



EUROPEAN AGENCY FOR HIGHER EDUCATION & ACCREDITATION

Document 1.2:
REACCREDITATION PROCESS

The commitment to continue the institution's involvement in the accreditation and evaluation process will provide an opportunity to review present practices, consider new directions, and further improve the quality of the institution's continuing education and training program(s).

This reaccreditation process requires the institution to complete an application, develop an Institutional Self-Evaluation Report (ISER), and submit to an virtual/on-site evaluation by an evaluation team. If the institution operates any branch locations, a Branch Institutional Self-Evaluation Report (BISER) for each branch location must also be submitted, and each branch will also have an virtual/on-site evaluation in accordance with "*Document 1 – The Accreditation Process*".

The following steps are provided to guide the institution through the reaccreditation process. Each of the steps must be followed in order for the institution to be eligible for consideration of reaccreditation by the Accrediting Commission. The timelines for submission and other pertinent information regarding reaccreditation will be forwarded to the institution via email approximately six (6) months prior to the date the accreditation is scheduled to expire. Late submission of the application or the ISER/BISER will result in a late fee being assessed as per "*Document 10 – Fee Schedule*".

If an application or ISER/BISER is more than 30 days late, EAHEA will consider it to be a self-executed withdrawal of accreditation. Exceptions to the timelines for reaccreditation may be recognized following a formal request by the institution with a sound rationale for such an extension and written approval by EAHEA.

Step 1 – Application for Accreditation:

An institution applying for reaccreditation will complete and submit "*Document 4 - Application for Accreditation*" through the Member Management System (MMS). The application must include the required supporting documentation for the main campus and all branches, auxiliary classrooms, and classroom extensions, as applicable.

The application and required application fee must be submitted electronically by the designated due date consistent with the institution's reaccreditation timeline. An application processing fee is due for the main campus, each branch campus, and each auxiliary classroom included in the application. The application fees are outlined in "*Document 10 - Fee Schedule*".

Step 2 - Institutional Self-Evaluation Report (ISER):

The institution will develop an Institutional Self-Evaluation Report (ISER) for the main campus and the equivalent Branch Institutional Self-Evaluation Report (BISER) for each branch, as applicable. The institution is directed to the appropriate version of the ISER (*Document 3.1, 3.2, or 3.3*) and any templates applicable to the institution. These documents may be viewed/downloaded at the EAHEA website, and must be completed and submitted electronically through MMS.

Step 3 - Submission of ISER/BISER, Request for Virtual/On-Site Visit, and Fees:

The institution will submit an ISER for the main campus and a BISER for each branch campus through MMS. Once the visit team has been finalized, EAHEA will provide the team members access to the institution's ISER/BISER(s) through MMS. Concurrent with the submission of the ISER/BISER(s), the institution must complete "*Document 8 – Request for Virtual/On-Site Evaluation Team Visit*" through MMS and submit an electronic check for the virtual/on-site visit fee.

The virtual/on-site evaluation fees are outlined in "*Document 10 - Fee Schedule*". Note that the reaccreditation visit will not be conducted to an institution that fails to timely submit the required virtual/on-site evaluation visit fee, thereby jeopardizing the accreditation status of the institution.

Step 4 - EAHEA Review of ISER and Scheduling of Virtual/On-Site Team Visit:

After the ISER/BISER materials have been received, the assigned Commission Representative will contact the institution to set a date for the virtual/on-site visit and will forward specific information regarding the visit and team members when the final arrangements have been made.

Step 5 - Virtual/On-Site Evaluation Team Visit:

An virtual/on-site evaluation team will visit and conduct a review of the institution based on the EAHEA Standards for Accreditation. The institution's self-analysis (ISER/BISERs) will provide the framework for the team to evaluate operational activities/results in the context of EAHEA's standards, policies, and procedures. At the end of the virtual/on-site visit, the team will present a brief oral exit briefing.

Except for financial statements, which are reviewed separately by EAHEA, items presented with the application must be duplicated and made available to the virtual/on-site evaluation team in accordance with the

Preparation Checklist for EAHEA Virtual/On-Site Examination Visit that is provided to the institution prior to the virtual/on-site visit.

Step 6 - On-site Evaluation Team Report and Institutional Response:

Within approximately 30 calendar days from the date of the virtual/on-site evaluation team visit, a full team report will be sent electronically to the institution through MMS. The institution will be given 15 calendar days from the date it receives the report to submit its electronic response to the Virtual/On-Site Evaluation Team Report through MMS. This response allows for the institution to provide clarification of and/or new information regarding the findings reflected in the team report.

Step 7 - Accrediting Commission Deliberation and Action:

Commission Decision: The Accrediting Commission will review and make a decision to grant, deny, or defer accreditation. Information that will be available to the Commission for its deliberation and action include the Application for Accreditation, the ISER/BISER(s), the Virtual/On-Site Evaluation Team Report(s), the institution's response(s) to the team report(s), financial statements, and any other information that might have a bearing on accreditation.

Notice of Commission Action: The institution will be notified in writing within 30 calendar days of the action taken by EAHEA regarding the institution's accreditation.