



## Self-Study Report for Institution

<b>Name of Institution:</b>
<b>Report Date:</b>
<b>Contact Information:</b>
Name:
Title:
Email:
Telephone and Mobile:

## Table of Contents

<b>Executive Summary:</b> .....	<b>3</b>
<b>Abbreviations:</b> .....	<b>4</b>
<b>1. Institutional Profile</b> .....	<b>5</b>
1.1 Institution’s Vision.....	5
1.2 Institution’s Mission .....	5
1.3 Institution’s Goals .....	5
1.4 Institution's History and Current status .....	5
1.5 Institution’s Internal and External Environmental Changes .....	5
1.6 A List of the Institution’s Achievements, Awards, and Significant Accomplishments .....	5
1.7 Institution’s Accreditation Status.....	5
1.8 Statistical Data .....	6
1.8.1 Teaching Staff.....	6
1.8.2 Students.....	6
1.8.3 Preparatory or Foundation Programs .....	6
1.8.4 Classification of Students.....	7
1.8.5 Classification of Teaching Staff.....	7
1.8.6 Land and Building Summary .....	7
1.8.7 Overall Assessment of Statistical Data: .....	8
<b>2. Institution's Self-Study</b> .....	<b>9</b>
2.1 Self-Study Process .....	9
2.2 Key Performance Indicators (KPIs) and Benchmarking.....	9
2.2.1 Methodology of Identifying Institutional Internal and External Benchmarking.....	9
2.2.2 Summary of KPIs and Benchmarks .....	9
<b>3. Evaluation in Relation to Quality Standards</b> .....	<b>10</b>
Standard 1. Mission, Vision, and Strategic Planning.....	10
Standard 2. Governance, Leadership, and Management.....	12
Standard 3. Teaching and Learning .....	13
Standard 4. Students.....	14
Standard 5. Faculty and Staff.....	15
Standard 6. Institutional Resources.....	16
Standard 7. Research and Innovation.....	17
Standard 8. Community Partnership .....	18
<b>4. Independent Evaluations</b> .....	<b>19</b>
<b>5. Conclusion</b> .....	<b>19</b>
<b>6. Action Recommendations</b> .....	<b>19</b>
<b>7. Attachments</b> .....	<b>20</b>

**Executive Summary:**

**Abbreviations:**

--

## 1. Institutional Profile

<b>1.1 Institution's Vision</b>
<b>1.2 Institution's Mission</b>
<b>1.3 Institution's Goals</b>
<b>1.4 Institution's History and Current status</b> Including branches, campuses/locations, colleges, programs, institutes, deanships, research units/chairs/centres, medical hospitals and centres; and a brief description of its activities
<b>1.5 Institution's Internal and External Environmental Changes</b> A 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.
<b>1.6 A List of the Institution's Achievements, Awards, and Significant Accomplishments</b>
<b>1.7 Institution's Accreditation Status</b> A summary description of the institution's accreditation status including the outcomes of any previous institutional reviews. <u>Attach</u> 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							
١																		
٢																		
٣																		
٤																		
٥																		
٦																		
٧																		
٨																		
<b>Comments:</b>																		

*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
١										
٢										
٣										
٤										
٥										
٦										
٧										
٨										
<b>Comments:</b>										

*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	
<b>Comments:</b>							

### 1.8.4 Classification of Students

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

### 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						
<b>Totals</b>						
<b>Comments:</b>						

### 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 NCAAAA required KPIs )

KPI No.	KPI	KPI Results				
		Actual Benchmark	Target Benchmark	Internal Benchmark	External Benchmark	New Target Benchmark

#### 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

**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:**

**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:**

**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:**

**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:**

**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:**

**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:**



**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:**

**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

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

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

#### 5. Conclusion

<b>5.1</b> List institutional aspects that are particularly successful or that demonstrate high quality.
<b>5.2</b> 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.*

- I. 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
- II. Institutional Self-Evaluation Scale
- III. Reference list of key reports and other documents cited in the report
- IV. A complete analysis report of the institutional KPIs (including trends and comparisons based on gender and branches / locations)
- V. Copy of report(s) by independent evaluator
- VI. 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.