



اعتماد
NCAAA

2019

Standards For Postgraduate Programs Accreditation

1	MISSION AND GOALS The program must have a clear and appropriate mission that is consistent with the mission statements of the institution and the college/department, and support its application. The mission must guide program planning and decision-making processes. The program goals and plans must be linked to it, and it must be periodically reviewed.
1-1	The program has a clear, appropriate, approved and publicized widely mission that is consistent with the mission of the institution and the college/department; and is consistent with the needs of the society and the national trends. *
1-2	The program goals are linked to its mission, consistent with the goals of the institution/college, and characterized by being clear, realistic and measurable.
1-3	The program mission and goals guide all its operations and activities (e.g., planning, decision-making, resources allocation, curricula development).
1-4	The program goals and its implementation needs are linked to appropriate operational plans that are consistent with the institution/college plans.
1-5	Program managers monitor the extent to which its goals are achieved, through specific performance indicators, and take the necessary actions for performance improvement. *
1-5	The program mission and goals are reviewed periodically with the participation of relevant stakeholders, and are developed accordingly.

* Essential Criteria

2	PROGRAM MANAGEMENT AND QUALITY ASSURANCE
	The program must have effective leadership that implements the institutional systems, policies and regulations. The program leadership must plan, implement, monitor, and activate quality assurance systems that achieve continuous development of program performance in a framework of integrity, transparency, fairness and within a supportive organizational climate.
2-1	Program Management
2-1-1	The program is governed by specialized councils (College Council, Department Council, Postgraduate committee) with defined tasks and authorities.
2-1-2	The program leadership has the appropriate academic and administrative experience to achieve its mission and goals.
2-1-3	The program has the sufficient number of qualified staff to perform its administrative, professional and technical tasks, and they have defined tasks and authorities. *
2-1-4	The program management acts to provide an organizational climate and supportive academic environment.
2-1-5	The program is committed to applying the institutional regulations governing the educational and research partnerships (if any) in order to ensure the quality of all aspects of the program, including courses, educational resources, teaching, student achievement standards, and offered services.
2-1-6	The program assesses the effectiveness of its educational and research partnerships (if any) on a regular basis and makes appropriate decisions accordingly.
2-1-7	The program management monitors its commitment to implement its role in the community partnership plan of the institution through specific performance indicators.
2-1-8	There is a sufficient amount of flexibility and authorities that allows program leadership to bring about the necessary development and changes, in response to the recent events and to the results of periodic evaluation of the program and its courses.
2-1-9	The program management applies mechanisms ensuring integrity, fairness, and equality in all its academic and administrative practices, and between the male and female student sections and branches (if any).
2-1-10	The program forms an advisory committee, comprised of members of professionals and experts in the program specialization, to contribute to its evaluation, development, and performance improvement. *
2-1-11	The program management is committed to developing and improving professional skills and capabilities of the supportive technical and administrative staff to keep up with modern developments.
2-1-12	The program management provides reliable and publicly disclosed information to the community about the program description, performance, and achievements that suits the needs of the stakeholders.
2-1-13	The program management encourages the developmental initiatives and proposals.

2-1-14	The program implements an effective system to evaluate the performance of leaders, teaching staff, and employee according to clear, published standards and mechanisms that ensure fairness, transparency, and accountability; and the results of the evaluation are used to provide feedback, improvement, and development.*
2-1-15	The program management is committed to activating the values of the scientific integrity, rules of ethical practices, and proper conduct in all academic, research, administrative, and service fields and activities.*
2-1-16	The program management applies the systems, regulations, and procedures that are approved by the institution/college, including those related to grievance, complaints, and disciplinary cases.
2-1-17	The program has adequate financial funding to achieve its mission and goals, along with existence of mechanisms for prioritizing expenditures.
2-2	Program Quality Assurance
2-2-1	The program management implements an effective quality assurance and management system that is consistent with the institution quality system.
2-2-2	The teaching staff, employee, and students participate in planning, quality assurance, and decision-making processes.
2-2-3	The program management approves key performance indicators that accurately measure the program performance and coordinates to provide regular data on them.
2-2-4	The program analyzes the evaluation data annually (e.g., performance indicators and benchmarking data, student progress, program completion rates, student evaluations of the program, courses and services, views of graduates and employers); and results are used in planning, development, and decision-making processes. *
2-2-5	The program conducts a periodic, comprehensive evaluation (every three / five years) and prepares reports about the overall level of quality, with the identification of points of strength and weakness; plans for improvement; and follows up its implementation.

* Essential Criteria

3	TEACHING AND LEARNING Graduate attributes and learning outcomes at the program level must be precisely defined, consistent with the requirements of the National Qualifications Framework and with the related academic and professional standards, and the labor market requirements. The curriculum must conform to professional requirements. The teaching staff must implement diverse and effective teaching and learning strategies and assessment methods that are appropriate to the different learning outcomes. The extent of achievement of learning outcomes must be assessed through a variety of means and the results are used for continuous improvement.
3-1	Graduate Attributes and Learning Outcomes
3-1-1	The program identifies its graduate attributes and intended learning outcomes that are consistent with its mission and aligned with the graduate attributes at the institutional level; and they are approved, publicly disclosed, and periodically reviewed.
3-1-2	The graduate attributes and learning outcomes are consistent with the requirements of the National Qualifications Framework and with academic, professional, and labor market requirements.*
3-1-3	The program identifies the learning outcomes for the different tracks (if any).
3-1-4	The identification of learning outcomes takes into consideration the development of competencies and competitive capabilities that reflect excellence, creativity and innovation among graduates.
3-1-5	The program applies appropriate mechanisms and tools for measuring the graduate attributes and learning outcomes, and verifying their achievement according to specific performance levels and assessment plans. *
3-2	Curriculum
3-2-1	The program is committed to the institutional policies, standards, and procedures in the design, development and modification of the curriculum.
3-2-2	The curriculum design considers fulfilling the program goals and learning outcomes, and the educational, scientific, technical and professional developments in the field of specialization; and is periodically reviewed.*
3-2-3	The study plan maintains the balance between the theoretical and applied aspects, the research component (if any), and the scientific depth, and takes into consideration the sequence and integration between the academic courses and the educational activities.*
3-2-4	The construction of the program study plan considers the identification of exit-points requirements (if any).
3-2-5	The program study plan considers the adequate requirements for the different tracks (if any) according to national and international references.
3-2-6	The learning outcomes of the courses and research activities are aligned with the program learning outcomes (e.g., Matrix for the alignment of the learning outcomes of the courses and research activities with program learning outcomes).*
3-2-7	Teaching and learning strategies and assessment methods are aligned with the intended learning outcomes at the program and courses levels.

3-2-8	The learning outcomes of the field experience activities (if any) are aligned with the learning outcomes of the program; and appropriate strategies for training, assessment, and training venues are identified in order to achieve these outcomes.
3-2-9	Both the program field-experience supervisor and the field supervisor (if any) are informed with the intended learning outcomes and the nature of the tasks assigned to each of them (supervision, follow-up, student assessment, evaluation and development of field experience); and their commitment is followed up according to specific mechanisms.
3-2-10	The research components (if any) of the program plan are clearly defined.
3-3	Quality of Teaching and Students Assessment
3-3-1	Teaching and learning strategies and assessment methods in the program vary according to its nature and level, enhance the ability to conduct research, and ensure students' acquisition of higher cognitive thinking and self-learning skills.*
3-3-2	The program monitors the commitment of the teaching staff to the learning and teaching strategies and assessment methods included in the program and course specifications through specific mechanisms. *
3-3-3	The necessary training is provided for the teaching staff on learning and teaching strategies and assessment methods identified in the program and course specifications, along with the effective use of modern and advanced technology; and their use is monitored.
3-3-4	At the beginning of the course or educational activities (including research , applied, and field activities), students are provided with comprehensive information including: learning outcomes, teaching and learning strategies, assessment methods and timelines, and what is expected of them during the study of the course.
3-3-5	The courses are periodically evaluated for ensuring the effectiveness of the teaching and learning strategies and assessment methods, and reports are prepared on them.
3-3-6	The program applies mechanisms to support and stimulate excellence in teaching and scientific supervision, and encourages creativity and innovation of faculty.
3-3-7	The scientific production of faculty contributes to enriching the course content in the program.
3-3-8	The program implements clear and publicized procedures to verify the quality and validity of the assessment methods (e.g., their specifications, diversity, and comprehensiveness to cover the learning outcomes, distribution of grades and accuracy of marking), and to ensure the level of student achievement.
3-3-9	Effective procedures are used to verify that the work, assignments, and research products provided by students are of their own.
3-3-10	The feedback is provided to students about their performance and evaluation results at a time that allows them to improve their performance.
3-3-11	The program encourages the enrichment of students' experiences by providing diverse opportunities for student exchange, visits and joining the distinguished research and training centers.

* Essential Criteria

4	STUDENTS
	The criteria and requirements for student admissions in the program must be clear and publicly disclosed, and must be applied fairly. The information about the program and the requirements for completion of the study must be available, and students must be informed about their rights and duties. The program must provide effective counseling services to its students, and evaluate the quality of all services and activities offered to its students and continuously improve them. The program must follow up its graduates.
4-1	The program has approved and publicly disclosed criteria and requirements for the admission and registration of students that are appropriate to the nature of the program, and are applied fairly.
4-2	The number of students admitted to the program is compatible with the available resources for the program (e.g., faculty, classrooms, labs, and equipment)
4-3	The program provides basic information to students, such as study requirements, services, and financial fees (if any), through various means.
4-4	The program applies fair and approved policies and procedures for students transferring to the program and the equivalency of what students had previously learned.
4-5	The program provides comprehensive orientation for new students, ensuring their full understanding of the types of services and facilities available to them.
4-6	The program informs students about their rights and duties, the code of conduct, and grievance, complaints, and discipline procedures, using a variety of means; and applies them fairly.*
4-7	Students are provided with effective academic, professional, psychological, and social guidance, and counseling services through qualified and sufficient staff.*
4-8	The program implements effective procedures to monitor students' progress and to verify their fulfilment of graduation requirements.
4-9	The program implements an effective mechanism to communicate with its alumni and involve them in its events and activities, explore their views, and benefit from their expertise and support; and provides updated and comprehensive databases about them.
4-10	Effective mechanisms are applied to evaluate the adequacy and quality of services provided to students and measure their satisfaction with them; and the results are used for improvement.*
4-11	The program takes into consideration the special needs of its students (e.g., students with disabilities and international students).
4-12	The program implements effective mechanisms to ensure that its students are regularly attending and actively participating in educational and research activities.
4-13	There is an appropriate representation for students in relevant councils and committees.

* Essential Criteria

5	<p>FACULTY MEMBERS</p> <p>The program must have sufficient numbers of qualified faculty members with the necessary competence and experience to carry out their responsibilities. The faculty members must be aware of current academic and professional developments in their fields of specialization, participate in research and community service, and in improving the program and institutional performance. Performance of faculty members must be evaluated according to specific criteria, and the results of these evaluations must be used for development.</p>
5-1	The program applies appropriate recruitment policies and procedures to attract faculty members, and retains the distinguished ones.
5-2	The program has a sufficient number of faculty members, including all areas of specialization in the program *
5-3	The faculty members have the necessary competency (e.g., qualifications, certificates, professional licenses, experience required), and effective teaching skills; and appropriate mechanisms are applied for verification. *
5-4	The program provides appropriate orientation for new and adjunct faculty members to ensure their understanding of the nature of the program, their rights, tasks, responsibilities, and workload.
5-5	The faculty members and adjunct faculty in the professional programs include some experienced and highly skilled professionals in the field of the program.
5-6	The faculty members regularly participate in academic activities (e.g., participation in conferences and group discussions , research projects, arbitration of theses and research) to ensure their awareness of the latest developments in their fields of specialization; and their participation in these activities and scientific production are considered as part of the criteria for their performance evaluation and promotion.*
5-7	Faculty members participate in community partnership activities; and their participation in these activities is considered as one of the criteria for their performance evaluation and promotion.
5-8	Faculty members participate in professional and academic development programs in accordance with a plan that meets their needs and contributes to the development of their performance.
5-9	Faculty members participate in assessment and development activities of the program and institution.
5-10	Effective mechanisms are applied to evaluate the adequacy and quality of the services provided to the faculty members and to measure their satisfaction with them.
5-11	The performance of the faculty members is regularly assessed according to specific and published criteria; feedback is provided to them; and the results are used in improving the performance.

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6	LEARNING RESOURCES, FACILITIES, AND EQUIPMENT
	Learning resources, facilities, and equipment must be adequate to meet the needs of the program, its courses, and its research activities and projects; and must be available to all beneficiaries using an appropriate arrangement. Faculty members and students must participate in identifying such resources based on their needs, and in assessing their effectiveness.
6-1	The program implements clear policies and procedures that ensure adequate and appropriate learning resources, scientific research and services provided to support student learning and scientific and research activities.
6-2	The program implements effective procedures for the management of resources and reference materials needed to support teaching and learning processes, and research.
6-3	The Library has a sufficient number of various resources that are easily accessible and appropriate to the needs of the program and the number of students; are made available in adequate and appropriate times for male and female student sections; and are updated periodically. *
6-4	The program has specialized electronic resources (e.g., digital references, multimedia, software), and appropriate databases and electronic systems that allow beneficiaries to access the information, research materials, and scientific journals from within or outside the institution. *
6-5	The program has laboratories, computer and technology equipment, and materials that are suitable to the specialty and sufficient to conduct research and scientific studies according to the program goals; and applies appropriate mechanisms to maintain and renew them.*
6-6	The teaching staff, students, and employee of the program have the appropriate orientation and technical training and support for the effective use of resources and means of learning.
6-7	The program has the suitable classrooms and facilities for its needs.
6-8	All general and occupational health and safety requirements are available in the facilities, equipment and educational and research activities.*
6-9	Standards for safety, environmental conservation, and hazardous waste disposal are applied efficiently and effectively.
6-10	The program has the sufficient number of qualified technicians and specialists for the operation and preparation of laboratories.
6-11	The program has facilities, equipment, and services suitable for those students, teaching staff, and employee with disabilities.
6-12	The program has the appropriate technologies, services, and environment for courses offered through distance or e-learning according to their own specific standards.
6-13	The program evaluates the effectiveness and efficiency of learning resources, facilities, and equipment of all types; and the results are used for improvement.

* Essential Criteria

7	RESEARCH AND PROJECTS
	The program must adhere to the implementation of the institutional plan for research and play a prominent role in encouraging faculty members and students for the production of research and innovation, publishing their results in specialized scientific journals, and pursuing research activities. The program must implement mechanisms to evaluate, develop, and improve these activities.
7-1	The program is committed to carry out its role in the research plan of the institution in the light of specific indicators.
7-2	The program identifies research priorities in line with the mission of the institution, national trends, and development plans.
7-3	Financial support, equipment, and the supportive and encouraging environment for research activities are available in the program.
7-4	The program has enrichment activities to develop the skills of research, the exchange of experience and results of research.
7-5	The program stimulates funding of research from donors and investment entities.
7-6	The program provides a mechanism to support research cooperation with distinguished universities and research centers.
7-7	Specific academic and administrative procedures for the approval of scientific theses and research projects are applied in the program within an appropriate time frame.*
7-8	The program has clear, publicized and available instructions and guidelines for the preparation and evaluation of research, scientific theses, and projects.
7-9	The program applies specific mechanisms to ensure the follow-up and efficiency of scientific supervision of theses, research and projects, and the feedback is used for improvement.*
7-10	The program monitors the fairness, objectivity, and credibility of research evaluation and discussion of scientific theses and their approval.
7-11	The originality of research, knowledge enrichment, and innovation are taken into consideration in students' research accordance with the level of qualification and international standards.
7-12	The program develops and motivates students to meet the requirements of publishing in scientific journals.
7-13	The program offers incentives for outstanding students.
7-14	The program follows the commitment of researchers to the regulations and ethics of scientific research, according to appropriate mechanisms.*
7-15	The program observes copyright, intellectual property, and patent registration of research products for faculty members and students.
7-16	The program provides an updated database to document the research production of faculty members and students, and this database is benefited from.
7-17	The program applies mechanisms to market the scientific production of faculty and students.
7-18	The program implements mechanisms to evaluate research activities and projects and works on developing and improve them.

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