Contents of Eligibility		
Eligibility	**Document**	**Notes**
1- Final License by approved government institution	1- License by approved government institution Arabic. 2- License by approved government institution English.	Arabic English
2- Activities consistent with license or approval	**2-1- Examples of the annual reports of the Colleges:** 2-1-1 Faculty of Applied Medical Sciences 2-1-2 College of Nursing 2-1-3 Faculty of Science and Arts in Sharourah 2-1-4 Deanship of the Preparatory Year 2-1-5 College of Sharia **2-2- The annual report of Najran University 1437-1438 AH 2016**	Arabic Arabic
3- Mission approved and consistent with license or approval	**3-1** Approval Decision of NU strategic plan. **3-2** Minutes of the extension of the strategic plan. **3-3** Reports on Achieving the Nu Mission after Stages of Projects. **3-4** Surveying stakeholders about vision and mission. **3-5** Vision and Mission consistency with License	Arabic/English Arabic/English English Arabic Arabic/English
4- Strategic and actual plans including a plan for continuous quality assurance	**4-1** The strategic plan of the University of Najran **4-2** The second strategic plan of Vicerectorship for Development and Quality **4-3** Executive plans & Stages of the Projects of the strategic plan of Najran University. **4-4** Extension of the strategic plan of Najran University. **4-5** Reports on the Risks that hinder the implementation of the strategic plan projects. **4-5-1** Financial risk report **4-5-2** Report on the risks faced in the implementation of Phase III projects. **4-6** projects' Reports of the stages of the strategic plan of Nu	Arabic/English Arabic/English Arabic/English Arabic/English Arabic/English Arabic/English Arabic/English

5- Availability of policies, regulations and terms of reference	▪ **5-1 Organizational Handbooks of Najran University.**
	  • 5-1-1 Organizational Manual of Najran University (En/Ar).
	  • 5-1-2- Organizational Handbook of Vice Recto-Ship for Development and Quality (En/Ar).	

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	▪ **5-2 Policies, Regulations, Responsibilities** • 5-2-1 Academic Advising System. • 5-2-1 Guideline to benefit from the library. • 5-2-3 Library Policies and Procedures. • 5-2-4 Loan Code and Guide of Prince Mishal bin Abdullah Central Library. • 5-2-5 Najran University Policy Document. • 5-2-6 Program Evaluation and Review Process. • 5-2-7 Regulations of Staff Members of Saudi Universities. • 5-2-8 Regulations for Non-Saudi Recruitment. • 5-2-9 Regulations for Universities Financial Affairs. • 5-2-10 Rules and Regulations of Undergraduate Study and Examinations. • 5-2-11 Scientific Research Rules. • 5-2-12 Standards of Building up an Electronic Library. • 5-2-13 Students Disciplinary Regulations. ▪ **5-3 Scientific Council:** • 5-3-1 Regulations of Institute of Studies and Consulting Services. • 5-3-2 Decision, Responsibilities of Scientific Council (En/Ar). • 5-3-3 Unified Bylaw of scientific Research. • 5-3-4 Vision, Mission of Scientific Council.	

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	▪ **5-4 Administrative Decisions**: • 5-4-1 Standing Committee for Quality and Academic Accreditation Renewal (En/Ar). • 5-4-2 Approval Decision for Evaluating (Ar). • 5-4-3 Committee of regulations and policies (Ar). • 5-4-4 Reformation of the Committee of Study System and Plans (En/Ar). • 5-4-5 Forming the Advisory boards (Ar). • 5-4-6 Regulations of the Advisory boards (Ar). • 5-4-7 Regulations of Evaluating the Performance of Faculty Members (Ar). • 5-4-8 Reforming the Standing Committee to Consider Violations of Employees (Ar). • 5-4-9 Formation of Job Satisfaction's Standing Committee.	

6- Published guides or handbooks for students	**6-1 Nu-Handbook:**
	  - Manual of Najran University 1438-1439H.pdf
	
	6-2 Regulations of study and exams:
	  1- Rules and Regulations of undergraduate study& Exames.pdf
	  2-Students Disciplinary Regulations.pdf
	  3- Academic Integrity Document for Students.doc
	
	6-3 Student Manual
	  - Guides of the use of electronic services provided to the University
		Arabic/ only the index was translated
		Arabic/English
		
		English
		Arabic

7- Program specifications	**Program specifications of:** 1-College of Medicine. 2- College of Applied Medical Sciences.	The specifications of the programs of

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	3-College of Dentistry 4- College of Pharmacy 5- College of Nursing 6- College of Computer Science & Information Systems 7- College of Engineering 8- College of Education 9- College of Sciences and Arts - Najran 10- College of Sciences and Arts-Sharourah 11- College of Shariah 12- College of Administrative Sciences 13- College of Community	the colleges of Medicine, Applied Medical Sciences, Dentistry, Pharmacy, Nursing, Computer Science & Information Systems, Engineering, and College of Sciences And Arts are given in English. -The specifications of the programs of the colleges of Shariah, Education, Community and Administrative Sciences are given in Arabic as they are taught in Arabic. - Arabic Language Program Specification (College of Sciences and Arts) and Islamic studies Program specification (College of Sciences and

Contents of Eligibility		
Eligibility	**Document**	**Notes**
		Arts-Sharourah) are also given Arabic for the same reason
8- Course specifications	**Course specifications of:** 1-College of Medicine. 2- College of Applied Medical Sciences. 3-College of Dentistry 4- College of Pharmacy 5- College of Nursing 6- College of Computer Science & Information Systems. 7- College of Engineering 8- College of Education 9- College of Sciences and Arts - Najran 10- College of Sciences and Arts-Sharourah 11- College of Shariah 12- College of Administrative Sciences 13- College of Community 14- College of Languages and Translation 15-Prepatory Year	- The majority of course specifications are given in English. - Courses that are taught in Arabic, their specifications are given in Arabic
9- Regulations and descriptions of processes for program approval, changes, and review	1-The Framework of the Teaching and Learning Oversight 2-System for preparing and approving the study plans 3-Program-Evaluation-and- Review-Process. 4-The Mechanism of Najran University Programs Specification 5- Instruction from vice-rector of Development and Quality concerning Standard Four follow-up. 6- Follow up report Computer Science and Information System. 7- Follow up report for improvement of 4th standard of Chemistry Program. 8- Review Template from colleges' technical support provider. 9- Review Template – Technical support provider-	- The majority of course specifications are given in English. - Courses that are taught in Arabic, their specifications are given in Arabic

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	Administrative Sciences and Community Colleges. 10- Review Template Technical support provider - Pharmacy 11-Teaching and Learning System and Action Plan 12-The Uniform System for the Quality of the Procedures of specifications. 13- Reports of Teaching and Learning Unit on Evaluation of Program Specifications. 14- Reports of Teaching and Learning Unit on Evaluation of Study plans as a step to program approval from The committee of study plans and Curriculum.	
10- Systems for monitoring quality and improving programs	**First**: Quality-Handbook-of-Najran-university **Second**: Systems of Deanship of Development and Quality: 1. Planning and Follow-up System 2. Teaching and Learning System 3. Academic Accreditation 4. Skills Development System 5. System of innovative initiatives. **Third**: System of monitoring the quality of program performance **Forth**: Examples of Performance Indicator reports on programs: 1- Computer Science Program 2- Civil Engineering 3- English Language 4- Chemistry 5- Special Education 6- Kindergarten **Fifthly**: Examples of Plans for plans improvement 1. Medicine Program 2. Civil Engineering 3. Computer Science 4. Special Education 5. English Language 6. Chemistry **Sixth**: Reports on following up improvement plans 1. Medicine Program 2. Civil Engineering 3. Computer Science 4. Special Education	Arabic/English Arabic/English Arabic/English Arabic/English Arabic/English Arabic/English English Arabic English English Arabic Arabic Arabic English English English Arabic English Arabic English English English Arabic

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	5. English Language 6. Chemistry	English Arabic
	Seventh: Measurements for self-evaluation of 4th standards	
	1. Examples of annual self-evaluation for programs:	
	a. Physiotherapy	English
	b. Public administration	Arabic
	c. Radiology	English
	2- Self-Evaluation scales across the college	
	a. College of Engineering	Arabic
	b. College of computer Science	English
	3- Self-Evaluation scales across a group of colleges	Arabic
	Group of Colleges Engineering and Computer Science & Information Systems.	
	Eighth: Administrative decisions to activate the internal quality system:	
	1. Forming the advisory board of the vicerectorship for development and quality	English
	2. Placing quality consultants and technical support providers into the colleges.	English
	3. Decision of assigning male and female quality supervisors.	English
	4. Decision of assigning the head of quality consultant.	English
11- Central maintenance analysis and reporting of statistical data	**First**: A Central System for Maintaining and Documenting Student Records and a Methodology for Statistical Data Analysis.	Arabic/English
	Second: Statistical reports issued from NU E-system.	Arabic
	1. Enrollees and grades due to specialization.	
	2. Completion rate across NU colleges.	
	3. Completion rate across the University.	
	a. Alumni rate to enrollees.	
	b. Average of completion rate across NU.	
	c. Student completion rate for the first level across NU.	
	4. An example for statistical report on completion and progression rate as well as student marks in a program.	

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	a. Minimum completion rate Progression rate from level to level-Special Education. **Third**: Examples for using the statistical data in teaching and learning management. 1. Overall Courses Report-Physics Program-College of Science & Arts Najran (Female) 2. Overall Courses Report-Civil Engineering Program-College of Engineering 3. Overall Courses Report-Dental Surgery Program-College of Dentistry 4. Overall Courses Report-Public administration Program- College of Administrative sciences 5. Overall Courses Report-Radiological Sciences Program-College of Applied Medical Sciences 6. Overall Courses Report-Computer Science Program-College of Computer Science and Information Systems (Female)	English

12- Student surveys	**The Frist: Student surveys:**
	1. Psychological and Social Services
	  a. Psychological and Social Services
	  b. Report
	
	2. Health Service
	  a. Health Services
	  b. Report
	
	3. Deanship of Admission and Registration
	  a. Services of Deanship of Admission and Registration
	  b. Report
	
	4. Electronic Courses
	  a- Electronic Courses
	  b- Report	

Contents of Eligibility		
Eligibility	**Document**	**Notes**

	5. Program Evaluation
	    a- Program evaluation
	    b- Report
	
	6. Course Evaluation
	  a. Course evaluation
	  b. General evaluation of courses 38H
	  c. General Summary of Courses Second Semester 38H
	  d. Reports of Courses for the Second Semester 38H
	
	7. Library Services
	    a. Library Services
	    b. Report
	
	8. Student's Experience
	    a. Student's Experience
	    b. Report
	
	9. Students' Awareness of the University's Mission and Objectives
	    a. Students' Awareness of the University's Mission and Objectives
	    b. Report
	
	10. Effective Teaching of Staff
	  a. Effective Teaching of Staff
	  b. Report
	
	11. Mechanism of Measuring Performance Indicators
	
	The Second: Reports and Summaries:
	  a. General evaluation of courses at the university level
	  b. General Summary of Courses at the college level	

Contents of Eligibility		
Eligibility	**Document**	**Notes**

	The Third: files related to the eligibility:
	1- Examples of comprehensive reports:
	  a- Report on Measuring the Effectiveness of Academic Leadership (Deans) at Najran University
	2- Data collected from electronic systems and electronic questionnaires
	  a- Reports from electronic systems
	  b- Questionnaire links for the year 38 and 39 stage one
	  c- Single report on evaluating E-course
	  d- effectiveness of academic leaders
	  e- satisfaction with facilities and equipment
	  f- quality of financial resources
	  g- quality of self-evaluation procedures
	  h- evaluation of academic programs
	  i- final reports on indicators
	  j- scientific councils
	  k- job satisfaction
	  l- scientific research
	  m- Investing for NU prospects
	
	3- detailed reports on KPI foe males and females:
	  a. A general summary of the evaluation report.
	  b. academic leadership at the University of Najran
	  c. Academic Leadership at Najran University
	  d. Evaluating the level of job satisfaction for administrators and administrators
	  e. Evaluation of courses and teaching performance of faculty members.
	
	4- A Final Summary on Performance Indicators
	
	5- Indicators due to dimensions, items and total degree:
	  a. Report on satisfaction of faculty	

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	members on facilities	
	b. Report on Job Satisfaction of Faculty Members at Najran University	
	c. Report on the performance of university deanship for development and quality)	
	d. Report on the satisfaction of the members of the teaching staff on the quality of procedures	
	e. A report on measuring the effectiveness of academic leadership at Najran University from the point of view of faculty members	
	f. Report on the evaluation of the quality of scientific research from the point of view	
	6- Indicators periodically evaluated:	
	a- A report on the learning resources of the University of Najran	
	b- Academic Leadership (Deans) at Najran University	
	c- academic leadership (heads of departments)	
	d- Report on evaluating the degree of investment	
	e- Report on Job Satisfaction of Faculty Members	
	f- Report on satisfaction of faculty members on facilities	
	g- Report on satisfaction of faculty members	
	h- Report on the assessment of the quality of financial resources	
	i- Report on the evaluation of the quality of scientific research	
	j- Report on the performance of scientific councils	
	k- Report on the satisfaction of the members of the teaching staff)	

Contents of Eligibility		
Eligibility	**Document**	**Notes**

13- Quality assurance system covering all standards	**First**: Organizational Handbook of V-D-Q
	Second: unified bylaw of development and quality units
	Third: Annual plan for monitoring programs
	Forth: E-Program to follow up the progression of programs
	Fifth: Report of technical support visits
	    1- Community College
	    2- Nursing
	    3- Science and Arts
	    4- Medicine
	    5- College of Education
	Sixth: Examples of program evaluation
	    1. Psychology
	    2. Home-economics
	    3. English language
	    4. Chemistry
	Seventh: Annual report of Deanship for Development and Quality on 1437-1438
		Arabic/English
		Arabic/English
		
		Arabic/English
		Arabic/English
		
		Arabic/English
		
		Arabic/English
		
		Arabic/English
		
		Arabic

14- Data on Key Performance Indicators and benchmarks	1- Detailed reports on Evaluation of courses 2- Examples of indicators that identify strengths and weaknesses 3- indicators based on open questions and interviews 4- Key Performance Indicators Handbook 5- KPIs of quality assurance in the academic programs 6- Mechanism for building and validating 7- Reports are conducted at the items level 8- Summaries of Performance Indicators Reports. 9- The Annual Plan of the Unit of Performance Measurement. 10- the institution and gender level 11- The Mechanism of Measuring Performance Indicators 12- Annual Report of the Results of Performance Indicators in Najran University	

Contents of Eligibility		
Eligibility	**Document**	**Notes**

15- Arrangements for comparative benchmarks	**First: Arab Gulf University**
	   1. KPIs for Najran and Arab Gulf University
	Second :Cairo University
	   1. KPIs for Najran and Cairo Universities
	Third: King Khalid University
	   1. KPIs for Najran and King Khalid Universities
	Forth: Suez Canal University
	Letters of Suez Canal University
		English

16- Systems for maintenance and provision of Scientific Research data	1-Templates for Collecting Scientific Research Data For the Site of Collecting Data System. 2-User's Manual for the Site of Collecting and Evaluation of Scientific Research Data from Research Units in Najran University. 3-Documents' Samples for the Systems of Maintenance and Provision of Scientific Research Data (Res. Projects.) 4-Administrative Decision of the Deanship of Scientific Research Concerning Preparation of Annual Scientific Research Reports by Research Centers. 5- User manual of Research Project Management System. 6-Report of the Islamic, Education and Humanities Research Center, 1435-1437 H. 7-Report of the Scientific and Engineering Research Center, 1435-1437 H. 8- Report of the Medical Research Center, 1435-1437 H. 9- Report of the Promising Center for Sensors and Electronic Devices, 2015-2016 10-Strategic Plan of Scientific Research in Najran University.	Arabic Arabic English English English Arabic English English English
17- Systems for maintenance of data on community service activities	1- System of Monitoring and Evaluation of Community Participations in Najran University 2- The action plan for work programs necessary to the achievement of the strategic objectives of community participation. 3- A report on the results of analyzing the data of the community participation in Najran University. 4-Samples of Data on the Electronic Site of Community Participations of Najran University.	Arabic Arabic Arabic English

Contents of Eligibility		
Eligibility	**Document**	**Notes**
	5- Strategic Plan of the Deanship of Community Service and Continuing Education. 6-Annual Report of Community Participations of Najran University. 7-User's Manual for the Site of Collecting and Evaluation of Community Participations Data from Academic, Research and Administrative Units in Najran University. 8-Templates for Community Participations Data For the Site of Collecting Data System. 9-Administrative Decision of the Vice-Rector of Najran University to Approve the System of Collecting, Evaluation and Maintenance of Community Service Activities.	English English English Arabic Arabic

18- Students graduated	**First**: Graduates Evaluation for quality of programs:
	  – College of Nursing
	  – College of Education
	  – College of Pharmacy
	  – Faculty of Science and Arts
	  – College of Computer Science
	Second: Statistical Data of NU Alumni
	  – Numbers of Graduates Statistic
	  – Statistical Data of NU Alumni	

19--Compliance-with-standards-for-accreditation--Self-evaluation	1. Self-Evaluation Scale Najran University 2017 **2. SSRI** 3. NU SSRI Independent opinion report. **4.** Comprehensive report on the completion of the recommendations of the team of reviewers in the project development review in 2015 5. **C.V.** (Independent opinion) **6.** Contents of Eligibility**.**	

Rector of Najran university

Prof. Falah Al subaie