

Program NQF Compliance form

College:

Program:

Note: for required evidence please place hyperlinks to the documents where they are published or in cloud storage.

Requirements and practices necessary for compliance with the National Qualification Framework	Available	Partially available	Unavailable	Required evidence
Requirement 1: Program Approval				
1. The qualification intended to be registered in NQF underwent regular Measures and procedures of construction and review				<ul style="list-style-type: none"> • Program periodic review plan. • Meeting minute and approvals of latest review.
2. The program has official approvals from university council to run.				<ul style="list-style-type: none"> • Approval decision
Requirement two: Stakeholders' Involvement				
3. The program has Policies and procedures that ensure the participation of employers in the construction, design and review of qualification (program)				<ul style="list-style-type: none"> • Relevant policies and procedures
4. The program has mechanisms to document meetings with stakeholders during the process of building, designing and reviewing the qualification (program)				<ul style="list-style-type: none"> • Sample meeting minutes
5. The program forms an advisory committee, comprised of members of professionals and experts in the program specialization, to contribute to its				<ul style="list-style-type: none"> • Advisory committee appointment decision. • Committee roles

evaluation, development, and performance improvement				<ul style="list-style-type: none"> • Examples of meeting minutes participating in decision making.
6. The program has approved templates to ensure employers' participation during the process of building, designing and reviewing the qualification (program)				<ul style="list-style-type: none"> • List of templates and surveys.
7. The program has data for all individuals and entities from outside the institution participating in the process of building and reviewing qualification (program)				<ul style="list-style-type: none"> • Database of employers or professionals including contacts.
Requirement 3: Qualification Purpose				
8. The institution has approved procedures for construction of qualifications and their purposes.				<ul style="list-style-type: none"> • JU curriculum design guidelines
9. The program follows specific procedures for the participation of stakeholders and employers in determining the objective of the qualification (program).				<ul style="list-style-type: none"> • The specific procedures
10. Approved procedures have been followed to ensure that the qualification (program) has been designed according actual need.				<ul style="list-style-type: none"> • The required procedures
11. The program has approved procedures to ensure that the goal of the qualification (program) is linked to the goals and visions of the institution.				<ul style="list-style-type: none"> • The procedures

12. All courses of the qualification (program) contribute to the achievement of the goal of the qualification.				<ul style="list-style-type: none"> • Program specification (CLO – PLO mapping matrix)
13. The goal of the qualification (program) has been made after benchmarking with similar qualifications.				<ul style="list-style-type: none"> • Benchmarking matrix
14. The program has policies, procedures and mechanisms adopted at the level of the institution to measure the achievement of the goal of the qualification				<ul style="list-style-type: none"> • The policies
Requirement 4: Qualification Title				
15. The program has approved policies, procedures and mechanisms to determine the name of the qualification (program)				<ul style="list-style-type: none"> • Policies
16. Specific procedures have been followed to ensure the participation of stakeholders and employers in determining the qualification title (program)				<ul style="list-style-type: none"> • Procedures
17. The program has approved Policies, procedures and mechanisms to modify the name or title of qualification (program)				<ul style="list-style-type: none"> • Policies and procedures
18. The title of the qualification (program) contains the preposition (in) between the general and specific specialization.				<ul style="list-style-type: none"> • Sample graduate certificate
19. The qualification (program) title is available in both Arabic and English				<ul style="list-style-type: none"> • Sample certificate

20. The benchmarking procedures were followed to ensure that the qualification (program) is compatible with the other titles of similar programs.				<ul style="list-style-type: none"> Procedures and sample benchmarking matrix
Requirement 5 : Qualifications components				
21. The qualification level (program) has been determined based on NQF levels				<ul style="list-style-type: none"> Program Specification (highlight level page number)
22. We have approved policies, procedures and mechanisms at the institution level to determine the qualification components (program) and courses.				<ul style="list-style-type: none"> Institutional policies (curriculum guide)
23. The learning outcomes of the (program) have been formulated according to the description of NQF levels (knowledge and understanding, skills, and values.				<ul style="list-style-type: none"> Program Specification A report showing compliance of program PLOs with NQF domains and level descriptors.
24. Professional standards were taken into consideration when of qualification learning outcomes are formulated.				<ul style="list-style-type: none"> Professional learning outcomes (if applicable) and alignment with program PLOs
25. Learning outcomes for qualification courses are interrelated and based on knowledge, skills and values				<ul style="list-style-type: none"> Course specifications
26. The program has Policies and procedures to ensure the participation of stakeholders and employers in the formulation of learning outcomes				<ul style="list-style-type: none"> Policies

27. The learning outcomes of the program are linked to the goals of the college, department, and consistent with the directions and visions of the institution				<ul style="list-style-type: none"> • PLO and goals alignment with the institutional ones.
28. Qualification learning outcomes have been revised by the qualification advisory board, employers and professional bodies.				<ul style="list-style-type: none"> • Meeting minutes
29. The total number of credit hours in the qualification (program) comply with NQF (15-18 credit hour per semester), (30-36 CHs per year),				<ul style="list-style-type: none"> • Study plan (printed from system)
30. A comparison of the number of credit hours of the program with other similar programs was made				<ul style="list-style-type: none"> • Benchmarking matrix
Requirement 6: Assessment of Learning Outcomes				
31. The program has an approved plan to assess learning outcomes in the qualification (program)				<ul style="list-style-type: none"> • PLO assessment plan
32. The qualification (program) contains a variety of methods assessment methods				<ul style="list-style-type: none"> • PLO assessment plan
33. The qualification (program) has direct and indirect methods to measure the achievement of learning outcomes				<ul style="list-style-type: none"> • PLO assessment report
34. Employers of program graduates have been contacted and asked about the abilities and skills of graduates				<ul style="list-style-type: none"> • Employer survey results, analyses, recommendations, and improvement plans.
Total				

Improvement Plan

s	Standard/ Practice	Action needed	Responsible	Start date	End date	evidence	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Approvals:

Head Department:.....

Date:.....

Signature:.....