



KAUT
Accreditation Commission
of Universities of
Technology

EUR-ACE Accreditation of
Engineering Study Programmes

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Procedures for online evaluation visits

Accreditation procedures for Accreditation Commission of Universities of Technology under pandemic conditions

The main effort should be shifted to the period before the visit.

OBJECTIVE

This document describes the KAUT procedures for carrying out online visits aimed at the accreditation of Engineering Study Programmes consistent with the *EUR-ACE Framework Standards and Guidelines* established by the “European Network for the Accreditation of Engineering Education (ENAAE)”.

Online visits are an alternative to visits in presence when these are not possible (as for example due to limitations of persons mobility imposed by National, Regional or local authorities to avoid the spread of coronavirus).

PRE-VISIT (REMOTE)

1. The Board of the Accreditation Commission of Universities of Technology appoints the Assessment Team (hereinafter the AT) and the Leader of the AT as indicated by members of the commission.
2. The Secretary of the Accreditation Commission of Universities of Technology provides a self-assessment report with appendices to the AT and handles organisational matters of the visit (accommodation, contracts, etc.).
3. The Secretary and the Leader of the AT each time agree on the accreditation procedure. They decide, which part of the process in *Accreditation Principles and Procedures* is to be conducted traditionally and which through electronic communication.

The Accreditation Commission of Universities of Technology provides the following procedural variants for the AT:

a. **Option A**

Fully compliant with *Accreditation Principles and Procedures* – can be implemented only when there are NO pandemic restrictions enforced by government administration, Chief Sanitary Inspector, or local government of the administrative subdivision where the academic entity undergoing accreditation is located.

b. **Option B**

Only through means of electronic communication. Implemented when there are pandemic restrictions enforced in the country or its selected areas by government administration, Chief Sanitary Inspector, or local government of the administrative subdivision where the academic entity undergoing accreditation is located.

c. **Option C**

The hybrid variant – the AT carries out most tasks remotely, but part of the procedure (visit) takes place on the premises of the entity undergoing accreditation according to the visit schedule, list, and minimum meeting times set beforehand by the AT and the entity undergoing accreditation.

4. The Leader of the AT delegates tasks among expert members of the AT and determines the scope of assessment with each expert.
5. The Accreditation Commission of Universities of Technology office and the University agree on a detailed accreditation schedule (visit and video conferences). The office notifies the University about the selected accreditation procedure option.
6. The University provides a list of theses (interim papers). The Leader of the AT selects dissertations, interim papers and other documents necessary for the assessment procedure. The University sends electronic (scanned) versions of the theses to the office and the Leader.
7. Coordinated by the Leader, the AT analyses data and information in the self-assessment report and draws a list of questions and inquiries to be clarified during accreditation (during the visit or a video conference as per the selected procedural option).
8. The Leader of the AT provides the list of additional requests of the AT to the person responsible for coordinating the visit.

LIMITED VISIT – OPTION C

If circumstances improve, strive to hold the visit on-site, even a limited one. Limit the number of people in the meeting (to 10). Learning facilities can be inspected as part of a site visit by two AT members with a representative of the University, even without students.

REMOTE VISIT – OPTION B

Should it be impossible to hold a site visit, meetings should take place via MS Teams or another communication platform (to be decided by the entity undergoing accreditation).

NOTE!!!

The University/entity undergoing accreditation should in each case decide with the AT on how the platform is used (credentials, participation in the video conference) and train members of the AT in the use of the platform before the accreditation process.

Accreditation process milestones:

1. **Preliminary AT meeting**
 - a. exchange of initial comments about the field of study undergoing assessment following the self-assessment report and additional documents provided before the visit;

- b. formulation of additional questions and doubts regarding the conformity with KAUT/ENAAEE accreditation standards;
 - c. analysis of schedules and plans and selection of classes to be observed;
 - d. determination of the list of learning facilities to be visited.
- 2. **Meeting with University Authorities** and administration of the entity in charge of the assessed field of study to present the detailed visit schedule and familiarise members of the AT with key University, entity, and field of study matters.
- 3. **Meeting with the persons responsible for the self-assessment report**, including those in charge of the study programme and its implementation (concept, teaching goals and learning effects), internships, a system for verifying learning effects, internationalisation, student support, support for the disabled, work with the social and economic environment.
- 4. **To conduct lesson observation**, members of the AT join selected online classes using the communication platform determined before.

Note:

- a. remote classes can be selected beforehand to allow the University to add the experts to the virtual classroom;
 - b. should no remote classes be held during the visit, the AT can visit remote classes taking place a week after the visit, for example.
- 5. Meeting with students – representatives of students of the field of study undergoing assessment (representative of all years, profiles, levels, and forms of education, if possible) should be indicated in a joint decision with the Student Self-Government. The meeting is attended by an AT member representing the students.
- 6. **Meeting with the Student Self-Government and representatives of student scientific circles** – as above.
- 7. **Meeting with academic staff** who deliver classes to students of the field of study undergoing assessment (representatives for the meeting selected by the University).
- 8. **Meeting with representatives of the social and economic environment**, including employers providing internships for students of the assessed field of study. (representatives for the meeting selected by the University)
- 9. **Summary AT meeting**
- 10. **Preparation of accreditation reports** (KAUT/ENAAEE AT Report with commentary, EAFSG AT Report, Student Representative Report, Employer Evaluation Sheet).

The visit to the learning facilities used for classes delivered under the assessed field of study, research assets, and the library can take the form of:

- a. **provision of up-to-date photographs;**
- b. a **live video feed** via a messenger;
- c. a **virtual tour** organised by the entity undergoing accreditation