|  |  |
| --- | --- |
|  | Filled by Colleges and Departments. |
| **Name of Program:** | **Name of College:** |
| **Expected Date to be Granted Accreditation:** | **Name of the Proposed Accreditation Authority:** |

|  |
| --- |
| **Accreditation Timeline Form** |
| **International Professional Accreditation** | **Local Academic Accreditation** | **Procedure** |  |
| **Finish Date** | **Start Date** | **Finish Date** | **Start Date** |
|  |  | Announce the Accreditation Project to the college, and organize an informational meeting about the project goals, and encourage everyone to participate.  | 1 |
|  |  | Announce the Accreditation Project at the departments level. | 2 |
|  |  | Form a unified accreditation committee at the college level and define its tasks and functions. | 3 |
|  |  | Form (local academic\ International professional) accreditation committees for every department (with their programs) and define their tasks and functions. | 4 |
|  |  | International Professional Accreditation: determine the purpose of the international accreditation. Search for accreditation authorities, conduct consultations and choose the accreditation authority (study their advantages, requirements and benefits to the program and students while consulting the department officials, the college dean, vice dean of quality and development, DQAA, and the opinion of NCAAA, local and regional authorities that have been granted accreditation and obtain the initial approval on the authority) .  | 5 |
|  |  | Prepare the action plan and determine the accreditation standards and requirements and the stages of qualification according to the accreditation authority (through access to the authority website, reading documentations and consulting colleagues).  | 6 |
|  |  | Survey the needs of the labor market and professional requirements . | 7 |
|  |  | Develop the initial plan for meeting the requirements, applying for accreditation , forming work teams and the required forms and budgets of the accreditation project (while communicating with the accreditation authority, the consulting and training authorities and DQAA)  | 8 |
|  |  | Submit the plan to the department council and the college council to be reviewed and approved. | 9 |
|  |  | Submit the plan to DQAA for approval, and the deanship will communicate with the concerned authority to approve the plan. | 10 |
|  |  | Direct the committees of the college and departments to begin work under the supervision of the accreditation college committee. | 11 |
|  |  | Select a supervisory and supportive authority (nominate advisors for accreditation and sign an agreement with advisors or an authority, or register in an external accreditation committee or membership if so requested. select a supervisor or prompter to help in completing the requirements and preparation for accreditation and external audit). Evaluate the current situation and develop a detailed plan to meet the requirements of accreditation.  | 12 |
|  |  | Develop a plan to conduct informational lectures and workshops on accreditation in the college and the departments.  | 13 |
|  |  | Complete the quality assurance requirements, and the accreditation standards and requirements according to the accreditation authority (the system of quality, curriculum, assessment, data, forms, indicators and evidences). Implement development plans to demonstrate their effectiveness.  | 14 |
|  |  | Conduct a self- assessment , prepare a report on the implementation of the standards, submit a letter about their completion, prepare for a comprehensive self-evaluation study, apply for accreditation, fill the eligibility requirements checklist, and get it by the dean. | 15 |
|  |  | Submit all the required documents to DQAA for review. | 16 |
|  |  | receive a visit from the program internal audit committee that is formed by DQAA to assess the program eligibility and submit a report to DQAA.  | 17 |
|  |  | DQAA Communicates with the accreditation authority to schedule a visit from the program accreditation team of the local accreditation authority (or an equivalent visit from external consultancy authorities).  | 18 |
|  |  | Receive a visit and a report from the program accreditation team of the local accreditation authority (or equivalent visits from external consultancy authorities). | 19 |
|  |  | Classify the evidences according to the standards. Complete the self-study attachments and required data. | 20 |
|  |  | Write and review the comprehensive self-study (an independent auditor). | 21 |
|  |  | Submit the self-study to DQAA for review then to the accreditation authority with the required attachments (through the electronic system).  | 22 |
|  |  | Agree with the accreditation authority on the date of visit, visitation schedule, and the team that will accompany the auditors.  | 23 |
|  |  | Prepare evidences and documents presentation room. Organize informational workshops about the visit.  | 24 |
|  |  | Prepare for the external auditors visit and prepare the local community for the visit. | 25 |
|  |  | Arrange an experimental evaluation visit (Moc) by the internal audit team (or external) to provide feedback on the preparedness and identify the aspects that need to be worked on by the accreditation team (optional).  | 26 |
|  |  | Receive the external auditors visit, report and recommendations on the program. | 27 |
|  |  | Review the evaluation report from the accreditation authority and develop an implementation plan for the proposed recommendations.  | 28 |
|  |  | Receive the accreditation certificate. | 29 |
|  |  | Prepare a time plan for future re-accreditation according to the terms of the accreditation authority and its procedures of performance review and continuous improvement.  | 30 |