



# Required Documents for Review Visit — (Bachelor)

## Required Documents for Review Visit (Bachelor)

### I. Program Self-study Report:

| N | Requirements                       | 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 in the related standards.

| N   | Documents   | Guidelines   |
|-----|---|--|
| 1   | <b>Student and staff manuals</b>  |  |
| 1.1 | Program Handbook  | The Program's Handbook for 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>The Program's quality assurance system and its performance reports</b>                                 |  |
| 2-1 | The 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   | For the last two years, according to NCAAA Templates   |
| 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>     |



| N        | Documents   | Guidelines   |
|----------|---|--|
| 2-5      | A report on the results of surveys  | stakeholders' surveys (students, alumni, employers, teaching staff, employees) for the last year.  |
| <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 frameworks</b>  |  |
| 5.1      | A report on program consistency with the National Qualifications Framework (NQF). | According to NCAAA Template.   |
| 5.2      | A report on program consistency with Specialized Academic Standards (if any)      | According to the NCAAA Template.   |

## 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).                       |



