

**Procedures and steps required to obtain a quality assurance certificate at the institution, college or program level:**

1. The educational institution, college, or academic program should electronically submit an application for candidacy for the quality assurance certificate. A copy of the self-evaluation study, in addition to a proof of its eligibility to obtain this certificate should also be provided taking into account that the date on the certificate of eligibility should not not exceed one week from the date of applying to the Commission. A receipt of payment of due financial allowances should also be supplied.

2. The Quality Assurance and Ranking Directorate at the Commission shall examine the extent to which the institution meets the eligibility requirements based on the form used for that purpose. The Directorate will also conduct an initial review of the self-study report. The Commission shall address the applicant body to inform it of its completion or deficiencies, if any, and a maximum of four weeks from the date of application will be given to the applicant body to complete its application.

3. The applicant body shall attach six hard copies and an electronic copy of the final self-assessment report to the Commission in accordance with the related instructions, along with the necessary supporting documents to assess the institution's performance based on the quality standards. Following that, it is not permissible to add or delete papers or make any amendments to the report.

4. The Commission's Council shall issue a decision to appoint the Experts Committee as per the applicable principles in the Commission to study the self-assessment report. The Commission shall formally notify the applicant body of the

names of the members in the committee in case it has any remarks or reservations, provided that none of the committee members has any interests with the applicant body.

5. The Experts Committee shall study the final self-evaluation report of the applicant body and all of its attachments, conduct a preliminary assessment, and set a date for a visit to the educational institution through the committee secretary to review all the self-study items, verify its content on the ground, and request any additional inquiries or attachments. The former is done in order to collect more information and supporting documents that will help the committee to accurately measure and evaluate the indicators and items according to quality assurance standards and the Commission's instructions, so that it will be able to formulate its final report.

6. The Experts Committee shall prepare the final evaluation report including clear recommendation, and shall submit it to the Quality Assurance Directorate. This directorate shall submit it to the central committee in the directorate for scrutiny to be submitted later to the Chairman of the Commission for presentation to the council.

7. The Commission's Council shall review the final evaluation report in the presence of the representative of the Experts Committee and the Secretary who discusses it, and the Council shall issue a decision either to grant a Quality Assurance Certificate as shown below, or to address the applicant body regarding the notes contained in the report to rectify the deficiencies within and return it to Commission.

8. The Commission's Council shall issue its decision in light of the arithmetic mean of the applicant's body grades as follows:

- Granting the institution, college, or program a four-year quality assurance certificate upon obtaining an arithmetic average between  $3.6 \leq \text{arithmetic mean} \leq 4$  and following it up after the third year.
- Granting the institution, college, or program a three-year quality assurance certificate upon obtaining an arithmetic mean between  $2.8 \leq \text{arithmetic mean} < 3.6$  and following it up after the second year.
- Granting the institution, college, or program a two-year quality assurance certificate upon obtaining an arithmetic average between  $2 \leq \text{arithmetic mean} < 2.8$  and following it up after the first year.
- The university is deemed not to fulfill the requirements of the quality assurance certificate for the educational institution or program when it obtains an arithmetic mean between  $0 \leq \text{arithmetic mean} < 2$ . The university is given a period of six months to apply again.

9. The Commission informs the institution of the council's decision in writing, and in the event that the institution, college or program is awarded the certificate, the institution is invited to receive a quality assurance certificate in one of the council's sessions, accompanied by the follow-up procedures starting from the date on which it is awarded the certificate.

10. The performance indicators are divided into two categories, and the cut-off score is according to the institution's final score (the mean) and the level it attains:  
 A- Strengths                      B- Areas of Improvement.

11. In all cases, the arithmetic mean of any of the eight main criteria should not be less than (2.00).

12. Follow-up procedures are carried out according to the following mechanisms:

- ✓ Forming a committee of experts to follow up the educational institution or program, consisting of a president, members, and a secretary.
- ✓ Providing the committee with the previous report that was sent to the institution, which includes the strengths and areas for improvement, in addition to the follow-up report submitted by the institution or program.
- ✓ After the committee members study the two reports, a set of indicators (all areas of improvement + a number of strengths) will be agreed upon, according to priorities for improvement, and the institution will be provided with them to prepare for the field visit, its schedule and the list of individuals concerned with it.
- ✓ The agreed indicators are evaluated digitally (all areas of improvement + a sample of strengths), according to the priorities for improvement after the field visit, and the institution is provided with a detailed report on these indicators.
- ✓ The committee submits its report and recommendation to the Quality Assurance Directorate, which examines the report and submits it to the Chairman of the Commission to present it to the council to either grant the applicant party applying for the continuity of the quality assurance certificate its request or give it a period of time to rectify any deficiencies.