



Procedures for Institutional Accreditation and Documentation for Their Implementation

Stages

1. Self-evaluation and submission of a request for accreditation
2. Considering a request to start a procedure
3. Site visit to the institution under evaluation
4. EG report and decision

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Stage 1: Self-evaluation and submission of a request for accreditation

- ❖ **Action 1:** THE APPLICANT shall submit a request for institutional accreditation.
- ❖ The applicants are:
 - ❖ The higher education institution (HEI) and/ or
 - ❖ The Minister of Education and Science

Stage 1: Self-evaluation and submission of a request for accreditation

Documentation. The request contains:

- ❖ 1. A filled-in request form.
- ❖ 2. A self-evaluation report, in compliance with the institutional accreditation criteria, approved by the Agency, and is prepared in compliance with the Guidelines for Preparation of a Self-Evaluation Report, approved by the Accreditation Council.
- ❖ 3. A report on implementing the obligatory recommendations of the Accreditation Council from previous procedures and from procedures of post-accreditation monitoring and control.
- ❖ 4. An excerpt from the Minutes of the Academic Council's decision concerning the receipt of the documentation under items 2 and 3.

Stage 1: Self-evaluation and submission of a request for accreditation

- ❖ 5. Structure of the HEI compliant with HEA.
- ❖ 6. A copy of the current Regulations of the HEI.
- ❖ 7. A copy of the strategic plan on the development of the HEI and / or the operational plan of the HEI Rector.
- ❖ 8. A copy of the Catalogue for prospective students for the current academic year.

- ❖ **Note:** In the cases where the request has been submitted by the Minister of Education and Science, the documentation under items 2,3,4,5 shall be submitted, as described in Action 4.

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Stage 2: Considering a request to start a procedure

- ❖ **Action 2:** NEAA CHAIRMAN sends the request to the respective Standing Committee (SC) by higher education area
- ❖ **Documentation:** An order to consider the submitted request and the attached documents.

Stage 2: Considering a request to start a procedure

- ❖ **Action 3:** THE STANDING COMMITTEE by higher education area examines the submitted requests and proposes to the Accreditation Council to start a procedure or to issue a refusal.
- ❖ **Documentation:** A proposal of the SC with a well-reasoned opinion to start a procedure or issue a refusal to start a procedure in case the information, required under Art. 29 of the NEAA Statute, has not been submitted.
- ❖ **Deadline:** 20 days after the request submission.

Stage 2: Considering a request to start a procedure

- ❖ **Action 4:** After considering the proposal of the Standing Committee, THE ACCREDITATION COUNCIL adopts a decision:
 - ❖ To start the procedure
 - ❖ To refuse to start the procedure;
- ❖ In case of a started procedure the decision shall specify:
 - ❖ The Standing Committee by higher education area and its tasks;
 - ❖ The costs of the procedure in accordance with the regulations, approved by the Minister of Finance.

Stage 2: Considering a request to start a procedure

- ❖ **Deadline for the adoption of the decision:** one month after the request submission.
- ❖ **Documentation:**
 - ❖ A notification letter to the applicant on starting the procedure and the implementation costs or
 - ❖ A notification letter on the refusal to start the procedure

Note: When the request to start the procedure is made by the Minister of Education and Science, the HEI submits to the Agency within 2 months of the Accreditation Council's decision the necessary documentation, outlined in Action 1.

Stage 2: Considering a request to start a procedure

- ❖ **Action 5:** THE STANDING COMMITTEE proposes to the Agency Chairman experts for the Expert Group (EG) and its tasks in accordance with the type of procedure.
- ❖ **Documentation:** A report to the Chairman of the Accreditation Council with proposals about the composition of the expert panel.

Stage 2: Considering a request to start a procedure

- ❖ **Action 6:** NEAA CHAIRMAN shall propose to the Accreditation Council the composition and tasks of the expert group.
- ❖ **Documentation:** A proposal by NEAA President to the Accreditation Council.

Stage 2: Considering a request to start a procedure

- ❖ **Action 7:** THE ACCREDITATION COUNCIL considers the proposals of the Standing Committee, establishes expert groups and approves their tasks in accordance with the stated procedures.
- ❖ **Documentation:** A Decision of the Accreditation Council on the approval of the composition of expert groups and specifying their tasks.

Stage 2: Considering a request to start a procedure

❖ **Action 8: NEAA CHAIRMAN**

- ❖ Concludes contracts with EG members in compliance with Art. 13, para 3 of the NEAA Statute;
- ❖ If necessary, sends EG and SC members and Agency experts to the institutions under evaluation.

❖ **Documentation:**

- ❖ An Order of the NEAA Chairman concerning the EG composition and tasks in compliance with the decision of the Accreditation Council.
- ❖ Contracts with EG members
- ❖ Orders about site visits

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Stage 3: Site visit to the institution under evaluation

- ❖ **Action 9: THE EXPERT PANEL:**
 - ❖ Systematizes and analyzes the submitted documents and information related to the procedure;
 - ❖ If necessary, it requests additional information and evidence from the institution;
 - ❖ Visits the institution under evaluation according to a programme, which has been coordinated with the higher education institution in advance and includes becoming familiar with students' and postgraduates' opinion about the quality of the education carried out;

Stage 3: Site visit to the institution under evaluation

- ❖ Carries out meetings with employers and customers, verifies the credibility of the provided information;
- ❖ Prepares and submits to the SC by the relevant area an evaluation report on the completed review.
- ❖ A Report of the Standing Committee on the results of the evaluation carried out concerning the procedure for institutional accreditation
- ❖ THE STANDING COMMITTEE provides the report to the institution under evaluation for opinion.

Stage 3: Site visit to the institution under evaluation

❖ **Documentation:**

- ❖ A Programme about the EG visit, coordinated with the HEI in advance.
- ❖ An EG report on the review, concerning the assigned procedure
- ❖ A SC report on the results of the evaluation, concerning the procedure for institutional accreditation.

Stage 3: Site visit to the institution under evaluation

- ❖ **Action 10:** The institution under evaluation has the right, to submit its opinion on the SC report to the Standing Committee in the respective area within a two-week period
- ❖ **Documentation:**
 - ❖ An Opinion of the institution to the Standing Committee of the NEAA Statute

Stage 3: Site visit to the institution under evaluation

- ❖ **Action 11: THE STANDING COMMITTEE** considers the EG evaluation report
 - ❖ When necessary, returns the report for reconsideration;
 - ❖ Prepares and submits to the Accreditation Council a report on the procedure, containing a well-reasoned evaluation grade.
- ❖ **Documentation:**
 - ❖ A report to the Accreditation Council on the procedure containing a well-reasoned evaluation.

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Stage 4: EG report and decision

- ❖ **Action 12: THE CHAIRMAN**
 - ❖ Submits the report of the Standing Committee to the Accreditation Council and includes it in the agenda of the subsequent meeting;
 - ❖ Issues an order for payment to the EG members
- ❖ **Documentation:**
 - ❖ An order for payments concerning the procedure

Stage 4: EG report and decision

- ❖ **Action 13: THE ACCREDITATION COUNCIL**
 - ❖ Returns the report for reconsideration if it finds that the evidence in the SC report is insufficient;
 - ❖ On the basis of the SC report it makes a decision, which includes an evaluation grade;
 - ❖ Refuses accreditation;
- ❖ **Documentation:** The decision on granting accreditation contains: evaluation grade, period of accreditation and HEI capacity.
The Decision refusing accreditation contains:
 - ❖ The reasons for the refusal and recommendations
 - ❖ Deadline for taking measures to address the weaknesses and to improve quality

Stage 4: EG report and decision

❖ **Action 14: NEAA CHAIRMAN**

- ❖ Informs the institution about the decision of the Accreditation Council;
- ❖ Informs the Minister of Education and Science about the decision;

❖ **Documentation:**

- ❖ A Notification letter about the decision of the Accreditation Council and the evaluation grade.
- ❖ A Notification letter about the decision of the Accreditation Council and the reasons to refuse accreditation.

Stage 4: EG report and decision

- ❖ **Action 15: THE NEAA ADMINISTRATION:**
 - ❖ Issues a certificate of accreditation;
 - ❖ Updates the list of accredited higher education institutions;
 - ❖ Stores the documents in the Agency archives;
 - ❖ Publishes the evaluation and accreditation results on the Agency website: www.neaa.government.bg
- ❖ **Documentation:** An Accreditation certificate compliant with the form and issued in accordance with the grade and following a procedure, determined by a decision of the Accreditation Council Publication



Thank you
for your attention!