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

**2025**

**Template for Postgraduate Program External Evaluator - Najran University**

**Program: ………..**

**College: ………..**

[**جامعة نجران –عمادة التطوير والجودة- وحدة التعليم والتعلم–**

**Updated-Jan-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 and related documents were 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**

1. **Program Identification and General Information**

|  |  |  |
| --- | --- | --- |
| **Item** | Fulfilled | Not Fulfilled |
| **Location/Branches/ Mode of study/Partnerships/Professions/Professional sectors/Major Tracks.** |  |  |

**Comments of the evaluator:**

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1. **System of study of the Program:**

|  |  |  |
| --- | --- | --- |
| Is the study system suitable for the nature of the program | Check (√) in front of the system followed | **Item** |
|  |  | **Coursework & Thesis** |
|  | **Coursework & Research Project** |

**Comments of the evaluator:**

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1. **Mode of study of the Program:**

|  |  |  |
| --- | --- | --- |
| Is the study mode suitable for the nature of the program | Check (**√**) in front of the mode applied | **Item** |
|  |  | **On Campus** |
|  | **Distance Education** |

**Comments of the evaluator:**

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1. **Exit Points and Awarded Degree (if any)**

|  |  |  |
| --- | --- | --- |
| Inappropriate | Appropriate | **Item** |
|  |  | **Exit Point/s** |
|  |  | **Awarded degree/s** |
|  |  | **Credit units for the Exit Point/s** |

**Comments of the evaluator:**

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1. **Total Credit Units and Total Learning Hours of the Program:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | No. of Credits/ No. of Learning Hours (put numbers below) | Appropriate | Inappropriate |
| **Total Credit Units** |  |  |  |
| **Total Learning Hours** |  |  |  |

Comments of the evaluator:

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1. **Mission and Goals of the Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | Clear/well written | | Unclear/ Not well written | |
| **Mission of the program** |  | |  | |
| **Goals of the program** |  | |  | |
|  | Measurable | Unmeasurable | Quantitative measurement | Qualitative measurement |
| **The program Goals are:** |  |  |  |  |

**Comments of the evaluator:**

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1. **The Program Learning Outcomes:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Learning outcomes** | Clear | Unclear | | | Relationship between the learning outcomes and Goals of the program | | | Related | Unrelated |
|  |  | | |  |  |
| The learning outcomes aligned with the National Qualification Framework (NQF) according to the level of the program (For example: alignment the outcomes of the higher diploma with the 6th level outcomes of NQF, alignment the outcomes of Master with the 7th level outcomes of NQF, alignment the outcomes the Ph.D with the 8th level outcomes of NQF) . | | | Aligned | | | Don’t aligned | | | |
|  | | |  | | | |
| **Learning outcomes aligned with specialized academic standards** | | |  | | |  | | | |
| **The Program learning outcomes align with the scientific development in the field of specialization** | | |  | | |  | | | |
| **The Program learning outcomes align with the labor market requirements.** | | |  | | |  | | | |
|  | | | | | | | | | |
| **Achievement of the learning outcomes through courses** | | | | Could be achieved | | | Could Not be achieved | | |
|  | | |  | | |
| **Consistency of learning outcomes to their Domain (Knowledge, Skills, Values)** | | | | Consistent | | | Inconsistent | | |
|  | | |  | | |
| **The Program Learning outcomes are consistent with the University Graduate Attributes.** | | | |  | | |  | | |
|  | | |  | | |

**Comments of the evaluator:**

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**8.Curriculum Structure and Components of the Program:**

|  |  |  |
| --- | --- | --- |
| **Percentage of basic science courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of specialized courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of humanities and social courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of supporting courses (computer science, language…etc.)** | Appropriate | Inappropriate |
|  |  |
| **Percentage of elective to compulsory courses** | Appropriate | Inappropriate |
|  |  |
| **Percentage of practical training/ field experience (if applicable)** | Appropriate | Inappropriate |
|  |  |
| **Sequence of courses through study levels** | **Sequential and integrated**  **يحقق التتابع والتكامل))** | **Non-consecutive and non-integrated** |
|  |  |

**Comments of the evaluator:**

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**9.Program learning Outcomes Mapping Matrix:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Well- designed**  **Regrading sequence, and performance levels** (I = Introduced, P = Practiced, M = Mastered). | **Not well-designed**  **Regrading sequence, and performance levels** (I = Introduced, P = Practiced, M = Mastered). |
| **Program learning Outcomes Mapping Matrix (with courses) is:** |  |  |

**Comments of the evaluator:**

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**10.Teaching and learning strategies applied to achieve program learning outcomes:**

|  |  |  |
| --- | --- | --- |
| **Appropriateness of the teaching and learning strategies to achieve learning outcomes in all Domains.** | Appropriate | Inappropriate |
|  |  |

**Comments of the evaluator:**

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**11.Assessment Methods for program learning outcomes:**

|  |  |  |
| --- | --- | --- |
| **Appropriateness of the assessment methods (Direct and Indirect) that can be used to measure the achievement of program learning outcomes in all Domains.** | Appropriate | Inappropriate |
|  |  |

Comments of the evaluator:

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**12. Thesis and Its Requirements (if any**

|  |  |  |
| --- | --- | --- |
| **Item** | Clear and sufficient | Unclear and insufficient |
| **Registration of the thesis:**  (Requirements/conditions and procedures for registration of the thesis as well as controls, responsibilities, and procedures of scientific guidance) |  |  |
| **Scientific Supervision:**  (The regulations of the selection of the academic supervisor and their responsibilities, as well as the procedures/ mechanisms of the scientific supervision and follow-up). |  |  |
| **Thesis Defense/Examination:**  (The regulations for selection of the defense/examination committee and the requirements to proceed for thesis defense, the procedures for defense and approval of the thesis, and criteria for evaluation of the thesis) |  |  |

**Comments of the evaluator:**

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**13. Student Admission and Support**

|  |  |  |
| --- | --- | --- |
| **Item** | Clear and sufficient | Unclear and  insufficient |
| **Student Admission Requirements** |  |  |
| **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). |  |  |
| **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) |  |  |
| **Special Support:**  (Low achievers, disabled, and talented students). |  |  |

**Comments of the evaluator:**

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**14.Faculty and Administrative staff:**

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| --- | --- | --- |
| **Item** | Clear and sufficient | Unclear and  insufficient |
| **Needed Teaching and Administrative Staff:** |  |  |

**Comments of the evaluator:**

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**15. Learning Resources, Facilities, and Equipment**

|  |  |  |
| --- | --- | --- |
| **Item** | Clear and sufficient | Unclear and  insufficient |
| **Learning Resources:**  Learning resources required by the program (textbooks, references, e-learning resources, web-based resources, etc.) |  |  |
| **Facilities and Equipment:**  (Library, laboratories, classrooms, etc.) |  |  |
| **Procedures to ensure a healthy and safe learning environment:**  (According to the nature of the program) |  |  |

Comments of the evaluator:

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**16. Program Quality Assurance**

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| --- | --- | --- |
| **Item** | Clear and sufficient | Unclear and  insufficient |
| **Program Quality Assurance System:**  Check the Provided link of the quality assurance manual/ or attached quality manual. |  |  |
| **Program Quality Monitoring Procedures:** |  |  |
| **Procedures to Monitor Quality of Courses Taught by other Departments:** |  |  |
| **Procedures adopted to ensure consistency between the program’s sections (male and female sections, if any).** |  |  |
| **Assessment Plan for Program Learning Outcomes (PLOs)** (including direct and Indirect methods, and Performance indicators) |  |  |
| **Program Evaluation Matrix:**  **Evaluation Areas/Evaluation Sources/Evaluation Methods/ Evaluation Time** |  |  |
| **Program KPIs:** (including KPIs required by NCAAA) |  |  |

**Comments of the evaluator:**

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**17. Components of the Graduation’s Research/ Project (if applicable)**

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

**Comments of the evaluator:**

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**18. Handling Student Complaints**

|  |  |  |
| --- | --- | --- |
| **There is a clear mechanism to handle student complaints.** | Available/clear | Unavailable/unclear |
|  |  |

**Comments of the evaluator:**

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**19. Contribution of the Faculty to program Review and Evaluation Program**

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| --- | --- | --- |
| **Contribution of the faculty to the annual review and Evaluation** | Clear | Unclear |
|  |  |

**Comments of the evaluator:**

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**20. Student Contribution to Program Evaluation**

|  |  |  |
| --- | --- | --- |
| **Student contribution to program evaluation** | Clear | Unclear |
|  |  |

**Comments of the evaluator:**

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

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

**Comments of the evaluator:**

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**22. 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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**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. **مصفوفة اتساق نواتج تعلم البرنامج مع خصائص خريجي الجامعة.** 5. **دليل نظام الجودة بالبرنامج.** 6. **آلية التعامل مع شكاوى وتظلمات الطلاب.** 7. **قائمة بمؤهلات وخبرات أعضاء هيئة التدريس بالبرنامج.** 8. **آليات المراجعة الداخلية الدورية للبرنامج سنوياً وآليات المراجعة الشاملة للبرنامج مع كل دورة تخرج.** 9. **مكونات وإجراءات المشروع البحثي (متى انطبق).** |