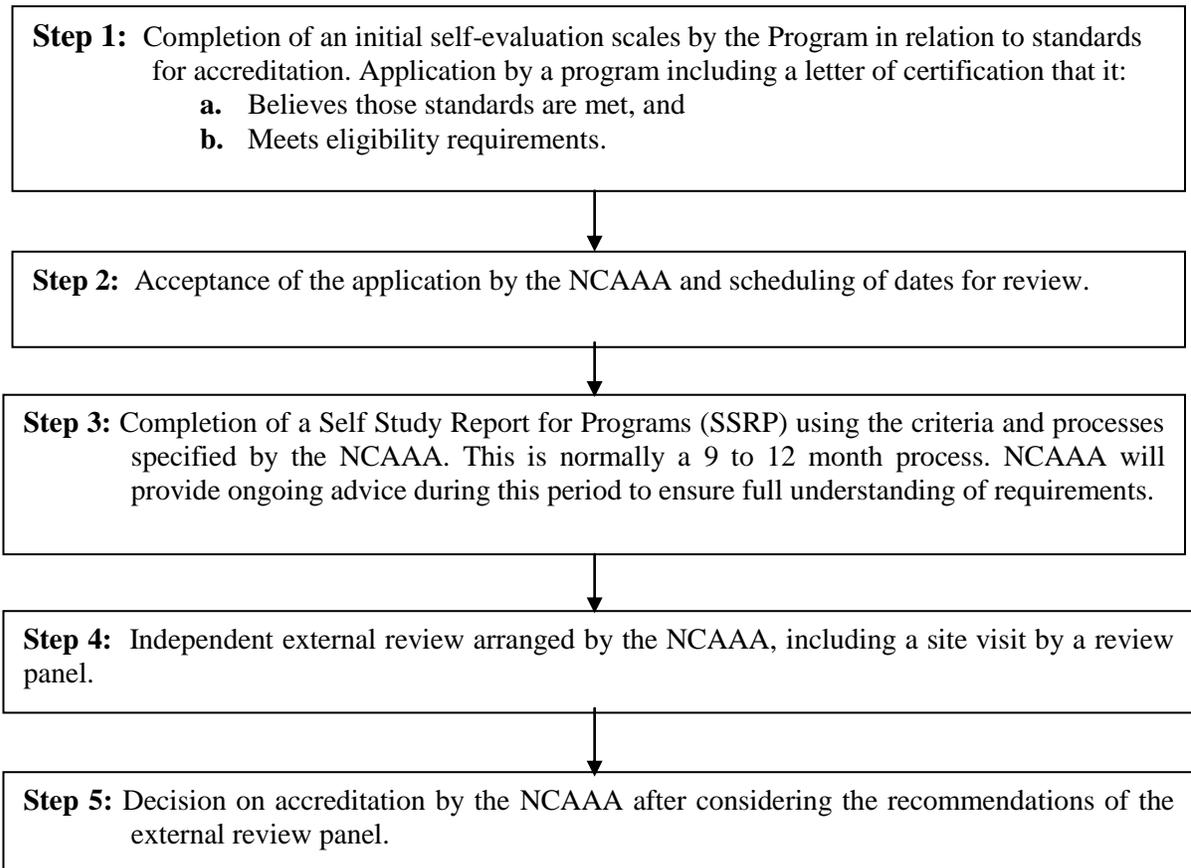


## Eligibility Requirements for an Application for Program Accreditation

The process for accreditation of a Program involves a rigorous self evaluation in relation to the eleven standards specified by the NCAAA followed by an independent external review. In that external review a panel of experts will verify the conclusions of the Program's self evaluation and consider the quality of performance in relation to the NCAAA standards.

Before program accreditation site visit process begins, the NCAAA must be satisfied that certain requirements are met. These requirements relate to core elements in the standards for quality assurance and accreditation, and to compliance with the terms and conditions of its official approval or (for a private institution) its license to operate.

**The major steps involved are:**



Details of requirements for a self study and the external review process are included in Part (3) of *Handbook for Quality Assurance and Accreditation of Higher Education Institutions*.



Accreditation is public recognition that necessary standards are met in the management and delivery of a program, and the quality of learning outcomes is achieved by students. The standards must exceed or be equivalent to what is done in high quality international programs.

The process for accreditation of a program involves a rigorous self evaluation in relation to the eleven standards specified by the NCAAA, followed by an independent external review. In the external review a panel of experts will verify the conclusions of the program self evaluation and consider the quality of performance in relation to the NCAAA standards.

### **Relationship to Institutional Accreditation:**

Criteria for program accreditation relate primarily to the program concerned. However, the quality of a program and the evidence that is required for accreditation depend to a considerable extent on processes within the institution as a whole. These may be beyond the control of those managing the program but they still affect its quality and must be considered in program evaluation. Consequently, the NCAAA requires an institutional accreditation review as a whole before going on to accredit individual programs.

It is important to recognize that if a program is to be accredited ALL the standards required must be met, regardless of who is responsible for delivering particular services.

If the institution has earned accreditation recognition by the NCAAA the institutional requirements will be assumed to have been met.

**There are extra-ordinary circumstances when special arrangements related to program eligibility for accreditation are made by the NCAAA if the institution has not yet been accredited. These institutional requirements are provided below (see Minimum Institutional Requirements for Eligibility for Program Accreditation and page 10).**



## Application Requirements for Program Accreditation Eligibility

### 1 Authorization of Program

The Program must be one which the Institution is authorized to offer by the relevant government authority (i.e., at a level and within a field of study that is included in its final License or Ministry or other government approval).

**Insert in this box a copy of the approval from the MoE or decision by the University Council.**

### 2 Application for Accreditation

The application must have been approved by the Rector of the University or the Dean of the College within which the program is offered.

**Insert in this box a letter of approval signed by Rector, Vice Rector or Chair of Board of Trustee.**

### 3. Program Specifications – T4

A Program Specifications must be prepared, using the NCAAA T4 template. The Program Specifications must have been approved by the Institution's senior academic committee.

**Complete Program Specifications T4 (or provide a link) (click → T4).**

### 4. Course Specifications and their corresponding Course Reports – T6

Course Specifications must have been prepared, using the NCAAA template, and approved for all courses included in the program. Course Reports must have been prepared for at least one year for the application to be approved and for a second year by the time of the site visit.

**Complete two Course Specifications together with their corresponding Course Reports for each semester (or provide a link) (click → T6).**

For Example: Four (4) year programs require a total of 16 Course Specifications with their Course Reports.

### 5 Program or Course Requirements

Clearly stated descriptions must be available of course content, program requirements, and other regulations affecting students in the program, including institution or college-wide requirements as well as those specific to the program concerned.



**Insert in the box (or provide a link) copies of the descriptions of program and course requirements or regulations.**

## 6. Annual Program Report – T3

Complete Annual Program Reports, using NCAAA templates, must have been prepared for at least one year for the application to be approved and for a second year by the time of the site visit.

**Provide copies of the last two Annual Program Reports (click → T3).**

## 7. Student Evaluation Survey Results

Student evaluation surveys must have been conducted with a minimum of a (50%) response rate for all courses, and for the program. Summary reports on survey responses must be available for at least two years by the time the SSRP is completed.

**Insert in the box two summary reports containing annually aggregated statistical data and analysis from the last two years.**

## 8. Alumni and Employer Survey Results

At least one group of students must have completed the Program, and feedback from that group of students must be available. An Employer Survey should also be conducted.

**Insert in the box two summary reports containing aggregated statistical data and analysis for the alumni and employer surveys.**

## 9. Program Advisory Committees

For any program designed to prepare students for professional practice, a Program, Department or College Advisory Committee must have been established with a majority of members in the profession(s) concerned who are external to the institution. Terms of reference of that committee must include reviewing program evaluation data and providing advice on program content and delivery arrangements.

**Insert a sample of minutes, records and reports of the Program Advisory Committee for the last two years.**



## 10. Program KPIs and Benchmarks

KPIs must have been selected for benchmarking the quality of the Program. A list of KPIs utilized, with benchmarks and analysis must be available. If these indicators and benchmarks include unpublished data, agreements must have been completed for the relevant data to be provided.

**Insert in the box a summary and analysis report on the results of the Program KPIs and benchmarks.**

## 11. Program Learning Outcome Mapping

**Insert in the box a mapping matrix of the Program learning outcomes with their assigned courses.**

## 12 Self Evaluation Scales – D2.P

The *Self Evaluation Scales for Higher Education Programs* must have been completed with a rating of at least (3 stars) on all standards and sub-standards applicable to the Program. (Note: It is not necessary for every single item within the scales to be given three stars or more. However, the rating for each group of items must be at the 3 stars level and the Commission may specify certain individual items on which a minimum three star rating is required).

**Complete the Self Evaluation Scales for Programs (click → D2.P).**

## 13 Self Study Report for Programs – T12

An initial draft of the *Self Study Report for Programs* (SSRP) must be submitted.

**Complete an initial draft of the Self Study Report for Programs (click → T12).**



## MINIMUM INSTITUTIONAL REQUIREMENTS FOR ELIGIBILITY FOR PROGRAM ACCREDITATION

In the event that the Institution is **NOT** accredited by NCAAA, there are extra-ordinary circumstances when special arrangements related to program eligibility for accreditation are made by the NCAAA. These institutional requirements are provided below. There may be additional flexible requirements that are determined according to individual situations.

### 1. Strategic Plan

**Provide a copy of the institution's approved strategic plan.**

### 2. Quality Center and Strategic Plan for Quality Assurance

Establishment of a quality center and preparation of a strategic plan for quality assurance.

**Provide a summary and analysis report about quality assurance process and improvement.**

### 3. Data on Institutional Key Performance Indicators (KPIs)

Existence of an approved set of key performance indicators for use within the institution that include indicators of program quality. Data from these indicators should be available for the Institution as a whole and for a majority of programs in the Institution (including the Program seeking eligibility for accreditation).

**Provide a summary and analysis report on the KPI data affecting programs across the Institution.**

### 4. Program Approval Process

A clear description of the Institution's processes for program approval, monitoring program quality, and approval of program changes.

**Provide a copy of a manual or documents containing the regulations, description for program approval, changes and review.**

### 5. Student Evaluation Survey Results

Use of student course and program evaluation surveys in at least (50%) of colleges or departments across the Institution and provision of data for the Institution as a whole on common items in a form that can be used for internal Institution benchmarking.

**Provide an aggregated summary and analysis report and evidence of student surveys.**



## 6. Student Advising and Counselling

Demonstrate provision of student advising and counselling services and processes for the evaluation of the adequacy of those services for the students attending the Institution.

**Provide an aggregated summary and analysis report and evidence of student surveys.**

## 7. Extra-Curricular Activities

Provision of adequate facilities for extra-curricular activities appropriate for the students attending the Institution.

**Provide a summary and analysis report concerning the extra- curricular activities.**

## 8. Learning Resources

Provisions of learning resources adequate to support the programs offered by the Institution and processes in place to identify and respond to Program requirements and evaluate the adequacy of this provision.

**Provide a summary and analysis report concerning learning resources.**

## 9. Institutional Storage of Statistical Data

A system should be in place within the Institution for providing summary statistical data to departments, colleges, and central committees (Quality Committee and Curriculum Committee or equivalent). This data must include at least the following information and be available for purposes of benchmarking and analysis of programs throughout the Institution:

- Grade distributions for all courses.
- Mean grade distributions for all courses for each department (or program), college, and the Institution as a whole (desirably provided for courses at each year level).
- Completion rates for all courses.
- Mean completion rates for all courses for each department (or program), college, and the Institution as a whole (desirably provided for courses at each year level).
- Year to year progression rates for all year levels, and total program completion rates for all programs.
- Data on employment outcomes of graduates.

If programs are offered in sections for male and female students, the statistical data must be available for both sections as well as in aggregated form for both sections.



**Note:** Accreditation by the NCAAA is based on all the standards for higher education programs and will apply regardless of whether services are managed by the college or department concerned or by institutional level organizational units. For NCAAA program accreditation, judgments place particular emphasis to standard 4 and all of its sub-standards.

**Provide copies of the last two institutional reports on program performance.**



## Eligibility for Program Accreditation Checklist

Check the criteria "Met" column to indicate that the requirement is met.

Name of Institution			Name of Program		Date		
Program Requirements			Met	Required Evidence	NCAAA Confirmed		
					Y	N	P
1.	Program authorized	Help		Approval document by the University Council/HC for Education or the MoE			
2.	Application for Accreditation approved	Help		Signed by Rector or Vice Rector/ Chair of Board of Trustees			
3.	Program Specifications using the NCAAA template (including program learning outcomes)	Help		Copy (click → T4)			
4.	Course Specifications and their Course Reports using the NCAAA templates	Help		Sample copies (two courses from each semester) (click → T6)			
5.	Descriptions of course and program requirements and regulations	Help		Copies			
6.	Annual Program Report using the NCAAA template	Help		Copies of the last two reports (click → T3)			
7.	Summary report of student evaluation survey results	Help		Report about statistical analysis of the three questioners for the last 2 years			
8.	a. Alumni survey results b. Employer survey results	Help		a. Alumni survey report with analysis b. Employer survey report with analysis			
9.	Program Advisory Committee	Help		Sample of the committee meeting minutes and reports for the last two years			
10.	Program KPIs and benchmarks with analysis for each indicator	Help		Reports on the results of KPI indicators, benchmarks, and analysis			
11.	Program learning outcome mapping	Help		Mapping matrix of Program LOs with courses.			
12.	Completed Self-Evaluation Scales	Help		Completed Program Self-Evaluation Scales Report (done within the last 12 months) (click → D2.P)			
13.	Initial Self-Study Report for the Program (SSRP)	Help		Complete 1 <sup>st</sup> draft of the SSRP (click → T12)			

**Name & Signature of University Rector (or Dean for Private Colleges)**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Y = Yes N = No P = Partial