
Policy: **Programme Specifications**

Code: **03EP02**

Reviewed/ Revised: **26/07/2022**

Policy Owner: **Programme Manager**

Target audience: **Students, Faculty, external stakeholders**

PURPOSE:

The Programme Specifications policy aims to provide information related to the programme, its learning outcomes, aims, structure, admission requirements, approaches to teaching and learning, assessment and quality assurance.

SCOPE:

This policy stipulates the information that needs to be included in the Programme Specification Document.

POLICY STATEMENT:

The policy guides stakeholders at EAHM on the development of comprehensive documents specifying information on each of the academic programmes offered. This document should have the following characteristics:

- a primary source of information for students and prospective students seeking an understanding of a programme.
- assisting the Curriculum Committee in developing the structure of the programme and its learning outcome.
- allowing internal and external reviewers to understand the learning outcomes, structure and approach.
- a source of information for employers, particularly about the skills, knowledge and competencies that they can expect from EAHM graduates and alumni.
- assisting EAHM in communicating programme information to external stakeholders.
- A guide for receiving feedback from students on the extent to which they perceived that the opportunities for learning were met.

RESPONSIBILITY:

The Programme Managers and Quality Assurance Manager are responsible for the implementation, monitoring and update of this policy.

IMPLEMENTATION OF THE POLICY:

EAHM maintains a Programme Specification Document for each programme with the following information:

- Programme title and Programme Code/Number
- Authoring Team
- Date of initial publication of document
- Dates of initial and subsequent renewal of accreditation of the programme
- Dates of international accreditation and subsequent renewal of accreditation
- Academic units delivering the programme

- Delivery mode
- Educational aims of the programme
- Programme learning outcomes
- Completion requirements
- Programme structure
- Support for students and their learning
- Admission criteria
- Facilities, including laboratories, studios or other specialists' resources supporting the programme
- Methods for evaluating and improving the quality and standards of teaching and learning
- Assessment plan for learning outcomes
- Indicators of quality and standards
- Programme matrices or schematics showing:
 - a. Schedule of delivery
 - b. Programme learning outcomes mapped to course learning outcomes
 - c. Programme learning outcomes mapped to QFEmirates descriptors
 - d. Teaching and learning methods
 - e. Assessment methods

ASSOCIATED DOCUMENTS:

- Undergraduate Admissions, 06ST01
- Postgraduate Admissions, 06ST02
- Dissertation Supervision and Examination, 03EP09
- Academic Progress, 03EP10
- Grading and Assessment, 03EP11
- Examinations, 03EP12
- Curriculum Approval and Revision, 03EP13
- Internship, 03EP14
- Teaching and Learning Methodologies, 03EP15
- Course Syllabus, 03EP16
- Course Files, 03EP17

MENTIONS:

- Programme Specification Document

DATE OF NEXT REVIEW:

The next review date for this policy is in **February 2024.**

