**Kingdom of Saudi Arabia**

**National Commission for**

**Academic Accreditation & Assessment**

**INSTITUTIONAL PROFILE**

**Date:**

**INTRODUCTION**

**The aim of this template is to collect information and data associated with the Institution. The Institutional information and data should be** **updated annually, and will be used for aggregated national benchmarking.**

**Institutional Data**

**Name of Institution**

Name of Rector **Contact Information**

**Address**

**Telephone**

**Email**

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Name of Vice Rectors and their position title: **Contact Information**

a) **Address**

**Telephone**

**Email**

b) **Contact Information**

**Address**

**Telephone**

**Email**

c) **Contact Information**

**Address**

**Telephone**

**Email**

d) **Contact Information**

**Address**

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**Telephone**

**Email**

e) **Contact Information**

**Address**

**Telephone**

**Email**

f) **Contact Information**

**Address**

**Telephone**

**Email**

Name of Dean of Quality Assurance **7. Contact Information**

**Address**

**Telephone**

**Email**

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**B.** **Institutional Profile Data:**

1. **Brief Summary of the Institution History**
2. **Branches/Locations**
3. **Institution’s Academic Units**

**Number of Deanships**

**Number of Colleges**

**Number of Programs**

**Number of Institutes**

**Number of research Centers** **Number of Research Chairs**

**Number of Medical Hospitals and Centers** **Number of Scientific Societies**

**IV.** **List of the Institution’s Achievements, Awards, and Significant Accomplishments**

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**Table 1. Institutional Performance Indicators**

**Indicator** **Value**

1 Proportion of graduates from undergraduate programs who within six months of graduation are: a) employed

b) enrolled in further study

c) not seeking employment of further study

2 Proportion of total operating funds (other than accommodation and student allowances) allocated to provision of student services.

3 Total operating expenditure (other than accommodation and student allowances) per student.

4 Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement.

5 Number of refereed publications in the previous year per full time equivalent faculty members. (Publications based on the formula in the Higher Council Bylaw excluding conference presentations)

6 Number of citations in refereed journals in the previous year per full time equivalent faculty members.

7 Proportion of full time member of teaching staff with at least one refereed publication during the previous year.

8 Number of papers or reports presented at academic conferences during the past year per full time equivalent members of teaching staff.

9 Research income from external sources in the past year as a proportion of the number of full time teaching staff members.

10 Proportion of total operating funds spent on research.

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11 Students overall rating on the quality of their courses. (Average rating of students on a five-point scale on overall evaluation of courses.)

12 Percentage of students entering programs who successfully complete first year.

**\*Full time equivalent (FTE) for faculty members: 1 FTE equals what MoE defines as a full-time load for faculty members.**

**Table 2. Preparatory or Foundation Program1**

**Completion Rate**

**Male** **Female** **Total** **Number of full time** **Student to Teaching** **Retention** **in Minimum**

**Streams** **Students** **Students** **Students** **equivalent teaching** **Self Ratio** **Rate\*\*** **Required**

**or Tracks** **staff \*** **Time\*\*\***

**Saudi** **others** **Saudi** **others** **Saudi** **others** **M** **F** **M** **F** **M** **F** **M** **F**

1Table A1 is to be completed once per campus/Institution.

**\*Full time equivalent (FTE) of teaching staff:** 1 FTE equals what MoE defines as a full-time load for teaching staff.

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**\*\* Preparatory Retention rate:** is the percentage of an institution’s first-time, preparatory year program students who continue at that institution the following year (i.e., 1 semester, 1 year, 3 semesters, 2 years).

**\*\*\* Preparatory Graduation rate:** is the percentage of an institution’s first-time, preparatory year program students who complete their program within the published time for the program.

**Note:** Teaching staff include teaching assistants, language instructors, lecturers, and assistant, associate and full professors. This does not include research or laboratory assistants. Academic staff who oversee the planning and delivery of teaching programs are included (e.g., head of department, dean for a college, rector and vice rectors).

**Table 3. Program Data**

**Total Students** **No. of PhD** **No. of** **Ratio of** **Ratio of** **Enrollment** **holders in** **Teaching** **Average** **Average** **Ratio of Total** **Male** **Female**

**Program** **Start** **Gender** **Teaching Staff** **Staff** **Class Size** **Teaching** **Students to** **Students to** **Students to**

**Name\*** **Date** **S\*\*** **O\*\*\*** **S** **O** **S** **O** **Load** **Teaching Staff** **Teaching** **Teaching**

**Staff** **Staff**

**1** **M**

**F**

**2** **M**

**F**

**3** **M**

**F**

**4** **M**

**F**

**5** **M**

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**F**

**6** **M**

**F**

**7** **M**

**F**

 **\* All programs are listed: diploma, bachelors, higher diploma, masters, and PhD.**  \*\***S**: Saudi Nationality \*\*\***O**: Other Nationality

* M: Male
* F: Female

**Table 4. Summary of Programs' Teaching Staff**

**No** **Program** **Professor** **Associate** **Assistant** **Lecturer** **Teaching Assistants/Language** **Total**

**Name** **Professor** **Professor** **Instructors**

**M** **F** **M** **F** **M** **F** **M** **F** **M** **F**

**FT** **PT** **FT** **FT** **FT** **PT** **FT** **PT** **PT** **FT** **PT** **PT** **FT** **PT** **FT** **PT** **FT** **PT** **FT** **PT** **M** **F**

**1**

**2**

**3**

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**Total**

* FT: Full time
* PT: Part time

**Table 5. Numbers of Graduates in the Most Recent Year**

**M** **F** **M** **F** **M** **F** **M** **F** **M** **F**

**Others**

**Undergraduates** **Postgraduates**

**No.** **Program/Department** **Nationality** **Diploma** **Bachelor** **Higher Diploma** **Master** **Ph.D.**

**Name**

**Saudi**

**١**

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**Others**

**Total**

**Saudi**

**۲**

**Total**

**Saudi**

**Others**

**Total**

**Saudi**

**Others**

**Total**

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**Table 6. Mode of Instruction – Student Enrollment** (excluding preparatory year program)

**No.** **Program Name** **Nationality** **On Campus Programs** **Distance Education Programs**

**Full time** **Part time** **FTE** **Full time** **Part time** **FTE**

**M** **F** **M** **F** **M** **F** **M** **F** **M** **F** **M** **F**

**Saudi**

**1** **Others**

**Total**

**Saudi**

**2** **Others**

**Total**

**Saudi**

**3** **Others**

**Total**

**Saudi**

**4** **Others**

**Total**

**Note:** FTE (full time equivalent) for part time students - assume a full time load is 15 credit hours and divide the number of credit hours taken by each student by 15 (use this formula only for part time students).

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**Table 7. Mode of Instruction – Teaching Staff** (excluding preparatory year program)

**No.** **Program Name** **Nationality** **On Campus Programs** **Distance Education Programs**

**Full time** **Part time** **FTE** **Full time** **Part time** **FTE**

**M** **F** **M** **F** **M** **F** **M** **F** **M** **F** **M** **F**

**Saudi**

**1** **Others**

**Total**

**Saudi**

**2** **Others**

**Total**

**Saudi**

**3** **Others**

**Total**

**Saudi**

**4** **Others**

**Total**

**Note: In some situations, FTE faculty members teach both on campus and in the distant education program; it is these cases the FTE faculty** **should be entered ONE section, not in both.**

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**Table 8. Program Completion Rate/Graduation Rate\***

**Specified Time\*\***

**Undergraduate Programs** **Postgraduate Programs**

**Four-Year Program\*** **Five-Year Program** **Six-Year Program** **Masters** **Ph.D.**

**No** **Program Name** **Gender** **4** **5** **6** **5** **6** **7** **6** **7** **8** **Completion Rate in** **Completion Rate in**

**.** **Specified Time\*\***

**M**

**1** **F**

**Total**

**M**

**2** **F**

**Total**

**M**

**3** **F**

**Total**

**M**

**4** **F**

**Total**

**Initial Cohort:** All students who enter an academic Program as first-time, full-time, degree seeking undergraduate students for the given Fall Semester.

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**\*Completion rate/Graduation rate for undergraduate students:** The percentage of the cohort class in a given Fall Semester who graduated within a designated period of time. For example, in a four-year program, the "Four-Year Graduation" rate for the Fall Semester 2008 cohort class is the percentage of the Fall Semester 2008 cohort class who graduated from the institution before Fall Semester 2012, while the “Six-Year Graduation” rate for the Fall Semester 2008 cohort class is the percentage of the Fall Semester 2008 cohort class who graduated from the institution before Fall Semester 2014.

**\*\* Completion rate for postgraduate students:** The proportion of students entering postgraduate programs who complete those programs in specified time. The time for completion should be specified in the table.

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