**(Quality-N- Teaching-3)**

**2025**

**Template for Program External Evaluator at Najran University**

**Program: ………..**

**College: ………..**

[**جامعة نجران –عمادة التطوير والجودة- وحدة التعليم والتعلم – Updated-March 2025]**

**The following report expresses the scientific and objective opinion of Prof/Dr** ……..……….

* Current Position: ………………………………………………………………………….
* The Name of the University to which the evaluator belongs: ……………………………
* Name of the Evaluated Program: ………………….. Date of Evaluation: / /
* The attached program specification was reviewed and evaluated upon the request of: ……………………………………………………….

Department: ……………. College: ……………….. University: **Najran**

**Fundamental Data** (First page of the Program specification):

|  |  |  |
| --- | --- | --- |
| **Item** | **Fulfilled** | **Not Fulfilled** |
| Fundamental data of the program |  |  |

Comments of the evaluator:

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**Academic Evaluation**

|  |  |  |
| --- | --- | --- |
| **Item** | **Fulfilled** | **Not Fulfilled** |
| **Program Identification and General Information** (Name/Branches/Partnerships/Tracks/ Total Credit hours) |  |  |

Comments of the evaluator:

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|  |  |  |
| --- | --- | --- |
| **Item** | **Appropriate** | **Inappropriate** |
| **Professions / jobs for which students are qualified, and the Professional sectors** |  |  |

Comments of the evaluator:

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|  |  |  |
| --- | --- | --- |
| **Item** | **Appropriate** | **Inappropriate** |
| **Exit Points/Awarded Degree/ Exit Points Credit hours** |  |  |

Comments of the evaluator:

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**Mission and Objectives of the Program:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | Clear, well written | | Unclear, Not well written | |
| **Mission of the program** |  | |  | |
| **Objectives of the program** | Well written | Not well written | Measurable | Unmeasurable |
|  |  |  |  |

Comments of the evaluator:

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**The Program Learning Outcomes:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Learning outcomes** | Clear | Unclear | **Relationship between the learning outcomes and Objectives of the program** | Related | | Unrelated |
|  |  |  | |  |
| **The learning outcomes match the National Qualification Framework (NQF) according to the level of the program (For example: Matching of the Bachelor with outcomes of the 6th level outcomes of NQF), and 5th for Diploma.** | | | Match | | Don’t match | |
|  | |  | |
|  | | | | | | |
| **Achievement of the learning outcomes through courses** | | | Could be achieved | | Could Not be achieved | |
|  | |  | |
| **The Program Learning outcomes are consistent with the Graduate Attributes** | | | Match | | Don’t match | |
|  | |  | |
| **The Program learning outcomes cope with the scientific development in the field of specialization** | | |  | |  | |
| **The Program learning outcomes match the job market needs** | | |  | |  | |

Comments of the evaluator:

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**Assessment Plan for Program Learning Outcomes (PLOs):**

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| --- | --- | --- |
| **Assessment Plan for Program Learning Outcomes (PLOs), with Direct and Indirect Methods.** | Appropriate | Inappropriate |
|  |  |
| **Defining the performance indicators of the program learning outcomes?** | Defined | Not defined |
|  |  |
| **Appropriateness of the methods of assessment to the nature of the targeted learning outcomes** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

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**Structure and Components of the Program:**

|  |  |  |
| --- | --- | --- |
| **Balance of the program’s structure with the graduate’s attributes** | Balanced | Unbalanced |
|  |  |
| **Item** | Appropriate | Inappropriate |
| **Percentage of basic science courses** |  |  |
| **Percentage of specialized courses** |  |  |
| **Percentage of humanities and social courses** |  |  |
| **Percentage of supporting courses (computer science, language…etc.)** |  |  |
| **Percentage of elective to compulsory courses** |  |  |
| **Percentage of practical training/ field experience (if applicable)** |  |  |

Comments of the evaluator:

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**Program learning Outcomes Mapping Matrix:**

|  |  |  |
| --- | --- | --- |
| **Alignment of the program learning outcomes with program courses, using appropriate levels of performance (I, P, M).** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

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**Teaching and learning strategies:**

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| --- | --- | --- |
| **Appropriateness of Teaching and Learning strategies,** including curricular and extra-curricular activities, **to achieve the program learning outcomes in the specified domain.** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

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**Components of Field Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appropriateness of the components of field experience (if applicable) for the objectives of the program** | Applicable | Not applicable | Appropriate | Inappropriate |
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Comments of the evaluator:

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**Components of the Graduation’s Research/ Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appropriateness of the components of the graduation’s project/ research (if applicable) for the objectives of the program** | Applicable | Not applicable | Appropriate | Inappropriate |
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Comments of the evaluator:

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**Program admission requirements:**

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| --- | --- | --- |
| **Program admission requirements** | Appropriate | Inappropriate |
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Comments of the evaluator:

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**Student Counseling Services for the Students (**academic, career, psychological and social )

|  |  |  |
| --- | --- | --- |
| **The hours, procedures and services of academic counselling are adequate for the students** | Adequate | Inadequate |
|  |  |

Comments of the evaluator:

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**Handling Student Complaints**

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| --- | --- | --- |
| **There is a clear mechanism to handle student complaints.** | Available | Unavailable |
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Comments of the evaluator:

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**Learning Resources (Books and References)**

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| --- | --- | --- |
| **Appropriateness of books and references** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

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**Facilities and Equipment** (Library, laboratories, classrooms, etc.)

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| --- | --- | --- |
| **Appropriateness Facilities and Equipment** | Appropriate | Inappropriate |
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Comments of the evaluator:

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**Guidance Information**

|  |  |  |
| --- | --- | --- |
| **Is the guidance information in a manual or on a website of the program (including the requirements of admission, attendance, and completion; elective and compulsory courses; score distribution; number of the required credit hours; prerequisites for department/ college and university; details of the courses that shall be studied in each year, semester, or level, i.e. study plan) available to all students or concerned parties** | Available | Unavailable |
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Comments of the evaluator:

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**Qualifications and Experience of the Faculty**

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| --- | --- | --- |
| **The qualifications and experience of the faculty are adequate for the teaching responsibilities.** | Adequate | Inadequate |
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Comments of the evaluator:

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**Faculty Development**

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| --- | --- | --- |
| **Procedures of developing faculty to improve their performance** | Appropriate | Inappropriate |
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Comments of the evaluator:

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**Program Quality Assurance System:**

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| --- | --- | --- |
| **Program Quality Assurance System/ Manual** | Appropriate | Inappropriate |
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Comments of the evaluator:

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**Contribution of the Faculty Members to Program Evaluation**

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| --- | --- | --- |
| **Faculty Members contribution to program evaluation** | Clear | Unclear |
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Comments of the evaluator:

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**Student Contribution to** **Program Evaluation**

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| **Student contribution to program evaluation** | Clear | Unclear |
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Comments of the evaluator:

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**Contribution of the Employer’s and Involved Parties to Program Evaluation**

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| --- | --- | --- |
| **Contribution of the employer’s and involved parties to program evaluation** | Clear | Unclear |
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Comments of the evaluator:

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**Periodic Audit of the Program**

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| --- | --- | --- |
| **System of the program’s periodic audit** | Clear | Unclear |
|  |  |

Comments of the evaluator:

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**Program Performance Indicators ( KPIs):**

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| --- | --- | --- |
| **The Measurement Matrix for the Program Performance Indicators** | Complete | Not Complete |
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Comments of the evaluator:

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**Evaluation of the Courses of the Program**

**In this part, evaluation depends on the careful review of course specifications in the program.**

**\* This table is duplicated to cover all courses in the program.**

| **Item** | **Course No.**  **Code:** | | **Course No.**  **Code:** | | **Course No.**  **Code:** | |
| --- | --- | --- | --- | --- | --- | --- |
| Achieved | Not achieved | Achieved | Not achieved | Achieved | Not achieved |
| **Clarity of the course goals** |  |  |  |  |  |  |
| **Course objectives are related to program goals.** |  |  |  |  |  |  |
| **The learning outcomes are measurable.** |  |  |  |  |  |  |
| **The learning outcomes are appropriate for the course objectives.** |  |  |  |  |  |  |
| **The learning outcomes match the program’s matrix of knowledge and skills.** |  |  |  |  |  |  |
| **The adopted teaching and learning strategies are appropriate for achieving the learning outcomes.** |  |  |  |  |  |  |
| **Contents of the course are modern.** |  |  |  |  |  |  |
| **The adopted teaching and learning methods are adequate for the mentioned methods.** |  |  |  |  |  |  |
| **Student assessment methods are adequate.** |  |  |  |  |  |  |
| **References are appropriate and modern.** |  |  |  |  |  |  |

Comments of the evaluator:

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**Other general comments:**

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**The final opinion of the evaluator:**

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| **Name of the external evaluator:** |  |
| **Signature:** |  |
| **Academic rank:** |  |
| **Specialization:** |  |
| **Educational institution:** |  |
| **Address of the institution:** |  |
| **Mailing address:** |  |
| **E-mail:** |  |

**The attachments that shall be sent to the external evaluator:**

| **المرفقات المطلوب إرسالها إلى المقيم الخارجي:** |
| --- |
| 1. **توصيف البرنامج.** 2. **الخطة الدراسية للبرنامج.** 3. **توصيف المقررات والخبرة الميدانية.** 4. **خصائص خريجي البرنامج.** 5. **دليل نظام الجودة بالبرنامج.** 6. **آلية التعامل مع شكاوى وتظلمات الطلاب.** 7. **الدليل التعريفي للبرنامج (المعلومات الإرشادية).** 8. **قائمة بمؤهلات وخبرات أعضاء هيئة التدريس بالبرنامج.** 9. **آليات المراجعة الداخلية الدورية للبرنامج سنوياً وآليات المراجعة الشاملة للبرنامج كل ثلاث/خمس سنوات.** 10. **مكونات وإجراءات المشروع البحثي (متى انطبق).** |