National Authority for Quality Assurance of Education and Accreditation

External Audit Report
In accordance with the standards of accreditation of colleges and institutes of higher education
(The Third Edition - July 2015)

For accreditation visit / reassessment / exploratory

College / Institute.....................

University / Academy

Date of field visit
From.............. to ....

External Audit Report **for accreditation visit / reassessment / exploratory** **College / Institute .... University / Academy ....** **The history of the field visit .... to ....**
First: the evaluation framework It was evaluated (College / Institute) in light of its declared strategic objectives, stated on the **Standards for accreditation of colleges and institutes of higher education (third edition - July 2015) ,** established by the National Authority for Quality Assurance of Education and Accreditation. And the purpose of the review and evaluation process conducted by the National Authority to ensure the quality of education and accreditation to stand on the current situation of the fulfillment of **Standards for accreditation of colleges and institutes of higher education (third edition - July 2015),** which includes verifying that (College / Institute) 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 activate community participation to support its stated mission and strategic objectives. Educational, research and service.

Second: The basic data of the evaluated institution

1. Name of Institution : .... **Type of Institution : College / High Institute** **University / Academy Name : ....** **Type of University / Academy : Government / Private**
2. Organization Address : ....

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

3. Academic Leadership :

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

4. Human resources in the institution

Number of faculty members : total ...... , of them .... at the head of work, ... partially delegated, ... checked, ... vacation, ... scientific mission, the proportion of loaned to the total faculty members : ......% , the proportion of special leave for the total faculty members : ......%
Number of members of the assistants: Total ......, ... of them on the job, special holiday ......,...... Mission, the proportion of the total holiday special assistants. ......%.
Distribution of faculty members and the supporting side according to the degree :

faculty of school						Supporting side		
	professor Full time	professor	Assistant Professor	Teacher	Total	assistant teacher	Teaching Assistant	Total
the number								
The ratio								

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

5. Academic activities at the Institution
• First Undergraduate Programs

- The institution shall grant a degree (to be mentioned the first degree and specialization) through the number (.......) program detailed in table (1).

- Graduated in the college number (.....) of payments, the first in the academic year(.... / ....).

- Restricted to the college according to the statistics of the academic year (.... / ....) Number (.....) of the students .

- Number of graduates in the past five years :

school year						Total
the number						

Table (1)

the program (first year of university)		Number of faculty members	Number of supporting side	Number of students	Percentage of faculty members of students	Percentage of student support side
1						
2						
Total						

Note: The managing director is partially accounted for by half of the appointed or fully qualified member.

• Graduate Programs

The Institution grants a number of (...) graduate programs, including (...) Diploma program and number (....) Master program and the number of (...) PhD program in the specialties shown in Table (2).

The college is restricted according to the statistics of the academic year (.... / ....) Number (.....)of whom the number of students (.....) Diploma students, and a number (....) Master student, number of (....) Student PhD .

• 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	Progra m 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 audit process

1. The date of the external audit visit	
2. Formation of the audit team	(Name / function / specialization / employer)
▪ Team leader	Pro/Dr. /
▪ Team members	Pro/Dr. /
	Pro/Dr. /
	Pro/Dr. /
▪ **Coordinator of the visit**	
3. Audit Activities:	
Note	▪ (Such as: main buildings, terraces, laboratories, workshops, library, etc. ...) were observed and noted the agreement with the reference rates of the National Authority for Quality Assurance of Education. ▪ It was noticed the number of educational activities (not mentioned what has already been seen from the educational theory and practical) activities.

Examination	▪ Were all required documents and records examined in accordance with the requirements of the external audit process activities (are mentioned documents of any of the team was unable to a see in case their request has not been provided).
Interviews	▪ Done Contract (…….) Interview with (………) personnel. ▪ Group interviews included the all the leadership types, faculty members, Assistants and faculty members, graduate students, students, administrators, community parties. ▪ 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 text vision is:

Fourth: The results of the evaluation analysis of the evaluation and accreditation elements

IMPORTANT NOTES : The following steps should be taken when evaluating each standard:
1-The audit 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: met / partially met / not met	Indicator Completion Level: Completed / Partially met / Not met
1. The mission and vision of the Institution are approved and announced, and have been jointly developed by the parties concerned **.**	
2. The mission of the institution is clear and reflects its educational and research role and its social responsibility in line with the societal expectations of institutions of higher education .	
3. The strategic plan of the institution is approved and complete elements, and is consistent with the strategy of the university .	
4. The environmental analysis included the internal and external environment, in which the parties involved participated, and the various means used to ensure that the means of analysis and the target group are appropriate .	
5. The strategic objectives of the organization are clear and clear, based on environmental analysis, contribute to the achievement of the mission of the institution, and are measurable and verifiable in the time span of the plan .	
6. Operational plans include activities that achieve strategic objectives, reflect the priorities and logical sequence of activities, and define the responsibility for implementation, schedule, cost and performance indicators .	
7. **The** Corporation has periodic reports to follow up and evaluate the progress of the implementation plans according to the schedule and achieve the target performance levels .	
Standard 2: Leadership and Governance **Level of fulfillment of the standard: met / partially met / not met**	**Indicator Completion Level: Completed /**

	Partially met / Not met
1. Academic and administrative leadership selected according to objective and declared criteria and transparent mechanisms to achieve equal opportunities and circulation of power .	
2. Current and potential leaders are developing their capacities and working on forming new cadres of leaders .	
3. Criteria for evaluation of leadership performance are objective , stakeholders are involved in the evaluation process, and results are used to improve institutional performance .	
4. To manage the institution effective mechanisms to deal with the problems of the institution .	
5. The Institution has intrinsic and visible values available to stakeholders and effective mechanisms to ensure transparency, fair practices, non-discrimination and the application of professional ethics among the members of the Institution .	
6. The information provided about the institution is comprehensive and covers all its activities, and the organization guarantees its credibility and updating .	
7. The organizational structure is approved, declared and appropriate to the size and activity of the organization, and includes the basic departments necessary to achieve its mission and objectives .	
7. The job description is recognized and defined, and defines the responsibilities and competencies according to the organizational structure, and achieves the parity between authorities and responsibilities, and is used in the cases of recruitment, transfer and assignment of various functions .	
Standard 3: Quality Management & Development **Level of fulfillment of the standard: met / partially met / not met**	**Indicator Completion Level: Completed / Partially met / Not met**
1. The organization has a quality assurance unit that has qualified staff and suitable equipment. Representatives of the various categories of the organization participate in it. The expertise and skills vary to cover the various tasks .	
2. Rules of procedure Unit quality assurance includes an organizational structure and a dependency relationships clear, the unit determines the relationship of quality assurance status of the university, contributing to activate its role and support its activities.	
3. The Quality Assurance Unit has annual plans and reports	

on its activities and databases for its activities .	
4. The organization's activities are periodically evaluated 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 concerned and in their official councils, and are used to guide planning, corrective action and development .	
Standard 4: Faculty and Assistants **Level of fulfillment of the standard: met / partially met / not met**	**Indicator Completion Level: Completed / Partially met / Not met**
1. The percentage of faculty members and the supporting side to students at the level of the institution and the scientific departments 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 the deficit or surplus in the faculty members and the supporting side .	
3. The scientific specialization of the faculty members is suitable for the courses 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. The criteria for evaluating the performance of faculty members and the supporting side 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 adequate means to measure the views of faculty members and the supporting side and take the necessary action to study them, and to benefit from the results in taking corrective action .	
Standard 5: Administrative organ **Level of fulfillment of the standard: met / partially met / not met**	**Indicator Completion Level: Completed / Partially met / Not met**
1. The administrative system is appropriate with the size and nature of the activities of the institution. The workers are distributed according to their qualifications and their 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 staff are periodically identified and appropriate action is taken to implement programs that meet the training needs of each category .	
3. The organization has a system to evaluate the performance of members of the administrative side that includes objective and declared criteria. The leadership informs them of the results of the evaluation, discusses them where necessary, and uses the evaluation results for accounting and for the development of training and development programs .	
4. The institution has appropriate means to measure the views of members of the administrative side and take the necessary action 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: met / partially met / not met** **Important Note: The resources available at the university level are calculated centrally and available to the college / institute within the resources of the college / institute**	**Indicator Completion Level: Completed / Partially met / Not met**
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 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 self-development of the institution's 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 place are appropriate .	
6. Means of communication resources and technological systems used modern and appropriate academic activity of the institution and its administrative operations, and the Institution site Active electronic and occurs periodically .	
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	**Indicator Completion**

Level of fulfillment of the standard: met / partially met / not met	Level: Completed / Partially met / Not met
1. Academic standards Bookmark Which the institution adopted 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 according to the mission of the institution .	
4. The educational programs are specific and approved, and the learning outcomes of each program are consistent with the adopted academic reference standards .	
5. The learning outcomes of each educational program are consistent with their courses, and course descriptions illustrate the teaching and evaluation methods that deliver the learning outcomes .	
6. Educational programs and courses are periodically reviewed with the participation of internal and external auditors .	
7. 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 interested parties, and the Institution uses them in the development of plans for improvement and development .	

Standard 8: Teaching and Learning Level of fulfillment of the standard: met / partially met / not met	Indicator Completion Level: Completed / Partially met / Not met
1. The Institution has a teaching, learning and evaluation strategy that is consistent with academic benchmarks and is appropriate for learning outcomes targeted .	
2. The implementation of the teaching, learning and evaluation strategy supports the acquisition of self-learning skills and employment skills among students .	
4. The training programs for students are designed and standardized according to the learning outcomes targeted for the learning program, and the necessary mechanisms and resources are available .	
5. Evaluation of student performance in training is done in a variety of ways in accordance with the target learning outcomes .	
6. The effectiveness of training is assessed using objective tools and indicators, and results are used to develop the training mechanism, tools and resources .	
7. **The** grades assigned to the students' calendar types are balanced with the measured	

learning outcomes measured .	
8. 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. Mechanisms for evaluating students The correctness of the correction, the accuracy of the status and monitoring of the grades, and the retention of the results are secure and capable To call .	
9. Feedback to students about their performance in the calendar 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 calendar are documented and declared, and there are mechanisms to monitor their application .	
Standard 9: Students and Graduates **Level of fulfillment of the standard: met / partially met / not met**	**Indicator Completion Level: Completed / Partially met / Not met**
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 .	
2. The institution has an integrated and effective system to support students financially, socially and health, and students are introduced to it By various means .	
3. The institution has an effective academic support system for students and offers professional guidance services .	
4. 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 .	
5. Presence of representation of students in relevant committees .	
6. Student activities are varied, and the institution provides the appropriate resources in terms of places, equipment and supervision .	
7. The institution has appropriate means to measure student opinions, take action to study them and take advantage of the results in taking corrective action .	
8. 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	**Indicator**

Level of fulfillment of the standard: met / partially met / not met	Completion Level: Completed / Partially met / Not met
1. The scientific research plan is documented and related to the university plan, national trends 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 in the continuous growth, and commensurate with the number of faculty members .	
6. Faculty members, the supporting side 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: met / partially met / not met**	Indicator Completion Level: Completed / Partially met / Not met
1. Postgraduate programs are diverse, 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 Commission .	
3. Postgraduate programs are standardized and approved, and the learning outcomes targeted for each program are consistent with the standards .	
3. The learning outcomes of each educational program are consistent with its courses, and the course descriptions illustrate teaching and evaluation methods .	
4. The institution has appropriate teaching methods that verify learning outcomes for courses and educational programs	

4. The resources, facilities and facilities required for the educational and research process in postgraduate programs are appropriate for learn outcomes .	
6. The evaluation of graduate students is characterized by objectivity and justice and by using diverse and appropriate methods for the targeted learning years .	
7. Educational programs and courses are periodically reviewed with the participation of internal and external auditors .	
8. The Institution has annual reports of the curricula and educational programs, which confirms the commitment to the profiled description of the courses , and the Institution benefits from them in the development of plans for improvement and development .	
9. 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 messages according to specialization .	
10. Institution suitable for measuring the views of graduate students, and take the necessary steps to study and make use of the results in corrective action procedures and means.	
Standard 12: Community Participation and Environmental Development **Level of fulfillment of the standard: met / partially met / not met**	**Indicator Completion Level: Completed / Partially met / Not met**
1. The Institution has an active plan for community service and environmental development .	
2. The institution has entities Active 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.	

Fifthly : summary of the accreditation's Results **(To be mentioned the points Which reflect the Panel's recommendation in** **sentences Overall Short-defined)**	
1 . Points In the institution **(To be mentioned 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 Need to improve B Institution **(To be mentioned most of the strengths 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 the institution (must formulated The Proposals in specific short sentences to improve the quality of the institution **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

College / Institute ------- University / Academy ------
Postponement of the Faculty / Institute ------- University / Academy ------
Non-accreditation College / Institute ------- University / Academy ------

Reasons for recommendation:

- **Compliance criteria : ---------------------------------**
- **Partial fulfillment of standards : ---------------------------**
- **Non-compliance criteria : ----------------------------**

External Audit Team Signature

The name	Role	signature	Date
A. D /	President		
A. D /	member		
A. D /	member		
A. D /	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.		