



Annual Progress Report Template

Name of Institution _____

**NATIONAL AGENCY FOR ACADEMIC ASSESSMENT AND ACCREDITATION
(NAAAA)**

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Annual Progress Report Template

I. The Details of Institution

Name of the Institution :

Address of Institution :

Office Phone Number :

E-mail :

Website :

II. Detailed information of person completing this template

Name of person completing the template :



Position within the Institution :

Mobile Phone :

E-mail :

III. Eight categories for Licensure and Initial Institutional Accreditation

No.	8 Categories
1	Institutional Mission
	<u>Current Situation/Progress Since Last Evaluation:</u>
	<u>Planning for the future :</u>
	<u>Notes: Attach the following documents:</u> <ol style="list-style-type: none">1. Vision and Mission2. Clear objectives (Faculty & Department)3. List the faculties and departments of institution
2	Governing Body and Administrative Management

Current Situation/Progress Since Last Evaluation:

Planning for the future :

Notes: Attach the following documents:

1. Organizational structure
2. Job descriptions of important position
3. Institutional policies

3 Academic Program

Current Situation/Progress Since Last Evaluation :

Planning for the future :

Notes: Attach the following documents:

1. The list of program being offered and staff employed
2. Provide the program-wise students numbers

4 Minimum Curriculum Development Criteria

Current Situation/Progress Since Last Evaluation :

Planning for the future :

Notes: Attach the following documents:

1. The curriculum
2. The syllabus

5 Teaching Staff

Current Situation/Progress Since Last Evaluation:

Planning for the future:

Notes: attach the following documents:

1. The list of teaching staff, their qualifications and the course/program/subjects they teach
2. Provide the official copy of the certificate and CV
3. Plan for professional development for at least 5 years

6 Library and Learning Resources

Current Situation/Progress Since Last Evaluation:

Planning for the future:

Notes: Attach the following documents:

1. Provide the list of books catalogue
2. List of learning resources
3. Photograph of all learning resources
4. Plan for library development and other learning resources

7 Property

Current Situation/Progress Since Last Evaluation:

Planning for the future:

Notes: Attach the following documents:

1. Provide the certificates of land ownership verified by Ministry of Justice.
2. Blue print of the campus or future campus.

8 Finances

Current Situation/Progress Since Last Evaluation:

Planning for the future:

Notes: Attach the following documents:

1. Latest financial report
2. Prove of existing financial capability (latest bank statement)
3. Provide at least 5 year financial plan

IV. Standards for Accreditation

No	Standards and Criteria	Current Situation/Progress since last Evaluation
Standard 1: Purpose, Planning and Effectiveness		
1.1.	Institutional Purpose	
1.2.	Institutional Planning and Evaluation	
1.3.	*Institutional Effectiveness	
1.3.1	Academic Program and Academic Support Services	
1.3.2	Students Support Services	
1.3.3	Administrative Services	
1.4	Institutional Research	
Standard 2: Educational Program		
2.1	Program Objectives	
2.2	*Undergraduate Program	
2.2.1	Undergraduate Admission	
2.2.2	Undergraduate Completion/Graduation Requirements	
2.2.3	Undergraduate Curriculum and Instruction	
2.2.3.1	Remedial Programs/ Courses	
2.2.3.2	Core General Education Requirements:	

2.2.3.3	Practicum/Internship:	
2.2.4	Undergraduate Academic Advising:	
2.3	*Graduate Program	
2.3.1	Graduate Admission	
2.3.2	Graduate Completion Requirements:	
2.3.3	Graduate Curriculum and Instruction:	
2.3.4	Distinction in Graduate Levels	
2.3.5	Graduate Academic Advising	
2.4	Publications and Announcements	
2.5	Distance Learning	
2.6	Continuing, Professional, Outreach and Service Programs	
2.7	Student Records	
2.8	*Faculty	
2.8.1	Selection of Faculty	
2.8.2	Academic and Professional Preparation	
2.8.2.1	Remedial Programs	
2.8.2.2	Certification, Diploma and Associate Degree Programs	
2.8.2.3	Baccalaureate Degree Programs	
2.8.2.4	Graduate Degree Programs	
2.8.2.5	Distance Learning Courses	
2.8.3	Part-Time Faculty	
2.8.4	Graduate Teaching Assistants	
2.8.5	Faculty Compensation	
2.8.6	Faculty Appointment, Promotion and Tenure	
2.8.7	Professional Faculty Development	
2.8.8	The Role of the Faculty	
2.8.9	Faculty Loads	
2.8.10	Faculty Evaluation	
2.8.11	Faculty Grievance	
2.9	*Contractual Agreements	
2.9.1	Services	

Standard 3: Educational and Student Support Services

3.1	*Library	
3.1.1	Purpose and Scope	
3.1.2	Learning Resource Services	
3.1.3	Collections	
3.1.4	Cooperative Agreements	
3.1.5	Staff	
3.1.6	Resources for Distance Learning	
3.2	Instructional Support	
3.3	Informational Technology Resources and Systems	
3.4	*Student Development Services	
3.4.1	Programs and Services	
3.4.2	Student Financial Aid	
3.4.3	Counseling and Career Development	
3.4.4	Student Transactions	
3.4.5	Student Activities and Publications	
3.4.6	Student Behavior	
3.4.7	Student Grievance	
3.4.8	Residence Halls	
3.4.9	Health Services	

Standard 4: Administrative Process

4.1	*Organization & Administration	
4.1.1	Titles and Terms	
4.1.2	Governing Entity	
4.1.3	Official Policies	
4.1.4	Administrative Organizations	
4.2	*Institutional Relations	

4.2.1 Alumni Affairs	
4.2.2	Fund Raising
4.3	*Financial Resources
4.3.1	Financial Organization
4.3.2	Budget Planning
4.3.3	Budget Control
4.3.4	Accounting and Auditing
4.3.5	Purchasing and Inventory Control
4.3.6	Refund Policy
4.3.7	Cashiering
4.3.8	Risk Management
4.3.9	Auxiliary Enterprises
4.4	*Physical Resources
4.4.1	Space Management
4.4.2	Upkeep
4.4.3	Safety
4.4.4	Intellectual Property and Copyright
4.4.5	Facilities Master Plan
4.5	Externally Funded Grants and Contracts for Research
4.6	Related Corporate Entities

** No need explanation*