

## **The Mechanism of Najran University Programs' Specifications**

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## **Introduction:**

In the light of NU mission and strategic objectives, the importance of applying a uniform mechanism the academic program's specification is manifested due to its significance in academic performance improvement. This contributes to improving the quality of NU outcomes in general, and in turn achieves NU objectives and mission.

## **Steps of Program Specification:**

**The steps of the academic program's specification are as follows:**

1. Each concerned department prepares reports on the justifications for opening the program, covering: The needs of community and labor market and how the program is compatible with NU strategic plan.
2. Having the approval of the authorized person- NU Rector- or Vice Rector.
3. Studying the equivalent programs; benchmarking them locally, regionally and internationally, including: The program's title; vision; mission; objectives; learning outcomes; number of hours and distribution according to the needs of the University, college and specialization; and preparing a report.
4. Preparing a matrix that illustrates the consistency of the program's learning outcome of National Qualifications Framework and equivalent programs.
5. Preparing a correlation matrix of the program's learning outcomes with courses (the program's matrix).
6. Reviewing the specification by the committee of internal review (rather the committee of preparing the program) and suggesting the required modifications.
7. Presenting the topic to the advisory Committee of the program and making notes and suggestions.
8. Preparing a report by the Committee of preparing the program on benefiting from the report of the Committee of internal review and the advisory Committee, making modifications and illustrating the aspects that were not considered and their justifications.
9. Submitting the program completely to the external evaluator according to the form of Education and Learning Unit of the external evaluator of the program approved by the Vice-Rectorship for Development and Quality.

10. Preparing a report by the Committee of preparing the program on benefiting from the report of the external evaluator, making modifications and illustrating the aspects that were not considered and their justifications.
11. Reporting to the Council of Department and making modifications by the Committee of preparing the program.
12. Presenting to the Council of College and in case of substantive change they are resubmitted to the concerned department.
13. Reporting to Education and Learning Unit of at Development and Quality Deanship to comprehensively evaluate the program.
14. Education and Learning Unit prepares a report on the evaluation of the program to be reported to the Dean of Development and Quality Deanship to the Dean of the concerned College.
15. Dean of College refers the report to Education and Learning Unit of the concerned department.
16. The concerned department makes the required modifications with illustrating what has/hasn't been accomplished of Education and Learning Unit' comments, their justifications and reporting the Dean of College.
17. Dean of College reports the specification of the program and the complete study plan to Head of Plans and Academic System Committee at the Vice-Rectorship for Academic Affairs with the final report of Education and Learning Unit.
18. After the approval of Plans and Academic System Committee, the program and academic plans are reported to University Board for final approval.
19. Benefiting from good practices and experience exchange to promote the performance of all NU academic programs.

### **General regulations of the academic program's specification:**

1. Adherence to NQF and the executive regulations of Ministry of Education on university education.
2. Adherence to the approved forms of NCAAA and the Vice-Rectorship for Development and Quality (all forms are available at: <https://ddq.nu.edu.sa/ddq1/forms.html>), such as:
  - Program's specification form
  - Course's specification form
  - Field experience specification form
  - External evaluator form

3. A group of academic and professional experts should be involved in setting the program's learning outcomes and preparing the program in general.
4. The mission of the program is based on the educational aspect.
5. The mission of the Department covers educational, research and community service aspects.
6. Learning outcomes of the program should not exceed (14) outcomes and those of the course should not exceed (8) outcomes. They should be formulated using measurable action verbs.
7. Higher intelligence levels should increase ascendingly with the progress of the program's educational levels. This should be considered on distributing the courses in the program's rubric and the consecutive academic levels.
8. The number of approved units of the program should agree with NQF, taking benchmarking of the equivalent programs into consideration.
9. Teaching strategies and evaluation methods should match the nature of learning outcomes.
10. The number of units should not exceed (18) units in each level.
11. Internal Review Committee should be dependent of the program's preparation Committee.
12. Benefiting from the reports of the program, courses and field experience; and the surveys of employers, faculty members and alumni; and the results of related scientific research in improving the program's performance.
13. The program should be comprehensively evaluated every five years. Furthermore, the various evaluation results should be used in planning the program and making the required modifications.
14. This mechanism should be adhered to in case of preparing the specification of a new program or making modifications of an existing one (in case of modifying an existing program the approval of the authorized person is not required).



Appendices:

## Team of Preparing the Mechanism of NU Academic Programs' Specification

Dr. Mansour Naief AlOataiby	Head
Dr. Muhammad Sayed Zakhera	Coordinator
Dr. Muhammad Awad Elahmady	Member
Dr. Hoda Yahya Elyami	Member

### The decision of forming the team of preparing the mechanism of NU academic programs' specification

#### Administrative Decision No (4/36 -37), on 19/6/1437 A.H

*Praise Be to Allah, and Peace Be Upon the Messenger of Allah, Muhammad.*

According to

- The authorities granted to the Vice-rector of Academic Affairs,
- The recommendations of the NCAAA external reviewers in the framework of institutional developmental assessment,
- The approval given by the Rector to the improvement plans in preparation for the institutional accreditation,
- The betterment of work,

The Vice-rector of Academic Affairs decides:

**First:** Forming a committee to create a mechanism for program specifications across NU.

**Secondly:** The committee is composed of:



1. Dr. Mansour Al-Otaibie, Dean of the College of Education, Head of the Committee.
2. Mohammed Zakheera, Quality Consultant – Member.
3. Dr. Mohammed Al-Ahmadi, College of Administrative Sciences, Member.
4. Dr. Huda Al-Yami, College of Education, Member

**Thirdly:** The committee is tasked with the following:

1. Preparing the mechanism according to the NCAAA requirements.
2. The mechanism has to be approved from the Vice-rector of Academic Affairs, so as to implement it across NU colleges.

**Fourthly:** The committee starts work from the date this decision is issued. It is supposed to finish on April, 25, 2016.

**Fifthly:** The concerned bodies are to be notified of this decision.

**The Vice Rector of Academic Affairs**

**Dr. Jubran Bin Marie Al-Qahtani**