QATAR UNIVERSITY

PROPOSAL FOR THE INITIATION OF A NEW ACADEMIC PROGRAM

Submitted by

_____
Name of College

_____
Name of Department / Academic Unit

_____
Date of Approval of New Program Intent

_____
Date of Proposal Submission

A NEW ACADEMIC PROGRAM LEADING TO THE DEGREE OF:

_____
Title of Degree as on Diploma

_____
Title of Major

With Concentrations In (if applicable):

_____

_____

_____

_____
Proposed Subject Code

_____
Proposed Formal Degree Abbreviation

_____
Proposed Program Initiation Date

SUMMARY

Program Title: _____

Degree Title: _____

Curriculum Structure:

Curriculum Component	Number of Courses	Total Number of Credit Hours
General Education Requirements: (Core Curriculum Courses)		
Required Courses in Major		
Elective Courses in Major		
Concentration		
Minor		
Free Electives (if Applicable)		
Others: _____		
Total:		

Number of Proposed New Courses: _____   Number of New Course Credit Hours: _____

Proposed Program Initiation Date: _____

Expected Number of Graduates per Year: _____

Enrolment Projections and Personnel Requirements:

Year	Full Time Students	Part Time Students	FTE Faculty		Instructors & Teaching Assistants	Admin & Support Staff
			Current	New		
1						
2						
3						
4						
5						

Estimated New Costs Generated by Program:

Cost Item	Year 1	Year 2	Year 3	Year 4	Year 5
One-Time Non-Recurrent Costs					
Personnel Costs					
Operational Costs					
Others: _____					
Total:					

Estimated Revenues Generated by Program:

Revenue Item	Year 1	Year 2	Year 3	Year 4	Year 5
Student Fees					
Others: _____					
Total:					

Accrediting Organization (if applicable): _____

Target Date for Accreditation (if applicable): _____

Contents

1. Program Overview

<< Briefly describe and introduce the new program and provide a brief overview of the process followed in developing this new program proposal as well as the people involved in the development of this document. >>

1.1. General Program Information

<< Program Title >>

<< Title of the Major and Concentrations if any >>

<< Name of Department to host the new program >>

<< Name of College to host the new program >>

1.2. Contact Person Details

<< Provide name and contact details of person who will be able to provide additional details if needed and answer to inquiries related to the new program proposal. >>

1.3. Student Body

<< Briefly describe the potential student population that may enroll in the new program and the primary source of these students - e.g. high schools, transfer from other programs within the university, currently employed professionals, people preparing to re-enter the job market, etc. >>

1.4. Program Operational Objectives

<< Define the program operational objectives and the associated key performance indicators with specific targets that will be used in evaluating the program success. >>

1.5. Relation to University Mission and Strategic Plan

<< Briefly describe how the new program contributes to the university mission and how it maps and relates to the university strategic plan. Provide a mapping of the program operational objectives and key performance indicators to the specific objectives and key performance indicators of the key performance areas as defined in the university strategic plan. >>

1.6. Implementation Plan

<< Describe the program implementation plan. Provide a detailed timeline for the new program implementation. >>

2. Program Specifications

<< Briefly describe the process used in developing the new program specifications including the program mission, educational objectives, and program level student learning outcomes. >>

2.1. Mission

<< State the Program mission. >>

2.2. Educational Objectives

<< List the Program Educational Objectives >>

2.3. Student Learning Outcomes

<< List the program level Student Learning Outcomes >>

2.4. Mapping of Student Learning Outcomes to Program Educational Objectives

<< Provide a mapping of the program level Student Learning Outcomes to the program educational objectives. Use Table 2.4.1 to map student learning outcomes to program educational objectives.

Table 2.4.1   Mapping of Student Learning Outcomes to Educational Objectives

	Obj. 1	Obj. 2	Obj. 3	Obj. 4	Obj. 5	Obj. 6	...
SLO 1	x		X			x	
SLO 2			X		x		
...							

>>

2.5. Program Delivery Mode

<< Describe the program delivery mode >>

3. Rationale for the Program

<< Briefly summarize the rationale for the new program and provide a description of the approach and methodology used in defining the rationale for the program as well as in identifying the need and demand for the program. >>

3.1. Program Strengths

<< Briefly describe the strengths of the new proposed program. >>

3.2. Program Distinctive Features

<< Describe how distinctive is the new program from others programs currently offered within the university. >>

3.3. Needs for the Program

<< The need for the new proposed program should address the following:

- *University needs: How the new program is needed to academically complement and support other existing programs or to advance the study of the proposed subject area or to contribute to the university mission and goals.*
- *Market needs: Evidence of employers need for graduates from the new program usually in form of surveys.*
- *Country needs: How graduates from the program will contribute to the social and/or economical development of the country. >>*

3.4. Demand for the Program

<< The demand for the new proposed program should address the following:

- *Employer Demand:*

  Provide evidence of sufficient employer demand for graduates from the new program in the form of anticipated openings. Evidence must include:

    - *Results of employer surveys,*
    - *Current labor market analysis (local, regional, and international), and*
    - *Future workforce projections.*

  Where appropriate, evidence should also demonstrate employers' preference for graduates of the proposed program over persons having alternative existing credentials and employer's willingness to pay competitive salaries to graduates of the proposed program.

- *Student Demand:*

  Provide evidence of student demand, normally in the form of surveys of potential students and enrollment in related programs at the university or at other educational institutions in the country. >>

4. Curriculum

<< Briefly describe the process used in developing the new program curriculum including references to similar programs at other institutions. >>

4.1. Curriculum Description

<< Briefly describe the new program curriculum as it should appear in the university catalog (if approved). Use Table 4.1.1 to describe the curriculum structure.

Table 4.1.1   *Curriculum Structure*

Curriculum Component	Number of Courses	Total Number of Credit Hours
General Education Requirements*		
Required Courses in Major		
Elective Courses in Major		
Concentration		
Minor		
Free Electives (if Applicable)		
Others: _____		
Total:		

* *Core Curriculum Courses*
     >>

4.2. List of Courses

<< Provide a complete list of courses in the program. Use Tables 4-2.1 to 4.2.5 for listing courses in the curriculum. Provide in Appendix A a Master Syllabi for all courses in the curriculum excluding courses in the General Education Requirements (Core Curriculum Courses) and Free Electives Curriculum Components. >>

Table 4.2.1   *List of Required Courses in Major*

Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites	New Course (Yes/ No)
			Theo.	Lab.			

Table 4.2.2   *List of Elective Courses in Major*

Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites	New Course (Yes/ No)
			Theo.	Lab.			

Table 4.2.3   *List of Courses in Concentration (if Applicable)*

Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites	New Course (Yes/ No)
			Theo.	Lab.			

Table 4.2.4 *List of Courses in Minor (if Applicable)*

Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites	New Course (Yes/ No)
			Theo.	Lab.			

Table 4.2.5 *List of Free Elective Courses (if Applicable)*

Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites	New Course (Yes/ No)
			Theo.	Lab.			

4.3. Course Sequencing

<< Discuss the proposed sequence of courses and provide a course matrix or flowchart for the program. Discuss how the proposed sequencing ensures:

- *Increasing complexity in: (1) the understanding of theories, principles, and practices; (2) the levels of analysis and development skills; and (3) the application of theories and principles within the curriculum; and*

- *Coherence and linkage between courses >>*

4.4. Program Length

<< Present evidence that the program is of appropriate length as illustrated by conformity with appropriate accrediting agency standards, applicable industry standards, or comparability of length with similar programs.

Discuss how the proposed curriculum structure ensures proper levels of breadth, depth, theory and practice appropriate to the discipline and to the level of the degree. >>

4.5. Curriculum Mapping to Program Educational Objectives and Learning Outcomes

<< Discuss how the curriculum supports the program stated educational objectives and ensure that they are adequately met.

Discuss how the curriculum supports the student learning outcomes. Use Table 4.5.1 to map courses in the curriculum to the program level student learning outcomes. >>

Table 4.5.1   Mapping of Courses to Student Learning Outcomes

Courses SLOs	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	...
Major Required Courses							
Course # Course Title			x		x		
Course # Course Title							
…							
Major Elective Courses							
Course # Course Title							
Course # Course Title							
…							

4.6. Study Plan

<< Provide a sample semester-by-semester sequence of courses a student enrolled in the new program might take.

Table 4.6.1 *Proposed Study Plan for the New Program*

FIRST YEAR ([ ] credit hours)				SECOND YEAR ([ ] credit hours)			
Fall Semester				**Fall Semester**			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester [ ]				Total Credit Hours in Semester [ ]			
Spring Semester				**Spring Semester**			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester [ ]				Total Credit Hours in Semester [ ]			
THIRD YEAR ([ ] credit hours)				FOURTH YEAR ([ ] credit hours)			
Fall Semester				**Fall Semester**			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester [ ]				Total Credit Hours in Semester [ ]			
Spring Semester				**Spring Semester**			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester [ ]				Total Credit Hours in Semester [ ]			

>>

5. Relation With Other Programs Within the University

<< Briefly describe the process and criteria used in identifying other related programs within the university. >>

5.1. List of Related Programs Within the University

<< Provide a list of other programs within the university that are similar or are related to the new program. >>

5.2. Related Program Details and Impact

<< Briefly describe related or similar programs within the university and provide statistical data and information about these programs including the number of students enrolled in these programs, the accreditation status of these programs, and employment data for graduates from these programs.

Identify and evaluate the impact of the new program on related programs as well as the impact of other programs on the new program. Provide evidence of consultation and collaboration with related programs. >>

5.3. Interrelationship with Other Curricula

<< List courses in the new program curricula or curriculum components such as minors that might be offered to student enrolled in other programs. List courses offered by other programs that will be included in the new program curricula. Provide evidence of collaboration and curriculum related arrangements with other programs within the university. >>

5.4. Relationships with the Core Curriculum Program

<< Indicate whether the new program curricula conforms to the core curriculum program requirements in terms of total number of credit hours and the course distribution into packages. In case of different requirements, a detailed and sound rationale justifying the new program specific requirements should be provided as well as evidence of core curriculum council approval of these specific requirements.

List all new courses in the new program that might be added to the core curriculum program course offering indicating the specific package each of these courses might be added to. >>

6. Assessment and Evaluation

<< Briefly describe the new program assessment and evaluation strategies and provide a brief overview of the processes for:

- *The assessment of student learning outcomes and educational objectives*

- *The evaluation of the achievement of the program operational objectives*

- *The evaluation of student progress towards completion of the new program*

- *Program review and continuous improvement*

>>

6.1. Assessment of Student Learning Outcomes and Educational Objectives

<< Briefly describe the new program plans for the continuous assessment of Student Learning Outcomes (SLO) and program educational objectives and describe in details how they will be assessed. This must include the following:

- *Overall general assessment schedule identifying the SLO assessment cycle*

- *Detailed assessment timeline and schedule indicating when and where student learning outcomes will be assessed, who will be responsible for conducting the assessment, and who will be responsible for collecting the assessment data*

- *Assessment methods and tools to be used in assessing each SLO.*

In addition to the narrative part, use Tables 6.1.1 and 6.1.2 to record the above required information.

Table 6.1.1   Overall Assessment Schedule

	Assessment Cycle Duration: ___ Years; From: _____ To: _____					
	First Year in Cycle		**Second Year in Cycle**		**Third Year in Cycle**	
	_____ Semester	_____ Semester	_____ Semester	_____ Semester	_____ Semester	_____ Semester
SLO 1	x	x		X		
SLO 2		x	X			
...						

Table 6.1.2   Detailed Assessment Plan

SLO	Student Learning Outcome Statement	Assessment Method	Assessment Tool	Context for Assessment*	Assessment Date	Person Responsible for Data Collection
SLO 1		Direct				
		Indirect				
SLO 2	...					

* Context for assessment is the course or other setting in which assessment data is to be collected.

>>

6.2. Assessment and Evaluation of Program Operational Objectives

<< Briefly describe how the new program plans to assess the program operational objectives and associated key performance indicators as defined in section 1.3 and to evaluate their achievement against the stated specific targets.

Describe in details how they will be assessed by providing a detailed assessment plan including the following:

> *- Detailed and specific measures to be used in evaluating achievement*

> *- Detailed assessment and data collection timelines*

> *- Assignment of responsibilities for assessment, data collection, and data analysis and reporting.*

> *- A matrix mapping objectives to assessment methods and tools*

In addition to the narrative part, use Table 6.2.1 to record some of the above required information.

Table 6.2.1   Operational Objectives Assessment Details

Operational Objective	Assessment Measure	Target

>>

6.3. Student Progress Evaluation Plans

<< Briefly describe the new program plans for monitoring, evaluating, and facilitating student progression towards the successful completion of the new program graduation requirements as defined in section 7.7. >>

6.4. Program Review and Continuous Improvement Plans

<< Indicate the planned review cycle for the new program and briefly describe the program plans for using assessment results to effect the continuous improvement of the program. Provide details on who will analyze the obtained assessment data and how it will be used to ensure on-going program improvement. >>

6.5. Accreditation

<< If applicable, identify any accrediting body or professional society that has established standards in the area of the proposed program and provide a brief summary of accreditation requirements. Indicate the program plans for seeking accreditation and the date the program anticipates to be fully accredited. If specialized accreditation is available but not sought, indicate why. >>

7. Students

<< Briefly indicate the numbers and characteristics of students to be served by the new program. Indicate whether the new program is intended primarily to provide another program option to students who are already enrolled in other programs in the university or is intended to attract new students who would not otherwise come to the university. >>

7.1. Student Admission Requirements

<< Describe the student admission requirements and the criteria for selecting among applicants. If enrolments are to be limited, describe the enrolment restrictions and the reasons for such restrictions. >>

7.2. Enrolment and Graduation Projections

<< Estimate the number of full-time equated (FTE) students to enroll in the new program over the next five years. Estimate the number of graduates from the program in the first five graduating years. Indicate how these estimates were reached and relate them to the data provided in sections 3.3 and 3.4. Use Table 7.2.1 to record student enrollment projections. >>

Table 7.2.1 *Student Enrollment Projection*

Student Type	Year 1	Year 2	Year 3	Year 4	Year 5
Full Time					
Part Time					
Others: _____					
FTE Student Total:					

>>

7.3. Evaluating Student Performance

<< Indicate how the new program plans to evaluate student performance. >>

7.4. Graduation Requirements

<< Define the student graduation requirements and briefly describe the process for ensuring that each graduate completes all the graduation requirements for the new program. >>

7.5. Student Advising

<< Briefly describe the advising process for students enrolled in the new program. >>

7.6. Student Transfer

<< Briefly describe the requirements and process for transfer students into or out of the program and for the transfer of credits. Indicate any restrictions on the transfer of students or credits to/from other programs within the university that might ordinarily be accepted. Provide details of existing or planned arrangements for the transferability of credits or students to/from other programs within the university. >>

7.7. Student Retention

<< Describe any student retention measures the new program plans to implement such as student satisfaction surveys, financial aid provision to students, student counseling services, tutoring program, student orientation, early warning systems, freshman seminars, learning support and assistance, etc. >>

7.8. Employment Opportunities

<< Briefly describe the employment opportunities for graduates from the program and relate them to the data provided in sections 3.3 and 3.4. Provide a list of potential employers. >>

8. Administration and Organization

<< Briefly describe the organizational structure of the new program and how it will be administered. >>

8.1. Program Location Within the University Organizational Structure

<< Indicate the Location of the new program in the university organizational structure by specifying the name of the department and/or college housing the new program. Indicate if a new organizational unit will be created for this program. Briefly discuss how the new program organizational placement will promote success of the new program. >>

8.2. Program Administration

<< Indicate how the program will be administered and the title of the person who will have immediate responsibility for administering the program (for example, Program Head, Program Coordinator, Department Head, Program Director, etc.). If this administrator is yet to be hired, indicate the projected hiring date and the required competencies.

If the program is to be located in an existing structure, indicate the degree to which this will affect the administrative structure in which it will be located. >>

9. Faculty and Staff

<< Briefly describe the process used in identifying the number and qualifications of faculty, academic staff, and other technical staff needed to support the program as well as the number of required administrative and support staff. Complete Table 9.1 to indicate the total number of current and new personnel required to support the program. Provide details for each type of required personnel in the following subsections.

Table 9.1 *FTE Personnel Requirements*

Personnel	Year 1	Year 2	Year 3	Year 4	Year 5
Full Professor					
Associate Professor					
Assistant Professor					
Lecturer					
Teaching Assistant					
Lab Technician					
Administrative & Support					

>>

9.1. Current Faculty Requirements

<< Identify faculty currently employed by the university who will teach one or more courses in the program not including faculty who will teach support, service, and/or core curriculum courses. Use Table 9.1.1 to provide information on currently employed faculty who will teach in the program.

Include in Appendix B the resume for each faculty member listed in Table 9.1.1. The resume must include the following information:

- *Name, academic rank, educational background, academic specialty, and academic and other related experience.*

- *List of courses taught in the last three years*

- *Selected list of publications for the past five years.*

- *Professional activities and awards.*

Table 9.1.1 *Current Faculty to be Employed in the New Program*

Name of Faculty	Highest Degree Earned (Rank)	Area of Degree Specialty	Total Years of Teaching Experience	Years Teaching at University	Full Time or % Time in The Program
Total FTE Current Faculty in Program: _____					

>>

9.2. Additional Faculty Requirements

<< Identify the requirements for new faculty needed to implement the program. Use Table 9.2.1 to provide information on new faculty needed in the program.

Table 9.2.1 *New Faculty Needed in the New Program*

Number of Faculty Needed	Highest Degree Earned	Anticipated Rank / Experience Desired	Area of Degree Specialty	Year of Program to be Employed	Full Time or % Time in The Program
Total FTE New Faculty Needed in The Program: _____					

>>

9.3. Other Academic Staff Requirements

<< *Identify the requirements for academic staff needed to implement the program. Use Table 9.3.1 to provide information on academic staff needed in the program*.

Table 9.3.1 *Academic Staff Needed in the New Program*

Academic Staff	Highest Degree Earned	Area of Degree Specialty	Anticipated Experience Desired	Year of Program to be Employed	Full Time or % Time in The Program
Lecturer					
Teaching Assistant					
Lab Technician					
Other:_____					

>>

9.4. Administrative and Support Staff Requirements

<< *Indicate any administrative and other support personnel required to operate the program, including the position, employment status (Full-time/Part-time), and year to be appointed for each person to be hired.* >>

10. Resources

<< Briefly describe the process used in identifying resources needed to support the new program. >>

10.1. Instructional Resources

<< Identify and list instructional resources and any specialized instructional support equipment needed to support the new program. Indicate whether these resources already exist within the university or need to be purchased. >>

10.2. Facilities and Equipment

<< Identify and list facilities and equipment needed for the new program indicating the existing facilities and equipment currently available to the new program for use as is and those existing facilities and equipment that needs to be renovated in order to support the new program.

List and describe new facilities and equipment required to implement and to sustain the new program (special classrooms, laboratories, laboratory instruments and equipment, additional space, new building, etc.) and provide the expected date when these required new facilities and equipment will be available to the new program. >>

10.3. Office Space

<< Identify the office space needed for the new program. Provide evidence of the availability of existing office space that will be reallocated to the new program. If new office space is required, provide a detailed description and evaluation of the required space. >>

10.4. Library

<< Identify the library resources needed for the new program. Identify the resources that are already available at the university library and the additional resources that must be secured to support a high quality program. Provide evidence of collaboration with the university library in identifying existing resources needed for the program and any arrangements for securing the required additional resources. >>

10.5. Collaborative Arrangements

<< If the new program needs the cooperation of other institutions including government, education, health, and business institutions – e.g. hospitals or clinics for nursing and pharmacy programs, internship affiliations for engineering programs, etc. provide a list of the Cooperating Institutions as well as evidence of collaborative arrangements with these institutions indicating their willingness to cooperate with the program. >>

11. Financial

<< Briefly summarize the total estimated cost for the first five years of the new program by completing Table 11.1. Provide details of each cost item in the following subsections. >>

Table 11.1 *Estimated Total Costs Generated by the New Program*

Cost Item	Year 1	Year 2	Year 3	Year 4	Year 5
One-Time Non-Recurrent Costs					
Personnel Costs					
Operational Costs					
Others: _____					
Total:					

>>

11.1. One time Expenditures

<< Identify one time non recurrent costs incurred as a consequence of initiating the new program in each of the first five years of the program based on information provided in section 10. Provide line notes at the bottom of the table to explain entries in the table.

Table 11.1.1 *Estimated One Time Non-Recurrent Costs Generated by the New Program*

One Time Non-Recurrent Cost Items	Year 1	Year 2	Year 3	Year 4	Year 5
New Facilities	QR _____	QR _____	QR _____	QR _____	QR _____
New Equipment	QR _____	QR _____	QR _____	QR _____	QR _____
Renovation Work	QR _____	QR _____	QR _____	QR _____	QR _____
New Lab instruments	QR _____	QR _____	QR _____	QR _____	QR _____
Others: _____	QR _____	QR _____	QR _____	QR _____	QR _____
Total:	QR _____	QR _____	QR _____	QR _____	QR _____

>>

11.2. Personnel Related Costs

<< Identify personnel related costs generated by the new program based on the faculty and staff requirements detailed in section 9 in terms of full time equivalency (FTE). If current personnel employed by the university are partially reassigned to the new proposed program, project all costs for new personnel needed to replace them. Provide a detailed list of these costs by completing Table 11.2.1. Provide line notes at the bottom of the table to explain entries in the table.

Table 11.2.1 *Estimated Personnel Cost Generated by the New Program*

Personnel Cost Item	Year 1	Year 2	Year 3	Year 4	Year 5
Full Professor	QR _____	QR _____	QR _____	QR _____	QR _____
Associate Professor	QR _____	QR _____	QR _____	QR _____	QR _____
Assistant Professor	QR _____	QR _____	QR _____	QR _____	QR _____
Lecturer	QR _____	QR _____	QR _____	QR _____	QR _____
Teaching Assistant	QR _____	QR _____	QR _____	QR _____	QR _____
Lab Technician	QR _____	QR _____	QR _____	QR _____	QR _____
Administrative & Support	QR _____	QR _____	QR _____	QR _____	QR _____
Total:	QR _____	QR _____	QR _____	QR _____	QR _____

>>

11.3. Operational Costs

<< Identify operational costs generated by the new program based on required resources detailed in section 10. Provide a detailed list of these costs by completing Table 11.3.1. The list should include only recurrent costs. One time non recurring costs are to be detailed in section 11.1. Table 11.3.1 identifies most common operational cost items, a brief description of these cost items is provided in Appendix C. If other cost items are applicable to the new program they should be listed in the table as well. Provide line notes at the bottom of the table to explain entries in the table.

Table 11.3.1 *Estimated Operational Cost Generated by the New Program*

Operational Cost Item	Year 1	Year 2	Year 3	Year 4	Year 5
Computer and Accessories	QR _____	QR _____	QR _____	QR _____	QR _____
Software	QR _____	QR _____	QR _____	QR _____	QR _____
Fairs and Exhibitions	QR _____	QR _____	QR _____	QR _____	QR _____
Advertising, Publication & Printing	QR _____	QR _____	QR _____	QR _____	QR _____
Communication & Utilities	QR _____	QR _____	QR _____	QR _____	QR _____
Freight & Mail	QR _____	QR _____	QR _____	QR _____	QR _____
Conferences & Training	QR _____	QR _____	QR _____	QR _____	QR _____
Hospitality	QR _____	QR _____	QR _____	QR _____	QR _____
Library Books and Journals	QR _____	QR _____	QR _____	QR _____	QR _____
Books and Subscriptions	QR _____	QR _____	QR _____	QR _____	QR _____
Illustrative & Educational Equipment	QR _____	QR _____	QR _____	QR _____	QR _____
Laboratory Equipment	QR _____	QR _____	QR _____	QR _____	QR _____
Office Equipment	QR _____	QR _____	QR _____	QR _____	QR _____
Supplies	QR _____	QR _____	QR _____	QR _____	QR _____
Materials	QR _____	QR _____	QR _____	QR _____	QR _____
Furniture and Fixtures	QR _____	QR _____	QR _____	QR _____	QR _____
Maintenance	QR _____	QR _____	QR _____	QR _____	QR _____
Other:_____	QR _____	QR _____	QR _____	QR _____	QR _____
Total:	QR _____	QR _____	QR _____	QR _____	QR _____

>>

11.4. Sources of Funding

<< Estimate the student fee revenues in each of the first five years based on the program enrollment projections defined in section 7.2. Estimate the amount of grants or other external funding which will become available in the first years of the new program and provide detailed information on the sources of the external funding.

Table 11.4.1 *Estimated Revenues Generated by the New Program*

Revenue Item	Year 1	Year 2	Year 3	Year 4	Year 5
Student Fees	QR _____	QR _____	QR _____	QR _____	QR _____
Grants	QR _____	QR _____	QR _____	QR _____	QR _____
Others: _____	QR _____	QR _____	QR _____	QR _____	QR _____
Total:	QR _____	QR _____	QR _____	QR _____	QR _____

>>

Course Master Syllabus

Course Number:

Course Title:

Number of Credit Hours:

Number of Contact Hours:

Required or Elective:

Catalog Description: --

Course Prerequisites: - ---------------
- ---------------

Course Co-requisites: - ---------------
- ---------------

Textbooks(s): ---------------

References: - ---------------
- ---------------

Course Objectives: - ---------------
- ---------------
- ---------------
- ---------------

Course Learning Outcomes: *CO-Id*: --------------------------
----

Relationship of
Course Outcomes to
Program Level Student
Learning Outcome(s):

Course Outcome	Student Learning Outcome(s)
CO-Id	SLO_Id, SLO_Id, ...

Principal
Topics Covered:

Topic   [Number of 50-minute Classes]
1. ----- [ ]
2. ----- [ ]
3. ----- [ ]
4. ----- [ ]
5. ----- [ ]
6. ----- [ ]
7. ----- [ ]
8. ----- [ ]

Preparer of this Syllabus

Date of Preparation

APPENDIX B

Faculty Resume Template

< Name >

Rank	
Degrees Earned	- ----------- - ----------- - -----------
Date of Initial Appointment	
Area of Specialty	
Academic and Other Related Experience	
If you do not have a formal degree in the field, describe ways in which you have competence in the field	
List of Courses Taught in the Past Three Years	1. ------------ 2. ------------ 3. ------------ 4. ------------ 5. ------------ 6. ------------
Principal Publications from the Past Five Years	1. ------------ 2. ------------ 3. ------------ 4. ------------ 5. ------------ 6. ------------
Professional Activities and Awards	
Institutional Service for the Past Five Years	

APPENDIX C
Operational Cost Items Descriptions

Computers and Accessories

This class includes all costs required for the purchase of computers and accessories.

Software

This class includes all costs required for obtaining yearly software licences.

Fairs and Exhibitions

This class includes all costs associated with the following categories:

- Fairs and exhibitions supplies
- Rental towards participation in fairs & exhibitions

Advertising, Publication and Printing

This class includes all costs required for advertisements and announcements; it also includes payment for printing, publication, binding, etc.

Communication and Utilities

This class includes all costs required for transmitting verbal, written, and recorded messages, correspondence, data, and information. It includes costs of telephone services, telegrams, FAX transmissions, electricity and water.

Freight and Mail

This class includes all costs required for services to transport, move, and deliver materials, and resources owned, leased, or used by the university. It includes costs of postage, messenger and courier services.

Conferences and Training

This class includes all costs associated with the following categories:

- Official Assignment Compensation: This category includes all costs required for a flat unaccountable daily allowance for accommodations, meals and incidental expenses in accordance with university policy for employees representing Qatar University in international and regional gatherings/conferences.
- Air Ticket for Official Assignment: This category includes all costs required for official assignment air ticket in accordance with university policy.

Hospitality

This class includes all costs associated with the following categories:

- Reception and Formal Meetings: This category includes all costs required for meals and soft drinks for reception events and formal meetings.

- Accommodation for guests: This category includes all costs required for guest lecturers and job recruits accommodation.

Library Books and Journals

This class includes all costs required for library books and Journals.

Books and Subscriptions

This class includes all costs required for local and international organizations for student books. It also includes payments for subscriptions in local and international professional institutions; payment for subscriptions in local and foreign newspapers and periodicals.

Illustrative and Educational Equipment

This class includes all costs required for illustrative and educational equipment

Laboratory Equipment

This class includes all costs required for laboratory equipment

Office Equipment

This class includes all costs required for office equipment

Supplies

This class includes all costs required for supplies and materials used in the operation of the program including the following categories:

- Stationary: This category includes costs of readily expendable items, such as paper, pencils, folders, university forms, letterheads, envelopes, paper clips, etc.

- Cleaning: This category includes costs of readily expendable items, such as tissue, bin, etc.

- Food: This category includes costs of readily expendable items, such as tea, coffee, milk, etc.

Materials

This class includes all costs required for purchases of supplies, materials, and commodities consumable within one year or less for current operating purposes.

Furniture and Fixtures

This class includes all costs required for furniture and fixtures.

Maintenance

This class includes all costs required for contractual services, including labour and materials, to repair, maintain, overhaul, rebuild, renew, and restore owned and leased facilities and resources, such as buildings, equipment, motor vehicles, furniture, computers, roads and walks.

Others

This class includes all costs required for current expenditures not identified by above classes and categories.