



# Required Documents for Review Visit — (Bachelor)



## Required Documents for Review Visit (Bachelor)

### I. Program Self-study Report:

N	Requirements	Guidelines
1	Program Self-Study Report	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	Evidence for the Self-study Report	

### 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 in the related standards.

N	Documents	Guidelines
1	Student and staff manuals	
1.1	Program Handbook	The Program's Handbook for students and teaching staff includes Admission and Registration, Study Regulations and Tests, Guidance and Counselling Services, Rights and Duties, Complaints and Grievances.
1.2	Joint Training Manual (if any)	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	The Program's quality assurance system and its performance reports	
2-1	The Program's quality system manual	For the 2 years prior to the visit According to NCAAA Templates
2-2	A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses	
2-3	Annual program report	
2-4	Program's course reports & Student's Work for the 2 years prior to the visit	

N	Documents	Guidelines
2-5	A report on the results of surveys for 2 years prior to the visit	stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last year.
2-6	KPI Reports for the 3 years prior to the visit	
2-7	Program Improvement Plan	Based on APR, PLO Assessment Plan, Stakeholder Surveys, KPI reports and Jahiziyah exam results when applicable.
2-8	Complete CVs of Teaching Staff (in English)	Ensure CVs include detailed teaching, research and community service activities
3	<b>Program and courses specifications</b>	
3.1	Program specification	According to the NCAAA Template
3.2	Course specifications for all courses classified according to levels	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	Program Learning Outcomes Assessment Plan	
4.2	Program learning outcomes assessment reports	All PLOs should be assessed, and each PLO to be assessed at least once in the last two years.
4.3	PLO Assessment Verification Form	Complete the Program Parts of the form
5	<b>Consistency with frameworks</b>	
5.1	A report on program consistency with the National Qualifications Framework (NQF).	According to NCAAA Template.
5.2	A report on program consistency with Specialized Academic Standards (if any)	According to the NCAAA Template.

## B. Optional Requirements (if any)

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



