

INTERNATIONAL COUNCIL FOR  
HIGHER EDUCATION

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# Accreditation Guide

## THE ACCREDITATION PROCESS

### 1. Application

Institutions desiring accreditation for their programs should contact ICHE with a) a Letter of Intent and b) an institutional Information Form.

### 2. Program Evaluation Report

ICHE provides the guidelines for the Program Evaluation Report while the institution will provide the necessary data in the form of a self evaluation of the proposed programs for accreditation. When the Program Evaluation Report has been completed, a copy should be sent to ICHE at least six weeks before the proposed evaluation site visit.

### 3. Evaluation Site Visit

An evaluation team from ICHE will then conduct a 2-4 day Evaluation Site Visit (ESV). After the visit, they will make a report of their findings and recommendations.

### 4. Accreditation Decision

The ESV Team, in consultation with subject experts, will make a recommendation of the concerned program(s) to the Program Development Committee (PDC). The PDC Director, on study of the ESV report and recommendation, will present a recommendation to the ICHE Board for its approval.

### 5. Levels of Accreditation

The ICHE Board will grant one of the following two accreditation levels:

#### 1. Provisional

- a. This is given for programs that do not meet certain standards and requirements.
- b. With this status, the ESV Team may require a compliance report within a specific time period for submission to ICHE.

#### 2. Full

- a. This is given for programs that have satisfactorily met all standards.

### 6. Maintenance of Accreditation Status

The institutions must maintain the standards in order to keep their accreditation status. The following may affect the accreditation status of the institution:

- a. Failure to comply with ESV recommendations.
- b. Failure to submit annual fees.
- c. Failure to report substantive changes in the program or institution that would drastically affect the operation of the institution (major changes in faculty, finance, and curriculum, etc.).

### 7. Re-accreditation

ICHE provides accreditation and validation of programs for a period of five years. It is the responsibility of the institution to apply for reaccreditation by the end of the fourth year. An Evaluation Site Visit shall be conducted before granting reaccreditation.

**\*Note:** For those seeking ICHE program *validation*, please follow the same procedures that apply to program accreditation in this guide.

## **FEES CHARGED**

### **A. EVALUATION SITE VISIT (ESV) FEE**

All expenses for the ESV Team are to be paid for by the institution

1. The institution is responsible for the travel, board and lodging for members of the ESV Team.
2. The ESV Fee is charged to those institutions where ICHE is invited either for accreditation or reaccreditation.

### **B. ACCREDITATION FEE (paid every 5 years)**

The fee can be paid in a lump sum or in installments. If the institution has more than one program to be accredited at the time of the Evaluation Site Visit, the accreditation fee will be US\$1000 for the first program, and US\$100 for each additional program

<b>US\$1000</b> <i>or</i>	<b>US\$83 / month</b>
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### **C. ICHE MEMBERSHIP FEE (paid annually)**

The annual fee can be paid in a lump sum or in installments

<b>US\$300</b> <i>or</i>	<b>US\$25 / month</b>
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#### **\*Note:**

1. The above fees are subject to change

# INITIAL STEPS



## Letter of Intent

The application process for ICHE Accreditation begins with a letter from the Principal Officer (i.e. President, Director, etc.) of the institution seeking accreditation. Below is a sample of the letter that an institution's Principal Officer might write to the ICHE.

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Name of the Institution, Address of the Institution  
Telephone number with city and country codes  
Fax number with city and country codes  
E-mail

Director of Program Development  
International Council for Higher Education  
No. 54, MIG, KHB Colony  
Koramangala, 5<sup>th</sup> Block  
Bangalore 560 095 India

Date

Dear Sir,

Our institution seeks to gain ICHE accreditation for (name the degree program). We are ready to conduct a Program Evaluation Report and agree to complete it at least six weeks prior to the accreditation visit. Attached is the Information Form for your review.

Thank you,

Yours sincerely,

Name and Signature  
Position

Attachment:  
- Information Form

**\*Note:** The Information Form is an opportunity to describe your institution. We anticipate that your answers to this form will require no more than two pages.

## Information Form

1. Name of the Institution
  
2. Name of the Head of the Institution
  
3. Member of ICHE? Yes/No
  
4. Mission, Vision, and Values Statements of the Institution
  
5. Institutional projection for the next five years showing how the Mission, Vision, and Values listed in #4 are being implemented
  
6. Which program(s) are you applying for accreditation? When did the program begin? How many have graduated from this program?
  
7. Other vital information:
  - a. The number of full time and part time faculty
  - b. The number of volumes and titles in the library
  - c. The number of full time and part time librarians
  - d. The number of students enrolled in the past year in all your programs
  - e. A statement of all revenue and expenditures for the past year
  
8. Governance of the Institution
  - a. Give the names of the members of your Governing Body along with the names of the executive members
  - b. Give a brief sketch of your administrative structure
  
9. When do you prefer a visit by the ICHE Evaluation Site Visit (ESV) Team? (Specify the month and year)

Signature of the Head of the Institution

# EVALUATION SITE VISIT (ESV)



## **SAMPLE SCHEDULE FOR EVALUATION SITE VISIT (ESV)**

### **Day 1**

- Arrival of the ESV Team

### **Day 2**

- Orientation meeting of the ESV Team
- Orientation meeting with the Administration
- Identification of interviews with the President, Academic Dean, Business Officers, Dean of Students, Librarian, students, alumni, and members of the Board
- Reviewing of all pertinent documents of the President's Office and the Office of the Academic Dean
- Tour of the Campus

### **Day 3**

- Interviews with the President, Academic Dean, Business Officers, Dean of Students, Librarian, students, alumni, and members of the Board
- Classroom observation
- Team work time

### **Day 4**

- Preparation of ESV report
- Preliminary report to the Principal Officer and administrative staff
- Departure of the ESV Team

## **STANDARD DOCUMENTS REQUIRED DURING EVALUATION SITE VISIT (ESV)**

In preparation for the ESV team, it is suggested the following documents are available to them as a way to ascertain a clear understanding of the institution. The documents should be organized in a manner convenient for the Team to examine and verify. This listing is by no means exhaustive, but as many of these as possible should be on file and accessible.

1. The complete Program Evaluation Report and supporting data
2. The Institution and its objectives
  - a. Articles of incorporation/other authorization documents
  - b. Past institution catalogues
  - c. Historical enrollment totals
  - d. Institutional planning document
  - e. Institutional outcomes
3. Educational Programs
  - a. Catalogue (current) - should include the full curriculum and course description
  - b. Complete course syllabi
  - c. Class schedules
  - d. Grading data
  - e. Thesis/project handbook
  - f. Test papers/assignments/theses
  - g. Transcripts
4. Faculty and Staff
  - a. Faculty vita and personnel files
  - b. Faculty meeting minutes
  - c. Faculty handbook
  - d. Faculty evaluation instruments and data
  - e. Faculty salary scale history and policy
  - f. Professional growth program
  - g. List of faculty
  - h. Faculty-published works
5. Student Development and Services
  - a. Student handbook
  - b. Student files (current)
  - c. Student files (historical)
6. Learning Resources
  - a. Library circulation statistics
  - b. Library accession records
  - c. Library shelf list
  - d. Collection maintenance schedule
  - e. Electronic study material

7. Administration and Governance
  - a. Constitution and bylaws
  - b. Organization charts
  - c. Board minutes
  - d. Administrative annual reports
  - e. Administrative operating manuals
  - f. Job descriptions
  - g. Staff handbook
  - h. Salary scale
  
8. Financial Resources
  - a. Budget
  - b. Monthly financial statements
  - c. Audit reports and/or annual financial reports for previous three years
  - d. Management reports for/of external auditors
  
9. Student Outcomes
  - a. Alumni records
  - b. Placement records
  - c. Graduate survey records

# PROGRAM EVALUATION REPORT



## **THE PROGRAM EVALUATION REPORT**

The institution will complete a Program Evaluation Report. It shall identify an Evaluation Coordinator (usually the President and/or the Academic Dean) who will form and work in conjunction with a small committee selected on the basis of their familiarity with the institution's administrative and educational scope.

This committee, under the guidance of the Evaluation Coordinator, will prepare the report by responding to the accompanying questionnaire (see following page). The Evaluation Coordinator will then gather and collate the questionnaire data to produce a final Program Evaluation Report, which is to be sent to ICHE at least six weeks prior to the Evaluation Site Visit.

## **PROGRAM EVALUATION QUESTIONNAIRE**

### **A. PROGRAMS TO BE ACCREDITED**

1. Name the programs to be accredited and/or to be reaccredited.
2. State the date when each program was started.
3. How many students have graduated from each program?

### **B. THE INSTITUTION**

1. Give a concise historical sketch of the beginning and growth of the institution.
2. State the mission, vision, and values of the institution.
3. Is the institution registered and/or recognized by the government? Is it accredited by any other agency? Is it a member of any association or educational institution? If so, please explain.
4. What is the present short-range and long-range plan of the institution? How will these facilitate the achievement of the institutional mission, vision, and values as stated in #2?

### **C. THE ADMINISTRATION**

1. Describe the administrative structure. Does the institution have an organizational chart? (If so, please include.) How often is this revised?
2. How does the administrative structure support the mission, vision, and values of the institution?
3. List the names of the institution's administrators and their term of office.
4. Describe the governing board of the institution in terms of its election or appointment, role and functions, and terms of office.
5. Describe the system of employee performance evaluation.
6. What is being done to serve and promote good relations between the institution and the immediate community?
7. What are the strengths and areas needing improvement in the administrative aspects of the institution?
8. What are the plans to implement these improvements?

### **D. FACULTY & STAFF**

1. Please state the basic professional and personal qualifications expected of faculty members.
2. How are faculty selected? What policies or procedures govern the selection process?
3. How are faculty evaluated by the institution and students?
4. What strategies are employed to reward those who demonstrate outstanding effectiveness in teaching or other scholarly activities?
5. What are the strengths and areas needing improvement in the faculty component?
6. What are the plans to implement these improvements?

### **E. RESOURCE MANAGEMENT**

1. Please present an analysis of your income by sources. Which of these are assured? Which are subject to interruption? What plans exist to reduce the program's dependency on interruptible income sources?
2. Describe the accounting and auditing systems used by the institution.

3. Please provide a summary of the salary and benefits scale for full-time and part-time faculty and staff of the institution. When was the scale last reviewed?
4. What are the strengths and areas needing improvement in the finance component?
5. What are the plans to implement these improvements?

#### **F. INFRASTRUCTURE**

1. Describe the present facilities of the institution.
2. Describe the institution's campus development and maintenance program.
3. What are the strengths and areas needing improvement in the facilities component?
4. What are the plans to implement these improvements?

#### **G. ACADEMIC PROGRAMS**

1. How are the duties of the academic department personnel and committees defined and carried out?
2. Describe the record system maintained by the academic department.
3. What is the grading system used? How is the accuracy/relevance of the test and measurement tools ensured for a fair grading of students?
4. What is the average size of classes handled by the teachers?
5. Please provide a description of each program that is to be accredited with reference to the following:
  - a. Purpose/Outcomes
  - b. Target group
  - c. Entrance requirements
  - d. Graduation requirements
    - (i) Total number of class hours required
    - (ii) Length of program in years
    - (iii) Passing grade point average
  - e. Faculty and qualifications
  - f. Instructional resources (including library, teaching aids, textbooks, study guides, etc.) and training opportunities: Are these adequate for the program?
6. What are the strengths and areas needing improvement in the academic programs and standards component?
7. What are the plans to implement these improvements?

#### **H. PROFESSIONAL AND CAREER DEVELOPMENT**

1. Does the institution have a field education/internship requirement for the programs offered? Please explain the mechanics of this program.
2. Describe each program that is to be accredited with reference to the graduation requirements relating to the following:
  - a. Internship
  - b. Field work
  - c. Research requirements
3. What are the strengths and areas needing improvement in the professional and career development aspects of your program? How do you plan to implement these improvements?

## **I. LIBRARY RESOURCES**

1. What are the total library resources that student have access to, including resources outside the institution?
2. What is the annual budget for the acquisition of books, journals and resources?
3. What percentage of the library books, periodicals, and other materials are locally or nationally authored/published?
4. Is the library computerized (e.g., electronic catalogue, internet, etc.)? If not, what steps are taken to pursue the computerization of the library?
5. What are the strengths and areas needing improvement in the library?
6. What are the plans to implement these improvements?

## **J. STUDENT DEVELOPMENT**

1. Describe the profile of the student body in terms of the following:
  - a. Average age of students
  - b. Countries represented
2. Does the institution have a student recruitment program? If so, please explain.
3. How are new students oriented to the institution?
4. What provisions and arrangement does the institution have for the health care, housing and board of the students?
5. What extra-curricular activities do students have access to?
6. Does the institution have a work scholarship program for the students? If so, please explain.
7. What are the strengths and areas needing improvement in the student development component of the program?
8. What are the plans to implement these improvements?

## **K. PAST STUDENTS AND GRADUATES (ALUMNI)**

1. Has the institution taken steps to organize the alumni – for example, is there an alumni association?
2. Does the institution help facilitate the placement of graduates? How is this done?
3. Please provide a profile summary of the placement or whereabouts of graduates.

## **L. SUMMARY**

1. Summarize the strengths and areas needing upgrading in the institution.
2. Summarize the action plans the institution will activate to enhance the areas needing upgrading.

## **\* ADDITIONAL QUESTIONS FOR REACCREDITATION ONLY**

1. What substantive changes have been made since the last accreditation visit in relation to the following areas:
  - a. Programs
  - b. Governance and administration
  - c. Finance and other resources
  - d. Faculty
2. Describe the impact of these changes on the institution and its programs.
3. Please attach relevant documents, including the last ESV report.

# ACCREDITATION GUIDELINES

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## **GUIDELINES FOR ACCREDITATION**

Guidelines are designed to help ensure an institution's educational quality and institutions with ICHE accredited programs or degrees will need to provide evidence of the following characteristics. Because of differences in educational delivery systems, these guidelines are intended to be flexible and provide a framework for gauging satisfactory compliance.

- 1.** Integrity in the institution's conduct of all its activities through truthful, equitable, and humane policies dealing with students, faculty, staff and other constituencies.
- 2.** Clearly stated mission and goals appropriate to the institution's resources and the needs of its constituents.
- 3.** Programs and courses which develop general intellectual skills (such as the ability to understand and test truth claims, to identify assumptions, and to conceive and weigh alternatives), which nurture moral and spiritual growth, which develop relational and professional effectiveness, and which cultivate ability to communicate effectively in a culturally diverse world.
- 4.** Curricula which are grounded in Biblical truth, even when they address human cultures, arts and sciences, or when they attend to occupational requirements.
- 5.** Intellectual, physical, financial, and human resources adequate to support the mission and programs of the institution and to assure its continuing viability and success.
- 6.** Policies and procedures which lead to the effective assessment of institutional and program goals, and of student learning.
- 7.** Organization, administration and governance which facilitate teaching and learning, and which foster their improvement within a community committed to the pursuit of truth.
- 8.** Responsiveness to the need for institutional change and renewal appropriate to institutional mission, goals, and resources.