



Program Specification

(Bachelor)

Program:	Bachelor of English Language-Arts
Program Code (as per Saudi university ranking):	023103
Qualification Level:	Sixth
Department:	Department of English
College:	College of Languages and Translation
Institution:	Najran University
Program Specification:	New <input type="checkbox"/> updated* <input checked="" type="checkbox"/>
Last Review Date:	20/5/2024

*Attach the previous version of the Program Specification.

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A. Program Identification and General Information

1. Program's Main Location :

Najran University Campus (Male and Female Sections)

2. Branches Offering the Program (if any):

NA

3. Partnerships with other parties (if any) and the nature of each:

NA

4. Professions/jobs for which students are qualified

Academic researchers, receptionists, tour guides, teachers of English, and other careers by graduates fluent in both written and spoken English.

5. Relevant occupational/ Professional sectors:

-Public sector: Ministries of Culture, Media, Interior, Islamic Affairs & Endowments Tourism, Defense, and Health, National banks, newspapers, etc.

-Private sector: Private schools, Private banks, Saudi Telecommunication companies, Hotels, Airports, etc.

6. Major Tracks/Pathways (if any):

NA

Major track/pathway	Credit hours (For each track)	Professions/jobs (For each track)
1.		
2.		
3.		
...		

7. Exit Points/Awarded Degree (if any):

NA

exit points/awarded degree	Credit hours
1.	
2.	
3.	

8. Total credit hours:

(130)

B. Mission, Objectives, and Program Learning Outcomes

1. Program Mission:

To provide excellent education and training in the English language, develop students' linguistic, literary, research, and critical thinking skills, and promote community service to achieve success in their careers and meet the labour market needs.

2. Program Goals:

- To develop students' linguistic and literary skills.
- To manipulate students' acquired cognitive skills in interacting with the surrounding environment.
- To prepare well-qualified specialists in English language for the different positions needed by the labor market.
- To develop students' critical thinking and analytical skills through the study of a wide range of literary genres, periods, and movements, and through the analysis of diverse cultural perspectives.

3. Program Learning Outcomes*

Knowledge and Understanding

K1	Define grammatical, phonetic, morphological, structural, semantic, syntactic, historical and cultural aspects of English language.
K2	Recognize linguistic and literary styles and vocabulary used in English texts.

Skills

S1	Analyze styles of English language and literary texts and identify their aesthetic features.
S2	Translate texts from English into Arabic and vice versa.
S3	Master speaking English and excel in writing various types of paragraphs and essays

Values, Autonomy, and Responsibility

V1	Bear the responsibility for self-study and self-improvement.
V2	Demonstrate an understanding of professional ethics and the importance of ethical behavior in the workplace, including the ability to identify ethical dilemmas and make ethical decisions
V3	Show self-confidence during the activities and tasks assigned to students.

* Add a table for each track or exit Point (if any)



C. Curriculum

1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	8	16	12%
	Elective			
College Requirements	Required	-	-	0%
	Elective			0%
Program Requirements	Required	38	111	86%
	Elective			
Capstone Course/Project		1	3	2%
Field Training/ Internship		-	-	
Residency year				
Others*				
Total		47	130	100%

* Add a separated 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 Department)
Level 1	Eng.111	Grammar-1	Required		3	Department
	Eng. 112	Listening & Speaking- 1	Required		3	Department
	Eng. 113	Writing 1	Required		3	Department
	Eng. 114	Reading 1	Required		3	Department
	111 سلم	Introduction to Islamic Culture-1	Required		2	University
	201 عرب	Language Skills	Required		2	University
	101 حال	Computer Science	Required		2	University
Level 2	Eng. 121	Grammar-2	Required	Grammar-1	3	Department
	Eng. 122	Listening & Speaking- 2	Required	Listening & Speaking-1	3	Department
	Eng. 123	Writing 2	Required	Writing 1	3	Department





Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	Eng.124	Reading 2	Required	Reading 1	3	Department
	112 سلم	Islamic Culture-2	Required		2	University
	202 عرب	Arabic Composition	Required		2	University
Level 3	Eng. 211	Grammar-3	Required	Grammar-2	3	Department
	Eng. 212	Listening & Speaking-3	Required	Listening & Speaking-2	3	Department
	Eng. 213	Writing 3	Required	Writing 2	3	Department
	Eng. 214	Reading 3	Required	Reading 2	3	Department
	Eng. 215	Vocabulary Building 1	Required		3	Department
	113 سلم	Islamic Culture-3			2	University
Level 4	Eng. 223	Advanced Composition	Required	Writing 3	3	Department
	Eng. 225	Vocabulary-2	Required	Vocabulary Building 1	3	Department
	114 سلم	Islamic Culture-4			2	University
	Eng. 221	Introduction to Linguistics	Required		3	Department
	Eng. 222	History of English			3	Department
	Lit. 231	Introduction to Literature	Required		3	Department
Level 5	102 مهر	Skills of Learning, Thinking and Research	Required		2	University
	Eng. 321	Language & Culture	Required		2	Department
	Eng. 322	Phonetics & Phonology	Required	Introduction to Linguistics	3	Department
	Tran. 341	Introduction to Translation	Required		3	Department
	Tran. 342	Lexicology	Required		3	Department





Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	Tran. 343	Contrastive Linguistics	Required		3	Department
Level 6	Tran. 344	Translation 2	Required	Introduction to Translation	3	Department
	Tran. 345	Stylistics	Required		3	Department
	Eng. 323	Morphology and Syntax	Required	Introduction to Linguistics	3	Department
	Eng. 324	Semantics		Introduction to Linguistics	3	Department
	Lit. 331	English Literature		Introduction to Literature	2	Department
	Lit. 332	American Literature		Introduction to Literature	2	Department
Level 7	Eng. 421	Language Acquisition	Required	Introduction to Linguistics	3	Department
	Eng. 422	Discourse Analysis	Required	Introduction to Linguistics	3	Department
	Eng. 423	Research Methodology	Required		3	Department
	Lit. 431	Poetry	Required	English Literature	3	Department
	Lit. 432	Novel	Required	English Literature	3	Department
Level 8	Eng. 424	Pragmatics	Required	Introduction to Linguistics	3	Department
	Eng. 425	Sociolinguistics	Required	Introduction to Linguistics	3	Department
	Eng. 426	Psycholinguistics	Required	Introduction to Linguistics	3	Department





Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College or Department)
	Eng. 427	Research Project	Required	Research Methodology	3	Department
	Lit. 433	Drama	Required	Introduction to Literature	3	Department

* 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)

[English Dept. Revised CSs 2024 \(Current Plan\)](#)

4. Program learning Outcomes Mapping Matrix:

Align the program learning outcomes with program courses, according to the following desired levels of performance (*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	----
Eng.111 Grammar-1	I									I	
Eng. 112 Listening & Speaking-1	I						I		I		
Eng. 113 Writing 1	I						I			I	
Eng. 114 Reading 1		I				I			I		
111 سلم Introduction to Islamic Culture-1		I			I					I	
201 عرب Language Skills	I					I				I	





Course code & No.	Program Learning Outcomes										
	Knowledge and understanding				Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	---	S1	S2	S3	---	V1	V2	----
Eng. 121 Grammar-2	P				P					P	
Eng. 122 Listening & Speaking-2		P					P			I	
Eng. 123 Writing 2	P						P			P	
Eng.124 Reading 2		P			P				P		
112 سلم Islamic Culture-2	P					P				P	
202 عرب Arabic Composition	P				P				P		
Eng. 211 Grammar-3	I					I					P
Eng. 212 Listening & Speaking-3	P						P			P	
Eng. 213 Writing 3	P				P					P	
Eng. 214 Reading 3		P					p		P		
Eng. 215 Vocabulary Building 1		M					P				P
113 سلم Islamic Culture-3	P					I				P	
Eng. 223 Advanced Composition	I						P			P	
Eng. 225 Vocabulary-2		I			P					P	P





Course code & No.	Program Learning Outcomes										
	Knowledge and understanding				Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	---	S1	S2	S3	---	V1	V2	----
114 سلم Islamic Culture-4	P						I			P	
Eng. 221 Introduction to Linguistics	P				P					M	
Eng. 222 History of English	P				I					P	
Lit. 231 Introduction to Literature	P					P				P	
102 مهر Skills of Learning, Thinking and Research		P				P			P		
Eng. 321 Language & Culture	I				P					P	
Eng. 322 Phonetics & Phonology	P				P						P
Tran. 341 Introduction to Translation	P					P				P	
Tran. 342 Lexicology		P			M					M	
Tran. 343 Contrastive Linguistics	P	P				p				P	
Tran. 344 Translation 2	P	P				P				P	
Tran. 345 Stylistics	M				P					M	
Eng. 323 Morphology and Syntax		P				M				M	





Course code & No.	Program Learning Outcomes										
	Knowledge and understanding				Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	---	S1	S2	S3	---	V1	V2	----
Eng. 324 Semantics	M	P				P	P		M		
Lit. 331 English Literature		M			M				P		
Lit. 332 American Literature		P			P					M	
Eng. 421 Language Acquisition	M	M				M	P		M		M
Eng. 422 Discourse Analysis	M	P			M	P				M	
Eng. 423 Research Methodology	P	M			M	P				M	
Lit. 431 Poetry	P	M			M		P			M	
Lit. 432 Novel	M	M			M	P				M	
Eng. 424 Pragmatics	M	M			M	P				M	
Eng. 425 Sociolinguistics	M	M				M				M	
Eng. 426 Psycholinguistics	M					M			M		
Eng. 427 Research Project	M					M				M	
Lit. 433 Drama	M	M			M	M				M	



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

5. Teaching and learning strategies applied to achieve program learning outcomes.

Describe teaching and learning strategies, including curricular and extra-curricular activities, to achieve the program learning outcomes in all areas.

Program Learning Outcomes		Teaching and Learning Strategies
Knowledge		
K1	Define grammatical, phonetic, morphological, structural, semantic, syntactic, historical and cultural aspects of English language.	<ul style="list-style-type: none"> - Lecturing and Discussion: Lectures, which include explanation of basic concepts, discussion of textbook contents - Students can also benefit from e-learning resources
K2	Recognize linguistic and literary styles and vocabulary used in English texts.	<ul style="list-style-type: none"> - Lecturing and Discussion: Lectures, which include explanation of basic concepts, discussion of textbook contents - Students can also benefit from e-learning resources
S1	Analyze styles of English language and literary texts and identify their aesthetic features.	<ul style="list-style-type: none"> - Presentations - Problem solving - Laboratory assistance for practice
S2	Translate texts from English into Arabic and vice versa.	<ul style="list-style-type: none"> - Translation activities - Laboratory assistance for practice
S3	Master speaking English and excel in writing various types of paragraphs and essays	<ul style="list-style-type: none"> - Speaking and writing activities - Laboratory assistance for practice
V1	Bear the responsibility for self-study and self-improvement.	<ul style="list-style-type: none"> - Cooperative learning - Self-learning strategies - internet search
V2	Demonstrate an understanding of professional ethics and the importance of ethical behavior in the workplace, including the ability to identify ethical dilemmas and make ethical decisions	<ul style="list-style-type: none"> - Cooperative learning - Self-learning strategies - internet search

V3	Show self-confidence during the activities and tasks assigned to students.	<ul style="list-style-type: none"> - Cooperative learning - Self-learning strategies - internet search
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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 twice in the bachelor program's cycle and once in other degrees).

Program Learning Outcomes		Assessment Methods
Knowledge		
K1	Define grammatical, phonetic, morphological, structural, semantic, syntactic, historical, and cultural aspects of the English language.	<ul style="list-style-type: none"> - Achievement tests (oral & written) - Assignments - quizzes
K2	Recognize linguistic and literary styles and vocabulary used in English texts.	<ul style="list-style-type: none"> - Achievement tests (written) - Assignments - quizzes
S1	Analyze styles of English language and literary texts and identify their aesthetic features.	<ul style="list-style-type: none"> - Achievement tests (written) - Assignments - quizzes
S2	Translate texts from English into Arabic and vice versa.	<ul style="list-style-type: none"> - Achievement tests (written) - Assignments - quizzes
S3	Master speaking English and excel in writing various types of paragraphs and essays	<ul style="list-style-type: none"> - Interviews - Oral tests
V1	Bear the responsibility for self-study and self-improvement.	<ul style="list-style-type: none"> - Observation cards - Surveys and questionnaires
V2	Demonstrate an understanding of professional ethics and the importance of ethical behavior	<ul style="list-style-type: none"> - Observation cards - Surveys and questionnaires



	in the workplace, including the ability to identify ethical dilemmas and make ethical decisions	
V3	Show self-confidence during the activities and tasks assigned to students.	<ul style="list-style-type: none"> - Observation cards - Surveys and questionnaires

D. Student Admission and Support:

1. Student Admission Requirements

The English Department has set clearly defined criteria for student admission and registration, approved by the English Department Council; they are as follows:

1. The applicant must hold a General Certificate of High Education or equivalent from within or outside the Kingdom.
2. The age of the applicant must not exceed 25 years for males and 30 years for females.
3. The applicant must pass all university or college-required tests.
4. The applicant must submit all documents required by Admission & Registration Deanship on time.
5. The applicant must score no less than 50% in the General Aptitude Test and Achievement Test.
6. a. The applicant must not have previously been academically or disciplinarily dismissed, taking into consideration Paragraph 4 of Article 20 in Study & Tests Regulations.
b. The applicant must not be restricted or accepted in another educational institution.
7. Medical fitness is required for applicant's major; if not, Admission & Registration Deanship may change his/her admission into another major in conformity with his/ her health status or reject his/her admission.
8. Any other conditions specified by the University Council at the time of application.
9. Meeting any other requirements specified by the English Program.

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).

An orientation session is arranged at the beginning of the semester for new students. The program chairman gives a briefing to the students about the rules and regulations and facilities. The program handbook hardcopy is given to every student. The program handbook contains all information about the program.



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).

Academic counseling service in the English Department is a continuous process of educational partnership dedicated to the student's academic success. The department has a student advisory committee that supervises the student advising system. Each faculty member has been assigned some students to give academic counseling. The faculty members are committed to provide an advising system that guides the students to discover and achieve life goals, support various and equitable educational experiences, advances intellectuality and cultural development, motivates toward active participation, and overall creates them as self-directed learners and competent decision-makers.

a) Objectives of Academic Advising

1. To open a file for students that contains a biography of the student during his study at the university (student behavior during the study, student's activities, student's marks, etc.). Through this file, the department can assess the students and find appropriate solutions of the problems they face.
2. To help the students by planning an educational program consistent with their interests, abilities and needs of the labor market.
3. To encourage the outstanding students to enhance their success, direct them toward their abilities and invest their potential in areas of excellence in all aspects of their career.
4. To advise the students on the selection of courses appropriate for their level and abilities.
5. To guide the students to understand the university policies and procedures.
6. To remind the students regarding academic events (registration, addition, deletion, etc.).

b) Mechanism of Academic Advising

1. Each student has an academic advisor to follow up his academic progress and to help him/her and solve any problem irrespective of social or educational field. Each academic advisor provides high-quality advising services that promote students' success. Students enrolled in the department are divided into several groups with maximum 25 students in each group, and then the academic advisors are assigned to those groups.
2. Each faculty member has more than 10 hours per week other than his teaching load, scheduled at a definite time to meet his students in his office, to solve the problems asked by the students.
3. The office hour schedule for all faculty members are clearly fixed in front of the respective offices.
4. Students can also get some guidance and advice through the EE department website and the University website.

4. Special Support





(Low achievers, disabled, gifted, and talented students).

Academic advising is given to all categories of students: low achievers, disabled, gifted, and talented.

There are special facilities provided for the special needs students in terms of their facilities include:

- Cars parking
- Special routes
- Toilets
- Lifts
- Classroom modifications: alternate seating arrangements
- Special education support modifications, adjustments, strategies, and services that may be provided to meet the needs of various exceptional students such as:
 1. Specific reading materials
 2. Test and exam support
 3. Attendance monitoring
 4. Behavior management
 5. Learning Strategies
 6. Educational assistant support
 7. Technology support

As for psychological and social consulting services, since the program teaching staff are neither specialized social workers nor psychiatrists, students suffering from psychological and social problems are referred by their concerned academic advisors to Psychological Counseling Center located at the Preparatory Year Building. Additionally, students have access to "Arshidni" Platform (<https://www.nu.edu.sa/ar/web/university-guidance-and-guidance-department/arshad>), a service provided by the University Guidance and Counseling Department. This platform offers both remote and in-person consultations covering educational, psychological, professional, social, health, legal, and technical matters, ensuring that students receive expert guidance while maintaining confidentiality.

As for professional consulting services, the College Graduates Unit is setting and following-up a plan for professional development in the light of beneficiaries' virtual needs. Besides, the students get a field professional training in the expected work locations and concerned public institutions.

E. Faculty and Administrative Staff:

1. Needed Teaching and Administrative Staff

Academic Rank	Specialty		Special Requirements / Skills (if any)	Required Numbers		
	General	Specific		M	F	T



Professor	3	3	-	3	0	3
Associate Professor	6	6	-	4	2	6
Assistant Professor	15	15	-	7	8	15
Lecturer	9	9	-	4	5	9
Teaching Assistant	13	13	-	3	10	13
Language instructors	5	5		3	2	5
Technicians and Laboratory Assistant	3	3	-	1	2	3
Administrative and Supportive Staff	15	15	-	6	9	15
Others (specify)	-	-	-	-	-	-

F. Learning Resources, Facilities, and Equipment:

1. Learning Resources

Learning resources required by the Program (textbooks, references, and e-learning resources and web-based resources, etc.)

- 1) Using Internet databases to determine some learning resources that can be helpful in teaching the Program courses and they are included in each course specification.
- 2) A contract is made between the University and an accredited bookshop and a similar list of textbooks & references needed to be prepared or copied with sufficient numbers for the students before the beginning of the academic year.

2. Facilities and Equipment

(Library, laboratories, classrooms, etc.)

- Four highly-equipped language labs
- library (2), Najran University Library (for printed textbooks) and National Saudi Digital library (for electronic textbooks)
- Approx. 25 Classrooms which are equipped with sophisticated overhead projectors (data shows)



- Auditoriums (2)
- First Aid Kits (2)
- English Language Club (2)

3. Procedures to ensure a healthy and safe learning environment

(According to the nature of the program)

There is an efficient safety and security administration on the university campus.

G. Program Quality Assurance:

1. Program Quality Assurance System

Provide a link to quality assurance manual.

[Quality system guide for English Program.pdf](#)

2. Procedures to Monitor Quality of Courses Taught by other Departments

Formal Communication with Heads of these departments.

3. Procedures Used to Ensure the Consistency between Main Campus and Branches (including male and female sections).

- Phone call meetings
- Emails
- University administrative communication system

4. Assessment Plan for Program Learning Outcomes (PLOs),

Program Learning Outcomes	Assessment Methods	Timeline	Person(s) Responsible	Criteria for Success	Use of Results
Knowledge					
K1	Define grammatical, phonetic, morphological, structural, semantic,	Assignments and/or quizzes.	Faculty	Demonstration of understanding of key concepts and terminology	Identify areas for improvement in teaching
		Midterm exam			
		Final exam			
		Weeks 5-8			
		Weeks 10-11			
		Weeks 16-17			



	syntactic, historical, and cultural aspects of the English language.				related to the English language	methods and curriculum
K2	Recognize linguistic and literary styles and vocabulary used in English texts.	Assignments and/or quizzes. Midterm exam Final exam	Weeks 5-8 Weeks 10-11 Weeks 16-17	Faculty	Demonstration of ability to identify and analyze linguistic and literary styles and vocabulary used in English texts	Identify areas for improvement in teaching methods and curriculum
S1	Analyze styles of English language and literary texts and identify their aesthetic features.	Assignments and/or quizzes. Midterm exam Final exam	Weeks 5-8 Weeks 10-11 Weeks 16-17	Faculty	Effective analysis of literary styles and identification of aesthetic features, demonstrated through clear and coherent writing and/or speaking	Identify areas for improvement in teaching methods and curriculum
S2	Translate texts from English into Arabic and vice versa.	Assignments and/or quizzes. Midterm exam Final exam	Weeks 5-8 Weeks 10-11 Weeks 16-17	Faculty	Accurate and effective translation of texts from English to Arabic and vice versa, demonstrated through clear and coherent writing and/or speaking	Identify areas for improvement in teaching methods and curriculum
S3	Master speaking English and excel in writing various types of paragraphs and essays	Assignments and/or quizzes/ Presentations Midterm exam Final exam	Weeks 5-8 Weeks 10-11 Weeks 16-17	Faculty	Effective use of spoken and written English, including fluency, accuracy, and appropriate use of language for different contexts	Identify areas for improvement in teaching methods and curriculum

V1	Bear the responsibility for self-study and self-improvement.	Observation card/ rubrics	All through the program	Program Coordinator and Faculty	Evidence of self-reflection and self-awareness, identification of strengths and areas for improvement, and willingness to learn and adapt to new situations	Use feedback to improve curriculum and teaching methods to better promote student autonomy and self-improvement
V2	Demonstrate an understanding of professional ethics and the importance of ethical behavior in the workplace, including the ability to identify ethical dilemmas and make ethical decisions	Observation card/ rubrics	All through the program	Program Coordinator and Faculty	Clear articulation of ethical principles and values, evidence of critical evaluation and reflection, and demonstration of ethical decision-making skills	Identify areas for improvement in curriculum or teaching methods to better promote ethical behavior and decision-making
V3	Show self-confidence during the activities and tasks assigned to students.	Peer evaluations, self-assessments, and/or oral presentations	End of each semester	Faculty and/or peers	Effective communication and collaboration, successful completion of tasks, and demonstration of self-confidence	Identify areas for improvement in teaching methods and curriculum to better promote student self-confidence and communication skills

5. Program Evaluation Matrix

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
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Effectiveness of teaching and assessment	Students	<ul style="list-style-type: none"> - A questionnaire is administered upon completing the course syllabus - Open discussion for the students during the semester to recognize their weak points in the course 	End of the semester
Evaluation of teaching	- Peer reviewer	The peer reviewer will monitor a teaching session for assessment by filling the peer reviewer assessment form	During the semester
Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Extent of students' achievement of course learning outcomes	<ul style="list-style-type: none"> - Teaching staff - Program quality coordinator - Program leader 	CLOSO program	End of the semester
Improvement of teaching	<ul style="list-style-type: none"> - Students surveys - Peer reviewer 	<ul style="list-style-type: none"> - Learning from students' feedback - Learning from peer reviewer and department feedback - Learning/Using various teaching methods (lecturing, discussions, workshops, exams) - Learning/Using various teaching medias (projector, whiteboard, videos, educational visits) 	<ul style="list-style-type: none"> - End of the semester - End of academic year
Quality of learning resources	Students	A questionnaire is administered by end of every semester	End of the semester
Verifying standards of student achievement	<ul style="list-style-type: none"> - Program leader - Independent member teaching staff 	Check student's marks by an independent member teaching staff/program leader of a sample of student work and remarking of tests or a sample of assignments.	End of the semester
Continuous improvement development process for effectiveness of teaching and	<ul style="list-style-type: none"> - Graduates - Alumni - Employers 	<ul style="list-style-type: none"> - Surveys - Interviews - Visits 	<ul style="list-style-type: none"> - End of the semester - End of academic year



assessment			
Learning resources and partnerships	Administrative staff	Surveys	<ul style="list-style-type: none"> - End of the semester - End of academic Year

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.)

6. Program KPIs*

The period to achieve the target (____) year(s).

No.	KPIs Code	KPIs	Targeted Level	Measurement Methods	Measurement Time
1	KPI-P-01	Students' Evaluation of quality of learning experience in the program	75%	Surveys & questionnaires	By the end of the semester
2	KPI-P-02	Students' evaluation of the quality of the courses	75%	Surveys & questionnaires	By the end of the semester
3	KPI-P-03	Completion rate	80%	Statistical data	By the end of the semester
4	KPI-P-04	First-year students retention rate	80%	Statistical data	By the end of the semester
5	KPI-P-05	Students' performance in the professional and/or national examinations	60%	Statistical data	By the end of the semester
6	KPI-P-06	Graduates' employability and enrolment in postgraduate programs	50%	Statistical data	By the end of the semester
7	KPI-P-07	Employers' evaluation of the program graduates' proficiency	75%	Surveys & interviews	By the end of the semester
8	KPI-P-08	Ratio of students to teaching staff	20:1	Statistical data	By the end of the semester
9	KPI-P-09	Percentage of publications of faculty members	1:1	Statistical data	By the end of the semester
10	KPI-P-10	Rate of published research per faculty member	1:1	Statistical data	By the end of the semester
11	KPI-P-11	Citations rate in refereed journals per faculty member	100	Statistical data	By the end of the semester

12	KPI-EP-12	Number of community service activities	5	Surveys & questionnaires	By the end of the semester
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*including KPIs required by NCAAA

H. Specification Approval Data:

Council / Committee	Council of English Department
Reference No.	25/ 1445
Date	29/5/2024