National Authority for Quality Assurance of Education and Accreditation

External Review Report
In accordance with the Accreditation Standards for Higher Education Institutions
(Third Edition - July 2015)

For Accreditation Visit / Reassessment / Pilot

College / Institution ....

University / Academy …………….

Date of field visit
From ………….. **to** ....

External Review Report
for Accreditation Visit / Reassessment / Pilot
College / Institution .... University / Academy ....
The date of the field visit .... to ....

First: The Evaluation Framework

The (College / Institute) was evaluated in light of its declared strategic objectives, stated on the **Accreditation Standards for Higher Education Institutions (third edition - July 2015),** establish by the National Authority for Quality Assurance of Education and Accreditation (NAQAAE).

The purpose of the review and evaluation process conducted by the NAQAAE was to ensure the quality of education and accreditation to determine the current situation of the fulfillment of **Accreditation Standards for Higher Education Institutions (third edition - July 2015),** which includes verifying that (College / Institution) adopts the strategic planning and is characterized by credibility and integrity. It has leadership, governance, organization, and human, financial and material resources. It adopts academic reference standards. It has educational programs and teaching, learning and evaluation strategies. It conducts scientific research and works to develop the environment and participates actively with its community to support its stated mission and strategic objectives and ensures the quality of educational activities and research.

Second: The basic information of the evaluated institution

1. Name of Institution: ....

Type of Institution: College / High Institute
University / Academy: ....
Type of University / Academy: Governmental (Public) / Private

2. Address: ....

Date of Establishment: …. /…. /…. Presidential / Ministerial Decision No. ....
Date of start of study: ……/……/……
Duration of study: ....

3. Academic Leadership:

Dean of the College / Institution: ....
Telephone: .... Fax: ....
Email: ....

4. Human resources in the institution

Number of faculty members: total ......, of whom .... are fully appointed by the institution, ... partially seconded, ...on sabbatical, ... scientific mission, the proportion of seconded faculty to the total faculty members: ......%, the proportion of special leave for the total faculty members: ......%
Number of teaching assistants: Total ......, of whom ...... on the job, …… special leave, ... mission. The proportion of teaching assistants on special leave to total number of assistants ......%.

Distribution of faculty members and supporting staff according to degree :

	Faculty Members					Supporting Staff	
	Professor Emeritus	Professor	Associate Professor	Lecturer	Total	Assistant Lecturer	Teaching Assistant
number							
%							

Number of administrative and technical personnel: total ......, of whom .... permanent, ... temporary.

5. Academic activities at the Institution

- Undergraduate Programs
    - The institution grants a degree (mention the first degree and specialization) through a number (...)of programs detailed in table (1).
    - Number of enrolled students per the statistics of the academic year (……..), the first in the academic year(.... / ....).
    - Number of Graduating Cohorts (……), the first cohort being to the college statistics of the academic year (.... / ....) Number (.....) of the students .
    - Number of graduates for the past five years :

academic year						Total	
number							

Table (1)

Programs (Undergraduate Programs)	Number of faculty members	Number of assistants	Number of students	% of faculty members of students	% of Assistants to students
1					
2					
Total					

Note: Partially seconded staff members are accounted for by half of the appointed or fully seconded members.

- Graduate Programs
    - The Institution grants a number of (...) graduate programs, including (...) Diplomas, and (....) Master programs and (...) PhD programs in the specialties shown in Table (2).
    - The college offered the following degrees according to the statistics of the academic year (.... / ....). Of whom (.....) were Diploma students, and (....) Master students, and (....) Ph. D. Student.
    - Number of degrees awarded during the last five years :

school year						Total
diploma						
M.A.						

Ph.D.							

Table (2)

PhD programs		Master Programs		Diploma Programs		Professional Diplomas	
Program name	Number of students	Program name	Number of students	Program name	Number of students	Program name	Number of students

6. Scientific Departments

Section	Number of faculty members	Number of members of the supporting side

Third: The Review Process

1. The date of the external audit visit	
2. Formation of the audit team	**(Name / function / specialization / employer)**
▪ Team leader	Prof/ Dr.
▪ Team members	Prof/ Dr.
	Prof/ Dr.
	Prof/ Dr.
▪ Coordinator of the visit	
3. Review Activities:	
Observation	▪ Main buildings, lecture halls, classrooms, laboratories, workshops, library, etc. ... observed to determine the compliance with the norms of NAQAAE. ▪ Observe the number of educational activities (not including what has already been seen observed).
Examination	▪ All required documents and records examined in compliance with the requirements of the external review process activities (mention all requested documents that were not provided).

Interviews	▪ (…….) Meetings and (……) Interviews were held. ▪ Group interviews included leadership, faculty members, assistants and faculty members, graduate students, students, administrators, and stakeholders. ▪ Individual interviews included (e.g., Dean, Agents and Secretary of the College) Director of Quality Assurance Unit faculty assistants and faculty members Students and administrators).

The Institution was evaluated in light of its stated mission:

It's Vision is:

Fourth: The Results of the Analysis of the Evaluation Process

IMPORTANT NOTES: The following steps should be taken when evaluating each standard:
1-The evaluation results associated with evaluation indicators are formulated using accurate and expressive words , Inclusive Components of the indicator and
supported by appropriate documentation and evidence .
2-The level of satisfaction of each indicator is evaluated according to the organization's achievements
3-The level of satisfaction of each criterion is assessed based on the level of satisfaction of its indicators

Standard 1: Strategic Planning Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled	Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled
1. Mission and vision of the Institution are documented and published, developed with wide stakeholders' participation.	
2. The mission of the institution is clear and reflects its educational and research roles and its community responsibility in line with the societal expectations from higher education institutions. The mission should contribute to the achievement of the university's mission.	
3. The strategic plan of the institution has all the necessary elements, and is consistent with the strategy of the university.	
4. An environmental analysis involving the internal and external environments was conducted with participation of stakeholders, and the various means used to carry it out are appropriate for the subjects of analysis and target groups.	
5. The strategic objectives of the institution are clearly defined, measurable, and are based on the environmental analysis and achievable in the time span of the plan.	
6. The actions plans for implementation of the strategy include the activities needed to achieve the strategic objectives. The plans consider the priorities and logical sequence of activities, and define the responsibility for implementation, time schedule, budget and performance indicators.	
7. The institution has periodic reports to monitor and evaluate the progress of the implementation plans according to the schedule and the achievement of the target performance levels**.**	
Standard 2: Leadership and Governance Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled	Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled

1. Academic and administrative leadership are selected according to objective and declared standards and transparent mechanisms to provide equal opportunities and circulation of power.	
2. The institution develops the capacities of current and potential leaders and works on qualifying a second line of cadres for leadership.	
3. The Criteria for evaluation of leadership performance are objective, stakeholders are involved in the evaluation process, and the results are used to improve the institutional performance.	
4. The leadership of the institution has effective mechanisms to deal with the problems of the institution.	
5. The Institution has core values, declared to all stakeholders, and has effective mechanisms to ensure transparency, fair practices, non-discrimination and application of professional ethics among the members of the Institution.	
6. The information published about the institution is comprehensive and covers all its activities, and the institution guarantees its credibility and updating.	
7. The institution has a documented and declared organizational structure that is appropriate to the size and activity of the institution, and includes the basic departments necessary to achieve its mission and objectives..	
8. The job description is approved and declared, defines the responsibilities and competencies according to the organizational structure, achieves the parity between the authorities and the responsibilities, and is used in the cases of appointment, transfer and assignment to various positions and jobs..	
Standard 3: Quality Management & Development **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. The organization has a quality assurance unit that has qualified staff and suitable equipment. Representatives of the various categories of the the institution participate in it. The expertise and skills within the unit are diverse to cover the various tasks.	
2. The internal regulations of the Quality Assurance Unit include an organizational structure with clear relations, and define the relationship of the unit to the quality assurance center of the University in a manner that support its activities and increase its effectiveness.	
3. The Quality Assurance Unit has annual plans and reports on its activities and databases for its activities .	

	Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled
4. Evaluation of the Institution's activities is carried out periodically using objective performance indicators, appropriate tools, and internal and external reviews.	
5. The results of the evaluation of the activities of the institution are discussed with the stakeholders and in the governing board/ councils, and are used to guide planning, corrective actions and development.	
Standard 4: Faculty and Assistants **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. Percentage of faculty members and the supporting body to students at the level of the institution and the scientific sections are consistent with the reference rates for the type and nature of the educational programs provided by the institution.	
2. The institution has mechanisms to deal with deficit or surplus in faculty members and the supporting body.	
3. The scientific specialization of the faculty members is suitable for the courses that they participate in teaching.	
4. The workload allows faculty members and the teaching staff to carry out teaching, research, administrative and other tasks efficiently.	
5. The training needs of faculty members and the supporting side are determined periodically and appropriate action is taken to implement programs that meet the training needs of each category.	
6. Standards for evaluating the performance of faculty members and the supporting body are objective, and the leadership informs them of the results of the evaluation, discusses them where necessary, and uses the results to improve performance.	
7. The Institution shall have appropriate means to measure the views of the faculty members and the supporting body and to take the necessary measures to study them, and to benefit from the results in taking corrective action.	
Standard 5: Administrative organ **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. The administrative system is appropriate with the size and nature of the activities of the institution , and the workers are distributed according to their qualifications and abilities to the different jobs and commensurate	

with the functions of the job, and there are mechanisms to deal with the shortage and increase in its members.	
2. The training needs of the staff are determined periodically and appropriate measures are taken to implement programs that meet the training needs of each category.	
3. The institution has a system to evaluate the performance of members of the administrative body that includes objective and declared standards. The leadership informs them of the results of the evaluation, discusses them when necessary and is keen to use the evaluation results for accounting and to develop training and development programs.	
4. The Institution shall have appropriate means to measure the opinions of the members of the administrative body and to take the necessary measures to study them, and to benefit from the results in taking corrective action.	
Standard 6: Financial and material resources **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled** **Important Note: The resources available at the university level are calculated centrally and available to the college / institution within the resources of the college / institution**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. The financial resources of the institution are sufficient for the nature of its activity and the numbers of students, and are distributed according to the actual needs in order to enable the institution to achieve its mission and objectives.	
2. Sources of funding are varied with evidence of increased rate of development of the institution's own resources.	
3. The premises of the institution, lecture halls, classrooms, laboratories, workshops, etc. are suitable for the nature of the institution's activities and for the numbers of students.	
4. Maintenance of halls, laboratories, machinery, equipment, infrastructure and facilities is carried out periodically.	
5. Safety and security procedures in the institution are appropriate.	
6. The means of communication, resources and technological systems used are modern and appropriate to the academic activity of the Institution and its administrative processes. The Corporation has an effective and periodic website.	
7. The library is suitable for the activity of the institution in terms of availability of books, references, equipment and services that meet the needs of students and researchers, and the digital library is available to those concerned.	

Standard 7: Academic standards and educational programs	Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled
Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled	
1. The academic Standards adopted by the institution through the official councils correspond to the mission and objectives of the institution .	
2. Educational programs are appropriate to the requirements of the labor market in accordance with the mission of the institution.	
3. The educational programs are specific and approved, and the learning outcomes of each program are consistent with the adopted academic reference standards.	
4. The learning outcomes of each educational program are consistent with their courses, and course descriptions illustrate the teaching and evaluation methods that achieve the learning outcomes.	
5. Educational programs and courses are reviewed periodically with the participation of internal and external auditors .	
6. The Institution has annual reports of the curricula and educational programs, which confirms the commitment to the profiled description of the courses, and is informed by the concerned parties, and the Institution uses them in the development of plans for improvement and development.	
Standard 8: Teaching and Learning	Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled
Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled	
1. The Institution has a teaching, learning and evaluation strategy that is consistent with academic refence standards and is appropriate for expected learning outcomes.	
2. The implementation of the teaching, learning and evaluation strategy supports the acquisition of self-learning skills and employment skills among students.	
3. Training programs for students are designed and standardized according to learning outcomes targeted to the learning program, and mechanisms and resources are available to implement them.	
4. Evaluation of student performance in training is done in a variety of ways in accordance with the expected learning outcomes.	
5. The effectiveness of training is assessed using objective tools and indicators. The results are used to develop the training mechanism, tools and resources .	

6. **The** grades assigned to the students' evaluation types are balanced with the expected learning outcomes.	
7. The process of evaluating the students is administered efficiently and fairly, and the exams ensure their status, copying and distribution to ensure their confidentiality.	
8. Evaluation mechanisms for students to ensure the fairness of the correction and the accuracy of the status and monitoring of grades and retention of the results insured.	
9. Feedback to students about their performance in the evaluation supports their learning.	
10. The results of student assessment are used in the development of educational programs and teaching, learning and evaluation strategies.	
11. Rules for dealing with student grievances from the results of the evaluation are documented and declared, and there are mechanisms to monitor their application.	
Standard 9: Students and Graduates **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. The rules of acceptance, conversion and distribution of students to educational programs and disciplines are clear, fair and declared .	
2. The institution has effective methods to attract international students .	
3. The institution has an integrated and effective system to support students financially, socially and health, and students are introduced to it by various means.	
4. The institution has an effective academic support system for students and offers professional guidance services .	
5. The Institution has effective mechanisms to integrate people with special needs into the student community and to take into account the suitability of construction and equipment .	
6. There is student representation in the relevant committees.	
7. Student activities are varied, and the institution provides the appropriate resources in terms of places, equipment and supervision .	
8. The institution has appropriate means to measure student opinions, take action to study them and take advantage of the results in taking corrective action.	
9. The institution has mechanisms to follow up and communicate with graduates, and their databases are periodically updated.	

9. The Institution provides programs for professional development and continuing education in accordance with the needs and developments of the labor market.	
Standard 10: Scientific Research and Scientific Activities **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. The scientific research plan is documented and related to the university plan, the national orientations and the needs of the surrounding society, and is compatible with the potential of the institution.	
2. The Institution has effective mechanisms to raise awareness of the ethics of scientific research and to monitor its application.	
3. The available resources are sufficient for scientific research activities. The Institution works on developing sources of funding and seeks to participate in research projects financed by local, regional and international institutions.	
4. The availability of a climate and effective methods to support and stimulate scientific research, to develop researchers' capacities and to encourage and support interdisciplinary research and applied research.	
5. The research production of the institution is in the continuous growth, and commensurate with the number of faculty members.	
6. Faculty members, teaching assistants and students participate in scientific and research activities, projects and conferences.	
7. The Institution has databases for research and scientific activities.	
8. The Institution has a periodic scientific conference.	
Standard 11: Graduate Studies **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. Postgraduate programs are varied, contribute to the mission of the institution, meet labor market variables, and are promoted locally and regionally .	
2. Graduate programs have academic standards adopted through the official councils and conform to the standards issued by the Authority (NAQAAE).	
3. Postgraduate programs are specific and approved, and the expected learning outcomes for each program are consistent with the standards.	
4. The learning outcomes of each educational program are consistent with its courses, and the course descriptions explain teaching and evaluation methods.	

5. The institution has appropriate teaching methods that verify learning outcomes for courses and educational programs	
6. The resources, facilities and facilities required for the educational and research process in postgraduate programs are appropriate for achieving learning outcomes.	
7. The evaluation of graduate students is objectivity and justice and by using diverse and appropriate methods for the learning outcomes.	
8. Educational programs and courses are periodically reviewed with the participation of internal and external auditors.	
9. The Institution has annual reports of the curricula and educational programs, which confirm with the program and course descriptions. The Institution uses these reports in the development and improvement plans.	
10. Registration and supervision mechanisms in postgraduate studies are specific, declared and periodically reviewed for the purpose of development. There are objective and fair guarantees for the distribution of scientific supervision of these/dissertations according to specialization .	
11. The institution has appropriate means to measure the views of graduate students, take the necessary steps to study and make use of the results in corrective action.	
Standard 12: Community Participation and Environmental Development **Level of fulfillment of the standard: fulfilled / partially fulfilled / unfulfilled**	**Level of fulfillment of Indicator: fulfilled / partially fulfilled / unfulfilled**
1. The Institution has an active plan for community service and environmental development.	
2. The institution has active entities in the field of community service and environmental development.	
3. The Institution has a variety of activities aimed at developing its environment and serving the community to meet its needs and priorities.	
4. The institution has mechanisms for effective representation of the societal parties in decision-making, support of the organization's resources and implementation of its programs.	
5. The institution has appropriate means to measure the views of society and to benefit from the results in taking corrective action.	

Fifth: Summary of the evaluation results
(Mention the points which reflect the Panel's recommendation)

1. **Strength Points** (Mention most of the strengths of the report, in the same sequence of criteria and indicators)	1. .. .. 2. ... . 3. ... . 4. .... 5. .... 6. .... 7. .... 8. .... etc.
2. **Points that need improvement** (Mention most of the shortcomings of the report in the same sequence of criteria and indicators)	1. .... 2. .... 3. .... 4. .... 5. .... 6. .... 7. .... 8. . . . etc.

VI : Recommendations to improve the quality of performance of the institution

(Formulate the proposed recommendations in specific short sentences to improve the quality According to the points that need improvement in the report and summary of the results of the evaluation In the same sequence of criteria and indicators)

- ....
- ....
- ....
- ....
- ....

Seventh: **Recommendation**

The Team recommends the Accreditation of College / Institution ------- University / Academy ------
The team recommends that the Faculty / Institution ------- University / Academy ----- be granted a grace period (Postpone the decision of accreditation)
The Team recommends the Denial of Accreditation College / Institute ------- University / Academy ------

Reasons for recommendation:

- **No. of Fulfilled Standards: ------------------**
- **No. of Partial Fulfilled Standards: -----------**
- **No. of unfulfilled standards: --------------------**

External Review Team Signature

Name	Role	Signature	Date
Prof. Dr.	**President**		
Prof. Dr.	**member**		
Prof. Dr.	**member**		
Prof. Dr.	**member**		

Eighth: List of Annexes

Attachment number	Name of the facility	Notes
1.	(E.g., minutes of audit team meetings)	Example: number 4
2.	(E.g., interviews with students)	
3.	(E.g., minutes of interviews with faculty members)	
4.		
5.		
6.		
7.		