



Institutional Eligibility Requirements

Eligibility Requirements for Institutional Accreditation

Eligibility Requirements		Required Evidence
1	Final licensing of private institutions or establishment decision of government institutions	<ul style="list-style-type: none"> • Decision on final licensing of private institutions or establishment decision of government institutions
2	Strategic plan of the institution and its progress reports.	<ul style="list-style-type: none"> • Strategic plan of the institution • Operational plans of the strategic plan • Periodic progress reports of the strategic plan
3	Organizational manual, policies, and procedures for the institution	<p>Organizational manuals for the institution, including:</p> <ul style="list-style-type: none"> • Policies • Procedures (Regulations) • Organizational structure • Tasks, Authorities • Terms of reference
4	Handbooks for students, teaching staff, and administrative staff	<p>The identification guides (handbooks) provided to students, teaching staff, and employees, each, including:</p> <ul style="list-style-type: none"> • Identification of the institution and its programs • Admission and Registration • Study regulations and tests • Orientation and guidance services • Rights and duties • Recruitment and promotions • Complaints and grievances
5	Program specifications offered by the institution	<ul style="list-style-type: none"> • Program specifications for all programs according to NCAAA Templates
6	Course specifications for all programs	<p>A sample of course specifications for all programs, including:</p> <ul style="list-style-type: none"> • University Requirement (one course) • College Requirement (one course) • Program requirement (two courses: one from the first levels and the second from the final levels) • Field experience course (if any)
7	Quality assurance system and its performance reports	<ul style="list-style-type: none"> • Quality system manual in the institution • A manual of policies and procedures for approving, modifying, and

Eligibility Requirements		Required Evidence
		<p>reviewing academic programs and courses</p> <ul style="list-style-type: none"> • Line of authorities at all levels A system of monitoring the quality of teaching and learning, including mechanisms for measuring the graduate characteristics (attributes) and learning outcomes • Follow-up reports on the application of the quality system of the institution (including the quality of teaching and learning) • A report on the results of stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last two years
8	Key performance indicators and benchmarking	<ul style="list-style-type: none"> • A report on key performance indicators' measurement and benchmarking for the last three years.
9	Electronic system for keeping and documenting student records	<ul style="list-style-type: none"> • An electronic system manual for keeping and documenting student records • A sample of reports issued by the system
10	Centralized electronic system for data and information collection and analysis	<ul style="list-style-type: none"> • A manual of data collection and information analysis system, including the authorities granted to academic and administrative units. • A sample of reports issued by the system to all levels of users of the system.
11	Research plan of the institution and its follow-up	<ul style="list-style-type: none"> • Research plan of the institution (if not included in the strategic plan) • A system to monitor and document the research activities of the institution • Periodic performance reports of the research plan
12	Community partnership plan of the institution and its follow-up	<ul style="list-style-type: none"> • Community partnership plan of the institution (if not included in the strategic plan)

Eligibility Requirements		Required Evidence
		<ul style="list-style-type: none"> • A system to monitor and document the community partnership activities of the institution • Periodic performance reports of the community partnership plan
13	Institution self-study	<ul style="list-style-type: none"> • Institution self-evaluation scales (taking into consideration that the level of evaluation is not less than three points for each of the main criteria identified by the Center and for each standard) • Institutional self-study report • Evidence for the self-study report.