|  |  |  |
| --- | --- | --- |
| Institution : | ............................................................... | |
| Academic Department : | ............................................................... | |
| Programme : | ............................................................... | |
| Specification Approved Date : | | …./ … / …… H |

**Program Specifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Institution:** | **……………….………** | | | **Date:** | **…… \ ….. \ ………. H** |
| **2. College / Department :** | | **………………………… / ………………………………** | | | |
| **3. Dean / Department Head** | | | **………………………………………………………** | | |
| **4. Insert program administrative flowchart :** | | | | | |
| **5. List all branches/locations offering this program**  **Branch/Location 1.**  *...................................................................................................................................*  **Branch/Location 2.** *...................................................................................................................................*  **Branch/Location 3.** *...................................................................................................................................*  **Branch/Location 4.** *...................................................................................................................................* | | | | | |

**A. Program Identification General Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Program title :** | **……………………..** | | | **Code :** | | | | **…………..** | |
| **2. Total credit hours needed for completion of the program :** | | | | | | | **…………..** | | |
| **3. Award granted on completion of the program :** | | | | | **………………………………..** | | | | |
| **4. Major tracks/pathways or specializations within the program :**  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | |
| **5. Intermediate Exit Points and Awards (***if any***) :**  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | |
| **6. Professional occupations (***licensed occupations, if any) for which graduates are prepared. (If there is an early exit point from the program ) include professions or occupations at each exit point) from the program (eg. diploma or associate degree) include professions or occupations at each exit point***) :**  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | |
| **7. (a) New Program** | |  | Planned starting date : | | | **…………………..** | | | |
| **(b) Continuing Program** | |  | Year of most recent major program review | | | | | | **………..** |
| **Organization involved in recent major review**  Accreditation review by : ……………………………………………………………  Other : …………………………………………………………… | | | | | | | | | |
| **8. Name of program chair or coordinator.**  ( If a program chair or coordinator has been appointed for the female section as well as the male section, include names of both)  ……………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | |
| **9. Date of approval by the authorized body :**  (MoHE for private institutions and Council of Higher Education for public institutions).   |  |  |  | | --- | --- | --- | | **Campus Branch/Location** | **Approval By** | **Date** | | **Main Campus:** |  |  | | **1: ……………………………** | **……………………………** |  | | **2: ……………………………** | **……………………………** |  | | **3: ……………………………** | **……………………………** |  | | **4: ……………………………** | **……………………………** |  | | | | | | | | | | |

**B. Program Context :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Explain why the program was established.**  **a.** Summarize economic reasons, social or cultural reasons, technological developments, national policy developments or other reasons.  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  **b.** Explain the relevance of the program to the mission and goals of the institution.  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | |
| **2. Relationship (***if any***) to other programs offered by the institution / college / department .** | | | | | | |
| **a. Does this program offer courses that students in other programs are required to take?** | | | Yes | | |  |
| NO | | |  |
| If yes, what has been done to make sure those courses in other departments meet the needs of students in this program?  ……………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | |
| **b. Does the program require students to take courses taught by other departments?** | | | | | Yes |  |
| NO |  |
| If yes, what has been done to make sure those courses in other departments meet the needs of students in this program?  ……………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | |
| **3. Do students who are likely to be enrolled in the program have any special needs or characteristics?** (eg. Part time evening students, physical and academic disabilities, limited IT or language skills). | | | | | | |
| **Yes** |  | **NO** |  |  | | |
| **4. What modifications or services are you providing for special needs applicants?**  ……………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | |

**C. Mission, Goals and Objectives**

|  |
| --- |
| **1 . Program Mission Statement :**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **List major objectives of the program within to help achieve the mission. For each measurable objective describe the measurable performance indicators to be followed and list the major strategies taken to achieve the objectives.**   |  |  |  | | --- | --- | --- | | **Measurable Objectives** | **Measurable Performance Indicators** | **Major Strategies** | |  | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | |  | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | |  | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | |  | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | **1 - ………………………..**  **2 - ………………………..**  **3 - ………………………..** | |

**D. Program Structure and Organization**

**1. Program Description:**

***List the core and elective program courses offered each semester from Prep Year to graduation using the below Curriculum Study Plan Table***

(A separate table is required for each branch IF a given branch/location offers a different study plan)**.**

**Curriculum Study Plan Table**

*\** ***Prerequisite*** *– list course code numbers that are required prior to taking this course.*

| **Year** | **Course**  **Code** | **Course Title** | **Required**  **or Elective** | **\* Pre-**  **Requisite**  **Courses** | **Credit**  **Hours** | **College or**  **Department** |
| --- | --- | --- | --- | --- | --- | --- |
| **Prep Year** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **1st Year**  **Semester 1** |  |  |  |  |  |  |
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| **1st Year**  **Semester 2** |  |  |  |  |  |  |
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| **2nd Year**  **Semester 1** |  |  |  |  |  |  |
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| **2nd Year**  **Semester 2** |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **3rd Year**  **Semester 1** |  |  |  |  |  |  |
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| **3rd Year**  **Semester 2** |  |  |  |  |  |  |
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| **4th Year**  **Semester 1** |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **4th Year**  **Semester 2** |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  | ***Include additional years if needed.*** | | | | | |

**2. Required Field Experience Component**

(if any, e.g. internship, cooperative program, work experience).

|  |
| --- |
| **Summary of practical, clinical or internship component required in the program.**  *Note: see Field Experience Specification* |
| **a. Brief description of field experience activity**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **b. At what stage or stages in the program does the field experience occur?**  *(eg. year, semester)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **c. Time allocation and scheduling arrangement.**  *(eg. 3 days per week for 4 weeks, full time for one semester)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **d. Number of credit hours** *(if any)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**3. Project or Research Requirements (if any)**

|  |
| --- |
| **Summary of any project or thesis requirements in the program.**  *(Other than projects or assignments within individual courses)*  *(A copy of the requirements for the project should be attached.)* |
| **a. Brief description**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **b. List the major intended learning outcomes of the project or research task.**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **c. At what stage or stages in the program is the project or research undertaken?**  *(e.g. year, semester)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **d. Number of credit hours** *(if any)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **e. Description of academic advising and support mechanisms for students.**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **f. Description of assessment procedures**  *(including mechanism for verification of standards)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**4. Learning Outcomes in Domains of Learning, Assessment Methods and Teaching Strategy**

|  | **NQF Learning Domains**  **and Learning Outcomes** | **Teaching**  **Strategies** | **Assessment**  **Methods** |
| --- | --- | --- | --- |
| **1.0** | **Knowledge** | | |
| **1.1** |  |  |  |
| **1.2** |  |
| **1.3** |  |
| **1.4** |  |
| **2.0** | **Cognitive Skills** | | |
| **2.1** |  |  |  |
| **2.2** |  |
| **2.3** |  |
| **2.4** |  |
| **3.0** | **Interpersonal Skills & Responsibility** | | |
| **3.1** |  |  |  |
| **3.2** |  |
| **4.0** | **Communication, Information Technology, Numerical** | | |
| **4.1** |  |  |  |
| **4.2** |  |
| **5.0** | **Psychomotor** | | |
| **5.1** |  |  |  |
| **5.2** |  |

**Program Learning Outcome Mapping Matrix**

I*dentify on the table below the courses that are required to teach the program learning outcomes. Insert the program learning outcomes, according to the level of instruction, from the above table below and indicate the courses and levels that are required to teach each one; use your program’s course numbers across the top and the following level scale.*

**Levels : I = Introduction(Introduce) R = Reinforce (Proficient ) E = Emphasize (Advanced)**

| **Program Learning Outcome**  *NQF Learning Domains and Learning Outcomes* | | | | | | | | | | | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Psychomotor** | | | **Communication, Information Technology, Numerical** | | | **Interpersonal Skills & Responsibility** | | | **Cognitive Skills** | | | **Knowledge** | | |
| **5.3** | **5.2** | **5.1** | **4.3** | **4.2** | **4.1** | **3.3** | **3.2** | **3.1** | **2.3** | **2.2** | **2.1** | **1.3** | **1.2** | **1.1** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-100 | ***courses*** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-101 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-102 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-103 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-104 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-105 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-106 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-107 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-108 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-109 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | A-110 |

**5. Admission Requirements for the program**

***Attach*** *handbook or bulletin description of admission requirements including any course or experience prerequisites.*

|  |
| --- |
| ……………………………………………………………………………………………………………………………………………………………………………………………… |

**6. Attendance and Completion Requirements**

***Attach*** *handbook or bulletin description of requirements for:*

*a. Attendance.*

*b. Progression from year to year.*

*c. Program completion or graduation requirements.*

|  |
| --- |
| ……………………………………………………………………………………………………………………………………………………………………………………………… |

**E. Regulations for Student Assessment and Verification of Standards**

|  |
| --- |
| What processes will be used for verifying standards of achievement :  *(eg check marking of sample of tests or assignments? Independent assessment by faculty from another institution) (Processes may vary for different courses or domains of learning.)*  …………………………………………………………………………………………………………………………………………………………………………………………………… |

**F Student Administration and Support**

**1. Student Academic Counselling**

|  |
| --- |
| Describe the arrangements for academic counselling and advising for students,  *including both scheduling of faculty office hours and advising on program planning, subject selection and career planning (which might be available at college level).*  ……………………………………………………………………………………………………………………………………………………………………………………….…………… |

**2. Student Appeals :**

***Attach*** *the regulations for student appeals on academic matters, including processes for consideration of those appeals.*

|  |
| --- |
| …………………………………………………………………………………………………………………………………………………………………………………………………… |

**G. Learning Resources, Facilities and Equipment**

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| --- |
| **1a.** What processes are followed by faculty and teaching staff for planning and acquisition of textbooks, reference and other resource material including electronic and web based resources?  …………………………………………………………………………………………………………………………………………………………………………………………… |
| **1b.** What processes are followed by faculty and teaching staff for planning and acquisition resources for library, laboratories, and classrooms.  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| 2. What processes are followed by faculty and teaching staff for evaluating the adequacy of textbooks, reference and other resource provisions?  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| 3. What processes are followed by students for evaluating the adequacy of textbooks, reference and other resource provisions?  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| 4. What processes are followed for textbook acquisition and approval?  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**H. Faculty and other Teaching Staff**

**1. Appointments**

|  |
| --- |
| Summarize the process of employment of new faculty and teaching staff to ensure that they are appropriately qualified and experienced for their teaching responsibilities.  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**2. Participation in Program Planning, Monitoring and Review**

|  |
| --- |
| **a. Explain the process for consultation with and involvement of teaching staff in monitoring program quality, annual review and planning for improvement.**  ………………………………………………………………………………………………………………………………………………………………………………………………  **b. Explain the process of the Advisory Committee (if applicable)**  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**3. Professional; Development**

**What arrangements are made for professional development of faculty and teaching staff for:**

|  |
| --- |
| **a.** Improvement of skills in teaching and student assessment?  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **b.** Other professional development including knowledge of research and developments in their field of teaching specialty?  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**4. Preparation of New Faculty and Teaching Staff**

|  |
| --- |
| Describe the process used for orientation and induction of new, visiting or part time teaching staff to ensure full understanding of the program and the role of the course(s) they teach as components within it.  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**5. Part Time and Visiting Faculty and Teaching Staff**

|  |
| --- |
| Provide a summary of Program/Department/College/institution policy on appointment of part time and visiting teaching staff.  *(ie. Approvals required, selection process, proportion to total teaching staff, etc.)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**I. Program Evaluation and Improvement Processes**

**1. Effectiveness of Teaching**

|  |
| --- |
| a. What processes are used to evaluate and improve the strategies for developing learning outcomes in the different domains of learning?  *(eg. assessment of learning achieved, advice on consistency with learning theory for different types of learning, assessment of understanding and skill of teaching staff in using different strategies)*  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| b. What processes are used for evaluating the skills of faculty and teaching staff in using the planned strategies?  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**2. Overall Program Evaluation**

a. What strategies are used in the program for obtaining assessments of the overall quality of the program and achievement of its intended learning outcomes

|  |
| --- |
| **(i) From current students and graduates of the program?**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **(ii) From independent advisors and/or evaluator(s)?**  ……………………………………………………………………………………………………………………………………………………………………………………………… |
| **(iii) From employers and/or other stakeholders.**  ……………………………………………………………………………………………………………………………………………………………………………………………… |

**Attachments :**

1. ***Copies of regulations and other documents referred to in template preceded by a table of contents.***
2. ***Course specifications for all courses including field experience specification if applicable.***

**Authorized Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Dean /Chair*** | ***Name*** | ***Title*** | ***Signature*** | ***Date*** |
| ***Program Dean***  ***or Program Chair***  ***Main Campus*** |  |  |  |  |
| ***Branch 1*** |  |  |  |  |
| ***Branch 2*** |  |  |  |  |
| ***Branch 3*** |  |  |  |  |
| ***Branch 4*** |  |  |  |  |