|  |
| --- |
| **Name of Institution:**  |
| **Report Date:** |
| **Contact Information:** |  |
| Name : |
| Title : |
| Email : |
| Telephone and Mobile: |

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# Executive Summary:

|  |
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|  |

# Abbreviations:

|  |
| --- |
|  |

# 1. Institutional Profile

|  |
| --- |
| 1.1 Institution’s Vision |
|  |
| 1.2 Institution’s Mission |
|  |
| 1.3 Institution’s Goals |
|  |
| 1.4 Institution's History and Current status Including branches, campuses/locations, colleges, programs, institutes, deanships, research units/chairs/centres, medical hospitals and centres; and a brief description of its activities |
|  |
| 1.5 Institution’s Internal and External Environmental ChangesA brief description of the most important internal and external institution’s environmental changes (recent or expected to occur), and the institution's response to them. |
|  |
| 1.6 A List of the Institution’s Achievements, Awards, and Significant Accomplishments |
|  |
| 1.7 Institution’s Accreditation StatusA summary description of the institution’s accreditation status including the outcomes of any previous institutional reviews.***Attach****a copy of the previous external reviewer's report or accreditation visit (if any)and the institution’s response to its recommendations.*  |
|  |

## 1.8 Statistical Data

## 1.8.1 Teaching Staff

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N** | **College** | **Academic Department** | **No. of** **Ph.D. Holders** | **No. of** **Other Teaching Staff** | **Total No. of Teaching Staff** | **Average****Teaching Load** |
| **Saudi** | **Non-Saudi** | **Total** | **Saudi** | **Non-Saudi** | **Total** | M | F | **Total** | M | F | **Total** |
| M | F | M | F | M | F | M | F |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Comments:** |
|  |

***Insert a separate table for the main campus and each branch***

## 1.8.2 Students

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N** | **College** | **Program****Name** | **Start Date** | **Total****Student****Enrolment** | **Average****Class Size** | **Ratio of Students** **to Teaching Staff** |
| M | F | M | F | M | F | **Total** |
| **1** |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |
| **Comments:** |
|  |

***Insert a separate table for the main campus and each branch***

## 1.8.3 Preparatory or Foundation Programs

|  |  |  |  |
| --- | --- | --- | --- |
| **Streams****or Tracks** | **Number of Students** | **Number of Teaching Staff** | **Ratio of Students to Teaching Staff** |
| M | F | **Total** | M | F | **Total** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Comments:** |
|  |

## 1.8.4 Classification of Students

| **Classification** | **Number of students** |
| --- | --- |
| **Saudi**  | **Non-Saudi** | **Total** |
| M | F | **Total** | M | F | **Total** |
| **Mode of Study** | **On Campus**  |  |  |  |  |  |  |  |
| **Distance Education** |  |  |  |  |  |  |  |
| **Degree**  | **Associate Diploma** |  |  |  |  |  |  |  |
| **Diploma**  |  |  |  |  |  |  |  |
| **Bachelor** |  |  |  |  |  |  |  |
| **Higher Diploma** |  |  |  |  |  |  |  |
| **Master** |  |  |  |  |  |  |  |
| **PhD.** |  |  |  |  |  |  |  |
| **Comments:** |
|  |

## 1.8.5 Classification of Teaching Staff

| **Teaching Staff** | **On-Campus Programs** | **Distance Education Programs** |
| --- | --- | --- |
| **Full time** | **Part time** | **Full time** | **Part time** |
| No | FTE(full time equivalent) | No | FTE(full time equivalent) |
| **Male** |  |  |  |  |  |  |
| **Female** |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |
| **Comments:** |
|  |

## 1.8.6 Land and Building Summary

| **Location** | **Total** **Land Area**(Square Meters) | **Land Area** **per Student**(Square Meters) | **Total** **Building Space**(Square Meters) | **Building Space per Student**(Square Meters) |
| --- | --- | --- | --- | --- |
| **Main campus** |  |  |  |  |
| **a. Branch …….** |  |  |  |  |
| **b. Branch …….** |  |  |  |  |
| **c. Branch …….** |  |  |  |  |
| **d. Branch …….** |  |  |  |  |

##

## 1.8.7 Overall Assessment of Statistical Data:

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

# 2. Institution's 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 Institutional Internal and External Benchmarking

Including benchmarking partners and selection criteria/reasons.

|  |
| --- |
|  |

### 2.2.2 Summary of KPIs and Benchmarks

A list of the institutional KPIs that are used in the SSRI ( including NCAAA required KPIs )

|  |  |  |
| --- | --- | --- |
| **KPI No.** | **KPI** | **KPI Results** |
| Actual Benchmark | Target Benchmark | Internal Benchmark | External Benchmark | New Target Benchmark |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**Important Note**

* Provide description and analysis for each KPI under the related standard
* ***Attach*** *a complete analysis report of the institutional KPIs (including trends and comparisons based on gender and branches/locations)*

# 3. Evaluation in Relation to Quality Standards

|  |  |
| --- | --- |
| Standard 1. Mission, Vision, and Strategic Planning  | **(Overall Rating: ……)** |

**A. A brief realistic and objective presentation of the present status of the institution with respect to the institution Mission, Vision, and Strategic Planning.**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**1.1 Institutional Mission and Goals**

**1.2 Vision and Strategic Planning**

**1.2.1 Strategic Plan Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major****Goals** | **Strategic****Objectives** | **Performance****Indicators** | **Target****Benchmarks** | **Actual****Benchmarks** |
|  |  |  |  |  |
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|  |  |  |  |

**1.2.2 Provide Analytical Report about Vision and Strategic Planning**

**C. Overall Assessment for Quality of the Standard:**

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

|  |  |
| --- | --- |
| Standard 2. Governance, Leadership, and Management  | **(Overall Rating: ……)** |

**A. A brief realistic and objective presentation of the present status of the institution with respect to Governance, Leadership, and Management**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**2.1 Governing Councils and Committees**

**2.2 Leadership and Management**

**2.3 Systems, Policies and Procedures**

**2.4 Organizational Structure**

**2.5 Quality Assurance Management**

**2.6 Integrity, Transparency, and Ethics**

**C. Overall Assessment 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 institution with respect to Teaching and Learning**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**3.1 Design and Development of Academic Programs**

**3.2 Graduate Attributes and Learning Outcomes**

**3.3 Academic Programs’ Quality Assurance and Enhancement**

**3.4 Educational Partnerships (if any)**

**3.5 Graduate Programs**

**3.6 Learning Resources**

**C. Overall Assessment 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 institution with respect to Students affairs**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**4-1 Student Admissions**

**4-2 Student Records**

**4-3 Student Rights and Responsibilities**

**4-4 Guidance and Counselling**

**4-5 International Students**

**4-6 Students’ Services and Activities**

**4-7 Alumni**

**C. Overall Assessment for Quality of the Standard:**

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

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

**A. A brief realistic and objective presentation of the present status of the institution with respect to Faculty and Staff .**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**5-1 Employment and Retention**

**5-2 Professional Development and Evaluation**

**C. Overall Assessment for Quality of the Standard:**

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

|  |  |
| --- | --- |
| Standard 6. Institutional Resources | **(Overall Rating: ……)** |

**A. A brief realistic and objective presentation of the present status of the institution with respect to Institutional Resources**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**6-1 Financial Resources and Budget**

**6-2 Information Technology**

**6-3 Facilities and Equipment**

**6-4 Safety and Risk Management**

**C. Overall Assessment for Quality of the Standard:**

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

|  |  |
| --- | --- |
| Standard 7. Research and Innovation | **(Overall Rating: ……)** |

**A. A brief realistic and objective presentation of the present status of the institution with respect to Scientific Research and Innovation**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**7-1 Planning and Management of Scientific Research**

**7-2 Support of Research and Innovation**

**C. Overall Assessment for Quality of the Standard:**

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

|  |  |
| --- | --- |
| Standard 8. Community Partnership | **(Overall Rating: ……)** |

**A. A brief realistic and objective presentation of the present status of the institution with respect to Community Partnership**

**B. Report on Sub-standards:**

An analytical and critical report about the evaluation results of each sub-standard based on evidence and KPIs.

**8.1 Planning and Management of Community Partnership**

**8.2 Activating Community Partnership**

**C. Overall Assessment for Quality of the Standard:**

**Strengths:**

**Areas for Improvement:**

**Priorities for Improvement:**

# 4. Independent Evaluations

|  |
| --- |
| **4.1 A brief descriptions of the process used to obtain an independent opinion on the self-evaluation.** |
|  |
| **4.2 List of recommendations and other matters raised by independent evaluator(s)** |
|  |
| **4.3 The response report on recommendations and other matters raised by independent evaluator(s)** |
|  |

***Attach*** *a report(s) by independent evaluator(s).*

# 5. Conclusion

|  |
| --- |
| **5.1 List institutional aspects that are particularly successful or that demonstrate high quality.** |
|  |
| **5.2 List institutional aspects that are less than satisfactory and that need to be improved.** |
|  |

# 6. Action Recommendations

Action recommendations are based on the recommendations for improvement and other matters identified earlier in the SSRI

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action****Recommendations** | **Person(s) Responsible** | **Timelines** | **Resources****Required** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 7. Attachments

*It is important that the following documents are submitted as a minimum with the SSRI.*

1. 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. Institutional Self-Evaluation Scale
3. Reference list of key reports and other documents cited in the report
4. A complete analysis report of the institutional KPIs (including trends and comparisons based on gender and branches / locations)
5. Copy of report(s) by independent evaluator
6. a copy of the previous external reviewer's report or accreditation visit (if any) and the institution’s response to its recommendations.

Important Notes:

* Where evidence is provided for each section of the SSRI, 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 SSRI.
* 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 institution.