هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

اعتماد
NCAAA

A2
2020

Program Accreditation
Eligibility Requirements

VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

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Eligibility Requirements for Program Accreditation

	Eligibility Requirements	Required Evidence
1	**Program final licensing or establishment decision**	- Decision to establish the program (for public institutions) - Final program licensing decision (for private institutions)
2	**Consistency with National qualifications framework (NQF)**	A report on program consistency with National Qualifications framework (NQF)
3	**Availability of institutional accreditation requirements**	Accredited institution or the institution has met the eligibility requirements (review visit has been scheduled)
4	**Student and staff manuals**	**Student and staff manuals including:** - Program Handbook - Admission and Registration - Study Regulations and Tests - Guidance and Counselling Services - Rights and Duties - Complaints and Grievances
5	**Program's quality assurance system and its performance reports**	- Program's quality system manual - A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses - Annual program report for the last two years according to NCAAA Templates - Program's course reports for the last two years (One report for each course per year) - A report on the results of stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years
6	**Program and courses specifications**	- Program specifications according to NCAAA Templates - Course specifications for all courses classified according to levels
7	**Program learning outcomes assessment plan and reports**	- Program learning outcomes assessment Plan - Program learning outcomes assessment reports

	Eligibility Requirements	Required Evidence
8	**Students graduated (One cohort at least)**	• A report on the number of graduated cohorts and the number of students in each cohort
9	**Program advisory committee**	• Composition and functions of the Committee • Report on the Committee's performance and outcomes
10	**Key performance indicators and benchmarking**	• A report on program's key performance indicators' measurement and benchmarking for the last three years.
11	**Program self-study**	• 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) • program self-study report • Evidence for the self-study report.
	Additional requirements for Postgraduate Programs	
12	**Operational plan for scientific research and its follow-up**	• Operational Plan for scientific research in the program (depending on the nature of the program) • System for monitoring and documenting the scientific research activities of the program • Periodic performance reports of the scientific research plan
13	**Scientific supervision system on theses, projects, or vocational training**	• Guides, regulations, and procedures for scientific supervision of theses, projects or vocational training • Follow-up scientific supervision reports in the program