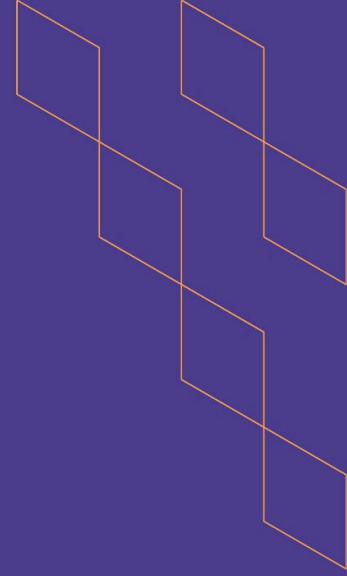# Required Documents for Review Visit

(Institutional Accreditation)

بِسْمِ اللَّهِ الرَّحْمَٰنِ الرَّحِيمِ

Required Documents for Review Visit (Institutional Accreditation)

I. Institutional self-study Report:

N	Documents	Nots
1	Institutional self-study Report	The SSRI evidence are sorting by the standards, making sure that all the attachments are code/label and consistent with the report.
2	SSRI evidence	

II. Attachments:

Essential Documents

The following Essential documents needs to be attached with the self-study report. SSRI should be related to the standards.

N	Documents	Nots
1	**Strategic plan**	
1.1	Strategic plan of the institution and its progress reports, and analysis of its performance indicators (Including scientific research activities and community partnership)	Including reports for the last two years, and an analysis of the performance indicators results. • In case there is an updated plan that has been implemented for a year, the report for that year should be submitted to the updated plan in addition to the final report of the previous plan should be attached. • In case there is an updated plan and has not been implemented yet, the last two reports of the previous plan should be submitted.
2	**organizational manual, policies, and procedures for the institution**	
2.1	Policies and procedures	The organizational structure includes tasks, authorities, and job descriptions
2.2	Organizational structure	
3	**Institutional quality assurance system and its performance reports**	
3.1	institutional Quality System Manual	• The identification guides (handbooks) provided to students, teaching staff, and employees, each, including: ○ Identification of the institution and its programs ○ Admission and Registration ○ Study regulations and tests
3.2	Handbooks	
3.3	Key Performance Indicators and Benchmarking	

N	Documents	Nots
3.4	Follow-up reports of the institution's quality system implementation.	○ Orientation and guidance services ○ Rights and duties ○ Recruitment and promotions Complaints and grievances
3.5	Report the results of opinion survey for stakeholders	• The KPIs and Benchmark Reports (KPIs specified by NCAAA) for the last three years. • Stakeholders Surveys Report (students, graduates, employers, faculty, employees) for the last two years.
4	**Teaching and Learning Quality System:**	
4.1	Policies and procedures guide for approving and amending academic programs and courses. (Including a matrix of authorities at all levels)	• In case there is an update for any academic program during the previous four/five years (according to the program Period), must attach both copies of the old and updated plan of the program. • Programs specification and their annual reports: ○ Program specifications for all programs ○ Annual reports for programs that graduated students (for the last two years)
4.2	Study plan for all programs	• Course specifications for all programs and their reports (for the last two years) ... A sample of each program includes the following courses: ○ University requirement (one course) ○ College requirement (one course) ○ Program requirement (two courses, one from the first levels and the other from the final levels) ○ Field training course (if any) In addition to a report for the last two years for the same courses that have been selected
4.3	programs specifications and their annual reports	
4.4	Course specifications and its report	
4.5	Learning outcomes assessment system	• The learning outcomes assessments system includes: ○ A guide or plan for measuring learning outcomes. ○ graduate assessment report (for the last two years) • learning assessment outcomes reports for academic programs (a representative sample of all majors, not less than 50% of the number of programs graduated in each specialty).
4.6	Institution electronic systems for collecting, analyzing, and saving data	• Introductory guides / usage guides and follow-up reports for the following systems:

N	Documents	Nots
		o The electronic system for keeping and documenting student records o The electronic system for collecting and analyzing data and information for all academic and administrative units. The electronic learning management system.

B. Optional attachments (if any)

N	Documents	Nots
1	The independent opinion	The independent opinion report and the institution's response to recommendations