



GUIDELINES FOR PROGRAMME SPECIFICATION

Dr. Mona Abou Eleaz

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شعار البرنامج التدريبي

الأعمال العظيمة لا تؤدي بالقوة
بل بالمتابعة

ماذا يمكن لنا أن نتوقع من البرنامج التدريبي؟



التوقعات

الأهداف العامة للبرنامج التدريبي

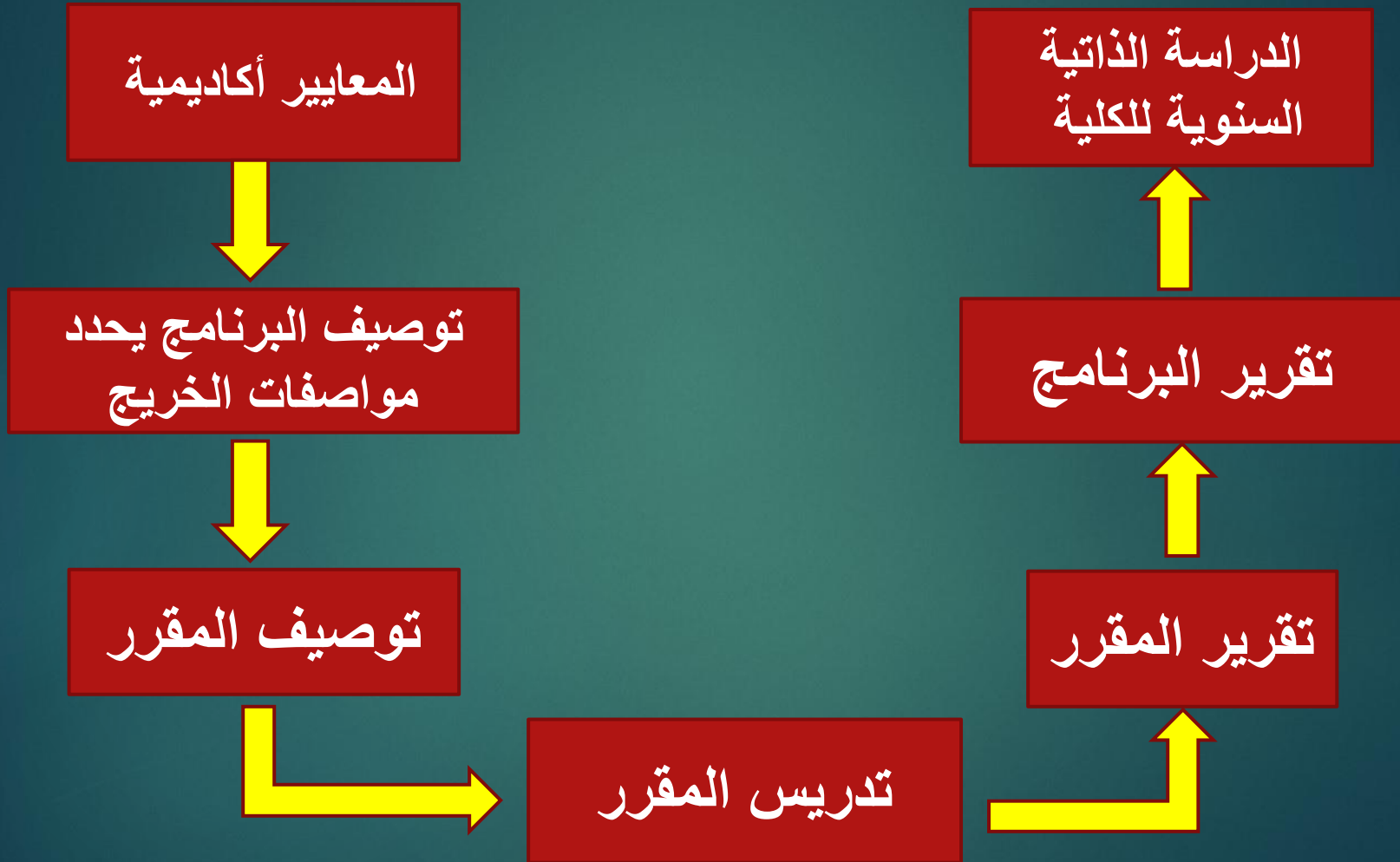
1- توضيح المفاهيم والمصطلحات المرتبطة بتوصيف البرنامج و المقررات واعداد التقرير وملف المقرر .

2- توضيح إرشادات استخدام نماذج توصيف البرامج والمقررات والخبرة الميدانية وتقاريرها .

3- التدريب على استخدام وتطبيق نماذج توصيف البرامج والمقررات والخبرة الميدانية وتقاريرها وملف المقرر .

رؤية المؤسسة

رسالة المؤسسة



التعريف بالإطار الوطني للمؤهلات وعلاقته بتوصيف البرامج التعليمية

❖ يصف مؤهلات التعليم العالي ويربط بينها بطريقة
متناسقة ومتكاملة .

❖ يركز على نواتج التعلم .

❖ يهدف الى اتساق نواتج تعلم الطلاب .

أهمية الإطار الوطني للمؤهلات

- ❖ التوصل الى تعريف موحد على المستوى الوطني لنواتج التعليم المرتقبة لكل مؤهلة .
- ❖ تسترشد به المؤسسات في عمليات التخطيط والمراجعة الذاتية .
- ❖ يساعد جهات التوظيف ، ومقومي الجودة في التعرف على المعارف والمهارات المتوقعة من الخرجين في كل مؤهل .

أهمية الإطار الوطني للمؤهلات

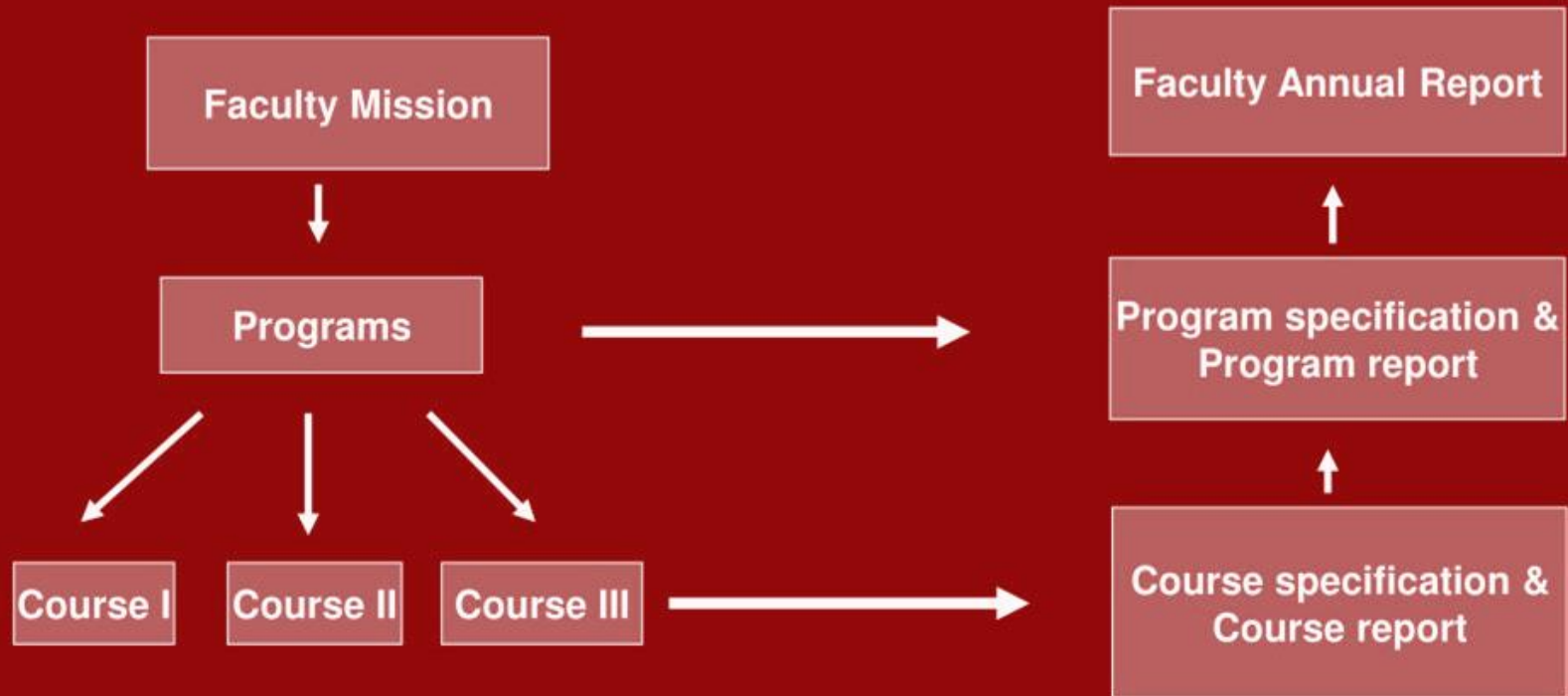
- ❖ تسهيل الاعتراف بالمؤهلات بين الدول .
- ❖ تسهيل التنقل بين المؤسسات التعليمية المحلية .
- ❖ الربط بين النظم والقطاعات التعليمية المختلفة .



National Academic Reference Standards (NARS)

Veterinary Medicine

What are we doing?



A- Basic Information

▶ 1. Program title:

Write program title

2. Programme type:

- ▶ Write whether the program is Single (has the specialty of one department),
- ▶ Joint (has two specialties) or multidisciplinary (has more than two specialties).
- ▶ Specialties may be in different departments in one faculty or more than one faculty.

3. Faculty

- ▶ Write the name of the faculty responsible for the program. In the case of joint or multi-disciplinary program, write the name of the faculty, which has the main responsibility for the program.

4- Department

Write the name (s) of the department (s) providing the program

5. Assistant Co-ordinator

Write the name

6. Co-coordinator

Write the name

7. External evaluator(s)

Write the name(s) of the external evaluator(s)

8. Last date of programme approval

Write down the year in which the programme was last authorised.

Professional Information

1. Program Aims:

Write down **the program aims** in a general way specifying the most important knowledge skills and attitudes which the students should gain after completing the program.

2. Intended learning outcomes (ILOs)

When completing this item, the complete ILOs for the program should be given so that the courses comprising the program can be justified by the program ILOs which they satisfy.

Also, each ILO should be given a code or number so that it can be easily referred to. The (ILOs) include, without limitation.



a. knowledge and understanding

- ▶ Meaning the basic information and understanding the graduate should have gained upon completing the programme.

b. Intellectual capabilities

- ▶ Meaning the intellectual capabilities gained by the graduate after completing the program such

As: the ability to select from different choices - concluding and discussing- innovation, specifying problems and finding solutions- etc.

c. Professional and Practical skills

- ▶ Meaning **the capability to use academic material in professional applications**, which should be gained by the student upon completing the program.
- ▶ **Examples of such capabilities include**: use of remote sensing maps - laser applications - ability to diagnose an illness - writing a treatment prescription - managing water resources - performing an engineering design - designing a computer program - etc.

d. General and Transferable Skills:

Meaning the different general or transferable skills that should be gained by the student upon completing the program. These are non subject-specific skills such as:

- ▶ Computing skills
- ▶ Communication skills
- ▶ Management skills
- ▶ Working in a group
- ▶ Problem solving

3. Academic Standards

- ▶ Write a specification of the academic standards for the program which indicate what the graduate should have achieved on completion of the program. Reference should be made to external references such as benchmark statements

4. External References for Standards (Benchmarks)

- ▶ Meaning the collection of measures applied by the academic community to ensure that the graduates have fulfilled the academic standards and the academic quality level specified in the institution mission

5. Curriculum structure and contents

a- Programme duration:

- ▶ Write the minimum number of years required to complete the programme and obtain the degree.

b- Program structure

The following points have to be covered:

- (i) Number of hours required to complete the program (including lectures, exercises ,lab. And others).

- (iii), (iv), (v), (vi) and (vii) number of hours and the percentages of the total number of program hours classified respectively as:
 - basic sciences courses
 - social sciences and humanities courses
 - specialized courses,
 - other courses and
 - practical/field training

6. Program courses

▶ 6.1 First Year / Semester

for the first column of the table:

write the code number of the course and its title

for the second column of the table.

Write the course title

for the third column of the table

Write the number of units in the course

for the fourth, fifth and sixth columns of the table

write in the number of hours/week for each of the given activities

for the final column

Write in the Program ILOs (by number) which are achieved by the course in question for semester systems, write No. of hours/week and for credit hours system, write No. of units (as distributed into lectures, labs and exercises)

Note: Use separate tables for each of:

1. Compulsory courses

2. Elective courses

3. Optional courses

▶

7. Program Admission Requirements


- ▶ Write the general criteria and rules for the admission of students to the programme, and from which level the programme starts.

8. Regulation for progression and program completion

- ▶ Identify the rules and bylaws for moving from one year/level to the next year/level in semester/credit hours system. Also, identify the rules for withdrawal or transfer from another programme or another faculty.

9. Program Evaluation

- ▶ Write the way by which the program is regularly evaluated. List also the concerned stakeholders of the program doing the evaluation, and mention the methods used for evaluation, including the function of an external evaluator.



**All Course Specifications should
be included as an Appendix**



GUIDELINES FOR Course SPECIFICATION

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GUIDELINES AND TEMPLATES FOR COURSE SPECIFICATIONS

The course specification template contains eight main items. These are:

- basic information;
- the overall aims of the course;
- its Intended Learning Outcomes (ILOs);
- the course content;
- teaching and learning methods;
- student assessment methods;
- a list of books and references and
- the facilities required for teaching and learning.

Basic Information

1- Programme title:

- Write the title of the programme(s) which contain the course, and identify if major/minor elements, where relevant

2- Department offering the programme(s):

- Write the name of the department responsible for the programme(s).

3- Department responsible for the course:

- Write the name of the department responsible for teaching the course.

Professional Information

1- Course aims:

- Overall course aims should be expressed as **the outcomes** to be **achieved** by students completing the course as significant, and assessable qualities.
- They are written in a general manner concentrating on the **knowledge, skills** and **attitudes** that the course intends to develop in the students.

Example B

Professional Information

1- Overall aim of course

By studying this course the student should be able to:

- Explain and apply the principles and theories of
- Define statistical parameters.
- Explain and apply the basic methods of processing statistical data
- Application of statistical tests of hypothesis.
- Application of methods of confidence limits.

2. Intended Learning Outcomes (ILOs)

The knowledge, understanding and skills which the institution intends to have been gained by the students completing the course.

Professional Information

2- Intended Learning Outcomes (ILO's) from the course:.

Express the ILOs of the course in terms of:

a- Knowledge and understanding

- The main information to be gained and the concepts that should be understood from the course.

(**Bloom 1+2**)

A- Knowledge and understanding:

a1 - Know the basic definitions of probability theory.

a2 – Understand the basic rules of conditional, joint and the addition rules of probabilities.

a3 – Use the different counting principles to determine different ways various events can occur.

a4 – Realize the basic definitions of statistic, such as, population, sample and parameters .

a5 – Understand and develop method of describing statistical data (tables, graphs, ..etc).

a6 – Understand methods to calculate statistical parameters such as mean, variance, median , mode, range, ..etc.

a7 - Familiarity with the hypothesis-testing about a theoretical quantity whose value is unknown.

a8 – Understand the principles of calculation confidence limits.

a9- Design computer programs to implement different probability and statistics principles.

Example- Words used

2- Intended Learning Outcomes from the course:.

Recognize

Know

Develop

Understand

Realize

Be aware of

Value

Identify with

Familiarity

Awareness

Information

Data

Facts

2- Intended Learning Outcomes from the course:

b- Intellectual skills

Explain the **intellectual skills**, which the course will assist in developing in the students such as:

- Analysis,
- Capability for creative thinking,
- Problem identification and solving,etc

B- Intellectual skills :

b1 - Capable of calculating the probability of an event.

b2 – Analysis and calculation the number of times an event can occur .

b3 – Identify and describe different probability distributions.

b4 – Describe and apply statistical rules to interpret and analyze statistical data.

b5 – Analyze statistical data using tests of hypothesis. .

b6- Analyze the statistical parameters and calculate the confidence limits Analysis,

**Capable of , Identify, Solve, develop,
Evaluate, Compute, Estimate, Determine**

2- Intended Learning Outcomes from the course:

c- Professional and Practical skills

These skills are demonstrated by the ability of the student, after completing the course, to

- Apply and
- Adopt the topics into professional applications.

c- Professional and practical skills

c1 –Apply methods of data analysis and interpret statistical data.

c2- implement and apply methods of hypothesis testing.

c2 - Write and implement simple practical programs to calculate statistical parameters and different analysis techniques.

**Apply, realize, execute,
implement, write, test**

d- General and transferable skills

Skills of a general nature, which can be applied in any subject area, including:

- Written and oral communication,
- The use of new technological tools,
- Group working,
- Problem solving,
- Management,. ...etc..

d- General and transferable skills

d1 - Describe how probability is calculated.

d2 - Define the terms associated with statistics and statistical parameters.

d3 - Describe and explain the methods of statistical data analysis.

**Describe, Explain, Identify, Tell,
Express,.**

4. Teaching and learning methods

The methods, which are used by teachers to help students to achieve the ILOs for the course.

Examples would be:

- **a case study** to teach students how to analyse information and reach a decision;
- **writing a review paper** for the students to gain the skills of self-learning and presentation;
- **practical sessions** for the students to gain practical skills and executing experiments to train the students to analyse the results and reach specific conclusions.

4- Teaching and learning methods:

Identify the methods used in delivering the course such as

- Lectures,
- Discussion sessions,
- Information collection from different sources,
 - Practical,
- Research assignment,
- Field visits,
- Case studies. ...etc.

5. Student assessment

The different types of assessment including examinations or semester activities that the teacher sets to **ensure** that the students have achieved the ILOs.

5- Student assessment:

Write down the assessment methods used, such as

- Written examinations (**mid-term, quizzes, at the end of term**), class activities (**reports, discussions, practicals...etc**).
- Match the methods used with the course ILOs (item No. 3).
- **Time schedule**: specify the date for each assessment in the semester/year span.
- **Weighting system**: identify the percentage of marks allocated to each assessment tool mentioned above
- **Formative only assessments** are those, which do not contribute to the overall grading system, but are important in the learning process..





Thank You

