



Master in Health Administration Program Specifications

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Program Identification and General Information:	
Scientific name of the program:	Master in Health Administration
Total credit hours required to award the degree	39 Credit Hours
Number of years needed for completion of the program:	4-6 Academic Terms
The body responsible for granting the degree:	21 September university for medical and applied sciences
The body responsible for the program:	Faculty of Medical Administration
Award granted on completion of the program:	Master's Degree in Health Administration
Study system:	Semesters
Study Language of the Program:	Arabic & English
Entry requirements:	Bachelor's Degree in health science field, health administration and business management
Departments participating in the program:	Department of Health Services Administration and Community Health Department
Starting year of the program:	2021-2022
Study methods in the program:	Full time
Location of Delivery:	University Campus
Future careers opportunities for graduated	<ol style="list-style-type: none"> 1. Directors of health institutions and facilities. 2. Medical departments' supervisors in hospitals. 3. Managers for various administrative services in the hospital (finance, human resources, procurement and stores, public services and work with various organizations) 4. Assistant faculty members.
Minimum grade requirements:	Good
Other admission requirements:	Complete the foundation courses for registered students from health science and business management majors
Date of program development:	None
Prepared by:	1- Assoc. Prof. Jamil Ahsan Mujalli. 2- Asst. Prof. Mohammed Al-Shamahi 3- Asst. Prof. Moneer Mosleh Al-wesabi
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Overview :

The Master of Health Services Administration degree program has been designed to ensure graduates acquire the knowledge and skills in health services management, the art and science of healthcare, and mindful leadership capacity, to be fully prepared to meet the increasing demands of the multifaceted healthcare sector. The need for “high impact leadership” amidst a languishing Yemeni health system has been identified as a national priority.

To ensure that the Council for Accreditation & Quality Assurance standard in Yemen is met, the courses and learning outcomes have been developed by faculty members who are familiar with degree-level study healthcare management field and reviewed by faculty members who are familiar in the degree-level study healthcare management, economic and accounting fields.

The curriculum of this Master program has been mapped to similar degrees locally, regionally and internationally, where the Master of Health Services Administration degree program is aligned with similar existing Master degree programs.

University Vision, Mission and Goals:

21 September UMAS VISION

A contemporary university with national responsibility and faith identity.

21 September UMAS MISSION

Leading the transformation in the management and delivery of health care with all partners by setting a standard of excellence in education and medical and applied research in a way that meets the needs of Yemeni society, its privacy and regional influence.

21 September UMAS OBJECTIVES

1. Ensuring the implementation of quality standards and setting standards of excellence in the medical and applied sciences, scientific research, and community service.
2. The centrality of the student in the educational process, as well as, the partnership with them forever, in addition, consolidating the principles of national responsibility and faith identity, looking after them, and the development of their capabilities after graduation and during work.



3. Attracting, employing, and retaining scholars, cadres, and highly specialized talents to win minds and reverse the direction of “brain drain” thus enhancing and ensuring that there are thinkers, businessmen, and good citizens.
4. Continuous development of the distinguished academic infrastructure and the establishment of modern research and service centers with high efficiency and capable of making a real impact locally and regionally.
5. Enhancing the university’s position as a preferred partner for local, regional and international partnerships, through implementing innovative models of education, exchanging research and knowledge, and providing real and effective outcomes for developing professional practices to benefit from them locally and regionally.

21 September UMAs values

1. Leadership and Influence
2. Excellence and Innovation
3. Work effectively within a team

Postgraduate Vision, Mission and Goals:

Postgraduate studies VISION

Contemporary postgraduate studies and scientific research according to quality standards to meet the market needs locally and regionally.

Postgraduate studies MISSION

Postgraduate Studies and Scientific Research seek to prepare and implement qualitative and applied scientific programs, in order to, prepare excellent research-leaderships, able to solve community problems.

Postgraduate studies OBJECTIVES

1. Prepare qualitative and attractive programs for graduates from local and regional universities.
2. Continuous development and updating of postgraduate programs according to comprehensive quality standards.
3. Prepare distinctive researchers through continuous education programs and develop research skills.



4. Participate with similar scientific organizations in scientific research
5. Develop the infrastructure, financial and human resources for programs of postgraduate and scientific research, according to academic accreditation standards.
6. Automate the system of postgraduate and scientific research and activate electronic contents.
7. Attract the experts of academic and researchers from internal and external environment.

Department of health Services Administration Mission and Goals:

Department Mission:

Providing qualitative educational programs in the field of health services administration, to prepare leadership and academic cadres who are qualified intellectually and professionally, in order to meet the needs of the health sector locally and regionally, by providing a high-quality educational and research environment that catalyzes to produce creative researches, which serve the local and regional community.

Department objectives:

1. Preparing and implementing postgraduate programs in the field of health services administration by achieving self-sufficiency in terms of faculty members
2. Equip students with the key skills, intellectual, ethical, behaviors, technical abilities, and knowledge required to manage and operate various health facilities, in accordance with total quality and health accreditation standards.
3. Activate faculty members' role to develop and qualify the administrative and academic thinking of students to enable them to deal with the issues and problems of the various health sectors at the national, regional, and international levels.
4. Develop managerial research in the health services administration and related fields to meet the needs of the Yemeni health sector (public and private) of intellectually and professionally qualified cadres that are specialized in the health services administration field.
5. Contribute to improving the national performance level of staff in the health services administration field through training and continuing education.

Program Vision, Mission and Goals:

Program Mission:

Graduating an efficient, effective, and professional cadres, able to apply educational, research, and consulting programs in the field of health services administration and hospitals, as well as, developing and modernizing administrative processes in the health organizations and competition in the labor market locally and regionally, through qualified academic cadres that are committed to the values of Cooperation, Scientific Secretariat, excellence, and Sincerity, and modern and developing curriculums.



Program Educational Objectives:

1. Prepare administrative leaders, who are qualified intellectually, professionally, and scientifically, specializing in health services administration.
2. Equip students with applied skills, and scientific research skills in health administration, that are aimed at addressing issues of health systems and institutions at all levels.
3. Develop moral values of students that are necessary to manage and operate the various health facilities, and enhance the principles of scientific integrity in preparing research.
4. Meet the needs of the Yemeni health sector (private and public) of intellectually and professionally qualified cadres that are specialized in the health services administration field, to serve economic and social development, and to reduce depends entirely on external expertise.
5. Improve the quality of health care services and raising the level of performance of health sector organizations, through enhancing the capabilities of health organizations and facilities to use prioritizing, and allocating resources efficiently, with awareness of the financial implications of operational decisions, and achieving a balance between supply and demand for health service.
6. Identify and develop solutions for complex and challenging problems and improve the capabilities of dealing with scientific and modern methods, which could enhance the role of the health services sector to serve the national economy.

Program Standards & Benchmarks:

Academic Standards:

- National Academic Reference Standards (NARS) for postgraduate business administration, Council for Accreditation & Quality Assurance, Republic of Yemen, Jan 2021 (First Edition).
- Standards of the 1st level of accreditation, 2021, Council for Accreditation & Quality Assurance (CAQA), Yemen.

Government Rules and Regulations:

- National vision for building the modern Yemeni state.
- Strategic orientations of Council for Accreditation & Quality Assurance, Republic of Yemen.
- Strategic orientations of ministry of high education and scientific research.
- Vision, Mission, and Objectives of the university and the university's postgraduate studies.
- Act No. 13/2005 of the Law of private universities, higher institutes and colleges, Yemen.
- The executive regulations of Act No. 13/2005 of the Law of private universities, higher institutes and colleges, Yemen.



Similar Programs :

- Master of Healthcare Administration, Department of Health Policy and Management, Gillings School of Global Public Health, University of North Carolina, The United States of America.
<https://www.unc.edu>
- Master of Health Services Administration (MHSA), Department of Health Sciences / Health Services Administration, Nicole Wertheim College of Nursing and Health Sciences, Florida International University, The United States of America.
<https://www.fiu.edu/>
- Master of Health Administration (MHA), Department of Health Administration, Edward J. Bloustein School of Planning and Public Policy, Rutgers University, The United States of America.
<https://www.rutgers.edu/>
- Master of Healthcare Administration (MHA), Department of Public Health, College of Health Sciences, Saudi Electronic University, Kingdom of Saudi Arabia
<https://seu.edu.sa/en/home/>
- Master of Healthcare Administration (MHA), Department of Health Informatics and Administration, College of Health Sciences, University of Wisconsin Uwmilwaukee, The United States of America.
<https://uwm.edu/>
- Master of Health Services & Hospital Administration (MHA), Department of Health Services & Hospital Administration, College of Business management, Majmaah University, Kingdom of Saudi Arabia.
- <https://www.mu.edu.sa/en>

See Annexes 1, 2, 3, 4, 5, 6, 7, and 8.

(Annex-1, Survey on the strategic orientations of the Departments and Similar Departments)

(Annex-2, Academic Standards Curriculum Criteria of Accreditation board)

(Annex-3, Unified Regulations for Students Affairs, Ministry of Higher Education)

(Annex-4, Survey of names Similar Accredited Programs)

(Annex-5, Survey on Mission and objectives of the program and Similar accredited program)

(Annex-6, Alignment Program Intended Learning Outcomes (PILOs) to Faculty Educational Objectives)

(Annex-7, Alignment Program Intended Learning Outcomes (PILOs) to Department Educational Objectives)

(Annex-8, Alignment of Program Educational Objectives with Program Intended Learning Outcomes)



Program Learning Outcomes:

A. Knowledge and Understanding:

Upon successful completion of postgraduate Health Services Administration Program, graduate should be able to:

- A1.** Demonstrates knowledge of concepts, theories and methods (administrative, informational, accounting, financial, statistically and economic) that are applied in the health services administration and scientific research.
- A2.** Explains the concepts of (disease, public health, health care, medical care, drugs, medical risk and health care systems).
- A3.** Realizes the administrative, intellectual, human, and technical skills of the leadership positions that are related to health services administration and hospitals.
- A4.** Determines the various types and nature of health services, and the required methods to provide, manage, and evaluate them.
- A5.** Shows the rules and ethics of practice that are related to the provision of health services and hospital management.

B. Cognitive/ Intellectual Skills:

Upon successful completion of postgraduate Administration of Medical Services and Hospitals program, graduate should be able to:

- B1.** Analyzes and evaluates various models of management, finance, and supplies of health services provided in health organizations and facilities based on standards of modern analysis tools and methods, in addition, conducting local and international comparisons for health services and hospital management systems, in order to, promote quality healthcare, and ensure its development and improvement.
- B2.** Extrapolates the solutions based on the knowledge of the health and administrative problems in the health organizations and facilities, and its various departments.
- B3.** Evaluates the professional and administrative performance in various health sector`s organizations and facilities.
- B4.** Defines the impact of economics, ethics, professional standards, rules of financial management, and health insurance on the health service administration and hospitals.

C. Practical and Professional Skills:

Upon successful completion of postgraduate Health Administration program, graduate should be able to:

- C1.** Implements the methods (administrative, financial, accounting, economic, statistical) in



scientific studies and research, to evaluate practices in health administration, and ensure that the available resources (human, financial, material, technological) are used, and allocated efficiently and effectively, with awareness of the financial implications of operational decisions, in order to provide a high-quality, low-cost health service and achieve accumulated knowledge in the scientific aspect.

C2. Uses Health information systems in monitoring, evaluation, planning, problem-solving and rational decision-making in the managing, delivering of health services and enhancing knowledge of healthcare staffs.

C3. Applies the principles and standards of total quality and accreditation in health services organizations.

C4. Prepares plans, policies, and health work procedures, in order to meet the expected needs and desires of patients from health services that correspond applicable globally, in such a manner as to limit medical errors, in addition to managing risks and crises efficiently and effectively.

D. General and Transferable Skills:

Upon successful completion of postgraduate Health Administration program, graduate should be able to:

D1. Communicates effectively with others in the fields of health services administration and hospitals.

D2. Practices ethical and professional behaviour in the health services administration and hospitals.

D3. Discusses in a constructive scientific manner.

D4. Self-learning to develop his own skills and takes benefit from the experiences of others.

D4. Uses health information technology appropriately, in communication, scientific research and health services administration and hospitals.

Graduates Attributes:

1. Demonstrate knowledge of concepts, theories and methods (administrative, informational, accounting, financial, statistically and economic) that are applied in the health services administration and scientific research.
2. Explain the concepts of (disease, public health, health care, medical care, drugs, medical risk and health care systems).
3. Realize the administrative, intellectual, human, and technical skills of the leadership positions that are related to health services administration and hospitals.
4. Determine various types and nature of health services, and the required methods to provide, manage, and evaluate them.
5. Show the rules and ethics of practice that are related to the provision of health services and hospital management.



6. Analyze and evaluates various models of management, finance, and supplies of health services provided in health organizations and facilities based on standards of modern analysis tools and methods, in addition, conducting local and international comparisons for health services and hospital management systems, in order to, promote quality healthcare, and ensure its development and improvement
7. Extrapolate the solutions based on the knowledge of the health and administrative problems in the health organizations and facilities, and its various departments.
8. Evaluate the professional and administrative performance in various health sector's organizations and facilities.
9. Define the impact of economics, ethics, professional standards, rules of financial management, and health insurance on the health service administration and hospitals.
10. Implement the methods (administrative, financial, accounting, economic, statistical) in scientific studies and research, to evaluate practices in health administration, and ensure that the available resources (human, financial, material, technological) are used, and allocated efficiently and effectively, with awareness of the financial implications of operational decisions, in order to provide a high-quality, low-cost health service and achieve accumulated knowledge in the scientific aspect.
11. Use Health information systems in monitoring, evaluation, planning, problem-solving and rational decision-making in the managing and delivering of health services, in addition to enhancing the knowledge of health staff.
12. Apply the principles and standards of total quality and accreditation in health services organizations, in addition to enhancing the level of safety practice and environmental safety for employees, patients, and their relatives.
13. Prepare plans, policies, and health work procedures, in order to meet the expected needs and desires of patients from health services that correspond to globally applicable in health work policies and procedures, in such a manner as to limit medical errors, in addition to managing risks and crises efficiently and effectively.
14. Communicate effectively with others in the fields of health services administration.
15. Practices ethical and professional behaviour in the health services administration.
16. Self-learning to develop his own skills and benefit from the experiences of others.
17. Discuss in a constructive scientific manner.
18. Use health information technology appropriately, in communication, health services administration, and scientific research.

Matrix of mapping program P- ILO's with courses

Course Name	Program Intended Learning Outcomes (PILOs)																		
	A. Knowledge and understanding					B. Intellectual Skills				C. Practical & Professional Skills				D. Transferrable Skills					
	A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	D5	
Statistical & Research Methodology	*	*					*	*		*	*					*	*	*	



Course Name	Program Intended Learning Outcomes (PILOs)																	
	A. Knowledge and understanding					B. Intellectual Skills				C. Practical & Professional Skills				D. Transferrable Skills				
	A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	D5
International Health Legislations and Ethics	*				*			*	*	*			*	*	*			
Leadership and Professional Development in Health Organizations	*		*				*		*	*		*	*				*	
Advance Management of Health Services & Patient Safety	*	*	*	*	*			*	*			*	*		*			
Advanced Health Strategic Management	*		*			*	*	*		*	*	*	*				*	
Management & Advanced Financial Analysis	*					*			*	*	*						*	
Economics & Health Insurance	*		*			*	*		*	*							*	
Quality Management & Qualitative Improvement	*		*		*		*	*			*	*	*		*	*	*	
Technology & Health Information Systems	*		*				*	*		*	*			*				*
Advance Management Accounting	*					*		*		*	*						*	

Asst. Prof. Moneer Al-wesabi
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Dean of Faculty

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President of the
September 21 University



Course Name	Program Intended Learning Outcomes (PILOs)																		
	A. Knowledge and understanding					B. Intellectual Skills				C. Practical & Professional Skills				D. Transferrable Skills					
	A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	D5	
Master Dissertation		*					*	*	*	*	*					*	*	*	

Teaching and Learning Strategies:

Knowledge and Understanding Skills is developed through:

- Lecture
- Seminars by reviewing the most important concepts and scientific basis.
- Discussion in small groups
- Audio and video reviews of real organizations
- Problem-Based Education (PBL)
- Problem-Based Learning (PSL)
- Case-Based Learning (CBL)

Intellectual Skills are developed through:

- Brainstorming method
- Collective participation in analysis and inference
- Problem-Based Education (PBL)
- Problem-Based Learning (PSL)
- Case-Based Learning (CBL)

Practical and professional Skills are developed through:

- Small group discussions
- Practical exercises
- Practical training
- Problem-Based Education (PBL)
- Problem-Based Learning (PSL)
- Case-Based Learning (CBL)

General/Transferrable Skills are developed through:

- Problem-Based Education (PBL)
- Problem-Based Learning (PSL)
- Case-Based Learning (CBL)
- Seminars and general discussions
- Research

Teaching Strategy	Description
Lectures	Lectures weekly conducted in the class, in terms of theoretical part of all courses
Seminars	To discuss research tasks that are assigned to students



Small group discussions	conducted in all courses except statistics, research methods and remedial courses
Brainstorming method	Conducted in all courses except statistics, research methods, and fundamentals courses.
Practical exercises	used in courses that contain an application and exercises
Problem-Based Education (PBL) Problem-Based Learning (PSL) Case-Based Learning (CBL)	Through equipped halls and selected cases in courses (e.g. financial management, management accounting, set up and manage hospitals, quality management, and change management and organizational development).
Electronic education	used in the course of health information technology and systems
Audio and video reviews of real organizations	During the presentation of selected tasks and to support some theoretical lectures
Practical training	Used in the courses of information systems, quality management, and organizational change.

Assessment Tools:

<ul style="list-style-type: none"> - written exam - Oral exam - Quiz - Practical exam - Home works and assignments. - PBL sessions - Seminars - Dissertation
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Assessment Strategy	Description
written exam	Mid-term test and final exam for each course are required for all courses and conducted in the 7th Class and at the end of each course.
Oral exam	oral exams are required for all courses except for dissertation
Quiz	1 Quiz required for all courses
Practical exam	For courses that have practical hours
Home works and assignments.	Assignments are given for all courses except for project.
PBL sessions	For all core courses and specialized in Master of health administration



Seminars	In each course, a project will be initiated to cover a variety of tasks. The teacher needs to set advance work for a selected number of students, and then have the selected students present their work to the whole group, for discussion, criticism and suggestions for improvement. Seminar sessions and presentations provide an opportunity to address questions, queries and problems.
Group discussions and activities	Students are engaged in group discussions of specific topics and gain immediate feedback and support from tutors. Students are exposed to and use many skills throughout this strategy such as: communication, problem-solving skills, cognition, and critical thinking. Teacher will be responsible for the design of the group experience, such as choosing topics and assigning tasks to individual students.
Dissertation	One dissertation

Dissertation Assessment:

Each Dissertation will be assessed by a committee of three members (at least Asst. Prof) as follows:

Research Dissertation supervisor (Head of Viva Session)

Internal examiner: a member of the department teaching staff.

External examiner: a qualified external examiner (from another university)

Training Course Assessment:

Students are sending to selected hospital or health organization training and practice a variety tasks during the class. This helps students to recognizing and enhancing their own leadership capabilities within healthcare organizations, based on the **PILOs**.

Alignment of Program Intended Learning Outcomes (PILOs) with Teaching Strategies and Assessment Methods:

PILOs	Teaching Strategy	Assessment Methods
Knowledge and Understanding A1,A2, A3, A4, A5	<ul style="list-style-type: none"> ▪ Lecture ▪ Seminars by reviewing the most important concepts and scientific basis. ▪ Discussion in small groups ▪ Audio and video reviews of real organizations ▪ Problem-Based Education (PBL) ▪ Problem-Based Learning (PSL) ▪ Case-Based Learning (CBL) 	<ul style="list-style-type: none"> ▪ Group discussions and activities ▪ Quiz ▪ Oral exam ▪ written exam ▪ Home works and assignments.



Intellectual Skills B1,B2, B3, B4	<ul style="list-style-type: none"> ▪ Brainstorming method ▪ Collective participation in analysis and inference ▪ Problem-Based Education (PBL) ▪ Problem-Based Learning (PSL) ▪ Case-Based Learning (CBL) 	<ul style="list-style-type: none"> ▪ Home works and assignments ▪ Quiz ▪ Seminars ▪ Oral exam ▪ written exam ▪ PBL sessions
Professional & practical skills C1,C2, C3, C4,	<ul style="list-style-type: none"> ▪ Small group discussions ▪ Practical exercises ▪ Practical training ▪ Problem-Based Education (PBL) ▪ Problem-Based Learning (PSL) ▪ Case-Based Learning (CBL) 	<ul style="list-style-type: none"> ▪ Practical exams ▪ Group discussions and activities ▪ Home works and assignments. ▪ Practical application
General & Transferable Skills D1,D2, D3, D4, D5	<ul style="list-style-type: none"> ▪ Problem-Based Education (PBL) ▪ Problem-Based Learning (PSL) ▪ Case-Based Learning (CBL) ▪ Seminars and general discussions 	<ul style="list-style-type: none"> ▪ Group discussions and activities ▪ Practical training ▪ PBL sessions ▪ Dissertation

Assessment of Master Dissertation

Each master's thesis is evaluated by a committee consisting of three members (each members at least, has a degree of assistant professor) as follow:

1. The supervisor is the chair of the session.
2. The internal examiner is at least an assistant professor from the college who specialized in the field of master thesis subject.
3. The external examiner is at least an associate professor from another university who specialized in the field of master thesis subject.

Distribution of Assessment Methods

N	Assessment Methods	Percentage
1	Participations and Homework	10%
2	Quizzes	10%
3	Midterm-Exam	20%
4	Final-Exam	60%
Total		100%

Intended Learning Outcomes Mapping:

See Annexes 9, 10, 11, 12, 13, 14, 15, and 10.

(Annex-9, Survey of Intended Learning Outcomes for Similar Accredited Programs at International Universities)

(Annex-10, Alignment of Program Objectives with Council of Accreditation Standards)



(Annex-11, Survey of Credit Hours of Similar Programs)

Program Structure:

Requirements				
No	Requirements	Credit hours	Total credit hours	Rational Weight %
1	Supplementary Courses	N/A	N/A	N/A
2	Core courses hours of MSc program	30	30	77%
3	Dissertation	9	9	23%
Total:		39	39	100%

Study Plan:

Course Name	Supplementary courses for students who specialized in Medical Sciences (except Medical Administration Graduates)		
	Supplementary Requirements	Course Code	Credit hours
	Principles of Health Management	Supplementary	05.11.501
Principles of Economic	Supplementary	05.11.502	N/A
Principles of Accounting	Supplementary	05.11.503	N/A
Supplementary courses for students who specialized in Business Majors (except Medical Administration)			
Public Health	Supplementary	05.11.504	N/A
Medical Concepts & Terminology	Supplementary	05.11.505	N/A
Anatomy and Physiology	Supplementary	05.11.506	N/A
Supplementary courses for students who specialized in other Majors (except Medical Sciences, Medical Administration, and Business)			
“Determine by Department of Medical Service Administration”			



Term 1							
No.	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites
1	05.11.511	Research Methodology & Statistical Analysis	3			3	
2	05.11.512	International Health Legislations and Ethics	3			3	
3	05.11.513	Leadership and Professional Development in Health Organizations	3			3	
						9	
Term 2							
No.	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites
1	05.11.521	Advance Management of Health Services & Patient Safety	3			3	
2	05.11.522	Advanced Health Strategic Management	3			3	
3	05.11.523	Management & Advanced Financial Analysis	3			3	
4	05.11.524	Health Economics and Insurance	3			3	
						12	
Term 3							
No.	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites
1	05.11.531	Quality Management & Qualitative Improvement	3			3	
2	05.11.532	Technology & Health Information Systems	3			3	
3	05.11.533	Advanced Management Accounting	3			3	
						9	
Term 4							
No.	Course Code	Course Name	L	T	P	Cr. Hrs.	Prerequisites, Co-requisites
1	05.11.541	Master Dissertation			9	9	
						9	



Distribution of Total Credit Hours:

Level	Term	University Requirements		Faculty Requirements		Department and Program major Requirements		Total Cr. Hrs		Total Cr. Hrs./ Level
		No. of Courses	Credit Hours	No. of Courses	Credit Hours	No. of Courses	Credit Hours	No. of Courses	Credit Hours	
First	First	-	-	-	-	3	9	3	9	30
	Second	-	-	-	-	4	12	4	12	
Second	Third	-	-	-	-	3	9	3	9	9
	Forth	-	-	-	-	1	9	1	9	
Total:		-	-	-	-	11	39	11	39	39
Percentage:		-	-	-	-	-	-	-	-	100%

See Annexes 12, 13, 14, 15, and 10.

(Annex-12, Survey of Number of courses and Credit Hours of Similar Programs Compared to Current Program)

(Annex-13, Themes of Courses of Study and their Weightages)

(Annex-14, Coding System)

(Annex-15, Survey of Course Names of Similar Program)

(Annex-16, Matrix of mapping program P- ILO's with courses)

Admission Requirements:

1. Bachelor's degree in a health specializations with a grade of no less than good.
2. Bachelor's degree in a Business Management or Health Administration fields with a grade of no less than good.
3. Passing Supplementary courses with a grade of no less than good (exception Health Administration graduates).

Supplementary courses:

1- A students who is specialized in Medical Major should study the following Supplementary courses :

- 1- Principles of Health management
- 2- Principles of Accounting
- 3- Principles of Economics

2- A student who is specialized in Business Management Major should study the following Supplementary courses :

- 1- Medical Concepts & Terminology
- 2- Anatomy and physiology
- 3- Public Health

4. Class Attendance:

A student should attend not less than 75 % of total hours of the subject; otherwise he/she will not be able to take the exam and will be considered as Barred. If the student is absent due to illness, he/she should bring a proof statement. If the absent is more than 25% of a course total contact hours, student will be required to retake the entire course again.



5. Pay register fees
6. Rules regulations of Ministry of Higher Education and Scientific Research.

Attendance and Graduation Requirements:

1. Students should be committed by rules and regulations of student affairs, in terms of, attendance, study deferment, and transfer.
2. The minimum score required to pass for each course of the program (65%).
3. The minimum CGPA required for graduation (75%).
4. Student will graduate after successfully passing all program requirements.
5. Total credit hours for the program are 39 credit hours, excluding fundamentals courses.

Grading System:

Excellent	From 90% to 100% from total marks
Very Good	From 80% to less than 90%
Good	From 70% to less than 80%
Acceptable/pass	From 65% to less than 70%
Poor/Fail	Less than 65%

Facilities Required for Running the Program:

1. Sources of learning:

1. Lecture Rooms with facilities such as chairs and tables, data show, etc
2. Computer lab
3. Library and study room
4. Internet

Program Policies:

Based on University Regulations

1.	(Tardy) : For late in attending the class, the student will be initially notified. If he repeated lateness in attending class he/she will be considered as absent.
2.	(Exam Attendance/Punctuality) : A student should attend the exam on time. He/she is permitted to attend an exam half one hour from exam beginning, after that he/she will not be permitted to take the exam and he/she will be considered as absent in exam.
3.	(Assignments & Projects) :



	In general one assignment is given to the students after each chapter; the student has to submit all the assignments for checking on time, mostly one week after given the assignment.
4.	(Cheating) : For cheating in exam, a student will be considered as fail. In case the cheating is repeated three times during his/her study the student will be disengaged from the Faculty.
5.	(Plagiarism) : Plagiarism is the attending of a student the exam of a course instead of another student. If the examination committee proofed a plagiarism of a student, he/she will be disengaged from the Faculty. The final disengagement of the student from the Faculty should be confirmed from the Student Council Affair of the university or according to the university roles.
6.	(Other policies) : <ul style="list-style-type: none"> - Mobile phones are not allowed to use during a class lecture. It must be closed; otherwise the student will be asked to leave the lecture room. - Mobile phones are not allowed in class during the examination. - Lecture notes and assignments might be given directly to students using soft or hard copy.

To be filled by the university

Faculty to Conduct the Program:

Rank or Administrative position	General Specialization	Specialization	Other related specialization	Full-time	Part-time	Student/ Lecturer ratio	Total
Professor	-	-	-	-	-		-
Associate Professor	-	-	1	1	-		1
Assistant Professor	-	3	4	7	-		7
Total	-	3	5	8	-		9

Program Evaluation and improvement:

#	Stakeholders Targeted	Assessment method	Sample	Evaluate rate
1	Academic Staff	Interviews, Focus group discussions, Questionnaires	%10	%20



2	Final year students	Interviews, Focus group discussions, Questionnaires	%10	%20
3	Graduates	Interviews, Focus group discussions, Questionnaires	%10	%20
4	Employment agencies	Interviews, Focus group discussions, Questionnaires	%10	%20
5	External Examiners	Interviews, Focus group discussions, Questionnaires	At least three	%20
Total				100%