



# Required Documents for Review Visit

— (Postgraduate)

## Required Documents for Review Visit (Postgraduate Programs)

### I. Program self-study Report:

N	Documents	Guidelines
1	<b>Program Self-Study Report</b>	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	<b>Evidence for the self-study report.</b>	

### 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 to the related standards.

N	Requirements	Guidelines
1	<b>Student and staff manuals</b>	
1-1	<b>Program Handbook</b>	The Program's Handbook for both students and teaching staff includes Admission and Registration, Study Regulations and Tests, Guidance and Counselling Services, Rights and Duties, Complaints and Grievances.
1-2	<b>Joint Training Manual (if any)</b>	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	<b>Program's quality assurance system and its performance reports</b>	
2-1	<b>Program's quality system manual</b>	
2-2	<b>A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses</b>	
2-3	<b>Annual program report</b>	For the last two years prior to the visit according to NCAAA Templates
2-4	<b>Program's course reports &amp; Student's Work</b>	<ul style="list-style-type: none"> <li>Two reports for each course for the last two years prior to the visit, according to NCAAA template.</li> <li>Samples of Student's Work (Exams, Projects, Student's answer sheets,...) for the last two years prior to the visit.</li> </ul>
2-5	<b>A report on the results of surveys</b>	stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years prior to the visit.
2-6	<b>KPI Reports</b>	For the last 3 years prior to the visit



N	Requirements	Guidelines
2-7	<b>Program Improvement Plan</b>	Based on APR, PLO Assessment Plan, Stakeholder Surveys, KPI reports.
3	<b>Program and courses specifications</b>	
3-1	<b>Program specifications</b>	According to the NCAAA Template
3-2	<b>Course specifications for all courses classified according to levels</b>	All Course specifications should be classified according to their levels in the study plan, including the field experience/joint training courses.
4	<b>Program Learning Outcomes Assessment</b>	
4-1	<b>Program Learning Outcomes Assessment Plan</b>	
4-2	<b>Program learning outcomes assessment reports</b>	All PLOs should be assessed, and each PLO to be assessed at least once in the last two years.
4-3	<b>PLO Assessment Verification Form</b>	Complete the Program Parts of the form
5	<b>Consistency with National Qualifications Framework (NQF)</b>	
5-1	<b>A report on program consistency with the National Qualifications Framework (NQF)</b>	According to NCAAA Template.
6	<b>Faculty Profile</b>	
6-1	<b>List of Teaching Staff</b>	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	<b>CVs of Teaching Staff</b>	Including detailed teaching, research and community service activities
7	<b>Academic Research</b>	
7-1	<b>Operational plan for academic research and its follow-up</b>	<ul style="list-style-type: none"> <li>Operational plan for research in the program (depending on the nature of the program).</li> <li>A system for monitoring and documenting the program's research activities. Periodic performance reports of the research plan.</li> </ul>
7-2	<b>Academic 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. Follow-up scientific supervision reports in the program.</li> </ul>





## B. Optional Requirements (if any)

N	Requirements	Guidelines
1	<b>Program advisory committee</b>	<ul style="list-style-type: none"><li>• Composition and functions of the Committee.</li><li>• Report on its performance and outcomes.</li></ul>
2	<b>Independent evaluator's report</b>	Independent evaluator's report and the program's response to its recommendations (areas and priorities for improvement).



