**Program Specification Reviewing Form – XX Department**

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| --- | --- |
| **Academic Year** |  |
| **Semester** |  | **Reviewing #** | 1st 2nd  |
|  | **Items** | **Quality Grade** | **Remarks** |
| **Accepted** | **Needs Improvement** | **Unaccepted** |
| A. Program Identification and General Information |   |  |  |  |  |
| B. Mission, Goals, and Learning Outcomes |  |  |  |  |  |
| C. Curriculum | Curriculum Structure |  |  |  |  |
| Program Study Plan |  |  |  |
| Program learning Outcomes Mapping Matrix |  |  |  |
| Teaching and learning strategies |  |  |  |
| Assessment Methods |  |  |  |
| D. Student Admission and Support: | Student Admission Requirements |  |  |  |  |
| Guidance and Orientation  |  |  |  |
| Programs for New Students |  |  |  |
| Student Counseling Services |  |  |  |
| Support for Special Need Students |  |  |  |
| E. Teaching and Administrative Staff | Needed Teaching and Administrative Staff |  |  |  |  |
| Professional Development |  |  |  |
|  |  |  |  |
| F. Learning Resources, Facilities, and Equipment | Learning Resources |  |  |  |  |
| Facilities and Equipment |  |  |  |
| G. Program Management &Regulations  | Program Management |  |  |  |  |
| Program Regulations |  |  |  |
| H. Program Quality Assurance | Program Quality Assurance System |  |  |  |  |
| Program Quality Monitoring Procedures |  |  |  |
| Arrangements to Monitor Quality of Courses Taught by other Departments |  |  |  |
| Assessment Plan for Program Learning Outcomes (PLOs) & Mechanisms of Using its Results in the Development Processes |  |  |  |
| Program Evaluation Matrix |  |  |  |
| Program KPIs |  |  |  |
| I. Specification Approval Data |  |  |  |  |  |
| Supporting Evidences / Appendix |  |  |  |  |  |

**Feedback to Instructor:**

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| **Quality Coordinator /Reviewer** | **Date** | **Signature** |
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