



## Program Accreditation Eligibility Requirements

## Eligibility Requirements for Program Accreditation

Eligibility Requirements		Required Evidence
1	<b>Program final licensing or establishment decision</b>	<ul style="list-style-type: none"> <li>• Decision to establish the program (for public institutions)</li> <li>• Final program licensing decision (for private institutions)</li> </ul>
2	<b>consistency with Saudi Arabia qualifications framework (SAQF)</b>	<ul style="list-style-type: none"> <li>• A report on program consistency with Saudi Arabia Qualifications framework (SAQF)</li> </ul>
3	<b>Availability of institutional accreditation requirements</b>	<ul style="list-style-type: none"> <li>• Accredited institution or the institution has met the eligibility requirements (review visit has been scheduled)</li> </ul>
4	<b>Student and staff manuals</b>	<p><b>Student and staff manuals including:</b></p> <ul style="list-style-type: none"> <li>• Program Handbook</li> <li>• Admission and Registration</li> <li>• Study Regulations and Tests</li> <li>• Guidance and Counselling Services</li> <li>• Rights and Duties</li> <li>• Complaints and Grievances</li> </ul>
5	<b>Program's quality assurance system and its performance reports</b>	<ul style="list-style-type: none"> <li>• Program's quality system manual</li> <li>• A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses</li> <li>• Annual program report for the last two years according to NCAAA Templates</li> <li>• Program's course reports for the last two years ( One report for each course per year )</li> <li>• A report on the results of stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years</li> </ul>
6	<b>Program and courses specifications</b>	<ul style="list-style-type: none"> <li>• Program specifications according to NCAAA Templates</li> <li>• Course specifications for all courses classified according to levels</li> </ul>
7	<b>Program learning outcomes assessment plan and reports</b>	<ul style="list-style-type: none"> <li>• Program learning outcomes assessment Plan</li> <li>• Program learning outcomes assessment reports</li> </ul>

<b>Eligibility Requirements</b>		<b>Required Evidence</b>
<b>8</b>	<b>Students graduated ( One cohort at least)</b>	<ul style="list-style-type: none"> <li>• A report on the number of graduated cohorts and the number of students in each cohort</li> </ul>
<b>9</b>	<b>Program advisory committee</b>	<ul style="list-style-type: none"> <li>• Composition and functions of the Committee</li> <li>• Report on the Committee's performance and outcomes</li> </ul>
<b>10</b>	<b>Key performance indicators and benchmarking</b>	<ul style="list-style-type: none"> <li>• A report on program's key performance indicators' measurement and benchmarking for the last three years.</li> </ul>
<b>11</b>	<b>Program self-study</b>	<ul style="list-style-type: none"> <li>• program self-evaluation scales (taking into consideration that the level of evaluation is not less than three points for each of the main criteria identified by the Center and for each standard)</li> <li>• program self-study report</li> <li>• Evidence for the self-study report.</li> </ul>
<b>Additional requirements for Postgraduate Programs</b>		
<b>12</b>	<b>Operational plan for scientific research and its follow-up</b>	<ul style="list-style-type: none"> <li>• Operational Plan for scientific research in the program (depending on the nature of the program)</li> <li>• System for monitoring and documenting the scientific research activities of the program</li> <li>• Periodic performance reports of the scientific research plan</li> </ul>
<b>13</b>	<b>Scientific supervision system on theses, projects, or vocational training</b>	<ul style="list-style-type: none"> <li>• Guides, regulations, and procedures for scientific supervision of theses, projects or vocational training</li> <li>• Follow-up scientific supervision reports in the program</li> </ul>