Program Specification

— (Bachelor)

Program:	**English Language, BA**
Program Code (as per Saudi university ranking):	**02310**
Qualification Level:	**Level 6, Bachelor**
Department:	**Department of Languages and Translation**
College:	**Faculty of Education and Arts**
Institution:	**University of Tabuk**
Program Specification:	New ☐ Updated* ☒
Last Review Date:	24/03/ 2022

*Attach the previous version of the Program Specification.

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A. Program Identification and General Information

1. Program's Main Location:

University of Tabuk Main Campus, Tabuk City

2. Branches Offering the Program (if any):

Duba University College, University of Tabuk, Duba City

3. Partnerships with other parties (if any) and the nature of each:

- **Memorandum of Cooperation between the University of Tabuk and The Resource Development Fund (Hadaf)**
  First party: The Resource Development Fund (Hadaf)
  Second party: University of Tabuk
  Areas of cooperation:
    1. Training and qualifying university graduates for employment in the private sector
    2. Preparing action plans between the two parties
    3. Preparing graduates for the labor market
    4. Providing training services for labor service applicants

- **Memorandum of Understanding between the University of Tabuk and NEOM Company**
  First party: University of Tabuk
  Second party: NEOM Company
  This memorandum enhances cooperation between the two parts in the field of supporting joint cooperation opportunities, advisory and training services, as well as specialized and technical programs
  Areas of cooperation:
    1. Cooperation in the field of research and studies
    2. Cooperation in the field of conferences and joint visits
    3. Supporting cooperation, and training, and community participation
- **Memorandum of Understanding between the University of Tabuk and the Ministry of Tourism**
  First party: University of Tabuk
  Second party: Ministry of Tourism

  This memorandum aims to promote mutual interest and cooperation in the academic, scientific, research, culture and development fields.
    Areas of cooperation:
    1. Preparing and implementing tourism programs and activities to enhance tourism culture.
    2. Creating and developing educational programs and specialized training courses related to the tourism and hospitality sector.

3. Identifying and supporting research and graduation projects related to tourism carried out by students and specialists.
4. Providing the opportunity for cooperative training for university students according to the programs available at the Ministry.
5. Directing graduates to training in the tourism sector through the programs available at the Ministry, if possible.
6. Exchanging information and experiences to serve the tourism sector in the Kingdom of Saudi Arabia and cooperating in providing studies and consultations.
7. Coordinating with the Human Resources Development Fund to qualify students and graduates to obtain professional certificates in the field of tourism and hospitality programs.
8. Organizing forums, workshops and conferences in the field of specialization.

- **Memorandum of Cooperation between the University of Tabuk and Some Saudi Universities**
  First party: University of Tabuk
  Second party: Majmaah University, Ha'il University, King Faisal University, Qassim University, Imam Mohamed Bin Saud University, and Fahad Bin Sultan University.

  This memorandum aims to enhance cooperation between the University of Tabuk and those universities and use the expertise of those universities in areas of common interest based on the strategic goals of both parties.
  Areas of cooperation:
  1. Strategic services
  2. Training services
  3. Academic research
  4. Information technology and systems
  5. The areas of quality and academic accreditation, including the exchange of key performance indicators and benchmark comparisons for programs and institutions.

- **Memorandum of cooperation between the University of Tabuk and the Administration of Education in Tabuk Region**
  First party: University of Tabuk
  Second party: The Administration of Education in Tabuk Region
  This memorandum aims to enhance cooperation between the two parties to achieve integration and unification of efforts, exchange experiences, and achieve common benefits.
  Areas of cooperation:
  1. Developing educational programs and preparatory training programs focused on professional development for employees of the Education Administration.
  2. Supporting research and studies of common interest between both parties.
  3. Providing advisory services.

4. Implementing programs for research, innovation, and supporting talents.
5. Cooperation in student psychological support and rehabilitation programs.
6. Cooperating in developing the system of serving students with special needs.
7. Supporting volunteer programs and community responsibility.
8. Contributing and participating in extracurricular activities.

- **Memorandum of Cooperation between the University of Tabuk and Saudi Press Agency (SPA)**
  First party: University of Tabuk
  Second part: Saudi Press Agency (SPA)
  This memorandum aims at benefiting from the media capabilities of the Saudi Press Agency and its expertise in the field of sponsorship and media coverage of all its news bulletins on its pages on the social media and website.
  Areas of cooperation:
  1. Reflecting the activities organized or participated in by the university, which include conferences, seminars, and workshops, in addition to the scientific achievements it has accomplished through the media inside and outside the Kingdom.
  2. Developing human resources in terms of preparing and implementing training and qualification programs, practical supervision and review of training packages, and the availability of specialized and qualified human cadres to meet the needs of both parties in the field of their respective specializations, in accordance with the regulations in force in each party and in a manner that does not conflict with the private interest of each party.
  3. Taking advantage of the equipment, laboratories, and scientific capabilities of faculty members in the news and analyzes broadcast by the Saudi Press Agency in its various media materials, bulletins, daily news, or printed media publications.

4. Professions/jobs for which students are qualified

- English language teachers (233001)
- English language translators (264301)
- Reporters (264208)
- Tour guides (511301)
- Editors (NA)

5. Relevant occupational/ Professional sectors:

- Public Sector (universities, institutes, schools, Ministries of Tourism, Media, Foreign Affairs, culture, and Hajj, as well as the other related authorities such as Literature, Publishing, and Translation Commission and Heritage Commission.
- Private Sector (banks, companies, hotels, hospitals, magazines)

6. Major Tracks/Pathways (if any):

Major track/pathway	Credit hours	Professions/jobs

	(For each track)	(For each track)
N/A		

7. Exit Points/Awarded Degree (if any):

exit points/awarded degree	Credit hours
N/A	-

8. Total credit hours: (129)

B. Mission, Objectives, and Program Learning Outcomes

1. Program Mission:

To offer a distinguished educational environment that contributes to the preparation of cadres who are competent in the field of English language, literature, and translation, meeting labor market needs and enhancing research and community involvement.

2. Program Goals:

1. To provide a distinguished educational environment for English language, literature, and translation studies.
2. To prepare cadres competent in the English language to meet labor market demands.
3. To encourage research in the field of English language, literature, and translation.
4. To foster community engagement by leveraging English language skills for local needs and cultural enrichment.

3. Program Learning Outcomes*

Knowledge and Understanding

K1	Demonstrate in-depth knowledge of the interdisciplinary nature of the language systems within cultural and social contexts.
K2	Discuss specialized knowledge of theories, principles, and concepts of pedagogy, English linguistics, and translation.
K3	Identify the diverse genres, schools, techniques, and historical periods of the English language and literature.

Skills

S1	Communicate complex ideas fluently and effectively in both verbal and written modes.
S2	Produce accurate translations between the source and target languages in varied contexts using different methods.
S3	Conduct inquiry, investigation, and research to solve language-related problems, utilizing appropriate methodologies and modern information technology.
S4	Analyze and evaluate texts critically, employing approaches, theories, and creative techniques in the fields of English language, literature, and translation.
Values, Autonomy, and Responsibility	
V1	Demonstrate ethical standards in language-related fields, academic integrity, respect for cultural differences, and intellectual property.
V2	Manage tasks autonomously, promoting self-reflection and life-long learning.
V3	Collaborate responsibly in academic and professional settings, leading and participating in team projects.

C. Curriculum
1. Curriculum Structure

Program Structure	Required/ Elective	No. of courses	Credit Hours	Percentage
Institution Requirements	Required	11	28	21.7%
	Elective	5	13	10.1%
College Requirements	Required	-	-	-
	Elective	-	-	-
Program Requirements	Required	26	73	56.6%
	Elective	4	12	9.3%
Capstone-Course/Project	-	-	-	-
Field Training/ Internship	-	1	3	2.3%
Residency year	-	-	-	-
Others	-	-	-	-
Total		47	129	100%

2. Program Courses

Level	Course Code	Course Title (English)	Course Title (Arabic)	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ELS 1101	English Language Skills 1	انجليزي (1)	Required	None	3	Institution
	ARAB 1101	Arabic Language Skills	مهارات اللغة العربية	Required	None	2	Institution
	MGT 1101	Principle of General Administration	مبادئ الإدارة العامة	Required	None	2	Institution
	ISLS1101	Islamic Culture between Originality and Modernity	الثقافة الإسلامية بين الأصالة والمعاصرة	Required	None	2	Institution
	CSC1101	Introduction to Computing	مقدمة في الحوسبة	Required	None	3	Institution
	EDUF 1101	Introduction to Psychology and its Real-Life Applications	مقدمة في علم النفس وتطبيقاته الحياتية	Required	None	3	Institution
Level 2	ELS1102	English Language Skills 2	انجليزي (2)	Required	ELS 1101	3	Institution
	ARAB1102	Arabic Editing Skills (University Elective /Languages)	مهارات التحرير العربي (مقرر اختياري جامعة)	Elective	None	3	Institution
	CID1101	Communication Skills	مهارات الاتصال	Required	None	2	Institution
	EDUF1102	Critical Thinking Skills and Contemporary Applications	مهارات التفكير الناقد وتطبيقاته المعاصرة	Required	None	3	Institution
	LANT1101	English Language Grammar	قواعد اللغة الانجليزية	Required	None	3	Department
	LANT1102	Reading 1	قراءة 1	Required	None	3	Department
Level 3	ISLS1201	Morals and Civilizing Values in Islam	الاخلاق والقيم الحضارية في الإسلام	Required	None	2	Institution
	LANT1201	Listening and Speaking 1	استماع ومحادثة 1	Required	ELS1102	3	Department
	LANT1202	Reading 2	قراءة 2	Required	LANT1202	3	Department
	LANT1203	Writing 1	كتابة 1	Required	None	3	Department
	LANT1204	Advanced Grammar	قواعد متقدمة	Required	LANT1101	3	Department
	CSC1251	Introduction to Applications of Artificial Intelligence (University Elective /Technology)	مقدمة في تطبيقات الذكاء الاصطناعي (مقرر اختياري جامعة)	Elective	None	3	Institution

Level	Course Code	Course Title (English)	Course Title (Arabic)	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 4	LANT1205	Listening and Speaking 2	استماع ومحادثة 2	Required	LANT1201	3	Department
	LANT1206	Writing 2	كتابة 2	Required	LANT1203	3	Department
	LANT1207	Introduction to Translating and Interpreting Studies	مقدمة في علم الترجمة ودراساتها	Required	None	3	Department
	LANT1208	Introduction to Literary Studies	مقدمة في الدراسات الأدبية	Required	None	3	Department
	LANT1209	Introduction to Linguistic Studies	مقدمة في الدراسات اللغوية	Required	None	3	Department
	LAW1251	Law and Society (University Elective /Natural and Social Sciences)	القانون والمجتمع (مقرر اختياري جامعة)	Elective	None	3	Institution
Level 5	LANT1301	Phonetics and Phonology	الصوتيات والنظام الصوتي	Required	LANT1209	3	Department
	LANT1302	History of English Literature	تاريخ الأدب الانجليزي	Required	LANT1208	2	Department
	LANT1303	Morphology & Syntax	النحو والصرف	Required	LANT1209	3	Department
	LANT1304	History of English Language	تاريخ اللغة الانجليزية	Required	LANT1209	3	Department
	LANT1305	Translation of Media and Tourism Texts	ترجمة النصوص الاعلامية والسياحية		LANT1207	2	Department
	See the list of department electives below	Department Elective 1 (Literature Electives)	مقرر اختياري قسم (حُزمة الادب) 1	Elective	LANT1208	3	Department
	EDUF1251	Introduction to Scientific Research (University Elective /Personal and Practical Skills Development)	مقدمة في البحث العلمي (مقرر اختياري جامعة)	Elective	None	2	Institution
Level 6	LANT1306	Literary Theory and Criticism	النظرية الادبية والنقد	Required	LANT1208	3	Department
	LANT1307	Translation of Legal and political Texts	ترجمة النصوص القانونية والسياسية	Required	LANT1207	2	Department
	LANT1308	Applied Linguistics	اللغويات التطبيقية	Required	LANT1209	3	Department
	LANT1309	Second Language Acquisition	اكتساب اللغة الثانية	Required	LANT1209	2	Department
	LANT1310	English Language teaching methods	طرق تدريس اللغة الانجليزية	Required	None	3	Department
	See the list of department	Department Elective 2	مقرر اختياري قسم (حُزمة الادب) 2	Elective	None	3	Department

Level	Course Code	Course Title (English)	Course Title (Arabic)	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
	electives below	(Literature Electives)					
	THM1251	Tourism and Heritage (University Elective /Culture and Humanities)	السياحة والتراث (مقرر اختياري جامعة)	Elective	None	2	Institution
Level 7	LANT1401	Shakespeare	شكسبير	Required	LANT1208	3	Department
	LANT1402	Audiovisual translation and Translation technologies	الترجمة عن طريق الحاسب	Required	LANT1207	3	Department
	LANT1403	World Literature	الادب العالمي	Required	LANT1208	3	Department
	LANT1404	Semantics and Pragmatics	علم الدلالة والدلالة الوظيفي	Required	LANT1209	3	Department
	EDUF1498	Project	مشروع	Required	EDUF1251	3	Department
	See the list of department electives below	Department Elective 3 (Linguistics Electives)	مقرر اختياري قسم 3 (حزمة اللغويات)	Elective	None	3	Department
Level 8	See the list of electives below	Department Elective 4 (Translation Electives)	مقرر اختياري قسم 4 (حزمة الترجمة)	Elective	LANT1207	3	Department
	LANT1495	Field Experience	تدريب عملي	Required	None	3	Department
	LANT1405	Sociolinguistics	علم اللغة الاجتماعي	Required	LANT1209	2	Department

Department Electives							
Literature Electives							
1	LANT1311	Creative Writing	الكتابة الابداعية	Elective	LANT1208	3	Department
2	LANT1312	Digital Literature	الأدب في عصر الرقمنة	Elective	LANT1208	3	Department
3	LANT1313	Modern Poetry	الشعر الحديث	Elective	LANT1208	3	Department
4	LANT1314	Modern Fiction	الرواية الحديثة	Elective	LANT1208	3	Department
5	LANT1315	Literature and Performance	الأدب والأداء الأدبي	Elective	LANT1208	3	Department
Linguistics Electives							
1	LANT1406	Contrastive Linguistics	اللغويات المقارنة	Elective	LANT1209	3	Department
2	LANT1407	Computer-Assisted Language Learning	تعلم اللغة عن طريق الحاسب	Elective	LANT1307	3	Department
3	LANT1408	Classroom Teaching Practices	ممارسات التدريس في الفصل	Elective	LANT1308	3	Department
4	LANT1409	Modern Trends in Teaching English	الاتجاهات الحديثة في تدريس اللغة الإنجليزية	Elective	LANT1308	3	Department
5	LANT1410	Corpus linguistics	علم متن اللغة	Elective	LANT1209	3	Department
Translation Electives							
1	LANT1411	Terminology and Arabization	المصطلحات والتعريب	Elective	LANT1207	3	Department
2	LANT1412	Translation of Engineering and Petroleum Texts	ترجمة النصوص الهندسية والبترولية	Elective	LANT1207	3	Department
3	LANT1413	Consecutive and Bilateral Interpreting	الترجمة التتابعية والثنائية	Elective	LANT1207	3	Department

4	LANT1414	Translation of Military and Security Texts	ترجمة النصوص العسكرية والأمنية	Elective	LANT1207	3	Department
5	LANT1415	Issues and Problems in Translation	قضايا ومشاكل في الترجمة	Elective	LANT1207	3	Department

University Electives (Department chooses one course from every field for its students)							
Languages Field (LTD students are exempted from this field because one of its courses (English Grammar) is mandatory in their study plan)							
1	ARAB1251	Academic Writing	الكتابة الأكاديمية	Elective	None	3	Institution
2	LANT1251	Medical Terminology	مصطلحات طبية	Elective	None	3	Institution
3	LANT1204	English Grammar	قواعد اللغة الانجليزية	Elective	ELS1102	3	Institution
4	ARAB1102	Arabic Editing Skills	مهارات التحرير العربي	Elective	None	3	Institution
Technical Field							
1	EDTC1101	Digital Citizenship	المواطنة الرقمية	Elective	None	3	Institution
2	CSC1251	Introduction to Applications of Artificial Intelligence	مقدمة في تطبيقات الذكاء الاصطناعي	Elective	CSC 1101	3	Institution
3	CSC1103	Introduction to Programming	مقدمة في البرمجة	Elective	CSC1102	3	Institution
4	CIT1251	Web Design	تصميم الويب	Elective	CSC1101	3	Institution
Natural and Social Sciences Field							
1	FIN1251	Economics in the Information Age	الاقتصاد في عصر المعلوماتية	Elective	None	3	Institution
2	LAW1251	Law and Society	القانون والمجتمع	Elective	None	3	Institution
3	LAW1203	Commercial Law	القانون التجاري	Elective	None	3	Institution
4	STAT1251	Introduction to Biostatistics	مقدمة في الاحصاء الحيوي	Elective	STAT1101	3	Institution
5	BIOC1251	Biochemistry	الكيمياء الحيوية	Elective	None	3	Institution
Culture and Humanities Field							
1	THM1251	Tourism and Heritage	السياحة والتراث	Elective	None	2	Institution
2	LAW1252	Medical Jurisprudence	الفقه الطبي	Elective	None	2	Institution
3	ISLS1351	Contemporary Cultural Issues	قضايا ثقافية معاصرة	Elective	ISLS1201	2	Institution
4	ISLS1352	History of the Kingdom of Saudi Arabia	تاريخ المملكة العربية السعودية	Elective	None	2	Institution
Personal and Practical Skills Development Field							
1	EDUF1251	Introduction to Scientific Research	مقدمة فى البحث العلمي	Mandatory for LTD students	None	2	Institution
2	MGT1251	Introduction to Entrepreneurship	مقدمة في ريادة الأعمال	Elective	None	2	Institution

3. Course Specifications:

Insert hyperlink for all course specifications using NCAAA template (T-104)

Course Specifications

https://drive.google.com/drive/folders/1OLJevI5wnVaISgiUtqabzkV9feqCXPm7?usp=drive_link

4. Program learning Outcomes Mapping Matrix:

Align the program learning outcomes with program courses, according to the following desired levels of performance *(I = Introduced & P = Practiced & M = Mastered).*

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	S1	S2	S3	S4	V1	V2	V3
ARAB 1101 Arabic Language Skills	I			I		I			I	I
CSC1101 Introduction to Computing				I		I		I	I	
ELS1101 English Language Skills (1)	I	I		I				I	I	
CID1101 Communication Skills	I			I					I	I
ELS1102 English Language Skills (2)	I			I				I	I	
ARAB1102 Arabic Editing Skills	I			I				I		I
EDUF1102 Critical Thinking Skills and Its Contemporary Applications				I		I		I		I
LANT1101 English Language Grammar	I			I				I	I	I
LANT1102 Reading 1	I	I		I			I		I	I
CSC1251 Introduction to Applications of Artificial Intelligence						I		I		I
LANT1201 Listening and Speaking 1	I			I				I	I	I
LANT1202 Reading 2	I			I			I	I	I	I
LANT1203 Writing 1	I			I			I	I	I	I
LANT1204 Advanced Grammar	I			I		I	I		I	I
EDUF1251 Introduction to Scientific Research		I	I				I	I	I	I
LANT1207 Introduction to Translating and Interpreting Studies	I	I			I	I	I		I	I
LANT1208 Introduction to Literary Studies			I	I		I	I	I	I	I
LANT1209 Introduction to Linguistic Studies		I				I	I	I	I	I

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	S1	S2	S3	S4	V1	V2	V3
LANT1205 Listening and Speaking 2	I			P			P	I	I	I
LANT1206 Writing 2	I			P			P	I	I	I
LANT1301 Phonetics and Phonology	P	P		P		P	P	P	P	P
LANT1302 History of English Literature			P	P			P	P	P	P
LANT1303 Morphology & Syntax	P	P				P	P	P	P	P
LANT1304 History of English Language			P			P	P	P	P	P
LANT1305 Translation of Media and Tourism Texts	P	P			P		P	P	P	P
Department Elective (Lit.)										
LANT1310 English Language Teaching Methods		P		P			P	P	P	P
LANT1306 Literary Theory and Criticism			P	P			P	P	P	P
LANT1307 Translation of Legal and Political Texts		P			P		P	P	P	P
LANT1309 Second Language Acquisition		P		P		P	P	P	P	P
LANT1308 Applied Linguistics	P	M		P			M		P	M
Department Elective (Lit.)										
LANT1401 Shakespeare			M			M	M	M	M	M
LANT1402 Audiovisual Translation and Translation Technologies		M			M	M	M	M	M	
LANT1403 World Literature	M		M			M	M	M	M	M
LANT1404 Semantics and Pragmatics	M	M		M		M	M	M	M	
EDUF1498 Research Project						M		M		M
Department Elective (Ling.)										

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	S1	S2	S3	S4	V1	V2	V3
LANT1405 Sociolinguistics	M	M		M			M	M	M	M
LANT1495 Field Experience	M	M		M		M	M	M	M	M
Department Elective (Tran.)										

Department Electives:

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	S1	S2	S3	S4	V1	V2	V3
Literature Electives:	Note: (The student chooses TWO Literature elective courses)									
LANT1311 Creative Writing			P	P			P	P	P	P
LANT1312 Digital Literature			P	P		P	P	P		P
LANT1313 Modern Poetry			P			P	P	P	P	P
LANT1314 Modern Fiction			P			P	P	P	P	P
LANT1315 Literature and Performance			P	P			P	P	P	
Linguistics Electives:	Note: (The student chooses ONE Linguistic elective course)									
LANT1408 Classroom Teaching Practices		M		P		P	P	M	P	
LANT1407 Computer-Assisted Language Learning		M				P	M	M	M	M
LANT1409 Modern Trends in Teaching English		M		M			M	M	M	
LANT1406 Contrastive Linguistics	M	M		M			M	M	M	M
LANT1410 Corpus linguistics		M			M	M	M	M	M	M
Translation Electives:	Note: (The student chooses ONE Translation elective course)									

Course code & No.	Program Learning Outcomes									
	Knowledge and understanding			Skills				Values, Autonomy, and Responsibility		
	K1	K2	K3	S1	S2	S3	S4	V1	V2	V3
LANT1411 Terminology and Arabization		M			M	M		M	M	M
LANT1412 Translation of Engineering and Petroleum Texts		M		M	M		M		M	M
LANT1413 Consecutive and Bilateral Interpreting		M		M	M			M	M	M
LANT1414 Translation of Military and Security Texts		M			M		M	M	M	M
LANT1415 Issues and Problems in Translation	M	M			M		M		M	M

*Add a separated table for each track (if any).

5. Teaching and learning strategies applied to achieve program learning outcomes.

Describe teaching and learning strategies, including curricular and extra-curricular activities, to achieve the program learning outcomes in all areas.

Policies

Teaching Policies:
o Instructors are required to comply with the latest approved course specifications and coordinate the implementation with the course coordinator to ensure uniform and comparable content coverage, teaching and learning activities, and assessment methods across different sections and campuses.

Teaching and Learning Strategies
Courses employ student-centered teaching and learning strategies to ensure greater student engagement and development of higher order thinking skills. These strategies include:

- Lectures
- Class discussions
- Lecturer-led tasks
- Independent Tasks
- Inquiry-based instruction.
- Poetry reading
- group work
- student presentations

- Assigned reading of specific primary works.
- Close reading and text analysis
- Guided classroom activity
- Reflective discussion
- In-Class Translation Practice
- In-class interpretation
- In-class linguistic analysis practice
- Practical translation tasks
- Peer correction

Learning Experience
The study plan contains a course titled "Field Experience".

Learning experience is enriched by multimodal content and online interactions. Blackboard plays a key role in this regard to provide structured content and space for synchronous and asynchronous interactions.

Learning experience is also enriched through relating learning objectives to real life and local issues and helping students develop critical perspectives on the practices and underpinning principles of language studies and related fields.

Learning Activities
Curricular Learning Activities
o Courses employ modern curricular learning activities that are suitable to the targeted learning outcomes. Analysis-related LOs, for instance, are achieved through close reading and text analysis activities, and presentation-related LOs are achieved through student presentation activities.

Extra-Curricular Learning Activities
o The program employs extra-curricular learning activities to ensure development of the PLOs outside the classroom physical and virtual boundaries and to help develop well-rounded students equipped with leadership and teamwork skills and engaged with community issues. Such activities include student clubs, peer-to-peer tutoring and community outreach.

6. Assessment Methods for program learning outcomes.
Describe assessment methods (Direct and Indirect) that can be used to measure the achievement of program learning outcomes in all areas.
The program should devise a plan for assessing Program Learning Outcomes (all learning outcomes should be assessed at least twice in the bachelor program's cycle and once in other degrees).

#	Program Learning Outcomes	Teaching Strategies	Assessment Methods (Direct and Indirect)

K1	Demonstrate in-depth knowledge of the interdisciplinary nature of the language systems within cultural and social contexts.	- Lectures
		- Class discussions
		- Online material
		- Assigned reading of specific primary works.
			Direct Method:
			1.Students' performance on selected exam questions and other assignments, research projects, and oral presentations in capstone courses; (this includes students' performance in the main and satellite campuses: Tabuk, Duba).
			
			Indirect Methods:
			  1. Program Evaluation Survey
			  2. Alumni Survey
			  3. Employers Survey
			  4. PLOs Survey

K2	Discuss specialized knowledge of theories, principles, and concepts of pedagogy, English linguistics, and translation.	- Lectures - Class discussions - Online material - Assigned reading of specific primary works.	
K3	Identify the diverse genres, schools, techniques, and historical periods of the English language and literature.	- Lectures - Class discussions - Online material - Assigned reading of specific primary works.	
S1	Communicate complex ideas fluently and effectively in both verbal and written modes.	- Online material - Assigned reading of specific primary works. - Lecturer-led tasks - Independent Tasks - -Inquiry-based instruction. - Poetry reading	**Direct Methods:** Students' performance on selected exam questions and other assignments, research projects, and oral presentations in capstone courses; (this includes students' performance in the main and satellite campuses: Tabuk, Duba).

S2	Produce accurate translations between the source and target languages in varied contexts using different methods.	- Online material - Assigned reading of specific primary works. - Lecturer-led tasks - Independent Tasks - -Inquiry-based instruction. - Poetry reading	**Indirect Methods:** 1. Program Evaluation Survey 2. Alumni Survey 3. Employers Survey 4. PLOs Survey
S3	Conduct inquiry, investigation, and research to solve language-related problems, utilizing appropriate methodologies and modern information technology.	- Online material - Assigned reading of specific primary works. - Lecturer-led tasks - Independent Tasks - -Inquiry-based instruction. - Poetry reading	
S4	Analyze and evaluate texts critically, employing approaches, theories, and creative techniques in the fields of English language, literature, and translation	- Online material - Assigned reading of specific primary works. - Lecturer-led tasks - Independent Tasks - -Inquiry-based instruction. - Poetry reading	

V1	Demonstrate ethical standards in language-related fields, academic integrity, respect for cultural differences, and intellectual property.	- Lecturer-Led Tasks - Independent Tasks - Class discussion - Classroom activity - Collaborative learning - Reflective discussion - Lectures - Written instructions	**Direct Method:** Students' performance on assignments, research projects, and/or oral presentations in capstone courses; (this includes students' performance in the main and satellite campuses: Tabuk, Duba). **Indirect Methods:** 1. Program Evaluation Survey 2. Alumni Survey 3. Employers Survey 4. PLOs Survey
V2	Manage tasks autonomously, promoting self-reflection and life-long learning.	- Lecturer-Led Tasks - Independent Tasks - Class discussion - Classroom activity - Collaborative learning - Reflective discussion - Lectures - Written instructions	

V3	Collaborate responsibly in academic and professional settings, leading and participating in team projects.	- Lecturer-Led Tasks - Independent Tasks - Class discussion - Classroom activity - Collaborative learning - Reflective discussion - Lectures - Written instructions	

D. Student Admission and Support:

1. Student Admission Requirements

The admission of students to the English Language Program follows the institutional procedures run by the University of Tabuk through the Deanship of Admission and Registration. The University of Tabuk issues annual leaflets specifying the admissions requirements for prospective students. According to the latest annual leaflet, the University of Tabuk admits students who meet the following main requirements:

- The applicant must be Saudi national or one whose mother is Saudi national.
- Having completed successfully the Saudi General Secondary Certificate or its equivalent whether inside or outside the Kingdom of Saudi Arabia.
- The equivalency for a secondary school certificate must be issued by the Certificates Equivalency Committee at the Ministry of Education in case that the Secondary School Certificate is issued abroad.
- The age of the applicant should not be more than 25 years old.
- The total mark of the Academic Achievement Exam must not be less than 50%.
- The total mark of the General Abilities Exam must not be less than 50%.
- The applicant should not be one who was expelled from the University of Tabuk or from any other university for disciplinary or academic reasons. After the final acceptance, if it is detected that the applicant had previously been expelled, his acceptance into the university would be canceled.
- The applicant must not be accepted or enrolled in another academic program at Tabuk University or any other Saudi university, and if it becomes clear after the final admission that the applicant had been enrolled, his acceptance would be canceled.

In addition to the preceding general requirements by the University of Tabuk for admitting students, the ELP has its own requirements for the admission and registration of students that are appropriate to the nature of the program and are also applied fairly. For example, the ELP requires that applicants earned no less than 90/100 grade in their total secondary school English class.

2. 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).

The English Language Program provides comprehensive orientation for new students. It holds an orientation week for new students at the beginning of every academic year. During the orientation week, students have the opportunity to:
- Meet other new students, current student leaders, faculty, and staff.
- Learn their way around campus.
- Find out about all the student services and academic programs at the University of Tabuk.
- Address their individual needs and get their questions answered.

During the orientation week, students are given manuals and brochures which help them to understand and to familiarize themselves with the university environment, programs, services, facilities, rights, and duties. In addition to the orientation week, an orientation meeting is held for new students at the beginning of each semester. In this meeting, new students are provided with the necessary information they need during their years of study. This meeting is attended by all the new students as well as the staff members at the department. During this meeting, the chair of the department, the department's coordinator of academic advising and the department's coordinator of academic affairs address the new students and give them all the necessary academic information they need. Moreover, they answer all the questions raised by the students during the meeting. In addition, the University Deanship of Student Affairs provides new students with the necessary guidance and orientation programs.

3. 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).

ELP faculty members are assigned a number of students for the purpose of academic counseling. Each faculty member is allocated a number of office hours per week. They are tasked with the following:

- To assist students in developing educational plans that are consistent with their life goals.
- To provide students with accurate information about academic progression and degree requirements.
- To assist students in understanding academic policies and procedures.
- To assist students in overcoming educational, social, and personal difficulties.

4. Special Support

(Low achievers, disabled, gifted, and talented students).

The ELP and the University of Tabuk provide care and support for the low achievers and the disabled students. As for the underachieving students, they are identified and provided with remedial programs to help them overcome the difficulties hindering their progress into the program. These students are distributed among the academic advisors at the department and are given due interest. They are met on a regular basis by their academic advisors who are asked by the academic advising coordinator to upload the forms of these meetings to its specified place on a Google Drive created especially for this purpose. During these meetings, the students are provided with advice, and guidance to help the students make decisions, related to registration decisions, deletion, addition, grievance or even transfer to another program. Furthermore, the program has established the **Student Academic Support Center (SASC)** that offers several specialized courses for underachieving students, so that they can finish graduation requirements and catch up with their colleagues. These students are also offered several programs, lectures, and workshops on selected topics in which they can develop and strengthen their knowledge and language skills. This process of following up these underachieving students continues until their graduation.

Both program and institution pay due attention to students of special needs (e.g. disabled students). They are provided with special care. Their special needs are taken into consideration during the process of class scheduling. The classrooms in which they are receiving their lectures must be on the ground floor.

For the gifted and talented students, the university has established a unit of creativity and talent to identify and to develop the abilities of these students named **the Creativity and Talent Unit**. This is achieved through holding several extracurricular activities to attract and to encourage the talented students to develop their abilities and gifts. Moreover, the faculty of Education and Arts has an initiative named **Distinctiveness and Creativity Initiative** which aims at discovering the creative and talented students and encouraging them to make the best use of their talent and creativity**.**

E. Faculty and Administrative Staff:

1. Needed Teaching and Administrative Staff

Main Campus (Tabuk)						
Academic Rank	**Specialty**		**Special Requirements / Skills (if any)**	**Required Numbers**		
	General	Specific		M	F	T
Professor	English	Linguistics	-	1	0	1
		Literature	-	2	0	2
		Translation	-	0	0	0
Associate Professor	English	Linguistics	-	2	2	4
		Literature	-	0	2	2
		Translation	-	1	0	1
Assistant Professor	English	Linguistics	-	5	11	16
		Literature	-	2	3	5
		Translation	-	2	4	6
Lecturer	English	Linguistics	-	3	5	8
		Literature	-	2	4	6
		Translation	-	2	4	6
Teaching Assistant	English	Linguistics	-	1	3	4
		Literature	-	3	1	4
		Translation	-	1	1	2
Technicians and Laboratory Assistant	Technical Support	Technical Support	-	1	1	2
Administrative and Supportive Staff	Supporting Administration	Secretaries	-	1	1	2
		Librarians				
Others (specify)	-	-	-	-	-	-

Duba Campus						
Academic Rank	**Specialty**		**Special Requirements / Skills (if any)**	**Required Numbers**		
	General	Specific		M	F	T
Professor	English	Linguistics	-	0	0	0
		Literature	-	0	0	0
		Translation	-	0	0	0
Associate Professor	English	Linguistics	-	0	0	0
		Literature	-	0	0	0
		Translation	-	0	0	0
Assistant Professor	English	Linguistics	-	3	3	6
		Literature	-	1	1	2
		Translation	-	1	1	2
Lecturer	English	Linguistics	-	1	1	2
		Literature	-	0	0	0
		Translation	-	1	1	2
Teaching Assistant	English	Linguistics	-	0	0	0
		Literature	-	0	0	0
		Translation	-	1	1	2
Technicians and Laboratory Assistant	Technical Support	Technical Support	-	1	1	2
Administrative and Supportive Staff	Supporting Administration	Secretaries	-	1	1	2
		Librarians				
Others (specify)	-	-	-	-	-	-

F. Learning Resources, Facilities, and Equipment:
1. Learning Resources
Learning resources required by the Program (textbooks, references, and e-learning resources and web-based resources, etc.)

A formal and systematic mechanism is used in the selection, provision and evaluation of essential and secondary learning resources. First, selection of learning resources involves conducting a need analysis study to determine the required resources in light of the projected number of enrolled students and the nature of ELP courses. Next, formal requests for required learning resources are submitted by the department chairs and supervisors to responsible parties at the university. These parties take necessary steps to ensure required resources are made available to the beneficiaries in the program. Periodically, learning resources are evaluated by both students and teaching staff to determine if modifications or updates are necessary.

Below are highlights of the mechanism for providing and quality assurance of learning resources:

- Main textbooks and references are determined in advance by the Departmental Committee of Programs and Study Plans during the course specification writing stage.
- Each year both students and teachers respond to a questionnaire to express their satisfaction with the current textbooks (course report and students' course questionnaire).
- Such books are subject to a systematic review for adding or omitting certain chapters in the light of the recommendations of the course report and students' feedback.
- Each faculty member prepares a course items sheet containing the basic taught topics as well as the suggested dates for teaching these topics.
- Regular visits to bookshops and book fairs to enrich the current textbooks with new ones.
- Textbooks are available for students in the University Student Service Centre.
- University Central Library is stocked with references related to the program.
- The Saudi Digital Library offers a wide selection of freely available electronic resources and references.

2. Facilities and Equipment

(Library, laboratories, classrooms, etc.)

Library
- In all ELP campuses, both male and female students and faculty members have access to a university library. Libraries in satellite campuses are linked with the central library through a reference reservation and delivery system that facilitate access to locally unavailable resources.
- The Saudi Digital Library provides access to a wide range of electronic resources and references relevant to the program.

Computer/Language Labs
- ELP students and faculty members have access to computer/language labs in all campuses. These labs facilitate the use and integration of digital technologies in

teaching and learning. The labs are maintained and updated by the university technical support department.

Medical Facilities

- Medical facilities are available in all ELP campuses to ensure that prompt medical treatment and support are provided when needed.

Classrooms

- Sufficient number of classrooms are made available to the enrolled students and in accordance with the program's goal to maintain small class sizes.
- Classrooms are equipped with blackboards and overhead projectors and are supplied with wireless internet.

3. Procedures to ensure a healthy and safe learning environment
(According to the nature of the program)

General university-wide security and safety rules and plans apply to the ELP. Security and safety rules as well as the application of the designed safety plan constitute one of the essential tasks through which the university administrations join efforts. These include:
- The Administration of Security and Safety,
- Project Management,
- Service Management
- Management of Operation and Maintenance

Buildings and facilities are designed in accordance with the Ministry of Education's Security and Safety handbook in terms of:
- Spacious corridors and emergency exit,
- The existence of brightly illuminating signs,
- Availability of water hoses and fire extinguishers that are frequently tested for operability.
- Availability of passages for people with special needs.

To ensure the health and safety of all university affiliates as well as male and female students, the Security and Safety Management at the university continually provides safety training and education to all university affiliates and students. Also, the safety of campuses is taken care of by SUT (Security of the University of Tabuk) which provides 24/7 patrolling and security services.

During pandemic outbreaks, the Faculty of Education and Arts forms a special committee whose main task is to follow up the implementation of preventive and precautionary measures to limit the spread of the outbreak. The UT in general and the College of Education and Arts in particular was keen to provide staff members and students with a guide manual

for health protocols outlining the preventive and precautionary measures that must be abided with during exams.

G. Program Quality Assurance:

1. Program Quality Assurance System

Provide a link to quality assurance manual.

https://drive.google.com/file/d/1VxaRqceqtYEmDHUf6fXjv1M66WYBykd2/view?usp=drive_link

2. Procedures to Monitor Quality of Courses Taught by other Departments

Program quality is monitored through several procedures:
1. Course coordination.
2. End-of-semester course reports.
3. Annual program reports.
4. Annual KPIs reports.
5. Periodic evaluation by stakeholders: students, alumni, faculty members, job market representatives.
6. Periodic operational plan progress reports.
7. Benchmarking.
8. Academic accreditation.

These procedures provide multiple points of input that draw a reliable picture of the program's quality and guide improvement plans and initiatives. The reports and data generated from the above-mentioned procedures are reviewed at multiple levels of the university administration to ensure accountability for the implementation of improvement plans.

The quality of ELP courses taught by other departments is monitored through end-of-semester course reports and student evaluation. These reports are reviewed by the department council and issues are dealt with through improvement plans.

3. Procedures Used to Ensure the Consistency between Main Campus and Branches (including male and female sections).

The following arrangements are used to ensure the consistency between main campus and its branch (including male and female sections):
1. **Centralized mechanism/policy for program and course development.**
   Permission to introduce changes to the program specification, study plan, and course specifications are only given to the department council in the main campus.
2. **Integration Committee.**
   The integration committee plays a pivotal role in connecting the main and satellite campus to ensure changes to the program and courses are uniformly implemented across both campuses, and in male and female sections.

3. *Course Coordination.*
   Course coordination ensures that course coverage, teaching and learning activities, and assessment methods are comparable across both campuses, and in male and female sections.
4. *Annual Program Reports and End-of-Semester Reports.*
   These two reports are used to monitor for any inconsistency between the two campuses and sections at the level of courses and the program as a whole.
5. *Exam Policies:*
   a. Midterm and final exams adhere to the policy of maximum weights for objective exam questions to ensure that a healthy balance is uniformly maintained in the use of objective and subjective question types.
   b. Midterm and final exams are jointly constructed by course teaching team under the supervision of the head of course coordination plan.
   c. Midterm and final exams are directly linked to course learning outcomes using CLO-question matrix on the approved exam cover page sheet.

4. Assessment Plan for Program Learning Outcomes (PLOs),

Assessment Plan
- The assessment plan for the PLOs includes both direct and indirect measures. Direct measures are based on direct assessments of students' work and performance (i.e., results of summative and formative assessments). Indirect measures involve stakeholders' perceptions of the extent to which students have attained the learning outcomes. Indirect measures are relatively subjective. However, this effect of subjectivity can be reduced to some extent by including various indirect measures (e.g., alumni surveys, student surveys, self-evaluation scale, and/or external reviews—peer reviews of the academic program and students' performance). The criteria for success in achieving the PLOs is determined and agreed upon by the program team, considering the views of external stakeholders as well as the results of benchmarking with comparable program.

Use of Assessment Results
- The data gathered through direct and indirect measures help the program improve the curricula, teaching, learning, and thereby enhance the effectiveness of the program based on evidence from students' learning outcomes.
- The assessment results are reported in the annual program report and in a separate detailed report. Both documents include improvement plans that are implemented in the operational plan of the following academic year.

5. Program Evaluation Matrix

Evaluation Areas/Aspects	Evaluation Sources/References	Evaluation Methods	Evaluation Time
Program Learning Outcomes	● Stakeholders ● Advisory Board ● Reputable national and international programs ● Annual Program Reports	● Benchmarking ● Surveys ● Meetings	Once Every 4-Year Cycle
Study Plan			
Course Learning Outcomes	● Students ● Faculty Members ● Reputable national and international programs	● Course Evaluation Survey ● Benchmarking Course Reports	End of Semester
Effectiveness of Teaching & Assessment			
Learning Resources			
Admission Criteria	● Performance and dropout rate of first year students ● Reputable national and international programs	● Results of first year courses ● Dropout data of first year students Benchmarking	End of Academic Year
Professional Development	● Students ● Graduates ● Faculty Members Staff	Surveys	End of Academic Year
Operational Plan	● Department Committees ● Faculty Members	Annual Operational Plan Report	End of Calendar Year

Evaluation Areas/Aspects (e.g., leadership, effectiveness of teaching & assessment, learning resources, services, partnerships, etc.)
Evaluation Sources (students, graduates, alumni, faculty, program leaders, administrative staff, employers, independent reviewers, and others.
Evaluation Methods (e.g., Surveys, interviews, visits, etc.)
Evaluation Time (e.g., beginning of semesters, end of the academic year, etc.)

6. Program KPIs*
The period to achieve the target (1) year.

No.	KPIs Code	KPIs	Targeted Level	Measurement Methods	Measurement Time
1	KPI-P-01	Students' Evaluation of quality of learning experience in the program	4.5	Surveys	End of semesters
2	KPI-P-02	Students' evaluation of the quality of the courses	4.15	Surveys	End of semesters
3	KPI-P-03	Completion rate	59%	Data retrieved from university databases	End of academic year
4	KPI-P-04	First-year students retention rate	97%	Data retrieved from university databases	End of academic year
5	KPI-P-05	Students' performance in the professional and/or national examinations	Teachers: mean = 61.00 pass = 58.00%	National exam results	End of academic year
6	KPI-P-06	Graduates' employability and enrolment in postgraduate programs	Employed = 38.00% Postgrad = 20.00%	Surveys	End of academic year
7	KPI-P-07	Employers' evaluation of the program graduates proficiency	4.30	Surveys	End of academic year
8	KPI-P-08	Ratio of students to teaching staff	18/ 1	Data retrieved by ELP management	Start of academic year
9	KPI-P-09	Percentage of publications of faculty members	28.00%	Surveys	End of semesters
10	KPI-P-10	Rate of published research per faculty member	0.48	Surveys	End of semesters
11	KPI-P-11	Citations rate in refereed journals per faculty member	2	Surveys	End of semesters

No.	KPIs Code	KPIs	Targeted Level	Measurement Methods	Measurement Time

* including KPIs required by NCAAA