

ATTACHMENT 2

INFORMATION REQUIRED BY THE NCAAA IN A PROPOSAL FOR PROVISIONAL ACCREDITATION OF AN INSTITUTION

A detailed proposal is required. The proposal should set out plans for the institution that contain sufficient information to demonstrate that requirements for quality assurance and accreditation will be met. This information should be presented in an unbound, page numbered report; single sided, with a table of contents. Where supporting information required is in separate documents these should be referred to in the text of the proposal and attached as numbered appendices. A copy of the documents should be provided in English or Arabic as determined by the Commission in hard copy and in electronic form on CD.

Descriptive and General Information

- The title of the institution
- Name and contact details of a person from whom additional information can be obtained
- The existing and/or proposed location of the institutions campus or campuses
- A brief statement of any special issues or circumstances affecting the development of the institution
- Fields of study and levels to which programs are to be offered within the first five years.
- Titles and levels of academic awards for programs to be offered within the first five years with details for each campus where more than one campus is proposed.
- Time line for establishment of the institution including development of facilities and provision of major equipment, staffing, and commencement of programs, with the numbers of students expected to be enrolled on a year by year basis for the first five years.
- Facilities and equipment must be sufficient for the courses to be offered in the first year, adequate for the number of students to be enrolled, and there must be firm commitments for further developments to meet requirements during

subsequent years to meet the requirements for the planned numbers of students and programs.

Staffing must include the staff required to lead the development of each program to be offered and carry out teaching responsibilities (i.e. a fully qualified and appropriately experienced head of department or program coordinator in the field concerned should be appointed, and staff employed to teach the courses to be offered in the first and each subsequent year.) Evidence of the availability of teaching staff could include completed contracts of employment with appropriate commencement dates prior to the start of the classes concerned.

Information Relating to Quality Standards

Mission

- Concise statement of the mission of the institution and goals for achievement in the first five years.
- A brief statement of the rationale for the mission including reference to major economic, cultural and demographic features of the region in which the institution is to be located.

Governance and Administration

- Charts showing the proposed general and academic administrative structure of the institution.
- Titles and job descriptions for senior positions.
- Titles, terms of reference and membership of academic and administrative boards and committees. If the proposed institution is to be established by an international institution or other organization the relative responsibilities of the Saudi Arabian institution and the international institution or other organization should be clearly specified.
- A copy of the constitution or articles of governance for the institution.

Quality Assurance System

A statement setting out organizational arrangements, responsibilities, processes and timelines for introduction of quality assurance arrangements dealing with the matters described under Standard 3 in Standards for Quality Assurance and Accreditation of Higher Education Institutions. This system should include proposed key performance indicators and benchmarks to be used for evidence of achievement. Details should be provided of staffing, resource provisions and terms of reference for a quality center and quality committee, a list of key performance indicators, sources of benchmarks for

comparisons of quality of performance, and an annual quality performance monitoring system.

Learning and Teaching

(**Note:** This section deals with overall institutional processes and arrangements for assuring the quality of teaching and learning throughout the institution. The accreditation of individual programs is dealt with separately in applications for program accreditation.)

- List of programs and qualifications to be awarded. These should be consistent with the National Qualifications Framework and planned dates of commencement for each program should be provided.
- Summary of any special student attributes that the institution intends to develop in its students, and strategies to be used in developing those attributes.
- Details of policies or regulations establishing processes for verification of achievement of standards of intended learning outcomes by students and other aspects of course and program quality

Student admission requirements

- Strategies to be followed in evaluating and improving teaching effectiveness
- Systems for support of student learning including regulations governing faculty workloads and availability for student counseling and advice, tutorial assistance, and mechanisms for monitoring student progress and workload.
- Institutional processes for course development and review including program approval procedures, employer and student feedback, and industry or professional advice on programs.
- If the new institution incorporates an existing institution or institutions, details of transition arrangements to ensure opportunities for current students to complete their programs.
- If the institution is to be established under sponsorship by or in partnership with another institution, a copy of any contracts establishing those arrangements and, a description of the processes to be used for evaluating their effectiveness.
- If courses are to be wholly or partly offered by distance education details of plans to meet the NCAAA Standards for Distance Education and the requirements of the Ministry of Higher Education.

Student Administration and Support Services

- Identification (where a standard computing package is to be used) or description of the computing system to be used for student records and administration. This must be appropriate for the programs offered and provide reliable and secure student records, and have the capacity to provide the data necessary for key performance indicators.
- Details of administrative arrangements and funding provisions for student services including extracurricular activities, and indicators to be used for evaluation of quality of these provisions and services.
- Plans for provision of student services, including medical, general counseling and academic advice.
- If student residences are to be provided by the institution, details of supervision arrangements and services to be made available.
- Copies of regulations dealing with the following matters should be provided.
 - Registration and admission procedures.
 - Security and privacy of student records.
 - Communication and publication of results.
 - Student progress rules.
 - Student discipline procedures.
 - Fee collection and refund policies if applicable.
 - Student appeal procedures.
 - Codes of Conduct for students, faculty and staff.
 - Assessment for advanced standing on admission.

Learning Resources

- Details of the nature and extent of learning resource provision including the library and reference collection. An explanation should be given of the relationship of these plans to the approach to be taken to teaching and learning in the programs to be offered.
- Details of electronic and web based material to be made available.
- Details of computing facilities to be made available for access to electronic material through a library or learning resource center.
- Details of planning and evaluation processes for learning resource provision, and indicators and benchmarks of effectiveness of provision

- Sufficient information should be provided about budget allocations, organization and user support, for an independent assessment of adequacy of provision.

Facilities and Equipment

- Copy of information technology policy and associated regulations including codes of conduct, security, compatibility of software and hardware.
- An independent report on the adequacy of equipment for administrative and teaching requirements. For a proposed university or other institution that is intended to be involved with research or the provision of postgraduate studies, an independent report on the adequacy of planned facilities and equipment for the proposed level of research activity.

Faculty and Staff and Employment Processes

- A table showing proposed faculty and staff numbers in each year for the first three years in relation to the numbers of students proposed to be enrolled, the courses to be offered, and the ratios of faculty and staff to students in each year.
- Statement of policies on level of qualifications required for employment of teaching staff.
- Details of regulations, processes and opportunities for staff professional development.
- Planned system for recruitment, and orientation and training of new teaching and other staff.
- Policy and regulations on supervision and evaluation of staff, and mechanisms for recognizing and rewarding outstanding performance.
- Policies and regulations on dispute resolution, discipline and appeal procedures.

Research

- Policy on teaching staff participation in scholarship and research.
- (For a proposed university, or other institution wishing to develop postgraduate programs or research activities.)
- Research development plan including administrative arrangements, priority fields for development, mechanisms for cooperation with community and other organizations, and timelines for implementation.
- Policy on maintenance and management of equipment obtained through research funding.
- Strategy and timelines for development of higher degree research programs.

- Policy on student participation in staff and institutional research.
- Policy and regulations on intellectual property and commercialization of research.
- Summary of indicators and benchmarks to be used in evaluating the amount and quality of research activity.

Institutional Relationships With the Community

- Community relations strategy including policy and mechanisms for encouraging staff involvement in community activities.
- Indicators and benchmarks to be used in evaluating the quality of community relationships.