



# Required Documents for Review Visit

— (Post graduate Programs )

## Required Documents for Review Visit (Postgraduate Programs)

### I. Program self-study Report:

N	Documents	Guidelines
1	Program Self-Study Report	The Self-Study Report provides an analytically based narrative aligned with NCAAA standards and serves as the primary foundation of evidence for meeting the requirements.
2	Evidence for the self-study report.	

### II. Attachments:

#### A. Essential Requirements

Copies of the following essential requirements/documents should be enclosed with the self-study report, observing the importance of utilizing them to the related standards.

N	Requirements	Guidelines
1	<b>Student and staff manuals</b>	
1.1	Program Handbook	The Program's Handbook for both students and teaching staff includes Admission and Registration, Study Regulations and Tests, Guidance and Counselling Services, Rights and Duties, Complaints and Grievances.
1.2	Joint Training Manual (if any)	A comprehensive Manual identifying the skills and values targeted, assigning all the responsibilities of the training parties in the institution, program and training sites along with their ethical frameworks.
2	<b>Program's quality assurance system and its performance reports</b>	
2-1	Program's quality system manual	
2-2	A manual of policies and procedures for approving, modifying, and reviewing academic programs and courses	
2-3	Annual program report according to NCAAA Templates	For the last two years
2-4	Program's course reports & Student's Work	<ul style="list-style-type: none"> <li>Two reports for each course for the last two years.</li> <li>Samples of Student's Work (Exams, Projects, Student's answer sheets,...) for the last two years.</li> </ul>
2-5	A report on the results of surveys	stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last year.



N	Requirements	Guidelines
<b>3</b>	<b>Program and courses specifications</b>	
3.1	Program specification	According to the NCAAA Template
3.2	Course specifications for all courses classified according to levels	All Course specifications should be classified according to their levels in the study plan, including the field experience/joint training courses.
<b>4</b>	<b>Program Learning Outcomes Assessment</b>	
4.1	Program Learning Outcomes Assessment Plan	
4.2	Program learning outcomes assessment reports	All PLOs should be assessed, and each PLO to be assessed at least once in the last two years.
<b>5</b>	<b>Consistency with National Qualifications Framework (NQF)</b>	
5.1	A report on program consistency with the National Qualifications Framework (NQF)	According to NCAAA Template.
<b>6</b>	<b>Academic Research</b>	
6.1	Operational plan for academic research and its follow-up	<ul style="list-style-type: none"> <li>Operational plan for research in the program (depending on the nature of the program).</li> <li>A system for monitoring and documenting the program's research activities.</li> <li>Periodic performance reports of the research plan.</li> </ul>
6.2	Academic supervision system on theses, projects, or vocational training	<ul style="list-style-type: none"> <li>Guides, regulations, and procedures for scientific supervision of theses, projects or vocational training.</li> <li>Follow-up scientific supervision reports in the program.</li> </ul>

### B. Optional Requirements (if any)

N	Requirements	Guidelines
1	Program advisory committee	<ul style="list-style-type: none"> <li>Composition and functions of the Committee.</li> <li>Report on its performance and outcomes.</li> </ul>
2	Independent evaluator's report	Independent evaluator's report and the program's response to its recommendations (areas and priorities for improvement).



