



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 (For each track)	Professions/jobs (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:

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2. Program Goals:

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3. Program Learning Outcomes:*

Knowledge and Understanding:

K1	
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K2	
----	--

K3	
----	--

K4	
----	--

K...	
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Skills:

S1	
----	--

S2	
----	--

S3	
----	--

S4	
----	--

S...	
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Values, Autonomy, and Responsibility:

V1	
----	--

V2	
----	--

V3	
----	--

V4	
----	--

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



C. Curriculum:

1. Curriculum Structure:

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

* 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. Teaching and Administrative Staff:

Academic Rank	Specialty		Special Requirements / Skills (if any)	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	

