



Required Documents for Review Visit

— (Postgraduate)

Required Documents for Review Visit (Postgraduate Programs)

I. Program self-study Report:

N	Documents	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 to the related standards.

N	Requirements	Guidelines
1	Student and staff manuals	
1-1	Program Handbook	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	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	Program's quality assurance system and its performance reports	
2-1	Program's quality system manual	
2-2	A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses	
2-3	Annual program report	For the last two years prior to the visit according to NCAAA Templates
2-4	Program's course reports & Student's Work	- Two reports for each course for the last two years prior to the visit, according to NCAAA template. - Samples of Student's Work (Exams, Projects, Student's answer sheets,...) for the last two years prior to the visit.
2-5	A report on the results of surveys	stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years prior to the visit.
2-6	KPI Reports	For the last 3 years prior to the visit



N	Requirements	Guidelines
2-7	Program Improvement Plan	Based on APR, PLO Assessment Plan, Stakeholder Surveys, KPI reports.
3	Program and courses specifications	
3-1	Program specifications	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	Program Learning Outcomes Assessment	
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	Consistency with National Qualifications Framework (NQF)	
5-1	A report on program consistency with the National Qualifications Framework (NQF)	According to NCAAA Template.
6	Faculty Profile	
6-1	List of Teaching Staff	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	CVs of Teaching Staff	Including detailed teaching, research and community service activities
7	Academic Research	
7-1	Operational plan for academic research and its follow-up	- Operational plan for research in the program (depending on the nature of the program). - A system for monitoring and documenting the program's research activities. Periodic performance reports of the research plan.
7-2	Academic supervision system on theses, projects, or vocational training	Guides, regulations, and procedures for scientific supervision of theses, projects or vocational training. Follow-up scientific supervision reports in the program.



B. Optional Requirements (if any)

N	Requirements	Guidelines
1	Program advisory committee	• Composition and functions of the Committee. • Report on its performance and outcomes.
2	Independent evaluator's report	Independent evaluator's report and the program's response to its recommendations (areas and priorities for improvement).



