

### 3.b. Program Specifications

<b>Subject</b>	Educational Programs	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	3.b.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Program Specifications	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Deans Council	<b>Policy Pages</b>	2
<b>Definitions</b>	<b>A Program Specification:</b> is the definitive statement of information on a program's aims, learning outcomes, structure, admission requirements, approaches to teaching and learning, assessment and quality assurance.		
<b>Purpose</b>	The program specifications policy aims to outline the concise information on each program and provide a detailed description of the design and delivery of each course, including details on assessments, teaching and program learning outcomes that comply with Emirates Qualification Frame QFE		
<b>Scope</b>	To provide useful and needful information about the program identity and properties to students, prospective students, faculty, internal and external reviewers.		
<b>Statement</b>	<p>The AAU Program Specification policy provides the framework of a degree program and offers full information on the :</p> <ul style="list-style-type: none"> <li>• program title and program code/number;</li> <li>• authoring team;</li> <li>• date document prepared;</li> <li>• dates of initial accreditation of the program and, where appropriate, subsequent renewal of accreditation of the program;</li> <li>• dates of international accreditation and subsequent renewal of accreditation, if applicable;</li> <li>• academic unit(s) delivering the program;</li> <li>• in cases of interdisciplinary or jointly offered programs, the academic unit primarily responsible for the program;</li> <li>• delivery support partner (as applicable);</li> <li>• delivery mode(s);</li> <li>• educational aims of the program;</li> <li>• program learning outcomes;</li> <li>• completion requirements;</li> <li>• program structure;</li> <li>• support for students and their learning;</li> <li>• criteria for admission;</li> <li>• facilities, including laboratories, studios or other specialist resources supporting the program;</li> <li>• methods for evaluating and improving the quality and standards of teaching and learning;</li> <li>• assessment plan for program learning outcomes;</li> </ul>		

	<ul style="list-style-type: none"> <li>• indicators of quality and standards;</li> <li>• program matrices or schematic showing: <ul style="list-style-type: none"> <li>◦ the schedule of delivery;</li> <li>◦ program learning outcomes mapped to course learning outcomes;</li> <li>◦ program learning outcomes mapped to descriptors of the <i>QF Emirates</i> for the appropriate program level;</li> <li>◦ teaching and learning methods;</li> <li>◦ assessment methods.</li> </ul> </li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• The relevant department or program prepares the detailed specification of the program</li> <li>• The college curriculum and the quality assurance committees review the program specification</li> <li>• The council of the program recommends the final draft of the revised program specification to the college council</li> <li>• The college council approves the program council recommendation of program specification</li> <li>• The QAIRC and the Deans council approve the college program specification</li> </ul>
<b>Recent Changes</b>	<p>The policy definition has been updated as per the 2019 standards (Annex 10 of 2019 standards - Program Specifications)</p> <p>The policy statement has been updated as per the 2019 standards (Annex 10 of 2019 standards - Program Specifications)</p>