



University of Science & Technology
Faculty:
Department:

.....Name of the Program.....
Program Specifications

Prepared by:

1. -----
2. -----
3. -----

Date of preparation:

T3: This Template is Developed and Approved by CAQA-Yemen, 2023



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Reviewer

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1. General Information:		
1.	Program Name	
2.	Program Type (Courses and Thesis/ Courses only / Courses and Research)	
3.	Total Credit Hours	
4.	Program Period	
5.	Awarding Institution	
6.	Awarded Degree	
7.	Study System	
8.	Study Method (Regular/Distance, etc.)	
9.	Teaching language	
10.	Departments participating in the program	
11.	Location of teaching	
12.	Date of current development of the program	
13.	The target qualification levels in the program (The type of certificate that is granted to the student in the event of failure)	
14.	Admission Required (Required qualification - Average/Grading - Other conditions)	
15.	Prepared by	
16.	Council Approval Date	
17.	Starting date of teaching	

2. Introduction:	

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Promising Jobs:

- 1- -----
- 2- -----
- 3- -----
- 4- -----
- 5- -----

3. University Vision, Mission, and Objectives:

University vision:

To become one of the leading and distinguished universities regionally and intentionally.

University mission:

The University of Science and Technology strives to provide distinct educational, research, and advisory services at the domestic, regional, and international levels while adhering to community responsibility through highly qualified manpower, sophisticated curricula, a conducive learning and technologically stimulating environment for innovation, and effective partnerships that contribute prepare efficient outcomes that satisfy the needs of the labor market and development requirements, by the quality regulations and standards and academic accreditation.

University Objectives:

- 1- Enhance student knowledge and skills in various academic disciplines.
- 2- Contribute to support efforts of practical and scientific research in all different areas.
- 3- Link the learning outcomes with the requirements of the labor market to ensure the graduates are employable
- 4- Provide the necessary infrastructure to support the learning process and students' services and activities.
- 5- Provide opportunities of separate education for male and female students.
- 6- Expand the partnerships and develop the relationships with other peers and institutions of scientific research domestically, regionally, and internationally.
- 7- Enhance the role of the university in the community services by providing training and consulting programs in various aspects of development.

4. Faculty Vision, Mission, and Objectives:

Faculty Vision:

Faculty Mission:

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Faculty Objectives:

- 1- -----
- 2- -----
- 3- -----
- 4- -----

5. Department Vision, Mission, and Objectives :

Vision of the Department:

Mission of the Department:

Objectives of the Department:

1. -----
2. -----
3. -----
4. -----

6. Program Mission and Objectives:

Program Mission:

Program Objectives:

1. -----
2. -----
3. -----

7. Program Standards & Benchmarks:

Academic Standards:

1. -----
2. -----

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3. -----

Program Benchmarks:

1. -----
-----.

<https://www.----->

2. -----
-----.

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3. -----
-----.

<https://www.----->

4. -----
-----.

<https://www.----->

5. -----
-----.

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8. Graduate Attributes:

Upon completion of the program, the graduate will have the following attributes:

1. -----

2. -----

3. -----

4. -----

5. -----

6. -----

7. -----

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9. Program Intended Learning Outcomes (PILOs):

A. Knowledge and Understanding:

Upon successful completion of the ----- Program, the graduates will be able to:

A1. -----

A2. -----

A3. -----

B. Cognitive/ Intellectual Skills:

Upon successful completion of the ----- Program, the graduates will be able to:

B1. -----

B2. -----

B3. -----

C. Practical and Professional Skills:

Upon successful completion of the ----- Program, the graduates will be able to:

C1. -----

C2. -----

C3. -----

D. General and Transferable Skills:

Upon successful completion of the ----- Program, the graduates will be able to:

D1. -----

D2. -----

D3. -----

10. Alignment of PILOS and program objectives

Program PILOs	Program Objectives				
	PObj1	PObj2	PObj3	PObj4	PObj5
A1	✓				
A2					
A3					
B1					
B2					
B3					
C1					

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10. Alignment of PILOS and program objectives

Program PILOs	Program Objectives				
	PObj1	PObj2	PObj3	PObj4	PObj5
C2					
C3					
D1					
D2					
D3					

11. Teaching Strategies

Teaching Strategy	Description

12. Assessment Methods

Assessment Method	Description

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13. Alignment of Program Intended Learning Outcomes (PILOs) to Teaching Strategies and Assessment Methods:

PILOs	Teaching Strategies	Assessment Methods
<u>Knowledge and Understanding</u> A1, A2, A3	•	•
<u>Cognitive/ Intellectual Skills</u> B1, B2, B3	•	•
<u>Professional & practical skills</u> C1, C2, C3	•	•
<u>General & Transferable Skills</u> D1, D2, D3	•	•

14. Thesis Assessment:

The thesis will be assessed as follows:

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15. Program Structure:

No	Requirements	No. of Courses	Credit Hours	Rational Weight %
1.	Catch-up Requirements		-	-
2.	Compulsory Requirements			
3.	Elective Requirements			
4.	Thesis			
	Total:			100%

15.1. Catch-up Requirements

Non-native applicants on academic backgrounds must engage in the preparatory course which can be any or all of the following courses:

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	L*	T**	P***	Pre-requisite	Co-requisites
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
Total									

* L= lecture ** T=tutorial/seminar, *** P= lab/workshop/training/clinical (Credit Hours)

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15.2. Compulsory Requirements

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	L	T	P	Pre-requisite	Co-requisites
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
Total									

15.3. Elective Requirements

Select only Credit Hours

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	L	T	P	Pre-requisite	Co-requisites
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

15.4. Thesis

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	L	T	P	Pre-requisite	Co-requisites
1.									
Total									

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16. Study Plan:

1st Semester

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	Contact Hour			Pre-requisite	Co-requisites
					L	T	P		
1.									
2.									
3.									
4.									
5.									
Total									

2nd Semester

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	Contact Hour			Pre-requisite	Co-requisites
					L	T	P		
1.									
2.									
3.									
4.									
5.									
Total									

3rd Semester

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	Contact Hour			Pre-requisite	Co-requisites
					L	T	P		
1.									
2.									
3.									
4.									
5.									
Total									

4th Semester

No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	Contact Hour			Pre-requisite	Co-requisites
					L	T	P		
1.									
2.									
3.									
4.									
5.									
Total									

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Thesis									
No.	Course Code	Course Name	اسم المقرر	Cr. Hrs.	Contact Hour			Pre-requisite	Co-requisites
					L	T	P		
1.									
Total									

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17. Distribution of Total Credit Hours:

Courses	No of Courses, CH, %	Semester								Total	%
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th		
Compulsory Requirements	No. of courses										
	Credit Hours										
	%										
	Credit Hours										
	%										
Elective Requirements	No. of courses										
	Credit Hours										
	%										
Thesis	No. of courses										
	Credit Hours										
	%										
Total	No. of courses										
	Credit Hours										
	%										

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18. Admission Requirements:

Required qualifications	
Required grade	
Language required TOEFL/IBT (degree)	
Computer Skills (ICDL)	
Other requirements: Such as (admission test/personal interview)	

19. Transfer/ Progress Requirements:

--

20. Graduation Requirements:

Total credit hours required for graduation	
The minimum grades required for success each course of the program	
The total grades required for graduation	
Other requirements	

21. Grading System:

Marks (M)	Points	Grade

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22. Requirements of Running the Program:

Academic staff

Scientific Degree	Prof.	Associate Prof.	Assistant Prof.
Required			
Available			
Remarks			

Technician staff

Teaching and Learning resources

Learning Requirements

23. Program Assessment:

Type of the Sample who Assess the program		Instruments used	Sample
1	Final Year students	Questionnaire	50%
2	Graduates from the program	Questionnaire	50%
3	Labor market (Measure the performance of the program graduates)	Questionnaire	20%
4	Program members for their feedback on the program and curriculums	Questionnaire	50%
5	Students evaluation for (Courses, Teaching strategies, Academic staff, Progress of the curriculum)	Questionnaire	50%
6	Program Monitoring Committee (Evaluate Program's Outcomes During its Life Cycle)	Direct / Indirect	() courses
7	Development & Quality Assurance Deanship (Measure the improvement in program performance)	Report	1
8	Academic staff and Program Coordinator (Course Report)	Report	() courses
9	Program Monitoring Committee (Program annual performance report)	Report	One / year

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24. Program Quality Standards:

- Set up a committee to develop the program and a committee to monitor the program and its consistency with QAP.
- Invite samples from the leaders in the labor market to a joint workshop with the program committee.
- Prepare correction procedures report of the questionnaires evaluations that are mentioned in section 23 (Program Assessment).
- Review the execution reports of the correction plans for:
 - The semester report of the program monitoring committee.
 - The annual academic performance report.
 - The study of measuring the improvement in the program performance.
 - The study of the program self-evaluation.

25. Program Policies:

Based on University Regulations

1.	(Class Attendance) : A student should attend not less than 75 % of total hours of the subject; otherwise, he/she will not be able to take the exam and will be considered as exam failure. If the student is absent due to illness, he/she should bring a proof statement from university Clinic. If the absent is more than 25% of a course total contact hours, student will be required to retake the entire course again.
2.	(Tardy) : For late in attending the class, the student will be initially notified. If he repeated lateness in attending class, he/she will be considered as absent.
3.	(Exam Attendance/Punctuality) : A student should attend the exam on time. He/she is permitted to attend an exam half one hour from exam beginning, after that he/she will not be permitted to take the exam and he/she will be considered as absent in exam.
4.	(Assignments & Projects) : Assignments and projects are given as per course specification; the student has to submit all the assignments for checking on time, mostly one week after given the assignment.
5.	(Cheating) : For cheating in exam, a student will be considered as fail. In case the cheating is repeated three times during his/her study the student will be disengaged from the Faculty.
6.	(Plagiarism) : Plagiarism is the attending of a student the exam of a course instead of another student. If the examination committee proofed a plagiarism of a student, he/she will be disengaged from the Faculty. The final disengagement of the student from the Faculty should be confirmed from the Student Council Affair of the university or according to the university roles.
7.	(Other policies) : - Mobile phones are not allowed to use during a class lecture. It must be closed; otherwise the student will be asked to leave the lecture room. - Mobile phones are not allowed in class during the examination. - Lecture notes and assignments might be given directly to students using soft or hard copy.

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