



**National Bureau for Academic accreditation and Education Quality Assurance (NBAQ)**

## **Institutional Accreditation Process**

### **Mechanism *and* Procedures *for* Implementation**

Following the approval and endorsement of two documents, entitled:

- "Criteria for Attaining Quality Assurance & Achieving Institutional Accreditation," and
- "Assessment Forms for the Institution's Compliance with Accreditation Standards,"

Outlined below is the mechanism observed by NBAQ in the implementation of institutional accreditation, processed through the following stages:

#### **I. Promoting Public Awareness of NBAQ's Accreditation Standards**

- NBAQ sends official circular(s), both in print and electronic formats, to the directors and presidents of post-secondary institutions in Kuwait, for spreading awareness among members of the institutional academic community, as regards the document entitled "Criteria for Attaining Quality Assurance & Achieving Institutional Accreditation."

#### **II. Contacting Institutions**

NBAQ organizes meetings with the directors and presidents of post-secondary institutions in Kuwait, for the purpose of explaining the following matters:

- 1). The nature and elements constituting NBAQ's thirteen institutional accreditation standards.
- 2). Essential steps to prepare the institution for attaining institutional accreditation.
- 3). Procedures for meeting the requirements and conditions that qualify the institution for receiving the accreditation assessment.
- 4). Institutional accreditation procedures.
- 5). NBAQ's measures to assist institutions in effective planning for the institutional accreditation process.
- 6). Benefits of compliance with NBAQ's thirteen institutional accreditation standards, and the consequences of non-compliance.

### **III. Knowledge of Self-Assessment Reporting**

NBAQ extends opportunities for administrators, faculty, and staff to acquire basic understanding and knowledge of the key elements, and format, for preparing an effective self-assessment report.

- 1). NBAQ organizes workshops and training programs, conducted by experts, for training administrators, faculty, and staff, in preparing, organizing, and completing the institution's self assessment report.
- 2). Based on instructions and guidelines, outlined by experts during the workshops and training programs, the institution prepares its self-assessment report, within a maximum period of twelve months.

### **IV. Initiating the Institutional Accreditation Process**

- 1). The institution submits a request, indicating its readiness to initiate the institutional accreditation process, and works out a feasible schedule in coordination with NBAQ, for the submission of self-assessment report, thus putting into operation the accreditation assessment process, provided that the self-assessment report has received the top governing board's approval.
- 2). In case the institution does not submit a request for initiating the accreditation process, due to inadequacy or lack of coordination between the institution and NBAQ, it is NBAQ's prerogative to take the initiative, and set the timeline for commencing the accreditation process.

### **V. Revision of the Institutional Self-Assessment Report**

Within three months of receiving the institution's self-assessment report, NBAQ reviews the document, in terms of the following criteria:

- 1). Identifying any missing information or documentation, and requesting its inclusion.
- 2). Verifying that the self-assessment report is written with clarity, and structured according to the established format.
- 3). Validating that the self-assessment report's content is consistent and compatible with NBAQ's thirteen institutional accreditation standards.
- 4). Granting the institution a month's time (from the date of NBAQ's notification) for incorporating necessary amendments, if any, requested by NBAQ, to the self-assessment report, and resubmitting the completed and revised report.

### **VI. Implementing the Institutional Accreditation Assessment Process**

- 1). NBAQ's Director forms a team of external peer evaluators, and forwards to them the institutional self-assessment report.

- 2). The evaluation team studies the self-assessment report, and submits a written report of its observations, remarks and queries, including any of the following procedural options:
  - (a). A site visit, within three months
  - (b). A site visit, after twelve months.
  - (c). Rejection of the request for an accreditation site visit, and resubmission of a new request following the satisfactory response to the evaluators' remarks and queries.
- 3). NBAQ sends the evaluation team's report to the institution, for appropriate response to the remarks and queries raised, prior to the team's actual site visit.
- 4). In coordination with the institution, and within three months of sending the team's report, NBAQ sets the date and time of site visit to the institution seeking accreditation.

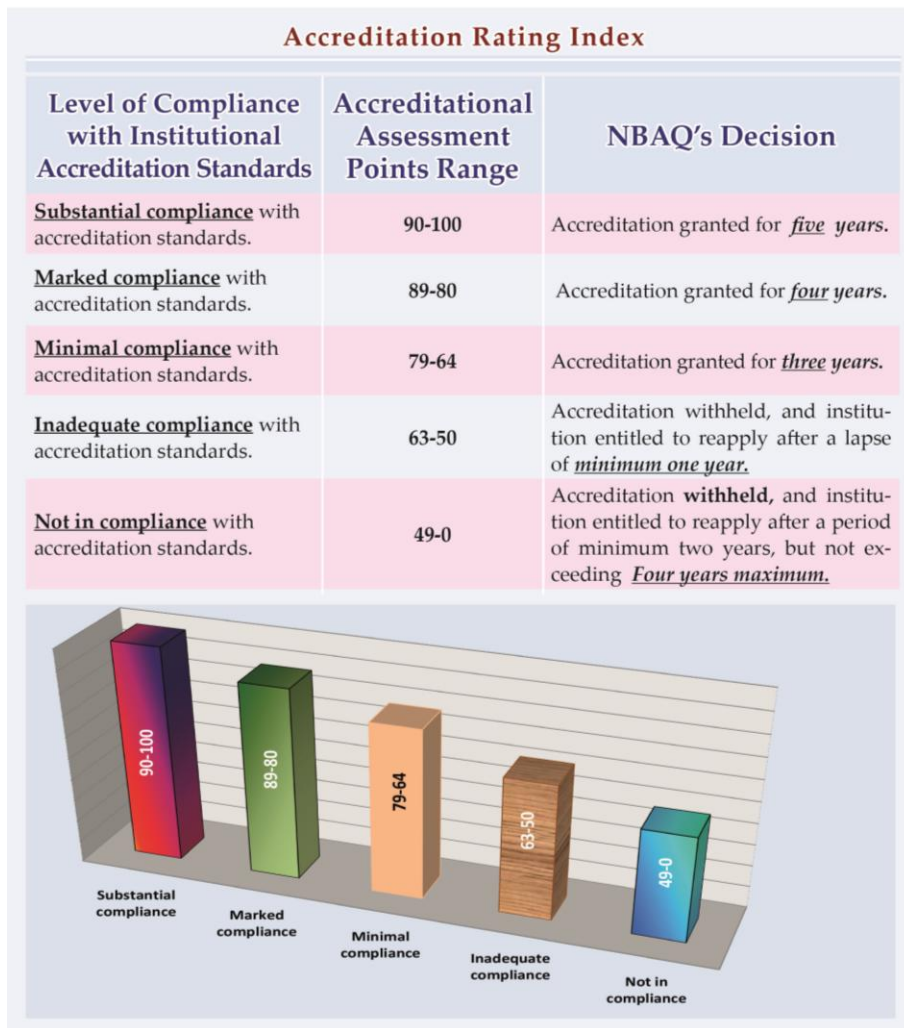
## **VII. Evaluation Team's Site Visit to the Institution to Be Accreditation**

- 1). The site visit's duration is for 3-5 days.
- 2). During site visit, the evaluators team meets:
  - (a). Institution's top administrators
  - (b). Unit Directors
  - (c). Faculty member groups
  - (d). Student groups
- 3). During site visit, the evaluation team inspects:
  - (a). Classrooms
  - (b). Laboratories
  - (c). Institutional facilities and buildings
- 4). The site visit's purpose is to:
  - (a). Conduct empirical assessment of the accreditation's viability *vis-a-vis* the contents and statements of institution's self-assessment report.
  - (b). Verify the institution's successful compliance with the requirements and indicators of NBAQ's thirteen institutional accreditation standards.
  - (c). Recommend the granting, or withholding of, academic accreditation to the institution.
  - (d). Estimate the level of institution's capacity and compliance with NBAQ's accreditation standards, and rate its actual accreditation status, as per the rating scale specified below (Table):

- (e). Meet NBAQ's administration to relay information on the outcomes of the site visit, and explain all aspects of accreditation assessment of the institution.

**VIII. Submitting the Final Report of the Accreditation Assessment**

- 1). The evaluation team’s head sends the final report of the institutional accreditation assessment to NBAQ’s Director within a month of the site visit.
- 2) The NBAQ administration reviews the report for inclusiveness.
- 3). NBAQ’s Director forwards the final report of the accreditation assessment to NBAQ's Board of Directors, along with the recommendation for either granting accreditation to the institution for a specified duration, or withholding it.
- 4). NBAQ's Board of Directors issues a decree, formalizing the institution's accreditation status, based on the Accreditation Rating Index, outlined in the Table below:



- 5). NBAQ publicly announces the Board of Directors’ decision on the institution’s accreditation status.