|  |
| --- |
| **Institution:** |
| **College:** |
| **Department:** |
| **Program:** |
| **Program Level:** | [ ]  **Diploma** | [ ]  **MD** | [ ]  **PhD** | [ ]  **Other(...)** |
| **Report Date:** |
| **Contact Information:** |
| Name : |
| Title : |
| Email : |
| Telephone / Mobile: |

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# Executive Summary:

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|  |

# Abbreviations:

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|  |

# 1. Program Profile

|  |
| --- |
| 1.1 Program Mission |
|  |
| 1.2 Program Goals |
|  |
| 1.3 Summary of Program HistoryProgram starting date and the reasons for its establishment. |
|  |
| 1.4 Program’s Internal and External Environmental ChangesA 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 StatusA 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** |
| --- | --- |
| **Saudi**  | **Non-Saudi** | **Total** |
| 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** |
|  |  |  |  |
|  |  |  |
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|  |  |  |  |
|  |  |  |
|  |  |  |
| **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:**

|  |  |
| --- | --- |
| Standard 4. Students | **(Overall Rating: ……)** |

**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:**

|  |  |
| --- | --- |
| Standard 5. Faculty Members | **(Overall Rating: ……)** |

**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