



**SSRI**

---

# **Annexes List**

**Self-Study Report  
Umm Al-Qura University  
1440**



## Standard 1: Mission and Objectives

Code	Title of Evidence
G.1.0	Formation of the committee for the first standard
G.1.1	Strategic Plan 1
G.1.2	Strategic Plan 2
G.1.3	Strategic Plan 3
G.1.4	List of internationally approved programs
G.1.5	Statement of planning workshops
G.1.6	Adoption of the Strategic Plan
G.1.7	The text of Umm Al – Qura University's mission and a statement explaining it
G.1.8	Invitation of members to the workshop on “How to be a role model”
G.1.9	For newborn companies or “start-ups”
G.1.10	Annual reports of the University
G.1.11	The decision to reconstitute the committee to achieve the vision
G.1.12	The decision to establish the General Administration for Educational Services
G.1.13	The decision to establish the Media Center
G.1.14	The decision to establish the Center of Achievement and Rapid Intervention
G.1.15	The decision to form a supervisory committee for the premises of female students
G.1.16	Decision of the Administrative Development Committee
G.1.17	The decision transfer the dependency of some departments
G.1.18	Results of opinion surveys
G.1.19	The views of the stakeholders about the university identity
G.1.20	Circular on the plan
G.1.21	Draft Budget
G.1.22	List of accepted initiatives
G.1.23	Strategic Plan of the Deanship of Development
G.1.24	Strategic Plan of the Faculty of Nursing
G.1.25	Accomplishment report of the strategic plan
G.1.26	Decree to establish of Initiative Management
G.1.27	Description of the role of the Office of Initiative Management
G.1.28	Conformity matrix for the mission and goals of the institution and some units
G.1.29	The Department of Planning and Budgeting
G.1.30	A report on the events related to TAMKEEN



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

G.1.31 List of patents





## Standard 2: Governance and Administration

Code	Title of Evidence
G.2.0	Formation of institutional standards committees
G.2.1	A sample of the organizational structures and different units of the university
G.2.2	Decisions to form standing committees
G.2.3	Table showing the evolution of the numbers of leaders
G.2.4	Samples of annual reports
G.2.5	Templates for the academic operations
G.2.6	A sample of the decisions of the University Council
G.2.7	Formation of the advisory body and the minutes of its meetings
G.2.8	List of internationally accredited programs
G.2.9	List of University initiatives
G.2.10	The Higher Education Council system and regulations
G.2.11	Strategic Plan 1
G.2.12	Strategic Plan 2
G.2.13	Strategic Plan 3
G.2.14	Statistical numbers of male and female members of the councils
G.2.15	The decision to appoint the female vice rector
G.2.16	Decisions on delegation of powers
G.2.17	Statement of the leaders and their allowances
G.2.18	Approval of the Strategic Plan
G.2.19	Communication on administrative cost centers
G.2.20	Statistics of the academic and administrative cost centers
G.2.21	Code of Job Ethics and Public Service Ethics
G.2.22	Rules governing the ethics of scientific research
G.2.23	Regulations of Job Performance Management
G.2.24	Guidebook for job performance assessment regulations
G.2.25	Regulations of rights and duties of the student
G.2.26	Procedural Guidebook for Service Achievement
G.2.27	Executive byelaws of the regulation of competition and government procurement
G.2.28	Regulations governing the affairs of faculty members
G.2.29	Non-Saudis Employment Regulation
G.2.30	Regulation of government competition and procurement
G.2.31	Manual of the approval platform for financial transactions
G.2.32	Documentation platform



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.2.33	Organizational manual of the Deanship of Academic Development and Quality
G.2.34	Sample of circulars
G.2.35	News of Achievements
G.2.36	Questionnaire for measuring the performance of the University Council
G.2.37	Founding regulation and establishment charter of Wadi Makkah Company
G.2.38	Terms of reference of the CEO of Wadi Makkah
G.2.39	Minutes of the Ordinary General Assembly Meetings
G.2.40	Numbers and formation of male and female administrative staff
G.2.41	Circular on the websites
G.2.42	Sessions of the University Council and the Advisory Board
G.2.43	Practical samples of the minutes of committees
G.2.44	The latest organizational structure of the University
G.2.45	Survey forms
G.2.46	Project for risk management
G.2.47	Office of Initiatives Management
G.2.48	UQU budget
G.2.49	Tabseer campaign



## Standard 3: Management and Improvement of Quality Assurance

Code	Title of Evidence
G.3.0	Formation of the committee of the third standard
G.3.1	Formation of the Higher Committee for Institutional Accreditation and the committees of standards
G.3.2	Formation of quality committees in the academic programs and departments
G.3.3	The University's strategic plan and examples of plans of faculties and academic departments
G.3.4	Manual of Program Development and Introduction
G.3.5	The decision to establish the educational follow-up unit and assigning its supervisor
G.3.6	Formation of the Internal Audit Committee
G.3.7	Standard requirements of quality from the educational programs
G.3.8	Examples of internal audit reports of programs and faculties
G.3.9	Examples of the annual reports of the university and supporting deanships
G.3.10	Two institutional self study reports: 1428 AH and 1433 AH.
G.3.11	External Review Report 2013
G.3.12	Executive plans for the recommendations of external audit
G.3.13	Summary of achievement reports of the Follow-up Committee on Recommendations
G.3.14	Self-study reports of the seven programs
G.3.15	Reports of the seven programs from NCAA
G.3.16	Self study reports for the programs of computer and engineering
G.3.17	ABET reports for the Engineering Program
G.3.18	Reports of the German Commission for the Medicine program
G.3.19	Academic Accreditation Manual - Confident Steps Towards Accreditation
G.3.20	Quality System Manual
G.3.21	Decision to adopt the list of indicators from the University Council
G.3.22	Samples of questionnaires used
G.3.23	Budget of the University Vice Rectorship for Development and Entrepreneurship and the Deanship of Development and Quality
G.3.24	Budget of the committees of standards and implementation of recommendations
G.3.25	The planned budget for academic accreditation for 5 years
G.3.26	Sponsorship of the University Rector of the Forum of Deans of Development in Saudi Universities



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.3.27	The University rector receives international accreditation certification
G.3.28	A list of the staff of the Deanship of Academic Development and quality
G.3.29	Procedures for registration of intellectual property and patents
G.3.30	Samples of news of excellence and the launching of awards at the university
G.3.31	Examples of annual reports of educational programs
G.3.32	Samples of questionnaire results from the Oracle system
G.3.33	Internal audit visits schedule
G.3.34	Samples of research and studies in the field of quality
G.3.35	The decision to establish the Deanship of Academic Development and Quality
G.3.36	Inductive manual and manual of the organizational structure of the Deanship of Academic Development and Quality
G.3.37	Formation of the quality committee at the university level
G.3.38	Sample program self-study with evidence
G.3.39	Samples of Oracle Reports for Admission and Registration
G.3.40	Examples of reports of the educational follow-up program
G.3.41	Examples of performance indicators and benchmarking of programs
G.3.42	List and measurement of the performance indicators of the Deanship of Libraries
G.3.43	A sample of the minutes of the Higher Committee for Curricula and Academic Plans - for the upgrade of programs
G.3.44	Examples of reports of independent correction committees
G.3.45	Examples of random sample correction of student tests
G.3.46	Examples of reports of external examiners' committees
G.3.47	Sample of the opinion of graduates, employers and experts
G.3.48	Examples of independent evaluation of some educational programs
G.3.49	Examples of course reports
G.3.50	Examples of improvement plans
G.3.51	List of patents of the university employees
G.3.52	Analysis of the key and additional institutional indicators
G.3.53	Examples of performance indicators at the level of educational programs.
G.3.54	List of Key and Additional Performance Indicators
G.3.55	List of Internationally Accredited Programs
G.3.56	The 100 days plan
G.3.57	Guides to the QAAS and KPI systems
G.3.58	Quality Policies
G.3.59	Improvement plans
G.3.60	University Council presentation



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

G.3.61	Survey flowchart
G.3.62	Council meetings system screenshots
G.3.63	Council meetings system manual
G.3.64	Deanships evaluation forms
G.3.65	The plan of the Deanship of Information Technology
G.3.66	Data Handbook







## Standard 4: Learning and Teaching

Code	Title of Evidence
G.4.0	The decision to form the committee of the fourth standard and its subsidiary committees.
G.4.1	Annual reports of the Deanship of Development and Quality
G.4.2	Final report of the project of the implementation of development courses for administrative and academic leaders and faculty members at Umm Al-Qura University
G.4.3	Preparatory program for new faculty members and the like
G.4.4	The decision to establish the educational follow-up unit in the University Vice Rectorship for Educational Affairs
G.4.5	Statistics of programs that have obtained international academic accreditation at Umm Al-Qura University
G.4.6	International Program Accreditation Plan
G.4.7	Classification and priority of implementation of the recommendations of the external reviewers of the National Center for Academic Accreditation and evaluation
G.4.8	Results of the fourth standard at the level of Umm Al-Qura University
G.4.9	A sample of the minutes of the Higher Standing Committee for Curriculum and Study Plans at the university which is concerned with the modernization of programs.
G.4.10	A sample of the minutes of the Higher Standing Committee for Curriculum and Study Plans at the university which is concerned with making minor updates to the programs.
G.4.11	A sample of the program specification approved by the Higher Standing Committee for Curriculum and Study Plans.
G.4.12	A sample of the minutes of the committees for the development of programs and courses at different levels (program - faculty - university).
G.4.13	A sample of course reports.
G.4.14	A sample of the formation of committees for quality and development of curricula and programs at the level of academic departments and colleges and samples of their minutes.
G.4.15	A sample of the key performance indicators for each academic program according to the authority granted.
G.4.16	A sample of the annual reports of the University.
G.4.17	A sample of the annual reports of the Deanship of Admissions and Registration.



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.4.18	A sample of annual reports of academic programs.
G.4.19	A sample of internal audit reports of faculties
G.4.20	Internal audit statistics of the university programs.
G.4.21	A sample of self-study reports and self-evaluation scales of academic programs
G.4.22	The self-study report of Umm Al - Qura University in 1433 AH
G.4.23	A sample of the reports on the program annual reports
G.4.24	A sample of minutes of applying the same curricula on similar programs
G.4.25	A sample of the minutes of minutes regarding opening new colleges
G.4.26	A sample of the outputs of the educational follow-up system
G.4.27	Cooperative agreement between the Faculty of Business Administration and Texas University A & M
G.4.28	Cooperative agreement between the Faculty of Business Administration and University of Virginia Tech
G.4.29	A sample of program improvement plans
G.4.30	International certification of programs
G.4.31	National Qualifications Framework (NQF)
G.4.32	A sample of program specification
G.4.33	A sample of course specification
G.4.34	Statistics on the consistency of programs with the national framework in terms of the number of hours and areas of learning outcomes and the level and name of the certificate
G.4.35	The decision of His Excellency, the University Rector to form advisory councils
G.4.36	Regulation of Advisory Committees at Umm Al-Qura University
G.4.37	Sample of the formation of advisory committees in colleges and academic departments of the university.
G.4.38	<u>A sample of the minutes of the advisory committees in the faculties and academic departments of the university</u>
G.4.39	Statistics of the courses and workshops on learning outcomes
G.4.40	Proposal to establish a follow-up unit for graduates
G.4.41	The decision to establish the university graduates unit
G.4.42	Circular on the establishment of follow-up offices for graduates of colleges
G.4.43	A sample of graduates' opinions, employment agencies and experts on the university programs
G.4.44	Statistics of training programs and workshops for faculty members
G.4.45	A sample of the course outline which is distributed at the beginning of the course
G.4.46	A sample of the formations and the minutes of the committees for time tables and tests in the academic departments
G.4.47	Study and Tests Regulations



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.4.48	A sample of course coordinators in academic departments
G.4.49	A coordinated form for evaluating a course
G.4.50	A sample of feedback from the course coordinator with students who fail in the continuous assessment tests
G.4.51	Sample Course Files
G.4.52	Reports of external examiners' committees
G.4.53	Distribution schedule of examiners for the OSCE exam in May 2018
G.4.54	A sample of the report of an independent corrector of a random sample
G.4.55	Reports of the Independent Correctors' Committee
G.4.56	Annual Report of the Deanship of e - Learning 1438- 1439 AH
G.4.57	Regulation of student rights and duties
G.4.58	Complaint or grievance form
G.4.59	Sample distribution of office hours for faculty members
G.4.60	Course Evaluation Questionnaire
G.4.61	University Libraries and Colleges
G.4.62	University Libraries
G.4.63	Library Statistics
G.4.64	A sample of equipment for halls, laboratories and clinics
G.4.65	A sample of the distribution of students on academic guidance
G.4.66	A sample of the contents of a training program for faculty members on academic guidance
G.4.67	A sample of academic guidance manuals
G.4.68	A sample of academic guidance committees
G.4.69	A sample of academic guidance reports
G.4.70	An example of the coordination of the teaching burden for the student on the university's electronic system
G.4.71	An electronic form of the guidebook for students from the university system
G.4.72	A sample of the introductory meeting for new recruits in the faculty
G.4.73	Report of the English Language Center
G.4.74	Report on the preparatory year
G.4.75	Faculty Members' Forum Handbook, 1439 AH
G.4.76	A statement of the training programs on the methods of evaluation.
G.4.77	Forms of attendance and regularity of students
G.4.78	Examples of student alerts
G.4.79	Samples of deprivation decisions
G.4.80	Training plan for the vice deanship of training in the Deanship of Development and Quality
G.4.81	Questionnaires for identification of training needs



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.4.82	List of courses offered by the Deanship of Development and Quality
G.4.83	A sample of the workshops of the Faculty of Medicine
G.4.84	Examples of attendance certificates for specialized workshops and conferences
G.4.85	Results of job satisfaction questionnaire for faculty members
G.4.86	The participation indicator of faculty members in professional development activities
G.4.87	Samples of Honors Certificates for faculty members
G.4.88	Training statistics from different bodies
G.4.89	The regulations governing the affairs of the employees of Saudi universities among the faculty members and the like
G.4.90	A sample of promotion transactions for faculty members
G.4.91	A sample of contract staff performance evaluation transactions
G.4.92	A sample of curriculum vitae, scientific production and patents of faculty members
G.4.93	A sample of reports of the Deanship of the Affairs of Faculty Members
G.4.94	Recruitment and contracting procedures
G.4.95	Request for the use or renewal of the services of retired faculty members
G.4.96	Regulation of Employment of Non - Saudis in Saudi Universities
G.4.97	Statistics for research chairs, research projects and research grants
G.4.98	Regulations governing research chairs and research programs
G.4.99	Samples of the reports of the Deanship of Scientific Research
G.4.100	Regulations for research groups
G.4.101	A template for research project financing contract
G.4.102	A sample of cooperation agreements in the field of academic research
G.4.103	Training courses offered to new researchers
G.4.104	Offices of Experience (think tanks) at the University
G.4.105	A sample of the specialized units booklets at the university
G.4.106	A sample of the annual report of the Creativity Center
G.4.107	A sample of the specification of the field experience course
G.4.108	A sample of the field experience report
G.4.109	A sample of the distribution of students and supervisors to hospitals during the year of student internship (one year) training program
G.4.110	A sample of letters addressed to field training providers
G.4.111	A sample of the field training manual and regulations and bylaws
G.4.112	A sample of introductory meetings for field training
G.4.113	A sample of safety and security procedures
G.4.114	A sample of professional ethics templates for field training
G.4.115	A sample of periodic evaluation reports on field training



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.4.116	A sample of the final report of field training
G.4.117	A sample of the assessment of the field training provider by the student
G.4.118	A sample of the evaluation of students of internship (one year) training program by the training hospitals
G.4.119	A sample of student training evaluation forms
G.4.120	Sample student reports on the end of the field training
G.4.121	A sample of the evaluation of academic supervisors for students of internship (one year) training program
G.4.122	A sample of the assessment of hospital supervisors for students
G.4.123	A sample of the evaluation questionnaire of field experience by the student
G.4.124	Partnership Contract Form at the University
G.4.125	The partnership contract between the University and the University College of London (UCL)
G.4.126	Service contract of the Faculty of Business Management with Purdue University
G.4.127	Cooperation between the Language Center and the University of Oxford
G.4.128	Schedules of workshops with partner institutions
G.4.129	Five-year detailed plan and responsibility for partnership with the University College of London (UCL)
G.4.130	Report of the University College of London (UCL) on the program
G.4.131	Report of the Higher Curriculum Committee in the Faculty of Medicine on the new curriculum
G.4.132	Results of the student survey questionnaire about the updated program curriculum, 2018.
G.4.133	Quality manual
G.4.134	Program updating manual
G.4.135	An action plan to improve study plans
G.4.136	Report on learning outcomes training
G.4.137	Circulation about revising learning outcomes
G.4.138	Plans to improve the learning outcomes
G.4.139	A plan to increase the number of faculty members
G.4.140	Initiatives of the Educational Services
G.4.141	Report of the first Shared Year
G.4.142	Establishing the Educational Services
G.4.143	Manual of the Educational Services
G.4.144	Plan of the Educational Services



## Standard 5: Student Administration and Support Services

Code	Title of Evidence
G.5.0	Members of the Committee of the Fifth Standard
G.5.1	Admission Manual
G.5.2	Picture of the announcement of students guidance during the newcomers' day
G.5.3	Rules and regulations of the academic guidance process
G.5.4	An application template for external equivalence that clarifies the regulations implemented at the university in relation to the equivalence of previously studied courses
G.5.5	Description of the tasks of the female staff of the Results and Equivalence Department
G.5.6	Report of the forum of newcomers (Different Beginning)
G.5.7	A copy of the reply letter of the Deanship of Information Technology on the adopted procedures for keeping records in a safe place in two different campuses
G.5.8	Copy of the minutes of the meetings of the merit committee for the organization, retention and disposal of students' records
G.5.9	Academic Calendar
G.5.10	A copy of the student's recommendation record showing the number of hours passed by the student and the number of hours required for graduation according to a specific study plan
G.5.11	Student rights and duties manual
G.5.12	Decision to renew the composition of the members of the Disciplinary Committee
G.5.13	Case Reception template
G.5.14	Schedule of Disciplinary Hearings
G.5.15	Copy of the cover of the investigation record
G.5.16	Publications of Tabsir Campaign + Tabsir Campaign Report
G.5.17	The decision to form a subcommittee to protect student rights
G.5.18	Organizational Structure of the Deanship of Student Affairs in both sections of male and female students
G.5.19	The letter of the Planning and Budget Department showing the operational amounts allocated to student services from the university budget



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.5.20	A letter from the Administration of Students' Fund showing the total amount allocated for disbursement on the services provided to the students from the Student Fund's budget
G.5.21	The annual plan of the programs of the Vice Deanship of Student Affairs for student activities and training
G.5.22	The annual plan of the programs of the Vice Deanship of Student Affairs for guidance, counseling and community partnership
G.5.23	The letter to change the name of the club (Female expatriates) to the name (global)
G.5.24	Letter of introduction of (3) new clubs
G.5.25	Curriculum vitae of supervisors for the provision and development of student services
G.5.26	Evaluation of the programs of the Student Guidance and Counseling Center
G.5.27	Evaluation of programs of student activities and clubs
G.5.28	List of buses dedicated for student transport
G.5.29	University restaurant + Muslim chapel + headquarters of student clubs + sports venues ... etc.
G.5.30	Regulations for student clubs
G.5.31	Reports on the activities of student clubs
G.5.32	Cover photo of the magazine "Manar Al-Jami'ah"
G.5.33	Regulations of the Printing and Publications System
G.5.34	Curriculum vitae of counselors at the Student Guidance and Counseling Center
G.5.35	Response to a letter to inquire about the availability and quality of medical emergency services, if any
G.5.36	Academic Guidance and Career Guidance plans
G.5.37	Psychological Counseling Schedule for Students
G.5.38	Advertisements on guidance services, and on electronic means of registration and communication in this service
G.5.39	Indexing case study files
G.5.40	Invitations to attend the enrichment program
G.5.41	Two letters illustrating the facilities for people with special needs
G.5.42	Awareness Club Plan
G.5.43	Images of the Muslim chapel
G.5.44	How to register in the e-portal of student clubs
G.5.45	Club names + A list of incentives related to activating activities
G.5.46	Photos of headquarters of student clubs





**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

G.5.47	The plan of the entertainment hall unit in the female section + plan and report on the sports activities in the male students' section
G.5.48	Table showing the difference between the number of student activities and participants during the past two years in the female section.
G.5.49	Equalization brochure
G.5.50	Reports of freshmen events at branches
G.5.51	Oracle
G.5.52	UQU strategic plan
G.5.53	Execution plan
G.5.54	Professional counselling
G.5.55	Academic counselling
G.5.56	Satisfaction survey results
G.5.57	Plagiarism awareness campaigns at departments
G.5.58	Statistics about participating in clubs.





## Standard 6: Learning Resources

Code	Title of Evidence
G.6.0	Formation of a committee to evaluate the sixth standard and its action plan and detailed procedures for self evaluation.
G.6.1	Organizational Structure of the Deanship and Library Vision 2030.
G.6.2	Weeding plan, and weeding procedures.
G.6.3	Policies (References, Periodicals, Digital Library, Databases).
G.6.4	Report on the analysis of the current situation in the King Abdullah University Library
G.6.5	The achievements of the Deanship of Library Affairs in the field of serving researchers.
G.6.6	Library Management System (SIERRA).
G.6.7	Loan categories.
G.6.8	Letter of College Lists.
G.6.9	Survey questionnaire for beneficiaries.
G.6.10	Committee of Friends of the Library.
G.6.11	Addressing the faculties to coordinate with the quality coordinators for self-evaluation scales.
G.6.12	Plan of the project to create a sub – library.
G.6.13	Smart library transformation plan.
G.6.14	Administrative formation for 1438 AH.
G.6.15	The Strategic Plan of the Deanship of Library Affairs and its summary
G.6.16	System documentation
G.6.17	Report of Sub – Libraries.
G.6.18	Extension of working hours for female students' section.
G.6.19	Formation of the Standing Committee for Information Services at the University
G.6.20	Annual reports.
G.6.21	Questionnaires (King Abdullah University Library Competency Evaluation, Digital Library Services and Databases Evaluation, Evaluation of Training Program, Evaluation of Training Course for Female Faculty Members) + Reviewing templates.
G.6.22	Analysis of the results of beneficiary satisfaction surveys on the adequacy and services of King Abdullah University Library.
G.6.23	Performance Indicator Maps.
G.6.24	Technical reports of databases and their documentation.



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.6.25	Form for the opinions of beneficiaries about library sections.
G.6.26	The report of the results of the evaluation of the services of beneficiaries of the King Abdul Aziz University Library submitted by the Department of Language, Grammar and Morphology.
G.6.27	Statistics (number of titles, number of periodicals, scientific theses, digital library, databases, Iqra (Read) database, continuous briefing, social networks, electronic reference service).
G.6.28	Securing college needs for books.
G.6.29	Letters of involvement of faculty members in the assessment of learning resources.
G.6.30	The mechanism of involving faculty members in the academic departments in evaluating the learning resources.
G.6.31	Experience of the Department of Qur'an and the Sunnah.
G.6.32	Addressing colleges and programs to be enlightened on the number and quality of references needed by programs, appointment of a male and female representative for each college).
G.6.33	Letters of resources loan from outside the library, letters of internal loan and program accreditation.
G.6.34	Letter of reservation of halls in the library.
G.6.35	Supply plans and Supply efficiency indicator.
G.6.36	Letters of applying to the senior management of job needs.
G.6.37	Internal loan service.
G.6.38	Reference Service (Ask Library Specialist)
G.6.39	Dewey decimal classification
G.6.40	Indexing Card
G.6.41	Mutual loan service
G.6.42	Samples of Cooperative Loaning Forms
G.6.43	Saudi Postal Agreement Letter
G.6.44	Alexandria Agreement
G.6.45	Self loaning device
G.6.46	Cooperative loaning with King Abdul Aziz University.
G.6.47	My account service brochures to electronically renew the loaning.
G.6.48	Book and reference reservation service, book reservation form.
G.6.49	Individual Study Classes (Takhreej books).
G.6.50	The electronic website of the library.
G.6.51	E-library services + electronic services brochures
G.6.52	Corner and services for the blind.
G.6.53	Ethical rules of conduct.
G.6.54	Billboards or bulletin boards



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.6.55	Welcome Guidebook
G.6.56	Field tours
G.6.57	Security Gate
G.6.58	Surveillance Cameras
G.6.59	Ozone Sterilizer device
G.6.60	General instructions for using the Internet service
G.6.61	Training courses (list) and orientation program for inductive tours.
G.6.62	Participation of the Deanship of Library Affairs in the induction day
G.6.63	Manual of how to use the Library Specialist service
G.6.64	The method of using electronic search
G.6.65	Display screen
G.6.66	Provision of a comprehensive library
G.6.67	Tasks of the Training and Field Supervision Section.
G.6.68	Internet browser program to display scientific theses
G.6.69	Letters to strengthen the internet of sub libraries.
G.6.70	Letters to activate the sub libraries system
G.6.71	Brochures for registration for distance courses
G.6.72	Iqra "Read" database
G.6.73	The mechanism of searching in databases
G.6.74	Library social networking sites
G.6.75	Training course advertising service by e-mail
G.6.76	The availability of new databases advertising service by e-mail
G.6.77	The continuous briefing service by e-mail
G.6.78	"Newly arrived" service by e-mail
G.6.79	"Newly arrived" service within the library
G.6.80	The display screen that displays the continuous briefing, library updates and inductive explanations.
G.6.81	News page on the library site
G.6.82	Information about the library through the continuous briefing
G.6.83	The method of searching in the automated library system, searching in the Saudi digital library, the method of registration in the courses
G.6.84	Staff statistics
G.6.85	Curriculum vitae of the cadre of female students' section
G.6.86	Financial budget for 1438 AH
G.6.87	Financial budget for 1436 AH
G.6.88	Financial budget for 1435 AH
G.6.89	Financial budget for 1434 AH
G.6.90	Financial budget for 1433 AH



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.6.91	Financial budget for 1432 AH
G.6.92	Financial Budget for 1431 AH
G.6.93	Forms of financial reports of income and expenditure in the female students' section
G.6.94	The evacuation plan for female students' section.
G.6.95	Library cupboards of female students' section
G.6.96	Library facilities (reading room, internet lab, research retreats, ...)
G.6.97	Computers and Internet points
G.6.98	Digital imaging devices
G.6.99	Imaging devices
G.6.100	Electronic Services Lab, Training Lab
G.6.101	Electronic Books
G.6.102	Statistics of the library halls and facilities
G.6.103	Classification of the personnel of the Deanship of Libraries
G.6.104	Organizational Structure of the Deanship of Library Affairs and a description of its departments
G.6.105	Loaning operations according to Dewey classification
G.6.106	Examples of the activities and training courses of the Deanship of Library Affairs.
G.6.107	Reports on the evaluation of the different libraries
G.6.108	Action plan of the Deanship of Library Affairs



S

## Standard 7: Facilities and Equipment

Code	Title of Evidence
G.7.0	Decision to form the committee of the seventh standard
G.7.1	University Strategic Plan, 2018-2020.
G.7.2	Report of the Security Department (2018)
G.7.3	A sample questionnaire for university students
G.7.4	A sample questionnaire for surveying faculty members, staff, and senior leadership of the university
G.7.5	Procurement Policies and Procedures
G.7.6	Procurement Forms and Documents
G.7.7	Procurement Committees
G.7.8	Standing Committee of Equipment, Laboratories and workshops
G.7.9	Letter from the University Vice Rector to the faculties regarding the required equipment
G.7.10	Report on the approved budget of the University for the 2018 fiscal year
G.7.11	Report on projects and university buildings
G.7.12	Operating, Maintenance and Cleaning Contracts for the (2016- 2018) Fiscal Years
G.7.13	Letter from the University Medical Center
G.7.14	Report on the meeting of the committee on faculties of the branches
G.7.15	List of rented buildings
G.7.16	The rights and duties of students
G.7.17	Report on the General Management of Facilities and Services
G.7.18	Organizational Structure of the University Vice Rectorship for Branches
G.7.19	Mechanisms for dealing with emergency situations and inviting the Red Crescent and the rules governing the entry of paramedics into the campus of female students
G.7.20	Safety Department Report (2018)
G.7.21	Contracts with approved companies for the supply and maintenance of fire extinguishers
G.7.22	Distribution mechanism of lecture halls
G.7.23	Distribution of classrooms for the first semester 2017/2018
G.7.24	Distribution of classrooms for the second semester 2017/2018



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.7.25.	Information technology policies and regulations on compliance with information technology
G.7.26	Forms of consulting reports from the technical support
G.7.27	Annual report of the Deanship of e - learning and Distance Education for the 1437/1438 AH academic year
G.7.28	Challenges and Aspirations: Annual report of the Deanship of e-learning and Distance Education for the 1437/1438 AH academic year
G.7.29	Services of the Student Housing Management
G.7.30	Regulations for student housing
G.7.31	Map of the buildings of the University in Al-Abidiyyah.
G.7.32	Map of male student buildings in Al-Abidiyyah.
G.7.33	Evolution of the number of users of e-learning system.
G.7.34	Plans to improve the internet services
G.7.35	The action plan of the Deanship of Information Technology
G.7.36	Report on the progress in the female buildings in Abidyah
G.7.37	Developmental Study for increasing contract values
G.7.38	Contract form
G.7.39	Maintenance reports statistics
G.7.40	Developing the Investment Directorate
G.7.41	Investment opportunities
G.7.42	Housing by-laws
G.7.43	Information about the warehouse department
G.7.44	Inventory Control Unit
G.7.45	Regulations of using University-owned cars



## Standard 8: Financial Planning and Management

Code	Title of Evidence
G.8.0	Formation of the committee of the Eighth Standard with a follow up report
G.8.1	Budget preparation project
G.8.2	Guidebook to preparing the draft budget
G.8.3	A sample of the minutes of the meetings related to the preparation of the budget
G.8.4	Application of the Budget Transfers Service
G.8.5	Annual reports for the last two fiscal years
G.8.6	Instructions for final account preparation
G.8.7	Application form for financial allocations
G.8.8	Instructions for closing the Final Account
G.8.9	The decision to form the Standing Committee for the Rationalization of Disbursement and samples of its minutes
G.8.10	Minutes and Decision of the Budget Distribution Committee
G.8.11	Reports of cost centers
G.8.12	Government procurement and tender system, its executive regulations and electronic service
G.8.13	Standing committees relating to finance.
G.8.14	Standard terms of reference
G.8.15	Final Account 1437 – 1438 AH
G.8.16	Decision of the budget allocation committee
G.8.17	The founding regulation and decisions of Wadi Makkah Company
G.8.18	Financial Regulations of the College of Community Service and a letter of request for research institute projects
G.8.19	Financial Management Procedures Manual
G.8.20	Sample payment order
G.8.21	Sample of the revenues and disbursement accounts of an entity
G.8.22	Sample of disbursement decision form
G.8.23	Samples of mobilizing the budgets of the university sectors
G.8.24	The decision to form the Higher Committee for Contracts and Competitions
G.8.25	Government competition and procurement system
G.8.26	Budget instructions
G.8.27	System of Chartered Accountants
G.8.28	Rules and regulations of budget items



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.8.29	The annual report of the University Vice Rectorship including the items of disbursement of the budget and its documents
G.8.30	Report of expenditure ratio
G.8.31	External Accountant Report
G.8.32	General Auditing Bureau System
G.8.33	Risk management workshops based on internal audit reports and letters
G.8.34	Circulars on workshops by the Procurement Management
G.8.35	Internal Audit Plan, Regulations and Manuals
G.8.36	List of staff benefiting from training courses
G.8.37	Samples of nomination forms for training courses for finance workers
G.8.38	Umm Al-Qura University plan to increase efficiency and diversify sources of funding
G.8.39	Budget of the Kingdom, 2017
G.8.40	Budget distribution
G.8.41	Mandate letter of Information Technology to automate the financial management
G.8.42	Training Program Evaluation Form
G.8.43	Records of assignment to complete the organizational structure of the Planning and Budget Department through the Statusquo Committee
G.8.44	Decision to amend and approve the organizational structure of Umm Al-Qura University
G.8.45	Manual of the practical procedures of the planning and budget management
G.8.46	Risk management strategy
G.8.47	Follow up of the plan in the 4th year
G.8.48	Growth plan
G.8.49	University financial bylaws
G.8.50	Review of the 5-year plan
G.8.51	Budget clarifying document





## Standard 9: Faculty and Staff Employment Processes

Code	Title of Evidence
G.9.0	Formation of the committee of the Ninth Standard.
G.9.1	Employment Regulations for Saudis.
G.9.2	Employment Regulation for Non-Saudis.
G.9.3	Procedural steps for financial transactions of staff on contract.
G.9.4	Manual of Employment Portal
G.9.5	Manual of Contract Procedures
G.9.6	Employment advertisements for academic, technical and administrative posts including terms of appointment
G.9.7	Samples of educational follow-up of academic departments
G.9.8	Samples of various reports of the follow-up department
G.9.9	New performance evaluation form
G.9.10	Procedures for improving the status of teaching assistants to become lecturers
G.9.11	News from the site about the strategic planning course
G.9.12	Effective leadership course and numbers of participants
G.9.13	Minutes of the meeting of the Standing Committee to consider all transactions related to the request for assigning additional lectures or the use of faculty members from outside the university
G.9.14	Examples of the timetables of the faculty members in different degrees and administrative positions
G.9.15	Examples of promotions of administrative staff and technicians
G.9.16	Decision to form promotion committees (administrative staff)
G.9.17	Authorization decisions issued by the University Rector
G.9.18	Annual report of the University Vice Rectorship including employment - last two years
G.9.19	Annual reports of the Deanship of Faculty and Staff Members - last 4 years
G.9.20	The decision of the university council to transfer faculty members from the supporting deanships to the academic departments.
G.9.21	Decision to transfer the Department of Information Science from the Faculty of Social Sciences to the College of Computer
G.9.22	Samples of curricula vitae of faculty members in different faculties



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.9.23	Courses offered to students to prepare them for the labour market (Student clubs)
G.9.24	The induction program for the new faculty members including and the induction leaflets.
G.9.25	Statistics of the Deanship of Information Technology on the teaching staff and the proportion of students to faculty members.
G.9.26	Evaluation of the performance of the academic staff (template + transactions)
G.9.27	News of the University Rector's honoring of distinguished academics and administrative staff as well as news of the deans' honoring of distinguished administrative staff.
G.9.28	Staff training courses (Institute of Public Administration)
G.9.29	Training courses for faculty members and staff
G.9.30	Samples of the training courses of the Deanship of Development
G.9.31	Inventory of professional development programs
G.9.32	A copy of the courses of the Ministry of Finance at the University
G.9.33	Internal and external training courses for staff
G.9.34	News of travels and conferences of colleges in the field of specialization and honor of the participants among faculty members from all faculties.
G.9.35	Manual of the Attendance Program
G.9.36	Grievance transactions
G.9.37	Staff dismissal transactions
G.9.38	Samples of application for help
G.9.39	Formation of the Dispute Settlement Committee
G.9.40	Sample of the minutes of the Investigation Committee (Discipline).
G.9.41	Study of the faculty members required
G.9.42	Suggested evaluation form
G.9.43	Distinction allowance
G.9.44	Administrative positions committee



## Standard 10: Research

Code	Title of Evidence
G.10.0	Formation of the committee of the tenth standard and a summary of its work
G.10.1	Strategic Plan for Scientific Research
G.10.2	Booklet of the research disciplines tree
G.10.3	Strategic Plan of the Institute of the Custodian of the Two Holy Mosques for Hajj Research
G.10.4	Executive Plan of the Institute of Creativity and Entrepreneurship
G.10.5	The Executive Plan of Wadi Makkah Company
G.10.6	Description of the programs of Wadi Makkah Company
G.10.7	Regulations of research centers
G.10.8	Request to present the regulations governing research groups to the University Council
G.10.9	Request to present the regulations governing research chairs to the University Council
G.10.10	Regulation of ethics of scientific research
G.10.11	Benchmarking of scientific research and its importance
G.10.12	Scientific Research benchmarking
G.10.13	Benchmarking of research centers
G.10.14	Leaflet of indicators of the Deanship of Scientific Research
G.10.15	Presentation of the introduction to scientific research indicators
G.10.16	The electronic system to apply for research grants
G.10.17	Nationalities of peer reviewers
G.10.18	Institutions of peer reviewers in the second round of individual grants (Bahith) –Researcher - (Wa'edah) promising – (Ra'ed) pioneer.
G.10.19	DSR Annual Report -1436 AH
G.10.20	DSR RC Annual Report - 1436 AH
G.10.21	DSR RG Annual Reports- 1436 AH
G.10.22	STU 2013 Annual REPORT Arabic Version SECOND draft 210916
G.10.23	Annual report of the Deanship of Postgraduate Studies
G.10.24	Annual report of the Institute of Creativity and Entrepreneurship
G.10.25	The report of Wadi Makkah Company 2017
G.10.26	Video library at the Institute of the Custodian of the Two Holy Mosques
G.10.27	Oasis of scientific research



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.10.28	Scientific Research Lighthouse
G.10.29	Self evaluation of faculties in the scientific research standard
G.10.30	Mechanism of cooperation with external parties
G.10.31	UQU SE Agreement
G.10.32	Cooperation agreement between the Institute of Research and the Institute of Egyptian Manuscripts
G.10.33	Cooperation agreement between the Ministry of Health and Umm Al-Qura University
G.10.34	Agreement of the Deanship of Scientific Research with SABIC
G.10.35	Summer Training at Wadi Makkah Company
G.10.36	Memorandum of Research Awards Presentation 3
G.10.37	Regulations of research awards
G.10.38	Financial claims
G.10.39	Financial claims 2
G.10.40	Presentation of the first scientific research forum
G.10.41	The first scientific research forum
G.10.42	List of researchers registered in the Deanship's database
G.10.43	Research areas at Umm Al-Qura University
G.10.44	Courses offered to new researchers
G.10.45	Regulations of Learner support program and pilot program
G.10.46	Regulations of the Wa'edah (promising) support program.
G.10.47	Portal of the programs and training courses - Report
G.10.48	Rules governing internal grants and research (second edition)
G.10.49	Statistics of internal postgraduate students
G.10.50	Statistics of students in foreign missions
G.10.51	A sample of the manual of registration in the research engines in Arabic
G.10.52	Registration statistics of colleges in the database of the Deanship
G.10.53	Statistics of Wadi Makkah Investment Company
G.10.54	Think tanks (Expertise Offices)
G.10.55	Awards for supporting innovation at the Creative Institute
G.10.56	Intellectual Property Regulations
G.10.57	Work conduct document of Wadi Makkah Company
G.10.58	A sample of research project funding contract.
G.10.59	Ownership of equipment and devices in research chairs
G.10.60	Safety and security rules in laboratories
G.10.61	Statistics and data of patents and applications for their registration.
G.10.62	Hierarchy of funding for research projects



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

G.10.63	Schedule of research chairs
G.10.64	Research grants programs of the Deanship of Scientific Research
G.10.65	The relationship between Wadi Makkah Company, the University and the Market
G.10.66	Procedures for checking and preference of research proposals
G.10.67	A sample of the research excellence honoring card
G.10.68	Recommendations of the Scientific Research Forum
G.10.69	Number of funded projects for faculties 1436/1437 AH
G.10.70	Number of funded projects for faculties 1438/1439 AH
G.10.71	Statistics and figures of the Wadi Makkah Company from 2013 to 2017
G.10.72	Programs of Wadi Makkah Company
G.10.73	The structure of research outlets
G.10.74	Scopus statistics
G.10.75	research projects on the National Plan for Technology, the number of scientific papers published and the number of patents
G.10.76	Umm Al-Qura Research Priorities
G.10.77	Brief improvement plan
G.10.78	Male-female researchers data
G.10.79	List of students participating in the research forum
G.10.80	“Ambassadors” program
G.10.81	Action plans
G.10.82	Statistics for increasing external funding
G.10.83	Technology transfer initiative
G.10.84	Ethics of human/animal research
G.10.85	Plagiarism detection unit
G.10.86	Supervising bylaws
G.10.87	Research load suggestions
G.10.88	Colleges evaluation
G.10.89	Action plan for increasing research collaboration
G.10.90	Laboratories and facilities committee
G.10.91	International Collaboration



## Standard 11: Relationships with the Community

Code	Title of Evidence
G.11.0	Formation of the committee of the eleventh standard
G.11.1	Document of the strategic plan of the university 1431-1433 AH.
G.11.2	The strategic plan of Umm Al - Qura University 1436-1438 AH
G.11.3	The strategic plan of Umm Al - Qura University 1439-1441 AH
G.11.4	A sample of cooperation agreements
G.11.5	A sample of advisory committees
G.11.6	Participation of the University in the committee to raise awareness of the damage of smoking in the Governorate of Makkah Al-Mukarramah.
G.11.7	Participation of the university delegation in the strategic plan workshop for Makkah Al-Mukarramah Region
G.11.8	Annual reports of the University.
G.11.9	Some of the activities and events of the alumni unit in some faculties.
G.11.10	Article 27 of the regulations governing the affairs of university employees
G.11.11	Three samples of promotion transactions
G.11.12	All promotion forms
G.11.13	Faculty members' evaluation form including community service
G.11.14	News of the College of Community Service implementing two training programs for the employees of the Presidency of the Two Holy Mosques
G.11.15	Dozens of forms of news and announcements of community service activities provided by the university
G.11.16	Various samples of news of honoring participants in community service activities
G.11.17	How to be a role model
G.11.18	Contributions of faculty members
G.11.19	Report of Wadi Makkah Company
G.11.20	The Rector of Umm Al-Qura University sponsors the closing ceremony of the student programs
G.11.21	Saudi Forum for Emerging Companies, 2017
G.11.22	Research and consultations of the Institute of the Custodian of the Two Holy Mosques for the development of the Holy Mosque in Makkah
G.11.23	The achievements and activities of the Institute of the Custodian of the Two Holy Mosques during the 1437 AH academic year



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

G.11.24	Reports of the training department of the College of Community Service and Continuing Education
G.11.25	Reports of the College of Community Service and Continuing Education
G.11.26	The decision to establish the alumni unit
G.11.27	Training agreements
G.11.28	Some of the activities and events of the alumni unit in some faculties.
G.11.29	Survey statistics of graduates and employers.
G.11.30	The First Profession Day of the Faculty of Pharmacy
G.11.31	Report of the Faculty of Education on the practical training of students in schools
G.11.32	Visit of the Faculty of Public Health and Health Informatics of the General Directorate of Education in Makkah
G.11.33	Partnership with the Directorate of Education in Makkah and reception of school students
G.11.34	Letter to the Faculty of Social Sciences on the practical training of students in schools
G.11.35	List of research chairs
G.11.36	News about research chairs
G.11.37	News about the Acting Rector of the University opening the forum of researchers
G.11.38	Activities of the Deanship of Academic Research
G.11.39	Proposal to establish a system to monitor community service activities.
G.11.40	Public Relations Department - Mission, Objectives, Rules and Regulations and Tasks
G.11.41	The decision to appoint the official spokesman for the university and determine his tasks
G.11.42	Examples of the official spokesman's statements about the university
G.11.43	Interview with the Vice Dean of the Institute of the Custodian of the Two Holy Mosques for Hajj and Umrah Research on Al - Arabiya TV on Arafah Day, 1439 AH.
G.11.44	Interview with the Vice Dean of the Faculty of Medicine to talk about the curriculum of the Faculty of Medicine in Hajj and Umrah for male and female students
G.11.45	A sample of news about opening projects.
G.11.46	A sample of news about courses held at the university
G.11.47	A sample of news about training agreements
G.11.48	Suggestion for establishing a Vice Rectorship for Community Service
G.11.49	Establishing the Media Center
G.11.50	Media Center policies



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

G.11.51	Letter from the rector about making statements to the media
G.11.52	Letter from the rector about arranging with the Deanship of Development regarding alumni Affairs
G.11.53	Description of the alumni unit
G.11.54	College alumni activities and initiatives

