



Institutional Eligibility Requirements

Eligibility Requirements for Institutional Accreditation

| Eligibility Requirements | | Required Evidence |
|--------------------------|---|--|
| 1 | Final licensing of private institutions or establishment decision of government institutions | <ul style="list-style-type: none"> • Decision on final licensing of private institutions or establishment decision of government institutions |
| 2 | Strategic plan of the institution and its progress reports. | <ul style="list-style-type: none"> • Strategic plan of the institution • Operational plans of the strategic plan • Periodic progress reports of the strategic plan |
| 3 | Organizational manual, policies, and procedures for the institution | <p>Organizational manuals for the institution, including:</p> <ul style="list-style-type: none"> • Policies • Procedures (Regulations) • Organizational structure • Tasks, Authorities • Terms of reference |
| 4 | Handbooks for students, teaching staff, and administrative staff | <p>The identification guides (handbooks) provided to students, teaching staff, and employees, each, including:</p> <ul style="list-style-type: none"> • Identification of the institution and its programs • Admission and Registration • Study regulations and tests • Orientation and guidance services • Rights and duties • Recruitment and promotions • Complaints and grievances |
| 5 | Program specifications offered by the institution | <ul style="list-style-type: none"> • Program specifications for all programs according to NCAAA Templates |
| 6 | Course specifications for all programs | <p>A sample of course specifications for all programs, including:</p> <ul style="list-style-type: none"> • University Requirement (one course) • College Requirement (one course) • Program requirement (two courses: one from the first levels and the second from the final levels) • Field experience course (if any) |
| 7 | Quality assurance system and its performance reports | <ul style="list-style-type: none"> • Quality system manual in the institution • A manual of policies and procedures for approving, modifying, and |

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| | | <p>reviewing academic programs and courses</p> <ul style="list-style-type: none"> • Line of authorities at all levels A system of monitoring the quality of teaching and learning, including mechanisms for measuring the graduate characteristics (attributes) and learning outcomes • Follow-up reports on the application of the quality system of the institution (including the quality of teaching and learning) • A report on the results of stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years |
| 8 | Key performance indicators and benchmarking | <ul style="list-style-type: none"> • A report on key performance indicators' measurement and benchmarking for the last three years. |
| 9 | Electronic system for keeping and documenting student records | <ul style="list-style-type: none"> • An electronic system manual for keeping and documenting student records • A sample of reports issued by the system |
| 10 | Centralized electronic system for data and information collection and analysis | <ul style="list-style-type: none"> • A manual of data collection and information analysis system, including the authorities granted to academic and administrative units. • A sample of reports issued by the system to all levels of users of the system. |
| 11 | Research plan of the institution and its follow-up | <ul style="list-style-type: none"> • Research plan of the institution (if not included in the strategic plan) • A system to monitor and document the research activities of the institution • Periodic performance reports of the research plan |
| 12 | Community partnership plan of the institution and its follow-up | <ul style="list-style-type: none"> • Community partnership plan of the institution (if not included in the strategic plan) |

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| | | <ul style="list-style-type: none"> • A system to monitor and document the community partnership activities of the institution • Periodic performance reports of the community partnership plan |
| 13 | Institution self-study | <ul style="list-style-type: none"> • Institution 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) • Institutional self-study report • Evidence for the self-study report. |