



Program Specification

(Bachelor)

Program: *Enter Program Name.*

Program Code (as per Saudi university ranking): *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. Partnerships with other parties (if any) and the nature of each:

4. Professions/jobs for which students are qualified

5. Relevant occupational/ Professional sectors:

6. Major Tracks/Pathways (if any):

Major track/pathway	Credit hours (For each track)	Professions/jobs (For each track)
1.		
2.		
3.		
...		

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

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

8. Total credit hours: (.....)



B. Mission, Objectives, 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 or 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 Training/ Internship				
Residency year				
Others				
Total				

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

2. Program Courses

Level	Course Code	Course Title	Required or Elective	Pre- Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1						
Level 2						
Level 3						
Level 4						
Level 5						
Level 6						





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

* 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 program courses' according to the following 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....											
Course....											

* 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 and curricular and extra-curricular activities adopted 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 twice in the bachelor program's cycle and once in other degrees).

D. 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, gifted, and talented students).



E. Faculty and Administrative Staff:

1. Teaching and Administrative Staff

Academic Rank	Specialty		Special Requirements / Skills (if any)	Required Numbers		
	General	Specific		M	F	T
Professor						
Associate Professor						
Assistant Professor						
Lecturer						
Teaching Assistant						
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. Procedures to Monitor Quality of Courses Taught by other Departments

3. Procedures Used to Ensure the Consistency between Main Campus and Branches (including male and female sections).

4. Assessment Plan for Program Learning Outcomes (PLOs),

5. 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, etc.

Evaluation Methods: e.g., Surveys, interviews, visits, etc.

Evaluation Time: e.g., beginning of semesters, end of the academic year, etc.

6. 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	