اعـتـماد
NCAAA

T19
2019

Self-Study Report
For Postgraduate Programs

Institution:			
College:			
Department:			
Program:			
Program Level:	☐ Diploma	☐ MD	☐ PhD	☐ Other(...)
Report Date:			
Contact Information:			
Name:			
Title:			
Email:			
Telephone / Mobile:			

VISION 2030
KINGDOM OF SAUDI ARABIA

تميز NCSEE
مسار MASAR
اعتماد
قياس

www.etec.gov.sa

Table of Contents

Executive Summary:

Abbreviations:

1. Program Profile

1.1 Program Mission

1.2 Program Goals

1.3 Summary of Program History

Program starting date and the reasons for its establishment.

1.4 Program's Internal and External Environmental Changes

A brief description of the most important internal and external program's environmental changes (recent or expected to occur), and the program's response to them.

1.5 A List of the Program Achievements, Awards, and Significant Accomplishment

1.6 Program's Accreditation Status

A summary description of the program's accreditation status including the outcomes of any previous program review. Attach a copy of the previous external review or accreditation visit report (if any) and the program's response to its recommendations.

1.7 Total Credit Hours: (……….)

1.8 Major Tracks/Pathways (if any)

Major Tracks/Pathways	Credit Hours (for each track)
1.	
2.	
3.	
4.	

1.9 Intermediate Exit Points/Awarded Degree (if any)

Intermediate Exit Points/Awarded Degree	Credit Hours
1.	
2.	
3.	

1.10 Branches Offering the Program:

1.11 Program Statistical Data

1.11.1 Students Enrolment

Number of Students		Two Years Ago	Last Year	Current Year	Excepted Next Year	Excepted After two years
Proposed Number of Enrolled Students	Male					
	Female					
	Total					
Number of Enrolled Students	Male					
	Female					
	Total					
Number of Enrolled International Students	Male					
	Female					
	Total					
Average Class Size	Male					
	Female					
	Total					
Ratio of Students to Teaching Staff	Male					
	Female					
	Total					
Comments:						

• Insert a separate table for the main campus and each branch.

1.11.2 Classification of Students Based on Mode of Study (For Current year)

Classification		Number of Students						Total
		Saudi			**Non-Saudi**			
		Male	Female	Total	Male	Female	Total	
Mode of Study	**On Campus**							
	Distance Education							
	Others							
Comments:								

1.11.3 Graduation Rate

Graduates	Three Years Ago	Two Years Ago	Last Year
Male			
Female			
Total			

1.11.4 Apparent Completion /Graduation Rate

Students		Graduation Year			
		Three Years Ago	Two Years Ago	Past Year	Current Year
Total Cohort Enrollment	Male				
	Female				
	Total				
Number of Cohort Students Graduated in the Specified Time	Male				
	Female				
	Total				
Apparent Completion Rate	Male				
	Female				
	Total				
Comments:					

1.11.5 Classification of Teaching Staff

Classification			Saudi			Non-Saudi			Total
			Male	Female	Total	Female	Male	Total	
Academic Rank		Professor							
		Associate Prof.							
		Assistant Prof.							
		Other (….)							
		Total							
Mode of Study	On-Campus	Full-time							
		Part-time							
	Distance Education	Full-time							
		Part-time							
Comments:									

* Insert a separate table for the main campus and each branch

** **Attach** a detailed list for teaching staff including the following (name, gender, nationality, degree, mode of study (on-campus, distance education), academic rank, general and specific specialty, institution graduated from, list of current courses taught in the current academic year)

1.11.6 Teaching Load For Teaching Staff

Teaching Staff	Teaching Load Average For Post Graduate Program			Overall Teaching Load Average For Teaching Staff		
	Male	Female	Overall Average	Male	Female	Overall Average
Professor						
Associate Prof.						
Assistant Prof.						
Other (….)						
Total						

1.11.7 Overall Assessment of Program Statistical Data:

Strengths:

Areas for Improvement:

Priorities for Improvement:

2. program Self-study

2.1 Self-Study Process

A brief description of procedures followed and administrative arrangements for the self-study, including the structure of self-study committees.

__Attach__ a report on self-study process (including membership and terms of reference for committees, sub-committees, working teams, and process for the preparation of each standard).

2.2 Key Performance Indicators (KPIs) and Benchmarking

2.2.1 Methodology of Identifying Program Internal and External Benchmarking
Including benchmarking partners and selection criteria/reasons.

2.2.2 Summary of KPIs and Benchmarks
A list of KPIs that are used in the SSRP (including NCAAA required KPIs)

KPI No.	KPI	KPI Results				
		Actual Benchmark	Target Benchmark	Internal Benchmark	External Benchmark	New Target Benchmark

Important Note
- Provide description and analysis for each KPI under the related standard
- __Attach__ a complete analysis report of the Program KPIs (including trends and comparisons based on gender and branches/locations)

3. Evaluation in Relation to Quality Standards

Standard 1. Mission and Goals   **(Overall Rating: ……)**

A. A brief realistic and objective presentation of the present status of the Program Mission and Goals

B. Report on Standard:

1. Evaluation of Program Goals

Goals	Performance Indicators	Target Benchmarks	Actual Benchmarks
Comments:			

2. Provide an analytical and critical report about the evaluation results of the standard based on required data, evidence and KPIs.

C. Overall Evaluation for Quality of the Standard:
Strengths:

Areas for Improvement:

Priorities for Improvement:

Standard 2. Program Management and Quality Assurance	(Overall Rating: ......)

A. A brief realistic and objective presentation of the present status of the Program with respect to Program Management and Quality Assurance

B. Report on Sub-standards:

(Provide an analytical and critical report about the evaluation results of each sub-standard based on required data, evidence, and KPIs).

2-1 Program Management

2-2 Program Quality Assurance

C. Overall Evaluation for Quality of the Standard:
Strengths:

Areas for Improvement:

Priorities for Improvement:

Standard 3. Teaching and Learning (Overall Rating: ……)

A. A brief realistic and objective presentation of the present status of the program with respect to Teaching and Learning.

B. Report on Sub-standards:
(Provide an analytical and critical report about the evaluation results of each sub-standard based on required data, evidence, and KPIs).

3-1 Graduate Attributes and Learning Outcomes

3-2 Curriculum

3-3 Quality of Teaching and Students Assessment

C. Overall Evaluation for Quality of the Standard:
Strengths:

Areas for Improvement:

Priorities for Improvement:

A. A brief realistic and objective presentation of the present status of the program with respect to Student issues.

B. Report on the standard:
(Provide an analytical and critical report about the evaluation results of the standard based on required data, evidence, and KPIs).

C. Overall Evaluation for Quality of the Standard:
Strengths:

Areas for Improvement:

Priorities for Improvement:

A. **A brief realistic and objective presentation of the present status of the program with respect to Faculty Members**

B. **Report on the standard:**
(Provide an analytical and critical report about the evaluation results of the standard based on required data, evidence, and KPIs).

C. **Overall Evaluation for Quality of the Standard:**
Strengths:

Areas for Improvement:

Priorities for Improvement:

Standard 6. Learning Resources, Facilities, and Equipment   **(Overall Rating: ……)**

A. **A brief realistic and objective presentation of the present status of the program with respect to Learning Resources, Facilities, and Equipment**

B. **Report on the standard:**
(Provide an analytical and critical report about the evaluation results of the standard based on required data, evidence, and KPIs).

C. **Overall Evaluation for Quality of the Standard:**
Strengths:

Areas for Improvement:

Priorities for Improvement:

Standard 7. Research and Projects   (Overall Rating: ......)

A. A brief realistic and objective presentation of the present status of the program with respect to Research and Projects

B. Report on the standard:
(Provide an analytical and critical report about the evaluation results of the standard based on required data, evidence, and KPIs).

C. Overall Evaluation for Quality of the Standard:
Strengths:

Areas for Improvement:

Priorities for Improvement:

4. Independent Evaluations

4.1 Describe the process used to obtain an independent opinion on the self-evaluation.
4.2 List the recommendations and other matters raised by the independent evaluator(s)
4.3 Provide a response report on recommendations and other matters raised by the independent evaluator(s)

Attach the report(s) by independent evaluator(s).

5. Conclusion

5.1 List the most important Program aspects that are particularly successful or that demonstrate high quality.
5.2 List the most important program aspects that have priorities of improvement

6. Action Recommendations

Action recommendations should be based on the priorities for improvement and other matters identified earlier in the SSRP

No.	Action Recommendation	Person(s)/units Responsible	Timelines	Resources Required

7. Attachments:

1. **A copy of the previous external review or accreditation visit report** (if any) **and the program's response to its recommendations**
2. **A detailed list for teaching staff including the following** (name, gender, nationality, degree, mode of study (on-campus, distance education), academic rank, general and specific specialty, institution graduated from, list of current courses taught in the current academic year)
3. **A report on self-study process** (including membership and terms of reference for committees, sub-committees, working teams, and process for the preparation of each standard).
4. **A complete analysis report of the Program KPIs** (including trends and comparisons based on gender and branches/locations)
5. **Report(s) by independent evaluator (s) on the program self-evaluation**
6. **A list of thesis submitted in the program during the period of the report**

Important Notes:

- Where evidence is provided for each section of the SSRP, such as attachments, it is recommended that these documents be contained in the NCAAA portal.
- Ensure that the attachments provided are relevant and related to the SSRP.
- Use a short descriptive file names to identify the contents of each attachment.
- Photos, excessive letters, emails, notes, memos, surveys, and files are not encouraged. These types of documents can be shown when the review team arrives at the program