



## Academic Accreditation System

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### Introduction

The strategic objectives of the Vice-Rectorship of Development and Quality aim to support the University's academic units to get eminent academic accreditations that highlight the importance of Academic Accreditation Unit in the Deanship of Development and Quality and its central role in developing mechanisms, providing technical support and developing appropriate roadmaps for the colleges and programs of Najran University. As a result, they can meet the accreditation standards of the recognized authorities. This requires a system for managing academic accreditation under the umbrella of the University mission and strategic objectives.

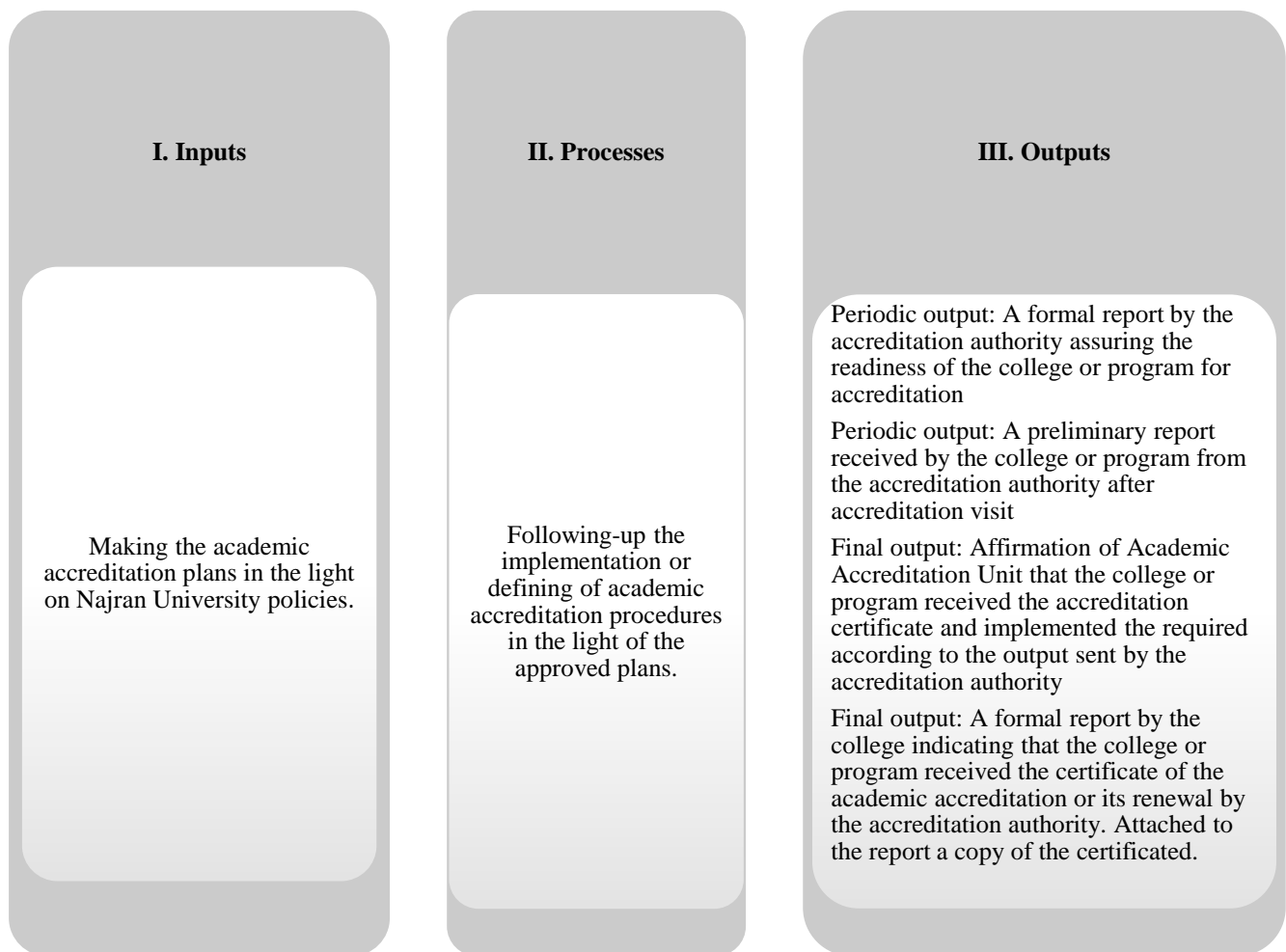
### Academic Accreditation System Objectives

#### The objectives of academic accreditation system are as follows:

- Following up and implementing the plans and policies of academic accreditation at the University
- Consolidating and disseminating the culture of accreditation in the university community
- Providing support to the departments and colleges to communicate with the local, regional and international bodies of accreditation
- Providing support and consultation to the University's academic, research and administrative units regarding all issues related to program and institutional accreditation and preparation for them
- Coordination with the academic, research and administrative units to set a schedule of follow-up and accreditation visits
- Following up the reports of the experts of academic accreditation visits to the various units at the University and taking the appropriate decisions towards them
- Helping have considerable experience in the field of academic accreditation
- Developing and improving the human resources within the job context

### Academic Accreditation System Components

The academic accreditation system comprises three main stages, including four key components, as follows:



### **Academic Accreditation System Procedures**

1. Listing accreditation bodies and those that accredited Saudi universities according to the standards adopted for accreditation commissions nominations
2. Contacting the accreditation bodies to define their requirements and their correspondence with the University's trends, capabilities and various programs to define the most appropriate international and regional accreditation for each sector
3. Studying the University's academic accreditation plans and policies and setting the priorities of qualifying the University's units for accreditation in accordance
4. Proposing a clear timeline to qualify the academic units to obtain local and international accreditations according to the nature and capabilities of each and reporting it to Planning and Follow up Unit in order to make sure of its agreement with the university trends and budgets before being approved in coordination with the body to be accredited (program) to agree on the appropriate accreditation body/commission
5. Contacting the defined accreditation bodies and studying the arrangements of cooperation and entering into accreditation agreements with them
6. Coordinating with the concerned units to define the frameworks of contacting the accreditation bodies and the liaison officer in the program
7. Providing contact data to the accreditation bodies to the concerned units
8. Signing academic accreditation contract with the accreditation bodies in coordination with the university legal affairs department
9. Following up the preparation and qualification of liaison officers in NU units to make sure of understanding the nature of their roles and responsibilities

10. Resolving the difficulties that may face NU units in contacting with the various accreditation commissions
11. Providing technical support to the units being qualified for qualification to make self-assessment and proposing plans of fulfilling the accreditation requirements according to the contracted bodies standards
12. Making suggestions for the action plans to fulfill the accreditation requirements of Planning and Follow-up Unit to be reviewed and to consider their conformity with NU trends and plans before being approved.
13. Coordinating with Planning and Follow-up Unit to provide technical support to NU units during implementing the plans for the fulfillment of accreditation requirements
14. Following up the achievement of the units' approved action plan through the periodic reports on follow-up and field visits in order to examine documents and files according to the system and the approved templates
15. Following up the readiness of the concerned units' files and documents and making sure of fulfilling them before submission to accreditation bodies
16. Following up the responses of accreditation commissions to all submitted documents and making sure that the units implemented all the reports' recommendations and notes before resubmission
17. Coordinating with accreditation bodies and the concerned units at the university to set a timeline of the field visits before making sure of fulfilling all requirements and documents
18. Coordinating with Planning and Follow-up Unit to make revisions and pay internal visits in order to qualify NU units and checking their readiness for the field visits by the external reviewers
19. Representation of the Deanship during the field visits to NU units by accreditation commissions
20. Following up receiving the reports of accreditation commissions by the units after the field visit
21. Following up meeting the notes and recommendations of accreditation commissions in their reports by the units
22. Following up submitting the procedures for implementing the recommendations and notes of accreditation commissions in their review reports after the field visit
23. Following up completing the review procedures and delivering the decision of accreditation bodies regarding the reviewed units
24. Making the plans for updating NU units of accreditation certificates by the accreditation bodies and following up their implementation

### **Responsibilities of Academic Accreditation System Officials**

Responsibilities of academic accreditation system officials are defined as follows:

No.	Person in charge	Tasks
1	Vice-Rector for Development and Quality	<ul style="list-style-type: none"> <li>–Final approval of the accreditation body to be contracted</li> <li>–Ratifying the accreditation contract with the academic accreditation body</li> </ul>
1	Dean for Development and Quality	<ul style="list-style-type: none"> <li>–Approving the list of the various accreditation commissions</li> <li>–Approving the plan of qualifying NU programs and units for accreditation in the light of the priorities and readiness</li> <li>–Approving the action plan of fulfilling the accreditation requirements</li> <li>–Approving the reports of following-up and periodic revisions</li> </ul>
2	Head of Academic Accreditation Unit	<ul style="list-style-type: none"> <li>–Suggesting a list of the accreditation bodies to NU units</li> <li>–Proposing an accreditation plan of NU units and submitting it to Planning and Follow-up Unit</li> <li>–Providing contact data with the various accreditation commissions to the concerned units</li> <li>–Reviewing the action plan of fulfilling the accreditation requirements of the units and</li> </ul>

No.	Person in charge	Tasks
		submitting it to Planning and Follow-up Unit –Resolving the difficulties that may face the units in contacting with the accreditation bodies –Reviewing all documents and files before submission to the accreditation bodies by the units –Coordinating with Planning and Follow-up Unit to provide technical support and follow-up to NU units during implementing the accreditation plans –Coordinating with Skills Development Unit to provide training to the concerned programs and units –Coordinating with colleges and units to organize the visits of follow-up, assessment, auditing, external review and procedures of accreditation renewal
3	Head of Planning and Follow-Up Unit	–Reviewing the proposed plan of NU programs and units accreditation and making sure of its conformity with NU trends and plans before approval –Providing follow-up and technical support teams and auditing visits to the programs in order to follow up the implementation of the action plans and making sure of fulfilling accreditation requirements
4	Head of Skills Development Unit	–Making and implementing the training plan according to the requirements of Academic Accreditation Unit –Defining the targeted groups and preparing training packages in coordination with Academic Accreditation Unit –Assessment of the training courses (trainer- material- location) by the targeted group
5	Dean of College	–Following up the commitment of the programs and executive committees to fulfilling accreditation requirements according to the approved timeline –Following up submitting periodic follow-up reports to Academic Accreditation Unit according to the approved timeline –Providing support to the programs to implement the plans of fulfilling accreditation requirements
6	Liaison officer	–Representing the unit “college- program- university- administration” before the accreditation body and contacting with it, as well as submitting the documents and files required by the commission –Contacting and coordinating with the Academic Accreditation Unit regarding all the issues of technical support and follow up and submitting the reports of periodic follow-up –Submitting the periodic reports to follow up the implementation of the approved plan according to the timeline using the templates approved by Academic Accreditation Unit –Coordination during the visits of follow-up and audit –Coordinating with the authority team to make the preparations of field visits for accreditation according to the authority’s requirements –Facilitating the task of field visit team and providing all the required documents and files
7	Coordinator of Academic Accreditation Committee	–If the coordinator of Academic Accreditation Committee is the same liaison officer, the tasks of academic accreditation coordinator in the regulation of NU Development and Quality units shall be added to those of the liaison officer. –If the coordinator of Academic Accreditation Committee at the college is not the liaison officer, the responsibilities of the coordinator of Academic Accreditation Committee in the regulation of NU Development and Quality units shall be added to his role of direct contact with liaison officer to make sure of implementing the plan and preparing the files and documents according to the approved timeline.

### Academic Accreditation System Standards

- Standards for nominating the accreditation commissions (defined by the Head of Academic Accreditation Unit)
- Standards for nominating the liaison officer (defined by the Head of Academic Accreditation Unit)

### Academic Accreditation System Templates

1. Template the approval of the accreditation bodies to be applied to obtain academic accreditation
2. Template of the action plan to fulfill the academic accreditation requirements (by the Head of Academic Accreditation Unit)
3. Template of the periodic follow-up report to implement the plan of fulfilling the academic accreditation requirements (by the Head of Academic Accreditation Unit)
4. Template of the follow-up visit report (made by the Head of Academic Accreditation Unit)

5. Template of the auditing team visit report (made by the coordinator of academic accreditation in coordination with the liaison officer and head of Academic Accreditation Unit)

#### **KPIs of Academic Accreditation System**

<b>No.</b>	<b>Performance indicator</b>	<b>Targeted</b>	<b>Person responsible for following-up</b>
1	Ratio of the internally accredited programs	30% of NU programs by the end of NU strategic plan, extending to 1440H.	Vice-Rectorship of Development and Quality via the Academic Accreditation Unit in the Deanship of Development and Quality
2	Ratio of the externally accredited programs	25% of NU programs by the end of NU strategic plan, extending to 1440H.	Vice-Rectorship of Development and Quality via the Academic Accreditation Unit in the Deanship of Development and Quality
3	Fulfillment of institutional accreditation standards by the university	A semiyearly increase of 25% in the fulfillment after the accreditation and starting to implement the plan of obtaining institutional accreditation by Academic Accreditation Unit in the Deanship of Development and Quality	Vice-Rectorship of Development and Quality via the Academic Accreditation Unit in the Deanship of Development and Quality