**TEMPLATE 1**

**INSTITITIONAL PROFILE DATA**

**INSTRUCTIONS**

**The aim of this template is to capture data and information associated with your institution. This information can be updated as required particularly where substantive changes occurs such as an additional of a branch campus or change of status from College to University.**

**Before commencing any of the following documents please ensure that the Institutional data is updated.**

* **Self Study Report for Institutions**
* **Self Study Report for Programs**
* **Annual reports**
* **Periodic reports**
* **Conditional accreditation reports**

**A. General Information**

|  |
| --- |
| 1. Name of Institution
 |
| 2 Name of Rector  | **3. Contact Information****Address** **Telephone****Email**  |
| 4 Name of Vice Rectors  | **5. Contact Information****Address** **Telephone****Email** |
|  | **Contact Information****Address** **Telephone****Email** |
|  | **Contact Information****Address** **Telephone****Email** |
|  | **Contact Information****Address** **Telephone****Email** |
|  | **Contact Information****Address** **Telephone****Email** |
|  | **Contact Information****Address** **Telephone****Email** |
| 6 Name of Dean of Quality Assurance | **7. Contact Information****Address** **Telephone****Email**  |

**B. Institutional Profile**

The Institutional Profileis a summary of information and statistical data that provides a clear picture of the institution.

1. A brief summary of the institution’s history, brief description of branch campuses/ locations, total number of colleges, programs, institutes, research units /research chair /research centers, medical hospitals and centers, plus descriptions of scale and range of activities

2. A description of the management and organizational structure using an organizational chart

3. Summary information about the institution’s accreditation status including the outcomes of any previous institutional reviews, and any conditions that were established

1. A description of the institution’s quality assurance arrangements, priorities for development, and any special issues affecting its operations
2. A summary of the institution's strategic plan (a copy of the actual strategic plan should be available)

**6. A list of the institution’s achievements, awards, and significant accomplishments**

**Periodic Institutional Profile Template A1: Programs Data**

**Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_**

**NCAAA requires each college within the applying institution to complete Template A1 and A2 as part of the accreditation eligibility process.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Program****Name** | **Start****Date** | **Total****Student****Enrollment** | **No. of Ph.D.****Faculty** | **No. of Teaching Staff** | **Ratio of Total Students to Teaching Faculty** | **Ratio of Male Students to Teaching Faculty** | **Ratio of Female Students to Teaching Faculty** | **Average****Class****Size** | **Average****Teaching****Load** |
| **Saudi** | **Others** | **Saudi** | **Others** |
|  |  |  | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Periodic Institutional Profile Template A2: Programs Data**

**Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_**

**Preparatory or Foundation Programs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Streams or Sections | Male Students | Female Students | Total Students | Number of Teaching Staff(full time equivalent equals teaching15 credit hours per week) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Number of Graduates in the Most Recent Year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Undergraduate Students | Post GraduateMasters Students | Post GraduatePh.D. Students |
| Male |  |  |  |
| Female |  |  |  |
| Totals |  |  |  |

**Mode of Instruction – Student Enrollment** (excluding preparatory program)

|  |  |  |
| --- | --- | --- |
| Students | On Campus Programs | Distance Education Programs |
| Full time | Part time | FTE | Full time | Part time | FTE |
| Male |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

**Note:** FTE (full time equivalent) for part time students assume a full time load is 15 credit hours and divide the number of credit hours taken by each student by 15 (use this formula only for part time students).

**Mode of Instruction – Teaching Staff** (excluding preparatory program)

|  |  |  |
| --- | --- | --- |
| Number of Teaching Staff | On Campus Programs | Distance Education Programs |
| Full time | Part time | FTE | Full time | Part time | FTE |
| Male |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

**Note:** Teaching staff includes tutors, lectures, and assistant, associate and full professors. This does not include research, teaching, or laboratory assistants. Academic staff who oversee the planning and delivery of teaching programs are included (e.g. head of department, dean for a college, rector and vice rectors).

**Apparent Student Completion Rate:** The number of students who graduated in the most recent year as a percentage of those who commenced those programs in that cohort four, five, or six years previously (e.g. for a four year program the number of students who graduated as a percentage who commenced the program four years previously).

|  |  |  |
| --- | --- | --- |
| **Students** | **Undergraduate Programs** | **Postgraduate Programs** |
| **Four Years** | **Five Years** | **Six Years** | **Master** | **Doctor** |
| **Male** |  |  |  |  |  |
| **Female** |  |  |  |  |  |
| **Totals** |  |  |  |  |  |

**Land and Building Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Total Land Area****(Square Meters)** | **Land Area per Student****(Square Meters)** | **Total Building Space****(Square Meters)** | **Building Space per Student****(Square Meters)** |
| **Main Campus** |  |  |  |  |
| **a. Branch/Location** |  |  |  |  |
| **b. Branch/Location** |  |  |  |  |
| **c. Branch/Location** |  |  |  |  |
| **d. Branch/Location** |  |  |  |  |
| **Totals** |  |  |  |  |

**Periodic Program Profile Template B: College Data**

**College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*(On Campus Programs, Distance Learning)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full or****Part Time** | **List Courses****Taught This****Academic Year** | **\*Study Mode** | **Degree** | **Institution Graduated****From** | **Specific****Specialty** | **General Specialty** | **Academic Rank** | **Nationality** | **Faculty/****Teaching Staff Names** | **No.** |
| P/T | F/T |  |  |  |  |  |  |  |  | **F** | **M** | **Name** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **2** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **3** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **4** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **5** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **6** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **7** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **8** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **9** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **10** |

**Number of Graduates in the Most Recent Year**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Undergraduate Students** | **Post Graduate****Masters Students** | **Post Graduate****Ph.D. Students** |
| Male |  |  |  |
| Female |  |  |  |
| Totals |  |  |  |

**Apparent Student Completion Rate:** The number of students who graduated in the most recent year as a percentage of those who commenced those programs in that cohort four, five, or six years previously (e.g. for a four year program the number of students who graduated as a percentage who commenced the program four years previously).

|  |  |  |
| --- | --- | --- |
| **Students** | **Undergraduate Programs** | **Postgraduate Programs** |
| **Four Years** | **Five Years** | **Six Years** | **Master** | **Doctor** |
| Male |  |  |  |  |  |
| Female |  |  |  |  |  |
| Totals |  |  |  |  |  |

**Mode of Instruction – Student Enrolment** (excluding preparatory program)

|  |  |  |
| --- | --- | --- |
| **Students** | **On Campus Programs** | **Distance Education Programs** |
| **Full time** | **Part time** | **FTE** | **Full time** | **Part time** | **FTE** |
| Male |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

**Note:** FTE (full time equivalent) for part time students assume a full time load is 15 credit hours and divide the number of credit hours taken by each student by 15 (use this formula only for part time students).

**Mode of Instruction – Teaching Staff** (excluding preparatory program)

|  |  |  |
| --- | --- | --- |
| **Number of Teaching Staff** | **On Campus Programs** | **Distance Education Programs** |
| **Full time** | **Part time** | **FTE** | **Full time** | **Part time** | **FTE** |
| Male |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

**Note:** Teaching staff includes tutors, lectures, and assistant, associate and full professors. This does not include research, teaching, or laboratory assistants. Academic staff who oversee the planning and delivery of teaching programs are included (e.g. Head of Department, Dean for a college, Rector and Vice Rector).