



CEEMAN

IQA



International Quality Accreditation

GUIDELINES

for CEEMAN Re-accreditation procedure

1. CEEMAN RE-ACCREDITATION

1.1. Self-Assessment Report

The institution submits Self-Assessment Report in electronic format to CEEMAN Accreditation Director and pays the fee of 5,000 EUR to CEEMAN. It is required to complete and submit the Self-Assessment Report to CEEMAN Accreditation Director prior to the end of the fiscal year of their initial accreditation or previous re-accreditation.¹

The CEEMAN Accreditation Director can give an extension of up to six months, due to extenuating circumstances for the institution to complete and submit the Self-Assessment Report. During this period, the institution will not be permitted to use the IQA logo on its website or any of its documents. If the report is not completed and submitted by the end of this period, the accreditation for the institution will be terminated and the institution will have to undergo the full process for initial accreditation.

CEEMAN Accreditation Director reviews the Self-Assessment Report and determines whether it is sufficient for the peer review. If the report needs improvement, CEEMAN Accreditation Director prepares a written explanation and recommendations for improvement. Recommendations may be made on any other major deficiency. If required, arrangements can be made for a visit of CEEMAN Accreditation Director to the institution to discuss his report.

1.2. Composition of peer review team and site visit

If the report is sufficient, CEEMAN Accreditation Director informs the institution about the site visit (consisting of one peer review expert and CEEMAN Accreditation Director) and instructs it to make additional payment of 3,000 EUR. The institution will also cover the costs of the peer review expert and CEEMAN Accreditation Director (transportation, accommodation, meals, and ancillary expenses) not later than the end of the visit.

The site visit will be conducted in one and half day. The institution will grant the peer review team free access to its facilities, employees and information related to the accreditation request. It will also make a reasonable effort to grant the peer review team access to its students and other business partners related to the accreditation request. In case that some existing documents written in other languages have to be reviewed during the site visit or that the peer review team has to attend classes or communicate with persons in a language other than English, the host institution will provide interpreters to work with the members of the peer review team.

1.3. Assessment report

Upon completion of the site visit, the peer review team will share their observations and findings. The chairman of the peer review team will be responsible for completing the draft site visit report in one month after the site visit.

This report will be sent to the institution in order to comment on factual mistakes written in the report. The institution will

¹ If institution acquired CEEMAN accreditation (for example) in September 2014, the SAR should be submitted by end of 2020 (the CEEMAN accreditation is awarded for six years).

have a chance to comment on the draft report in fourteen days.

The peer review team will prepare final report about its findings with an explicit recommendation to the CEEMAN Accreditation Committee concerning the final decision. The report could also include explicit reference to all items that have to be improved or the list of reasons for which the peer review team recommends the rejection of the request for re-accreditation.

1.4. Decision making process

Upon evaluation and preparation of the peer review report, CEEMAN Accreditation Director submits recommendation to the CEEMAN Accreditation Committee for six-year accreditation of the institution or recommendation for non-accreditation.

The decisions of the CEEMAN Accreditation Committee are final. Any appeals against decisions taken by the CEEMAN Accreditation Director or CEEMAN Accreditation Committee can be made to the CEEMAN Board. Appeals must be based on evidence of inconsistencies or irregularities in process but not on disagreement with decisions.

The CEEMAN Accreditation Director will notify the institution of the committee's decision.

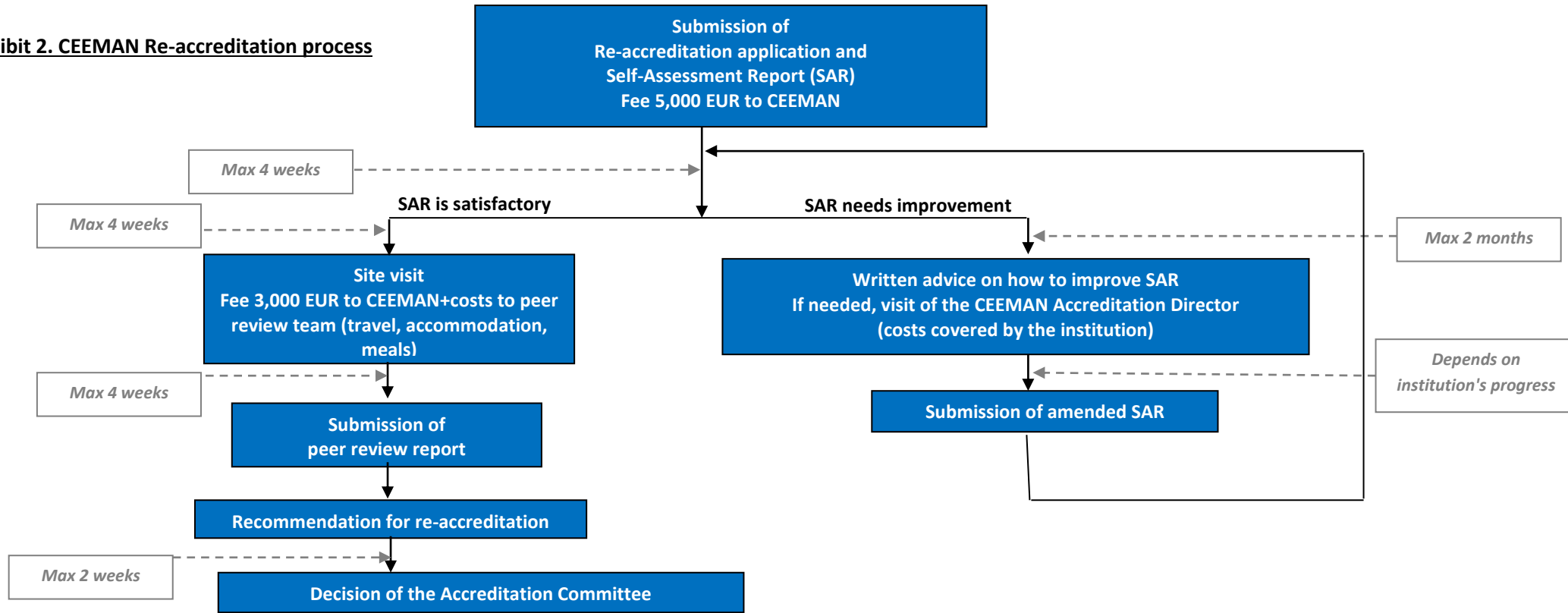
At the CEEMAN annual conference, the CEEMAN President, CEEMAN Accreditation Committee President, and CEEMAN Accreditation Director will award the re-accreditation certificate to the institution thus permitting the institution to continue to use the CEEMAN accreditation logo.

CEEMAN Re-accreditation Process

- The institution submits Self-Assessment Report (SAR) in electronic format to CEEMAN Accreditation Director and pays the fee of 5,000 EUR* to CEEMAN.
- CEEMAN Accreditation Director reviews the SAR and determines whether it is sufficient for the peer review.
- If the SAR needs improvement, CEEMAN Accreditation Director prepares a written explanation and recommendations for improvement. Recommendations may be made on any other major deficiency. If required, arrangements can be made for a visit of CEEMAN Accreditation Director to the institution to discuss his report.
- If SAR is sufficient, CEEMAN Accreditation Director informs the institution about the site visit (consisting of one peer review expert and CEEMAN Accreditation Director) and instructs it to make additional payment of 3,000 EUR*. The institution will also cover the costs of the peer review expert and CEEMAN Accreditation Director (transportation, accommodation, meals, and ancillary expenses) not later than the end of the visit.
- Upon evaluation and preparation of the peer review report, prepared by a peer review expert, CEEMAN Accreditation Director submits recommendation to the CEEMAN Accreditation Committee for six-year accreditation of the institution or recommendation for non-accreditation.
- CEEMAN Accreditation Committee makes decision on re-accreditation or non-accreditation, and CEEMAN Accreditation Director informs the institution about the results.
- As the positive decision about re-accreditation is made, the institution is also granted permission to continue to use CEEMAN IQA logo in their materials for the term of accreditation. Accreditation certificate is issued and delivered at the CEEMAN annual conference or at any other occasion if preferred by the institution.

*In some cases, 22% VAT might apply, depending on the legal status of the applicant's institution.

Exhibit 2. CEEMAN Re-accreditation process





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