or specializations covered by the program:

(a)

(b)

(c)

7.2 Curriculum Study Plan Table

7.2.1 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)

7.3 Program Courses:

Level	Course Code	Course Title	Required / Elective	Course Pre-Requisite	Hours (T/P/T/S/D/P)			Credit Hours
Level 1								

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Level	Course Code	Course Title	Required / Elective	Course Pre-Requisite	Hours (T/P/T/S/D/P)			Credit Hours
Level 2								
Level 3								
Level 4								

*(Theoretical/Practical/Training/Studio/Discussion/Project)

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



7.4 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				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											
Course											
Course											

* Add seprate table for each track (if any)



7.5 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.

.....

.....

.....

7.6 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.

.....

.....

.....

8. Field or Research Components of the Study Plan

8.1 Summary of Practical or Medical Clinical Fellowship Components Required by the Program (if any):

a) Brief Description of Field Experience:
b) Program Level (s) of Field Experience:
c) Contact Hours of Field Experience and Time Table (Day / Week / Semester)
d) Field Experience Credit Hours:



8.2 Requirements of Research Project or Scientific Thesis (if any):

a) Brief Description of Research Project or Scientific Thesis Requirements.
b) Outline of Targeted Learning Outcomes of Research Project or Scientific Thesis.
c) The Program's Level/Stage of Doing Research Project or Scientific Thesis
d) Research Project or Scientific Thesis Credit Hours,
e) Brief Description of Academic Advising and Student Support Mechanisms to Complete the Project.
f) Description of Research Project or Scientific Thesis Assessment Procedures (Including Assessment Rubrics)



8.3 Course Specification:

COURSE SPECIFICATIONS

Form

Course Title:	
Course Code:	
Program:	
Department:	
College:	
Institution:	



A. Course Identification

1. Credit hours:			
2. Course type	<input type="checkbox"/> Required	<input type="checkbox"/> Elective	
3. Level/year at which this course is offered:			
4. Pre-requisites for this course (if any):			
5. Co-requisites for this course (if any):			

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	Blended		
3	E-learning		
4	Correspondence		
5	Other		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	Lecture	
2	Laboratory/Studio	
3	Seminars	



4	Others (specify)	
	Total	
Other Learning Hours*		
1	Study	
2	Assignments	
3	Library	
4	Projects/Research Essays/Theses	
5	Others (specify)	
	Total	

* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description
2. Course Main Objective

3. Course Learning Outcomes

Course Learning Outcomes (CLOs)		Aligned-PLOs*
1	Knowledge	
1.1		
1.2		
1.3		
1...		
2	Skills	
2.1		
2.2		



Course Learning Outcomes (CLOs)		Aligned-PLOs*
2.3		
2...		
3	Competence	
3.1		
3.2		
3.3		
3...		

* Program Learning Outcomes

C. Course Content

No	List of Topics	Contact Hours
1		
2		
3		
4		
5		
...		
Total		



D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment

Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge		
1.1			
1.2			
...			
2.0	Skills		
2.1			
2.2			
...			
3.0	Competence		
3.1			
3.2			
...			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1			
2			



#	Assessment task*	Week Due	Percentage of Total Assessment Score
3			
4			

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

--

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	
Essential Reference Materials	
Electronic Materials	
Other Learning Materials	

2. Educational and research Facilities and Equipment Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	
Technology Resources (AV, data show, Smart Board, software, etc.)	
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	



G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods

Evaluation Areas/Issues (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Course Specification Approval Data

Council / Committee	
Reference No.	
Date	



9. Students

9.1 Department Admission & Registration Requirements:

-
-
-
-
-

10. Scientific Research and Projects:

10.1 Main Research Domains in the Department:

11 Learning Resources, Facilities and Equipment.

11.1 Available Learning Resources	Capacity	Available in Numbers
1. Books		
2. References		
3. Digital resources and data bases		
11.2 Facilities and Equipment at the Department	Capacity	Available in Numbers



Class room 1		
Class room 2		
11.3 Laboratories and workshops	Capacity	Available in Numbers
Lab 1		
Lab 2		
11.4 Available apparatus and tools	Capacity	Available in Numbers
11.5 Arrangements to Maintain a Healthy and Safe Environment (According to the nature of the program)	Capacity	Available in Numbers
Safety & security procedures		

12 Program Quality Assurance

12.1 Program's Advisory Committee

Section 5.2.1 to be filled only by programs that have departmental advisory committee or college advisory committee based on the Rector Decision No. 4380049458 dated in 27/6/1383 Lunar calendar. Departments where this decision still going on are not required to fill this section.

12.1.1 Formation of Program's Advisory Committee (A copy of the Program's Advisory Committee formation decisions to be added in required appendices form)

12.1.2 Advisory Committee Recommendations related to:

Program Objectives:	—
	—
	—



Program Learning Outcomes:	— — —
Program Teaching Strategies:	— — —

12.2 Program Quality Assurance System

Provide online link to quality assurance manual

12.3 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.)

12.4 Program KPIs*

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

No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
1					

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No	KPIs Code	KPIs	Target	Measurement Methods	Measurement Time
2					
3					
4					
5					
.....					

* including KPIs required by NCAAA