

DAU 3-4 Program specification Policy

Policy Code	Policy Name		
DAU 3-4	Program specification Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - Faculty members and coordinators Staff in Colleges - College Council - Department Council - College Quality Assurance Unit - Academic Program Development Committee at the College and Program levels - Educational Process Quality and Program Accreditation Committee at the Program levels 	10/2023	10/2027	

1. Policy Purpose

Its purpose is to ensure that the program specification is developed in accordance with the requirements and template provided by ETEC and to support the planning, monitoring, and continuous improvement processes of the academic program.

2. Policy Scope

This policy applies to all DAU academic programs.

3. Policy Statement

A program specification document should be developed and maintained for each program. The document should follow the latest template provided by ETEC [Program Specification form.docx](#). All program specifications must be available on the university website or in other designated repositories for faculty, students, and others who are interested.

4. Policy Procedure

A program specification should be prepared, developed, and approved according to the following procedures:

- Academic Program Development Committee at the Program level (APDC) should prepare the program specification using the ETEC Program Specification Form template [Program Specification form.docx](#)
- College Academic Program Development Committees (APDC) should ensure that program specification aligns with other college programs and facilitate coordination.
- The Educational Process Quality and Program Accreditation Committee at the Program level should review the program specification and ensure compliance with ETEC requirements and forms.
- Program specification submitted to the College Quality Assurance Unit for approval.
- Program specification submitted to Department Council for approval.
- Program specification submitted to College Council for approval.
- The Quality Assurance Department is provided with a copy of the program specification after it is approved by the College Council.
- Please refer to the Program Development and Revision Policy in the case of introducing new academic programs or modifying the current academic programs.

5. Related Policies/ Documents/ Forms

DAU 3-13 Program Development and Revision Policy

[Program Specification form.docx](#)

[Program Specification Guidelines.docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy