هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد
NCAAA

Required Documents for Review Visit

(Bachelor)

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I. Program Self-study Report:

N	Requirements	Guidelines
1	Program Self-Study Report	The Self-Study Report provides an analytically based narrative aligned with NCAAA standards and serves as the primary foundation of evidence for meeting the requirements.
2	Evidence for the Self-study Report	

II. Attachments:

A. Essential Requirements

Copies of the following essential requirements/documents should be enclosed with the Self-study Report, observing the importance of utilizing them in the related standards.

N	Documents	Guidelines
1	**Student and staff manuals**	
1-1	Program Handbook	The Program's Handbook for students and teaching staff includes Admission and Registration, Study Regulations and Tests, Guidance and Counselling Services, Rights and Duties, Complaints and Grievances.
1-2	Joint Training Manual (if any)	A comprehensive Manual identifying the skills and values targeted, assigning all the responsibilities of the training parties in the institution, Program, and training sites along with their ethical frameworks.
2	**The Program's quality assurance system and its performance reports**	
2-1	The Program's quality system manual	
2-2	A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses	
2-3	Annual program report	For the last two years prior to the visit, according to NCAAA Templates
2-4	Program's course reports & Student's Work	• Two Reports for each course for the two years prior to the visit, according to NCAAA templates • Samples of Student's Work (Exams, Projects, Student's answer sheets,…) for the last two years prior to the visit.
2-5	A report on the results of surveys	stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years prior to the visit.
2-6	KPI Reports	For the 3 years prior to the visit

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N	Documents	Guidelines
2-7	**Program Improvement Plan**	Based on APR, PLO Assessment Plan, Stakeholder Surveys, KPI reports and Jahiziyah exam results when applicable.
3	**Program and courses specifications**	
3-1	**Program specification**	According to the NCAAA Template
3-2	**Course specifications for all courses classified according to levels**	All Course specifications should be classified according to their levels in the study plan, including the field experience/joint training courses.
4	**Program Learning Outcomes Assessment**	
4-1	**Program Learning Outcomes Assessment Plan**	
4-2	**Program learning outcomes assessment reports**	All PLOs should be assessed, and each PLO to be assessed at least once in the last two years prior to the visit.
4-3	**PLO Assessment Verification Form**	Complete the Program Parts of the form
5	**Consistency with frameworks**	
5-1	**A report on program consistency with the National Qualifications Framework (NQF).**	According to NCAAA Template.
5-2	**A report on program consistency with Specialized Academic Standards (if any)**	According to the NCAAA Template.
6	**Faculty Profile**	
6.1	**List of Teaching Staff**	Including the following (name, gender, nationality, degree, institution graduated from, mode of study (on-campus, distance education), academic rank, general and specific specialty, and a list of current courses taught in the last two academic years)
6.2	**CVs of Teaching Staff**	Including detailed teaching, resarch and community service activities

B. Optional Requirements (if any)

N	Requirements	Guidelines
1	**Program advisory committee**	• Composition and functions of the Committee. • Report on its performance and outcomes.
2	**Independent Evaluator's Report**	Independent evaluator's report and the Program's response to its recommendations (areas and priorities for improvement).