جامعة المجمعة
Majmaah University

Program Specifications (PS)

Institution:	*MAJMAAH UNIVERSITY.*
Academic Department :	*DEPARTMENT of PHYSICS.*
Programme :	*Bachelor of Physics (BS).*
Specification Approved Date :	17/ 12 / 1437 H

Muharram 1437 H

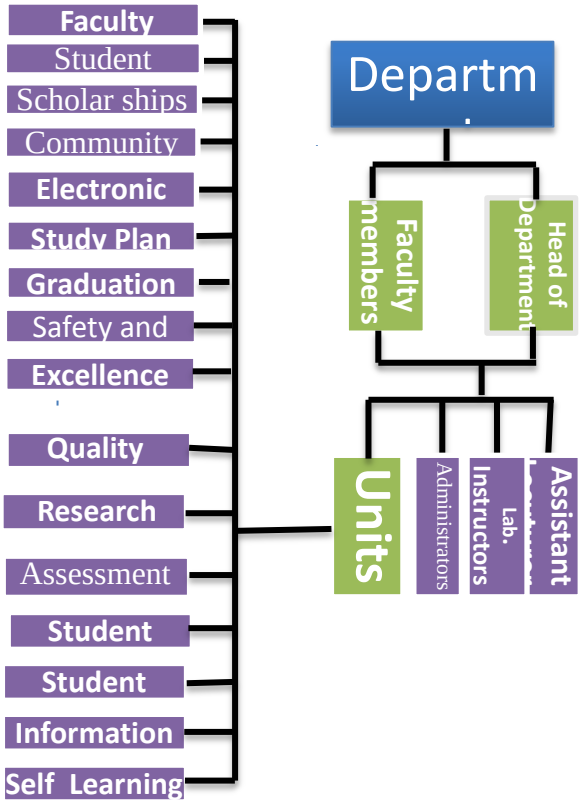
Program Specifications

1. Institution: Majmaah university **Date:** 17 \ 12 \ 1437 **H**

2. College / Department : College of Science - Alzulfi / Department of Physics

3. Dean / Department Head Dr. Mohamed Al- Aboodi / Dr. Thamer Alharbi

4. Insert program administrative flowchart :



5. List all branches/locations offering this program

Branch/Location 1.

BS Physics / College Complex in Zulfi

Branch/Location 2.

.....

Branch/Location 3.

.....

Branch/Location 4.

A. Program Identification General Information

1. Program title : Bachelor of Science in Physics (BS Physics) **Code :** **PHYS**

2. Total credit hours needed for completion of the program : 137

3. Award granted on completion of the program : Bachelor of Science in Physics (BS Physics)

4. Major tracks/pathways or specializations within the program :

……PHYSICS……

……

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***) :**

1- Continue higher education in physics leading to M.Sc. or PhD.
2- Work in research centers and universities.
3- Work in public and private sectors of education.
4- Work in medical laboratories, running machines, recycling its wastes.
5- Work in industrial sectors.
6- Work in Electric power stations.
7- Work at water stations and petroleum ministry, and geology.
8-Work as a research assistant in king Abdul-Aziz city for science and technology.
9- Work in specialized research centres, quality control labs. and standards and measurements bureau.
10- Work in difference industry/Army.

7. (a) New Program | NO | Planned starting date : **……..**

(b) Continuing Program | YES | Year of most recent major program review 1433

Organization involved in recent major review

Accreditation review by : Plans and Programs of Study management of Majmaah University

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)

Dr. Thamer Alharbi (Head department of Physics)

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: College of Science - Alzulfi	Ministry of Higher Education, KSA	The program was started in 1426 H- 2007 .
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.

The urgent need of the market to employ sector Saudi graduates of physics in the educational and Higher Educational

b. Explain the relevance of the program to the mission and goals of the institution.

Program will provide educational and research services to society as stated in university mission.

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?

Department of Physics offered the course for Computer Science Program, as program their requirement. Within course specification that approved by computer science department.

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?

With collaboration of department of Mathematics some related courses are designed and offered by them to fulfill the requirements of departmental of Physics 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?

University arranged their special car parking, pedestrian and rest rooms

C. Mission, Goals and Objectives

1 . Program Mission Statement :

Program of physics is promoting an excellence in physics education through: building knowledge, creating skills, conducting research and collaborating with society.

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. Enhance the fundamental knowledge in Physics	**1 -** Know physics theories **2 -** Understand the physical phenomena and their mechanisms **3 -** Understand and apply physics laws	**1 -** Lectures **2 -** Library **3 -** Text books **4 -** Discussions
2. Develop and utilize	**1 -** Laboratory safety	**1 -** Laboratories

effective skills in Physics	procedures in Labs. **2 -** Development and implementation of logical experimental procedures **3 -** The analysis and interpretations of data using appropriate theory **4 -** Demonstrating effective problem solving techniques **5 -** Mathematical Procedures	**2 -** Lectures **3 –** Solving Problems **4 -** Assignments
3. Provide foundation for basic scientific research in Physics.	**1 -** The student uses computer tools to collect required topics **2 -** Constructive Feedback **3 -** Management and organization	**1 -** Project **2 -** Presentations **3 -** Report writing **4 -** Literature Surveys
4. Cooperate as individuals or in groups with the society to solve Physics related problems.	**1 -** Contributing ideas toward group task **2 -** Contributing ideas toward group task **3 -** Students conduct with their class fellows teachers and administrative staff **4 -** Correlate physics laws and principles with natural phenomena	**1 -** Seminars **2 -** Individual task **3 -** Group task **4 -** Project

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						
1st Year Semester 1						
	PCOM113	Computer Skills	Required	--	2 (2+0+0)	Computer Science
	PMTH112	Introduction to Mathematics 1	Required	--	2 (2+0+0)	Mathematics
	PENG111	English Language 1	Required	--	8 (2+6+0)	
	PSSC114	Communication and Learning Skills	Required	--	2 (2+0+0)	
1st Year Semester 2						
	PMTH127	Introduction to Mathematics 2	Required	--	4 (3+0+1)	Mathematics
	PENG123	English for Engineering and Science	Required	--	2 (2+0+0)	

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	College or Department
	PPHS128	Physics	Required	--	3 (2+2+0)	Physics
	PENG112	English Language 2	Required	--	6 (2+4+0)	
2nd Year Semester 1						
	SALM101	Introduction to Islamic culture	Required	--	2 (2+0+0)	
	MATH201	Calculus 1	Required	--	3 (3+0+0)	Mathematics
	PHYS201	General Physics 1	Required	--	4 (3+2+0)	Physics
	ARAB101	Linguistic Skills	Required	--	2 (2+0+0)	
	----	University elective	elective	--	2 (2+0+0)	
	-----	General elective	elective	--	3 (3+0+0)	
	-----	University elective	elective	--	2 (2+0+0)	
2nd Year Semester 2						
	PHYS202	General Physics II	Required	PHYS 201	4 (3+2+0)	Physics
	MATH202	Calculus II	Required	MATH 201	3 (3+0+0)	Mathematics
	PHYS211	Classical Mechanics	Required	PHYS 201 MATH 201	3 (3+0+0)	Physics
	PHYS231	Waves and Vibrations	Required	PHYS 201 MATH 201	3 (3+0+0)	Physics
	PHYS241	Thermodynamics	Required	PHYS 201	3 (3+0+0)	Physics
	PHYS291	Thermal Physics Lab	Required	PHYS 201	2 (0+4+0)	Physics
3rd Year Semester 1						
	PHYS301	Mathematical Physics I	Required	MATH 202	3 (3+0+0)	Physics
	MATH310	Differential Equations	Required	MATH 202	3 (3+0+0)	Mathematics

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	College or Department
	PHYS321	Electromagnetism I	Required	PHYS 202	3 (3+0+0)	Physics
	PHYS332	Optics	Required	PHYS 231	3 (3+0+0)	Physics
	MATH 324	Partial Differential Equations	Required	MATH 310	3 (3+0+0)	Mathematics
	PHYS351	Modern Physics	Required	PHYS 231	3 (3+0+0)	Physics
3rd Year Semester 2						
	PHYS302	Mathematical Physics II	Required	PHYS 303	3(3+0+0)	Physics
	IC102	Islam and building society	Required	SALM 101	2(2+0+0)	
	PHYS393	Optics Lab.	Required	PHYS 332	2(0+4+0)	Physics
	PHYS342	Statistical Physics	Required	PHYS 241	3(3+0+0)	Physics
	PHYS392	Electromagnetism Lab.	Required	PHYS 321	2(0+4+0)	Physics
	PHYS352	Quantum Mechanics I	Required	PHYS 351 MATH 324	3(3+0+0)	Physics
	PHYS322	Electromagnetism II	Required	PHYS 321	3(3+0+0)	Physics
4th Year Semester 1						
	PHYS422	Electronics	Required	PHYS 202	4(3+2+0)	Physics
	PHYS452	Quantum Mechanics II	Required	PHYS 352	3(3+0+0)	Physics
	PHYS494	Modern Physics Lab.	Required	PHYS 351	2(0+4+0)	Physics
	PHYS481	Nuclear Physics I	Required	PHYS 351	3(3+0+0)	Physics
	PHYS471	Solid state physics II	Required	PHYS 352	3(3+0+0)	Physics
	IC103	Economic system in Islam	Required	SALM 101	2(3+0+0)	Physics
	PHYS495	Practical Training	Required	PHYS 392 PHYS 393	1(0+2+0)	Physics
4th Year						

Year	Course Code	Course Title	Required or Elective	* Pre-Requisite Courses	Credit Hours	College or Department
Semester 2						
	PHYS454	Atomic and molecular physics	Required	PHYS 352	3(3+0+0)	Physics
	PHYS496	Solid state physics lab.	Required	PHYS 471	2(0+4+0)	Physics
	PHYS497	Nuclear Physics lab	Required	PHYS 481	2(0+4+0)	Physics
	PHYS499	Project	Required	PHYS 495	2(0+4+0)	Physics
	----	Department elective	Elective	--	3(3+0+0)	Physics
	----	Department elective	Elective	--	3(3+0+0)	Physics
	----	Department elective	Elective	--	3(3+0+0)	Physics
	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

N. A.

b. At what stage or stages in the program does the field experience occur?

(eg. year, semester)

N. A.

c. Time allocation and scheduling arrangement.

(eg. 3 days per week for 4 weeks, full time for one semester)

N. A.

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

Research project. The topics and contents vary depending on the ability of the student and the courses that he has completed.

b. List the major intended learning outcomes of the project or research task.

The students will be able to:

1. Explain to general audience the physical principles that underlie our understanding of nature.
2. Work effectively in groups as well as individually.
3. Be aware of professional and ethical responsibilities.
4. Think creatively about scientific problems and their solutions, both orally and in written.
5. Locate and retrieve scientific information, using modern computer tools.
6. Learn how to collect and classify the required topics using internet communication tools.

c. At what stage or stages in the program is the project or research undertaken?

(e.g. year, semester)

After completing 100 credit hours.

d. Number of credit hours *(if any)*

3 credit hours.

e. Description of academic advising and support mechanisms for students.

Weekly meetings and discussions between the student and his advisor.

f. Description of assessment procedures

(including mechanism for verification of standards)

1. Written project report evaluated by the examiners.
2. The student defends his project before the examiners by presenting his work followed by relevant question and answer session.
3. Finally the deserving grade is awarded to the student.

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	Recognize the knowledge of fundamental concepts in classical physics (mechanics, electrodynamics, thermodynamics, vibrations, waves and optics) and modern physics (quantum, atomic and molecular, nuclear, elementary particle and solid state physics)	1- Lectures. 2- Conduct scientific research. 3- Seminars. 4- Library. 5- Class discussions.	1- Short tests. 2- Quizzes. 3- Homework. 4- Project defence. 5- Examinations.
1.2	Recall the appropriate mathematical tools used in physics		
1.3	Understand the importance of physics laws and its limitations, their inherent relation and mathematical formulation		
2.0	**Cognitive Skills**		
2.1	Perform experiments, data acquisition, data analysis and draw results and conclusions	• Solving problems. • Discussions. • Lectures • Using internet. • Using computers software's • Laboratory work.	• Oral & written tests • Practical communications • Presentation (Lab, report, …etc.) • Seminars • Discussions / conclusions. • Lab. Reports • Observation of group work.
2.2	Develop the skill for analyzing/solving the physics-based problems in the fields of mechanics, electromagnetism, solid state and nuclear physics.		
2.3	Explain to a general audience the physical principles of mechanics, electromagnetism, solid state and nuclear physics that underlie our understanding of nature		
3.0	**Interpersonal Skills & Responsibility**		
3.1	Work effectively in groups as well as individually	• Time management (dead line). • Encourage	• Respecting deadlines. • Helping each other in doing

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
3.2	Be aware of professional and ethical responsibilities	students to work in a group • Group assignments • Lab. demonstrations. • Teaching.	their experiments. • Giving clear and logical arguments • Lab. Exam • Oral exams.
4.0	**Communication, Information Technology, Numerical**		
4.1	Think creatively about scientific problems and their solutions, both orally and in written	• Lecturing. • Computer labs. • Soft-wares. • Multimedia • Library. • Internet. • Practical Training.	• Surveys • Practical exams. • Written exams. • e – learning home work
4.2	Locate and retrieve scientific information, using modern computer tools		
4.3	Learn how to collect and classify the required topics using internet communication tools.		
5.0	**Psychomotor**		
5.1	N. A.		
5.2	N. A.		

Program Learning Outcome Mapping Matrix

Identify 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*														
		Knowledge			**Cognitive Skills**			**Interpersonal Skills & Responsibility**			**Communication, Information Technology, Numerical**			**Psychomotor**		
		1.1	**1.2**	**1.3**	**2.1**	**2.2**	**2.3**	**3.1**	**3.2**	**3.3**	**4.1**	**4.2**	**4.3**	**5.1**	**5.2**	**5.3**
courses	PMTH 112			I			I			I	I					
	PMTH 127			I			I		I		I					
	PENG 111							I	I							
	PENG 121				I			I	I							
	PENG 123		I			I			I		I					
	PPHS 128		I	I	I		I									
	PSSC1 14	I							I		I	I	I			
	SALM 101								I	I						
	SALM 102								I	I						
	SALM 103								I							
	ARAB 101								I	I						
	PHYS 201		I	I		I	I		I			I				
	MAT H201			I	I		I									
	ARAB 101	I							I	I			I			
	PHYS 202			I	I	I	I		I		I					
	MAT H202			I	I		I					I				
	PHYS 211			I	I		I			I	I					
	PHYS		I	I			I		I			I				

		Program Learning Outcome *NQF Learning Domains and Learning Outcomes*														
		Knowledge			**Cognitive Skills**			**Interpersonal Skills & Responsibility**			**Communication, Information Technology, Numerical**			**Psychomotor**		
		1.1	**1.2**	**1.3**	**2.1**	**2.2**	**2.3**	**3.1**	**3.2**	**3.3**	**4.1**	**4.2**	**4.3**	**5.1**	**5.2**	**5.3**
	231															
	PHYS 241		I		I	I			I							
	PHYS 291	I	I			I			I				I			
	PHYS 303		R	R			I		I			I				
	MAT H310	R		R			R						R			
	PHYS 321		R	R			R		R			1				
	PHYS 332		R				R		R		1					
	MAT H324	R		R			R		R				R			
	PHYS 351		R		R		R		R		R					
	PHYS 304			R			R		R		R					
	PHYS 393					R			R	I		R				
	PHYS 342		R	R			R		R			R				
	PHYS 392		R			R			R		R					
	PHYS 352		R	R			R			I	R					
	PHYS 322		R	R			R			R	R					
	PHYS 361	R	R				R		R				R			
	PHYS 362		R				R		R		R					
	PHYS 423		R			R	R				R					
	PHYS 452		E	E			E			R	R					
	PHYS 495	R						I	R	R	R	R	R			
	PHYS 481		E				E		R			R				
	PHYS 471			E	E		E		E			E				
	PHYS	E	E			E			E				E			

		Program Learning Outcome *NQF Learning Domains and Learning Outcomes*														
		Knowledge			**Cognitive Skills**			**Interpersonal Skills & Responsibility**			**Communication, Information Technology, Numerical**			**Psychomotor**		
		1.1	**1.2**	**1.3**	**2.1**	**2.2**	**2.3**	**3.1**	**3.2**	**3.3**	**4.1**	**4.2**	**4.3**	**5.1**	**5.2**	**5.3**
	496															
	PHYS 454				E		E		E		E					
	PHYS 497			E	E	E	E		E		E					
	PHYS 494		E			E			E			E				
	PHYS 499	E						R	E	E	E	E	E			
	PHYS 473		E	E			E		E			E				
	PHYS 472	E	E				E		E				E			
	PHYS 482		E		E		E		E			E				
	PHYS 474		E	E			E		E			E				
	PHYS 406		E		E		E			E	E					
	PHYS 485		E		E		E			E	E					

5. Admission Requirements for the program

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

a. Students who fail courses that constitute the minimum number of credit hours in one semester or more than the courses offered in one level are supposed to retake the failed courses.
b. Students who fail courses that constitute less than the minimum number of credit hours in one semester are supposed to the retake the failed courses and add more courses from the next level according to the following:
    1. Enrolment in the courses is within the study plan and timetables
    2. Semester load has to be linked to the students' GPA but no less than 12 credit hours
    3. No conflicts in students' schedules
    4. Students who cannot enrol in courses from the next level due to conflicts **or** prerequisites may take courses from next levels (see item D). Students who cannot enrol in the minimum number of credit hours may take courses that are available even if they are less than the minimum number of credit hours.
c. Students may take courses from the next two consecutive levels.
d. Enrolment is automatic (without prior request from the students) and all schedules are to be ready before commencement of study

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.

1. Students are allowed to withdraw from studying one semester without failing that semester if he/she submitted a valid excuse to the college dean five weeks before the final examinations. Those students studying in an academic year system may apply for withdrawal eight weeks before final examinations. Committee for student academic problems based on a recommendation from the dean may make exceptions to those deadlines. Withdrawing students will be given (W) grade and this semester is counted within the period of graduation.
2. Students may withdraw for two consecutive semesters or three separate semesters during their university study and they will be dismissed after that. Committee for student academic problems based on a recommendation from the dean may make exceptions in several cases.
3. Students may not hold a withdrawing student status unless they get approval from the college dean and they officially intimate deanship of registration and admission.

To accept student's excuse to withdraw, the student must be regular in attending classes before the submission of the excuse as will be explained in article 15 (By- Laws of Undergraduate Study and Examinations and Majmaah University Implementation Rules)

4. Students are automatically enrolled in the following semester.
5. Female students must bring in a parent consent to the withdrawal

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.)

- Unified exams, group marking and group grading for multi-section courses.
- Internal assessment at the end of semester.

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).

1. Forming committees' for student's orientation.
2. Assign an academic supervisor for each student with a maximum of 10 students for each faculty member if possible.
3. Announce the office hours for each faculty member to be part of the academic supervision and scientific help.
4. Meeting new students.
5. Provide counselling to the students.
6. Guide the Library to open for extended hours up to 7 p.m. This will give the opportunity for the students to follow up with all new activities.
7. The availability of full information about the department and its members, and their contact information (website).
8. The availability of full information about study plan and the courses taught.

2. Student Appeals :

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

1. Students may postpone study before the commencement of the semester till the end of the first week of study after they provide a valid excuse to the college dean. The postponement duration cannot be more than two consecutive semesters or three non-

consecutive semesters. Students studying in academic year system may not postpone study for two consecutive years. Postponement should not exceed two non-consecutive years during their stay at the university. Students may be dismissed after that. The University Council may make exceptions when it deems necessary after recommendations from college council and Committee for student academic problems. The postponed period is not included in the period required for completion of the program degree.

2. Students may not hold a postponing student status unless they get approval from the college dean and they officially intimate deanship of registration and admission.
3. Students are automatically enrolled in the following semester.

G. Learning Resources, Facilities and Equipment

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?

Staff member prepares will request for the provisional of any needed textbook / reference book to the library through the Head of Department.

1b. What processes are followed by faculty and teaching staff for planning and acquisition resources for library, laboratories, and classrooms.

1. Using the public library of the University.
2. Adopting the references and text books approved by the council of the physics department or any authorized committee.
3. Participating in the University's database that allows the access to most international publishers.
4. Writing books and translation by the department members.
5. Purchasing and providing the necessary books.

2. What processes are followed by faculty and teaching staff for evaluating the adequacy of textbooks, reference and other resource provisions?

1. Review the returns of the books, through the monitoring of the students results and the student's opinion about how simple are these references.
2. Periodic review of the references of the department.
3. Evaluation of the reference and translated books.
4. Proving the expensive reference books in the University Library to ease the financial burden on the students.

3. What processes are followed by students for evaluating the adequacy of textbooks, reference and other resource provisions?

Students have the opportunity to evaluate textbooks within student course experience survey as well as annual student focus group. Both activities are run by the college-level Academic Assessment Unit.

4. What processes are followed for textbook acquisition and approval?

Textbooks are made available to students through the University Bookstore. Departments

submit their revised textbook lists at the end of the academic year before summer to be made available by beginning of following year.

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.

1. Department announcements on the university's website for available vacancies.
2. Forming a committee to study the resumes of the applicants and choose the best.
3. Place a personal interview with the applicant through the internet.
4. Employ the distinguished graduates of the department or other physics departments in the Kingdom as lecturers, who will then be sent abroad to do their master of science and doctor of philosophy in one of the physics disciplines.

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.

a. Forming several academic committees in the department such as: course timetables committee, scientific research committee, quality committee.
b. Activate the recommendations of these committees by discussing it in the department's council and the present the recommendations of these committees.

b. Explain the process of the Advisory Committee (if applicable)

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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?

1. Encourage the faculty members to attend conferences and workshops to use them for their promotions.
2. Launch talks and seminars in the department.
3. Encourage the faculty members to publish their work.

b. Other professional development including knowledge of research and developments in

their field of teaching specialty?

1. Launch the talks and seminars in the department and the university.
2. Invite specialist professors to throw some lectures in the department.

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.

1. Introduce the department's programme and described its courses.
2. Introduce the internal regulations of the university and the higher education.
3. Hold workshops to introduce the college.

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.)

Does not exist.

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)

1. Survey's to evaluate the different courses.
2. Survey's to evaluate the faculty member by the student.
3. Internal workshops in the department.

b. What processes are used for evaluating the skills of faculty and teaching staff in using the planned strategies?

1. Survey's to evaluate the faculty member by the student.
2. Self-evaluation by the head of department and the dean of the college.

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?

- Polls for the enrolled students and those who graduated from the program
- Alumni surveys
- Establishing an internet open forum to get student feedback

(ii) From independent advisors and/or evaluator(s)?

Asking for external evaluation from external referees.

(iii) From employers and/or other stakeholders.

Polls for the employers to know suitability of these graduates to the job, and how good their scientific knowledge is.

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	Dr. Thamer Alharbi	Head of the Department		17/ 12 / 1437 H
Branch 1				
Branch 2				
Branch 3				
Branch 4				

جامعة المجمعة
Majmaah University

Program Specifications (PS)

Muharram 1437 H