



ICACIT Accreditation Policies and Procedures Manual

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For more information about ICACIT, its program evaluation processes and other activities, you can visit www.icacit.org.pe, send a communication to Av. Del Pinar 152. Office 707. Santiago de Surco. Lima 033. Peru, or to acreditacion@icacit.org.pe

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ICACIT ACCREDITATION POLICIES AND PROCEDURES MANUAL

TAKE INTO CONSIDERATION THAT:

- (1) THIS DOCUMENT CONTAINS POLICIES AND PROCEDURES ESTABLISHED AND APPROVED BY THE ICACIT BOARD OF DIRECTORS.
- (2) **BOLD** SEGMENTS INDICATE RECENT CHANGES APPROVED BY THE ICACIT BOARD OF DIRECTORS.

INTRODUCTION

The purpose of this document is to articulate the policies and procedures that govern the ICACIT evaluation process. This document will be used by the Programs, the ICACIT Board of Directors, the ICACIT Accreditation Committees, and the evaluation teams. A Program seeking ICACIT Accreditation is responsible for clearly demonstrating compliance with all ICACIT policies, procedures, and criteria.

Terms used in capital letters correspond to defined terms and will have the meaning provided in the Glossary of Terms included in the Criteria for Undergraduate and Graduate Programs published on the ICACIT website: www.icacit.org.pe.

The defined terms include both singular and plural.

GENERAL INFORMATION ABOUT ICACIT

ICACIT is a non-profit civil association that is comprised by institutions that have interest in ensuring the quality of training of professionals that the world demands: (1) The Peruvian Academy of Engineering, (2) The Peruvian Association of Software, Technology, Innovation and Digital Economy of Peru, (3) The Peruvian Engineers Association, (4) The National Confederation of Private Business Institutions, and (5) The IEEE Peru Section.

ICACIT Accreditation is an audit of compliance with international standards of the *Washington Accord* and the *Sydney Accord* of the *International Engineering Alliance*, the *Seoul Accord*, the *Canberra Accord* and the *European Network for Accreditation of Engineering Education*, adopted by ICACIT.

The accreditation of international recognition and value granted by ICACIT does not imply any type of recognition by the Sistema Nacional de Evaluación, Acreditación y Certificación de la Calidad Educativa (Sineace) since ICACIT is an independent and autonomous non-governmental entity that is governed by the aforementioned international standards. The ICACIT Accreditation is not based on, nor related to, nor has any connection with the standards and accreditation of Sineace.

ICACIT grants ICACIT Accreditation to educational programs in architecture, science, computing, engineering, and engineering technology.

ICACIT promotes the continuous improvement of professional training, identifying Programs that meet recognized international quality standards. Graduates of ICACIT-accredited programs are prepared to take on the challenge of practicing the profession at a global level and take on ever-greater challenges.

Responsibilities

ICACIT is comprised by five (5) Accreditation Committees: The Architecture Accreditation Committee (CAA), the Science Accreditation Committee (CACi), the Computing Accreditation Committee (CAC), the Engineering Accreditation Committee (CAI) and the Engineering Technology Accreditation Committee (CAT).

The ICACIT Accreditation Committees are responsible for the following:

- (1) Submit proposals to the ICACIT Board of Directors for improving the ICACIT Accreditation criteria, policies and procedures.
- (2) Manage the accreditation process and decision making based on the criteria and the ICACIT Accreditation Policies and Procedures Manual.

The procedures and decisions in cases of appeals on accreditation actions are the responsibility of the Appeals Commission appointed by the ICACIT Board of Directors.

Accreditation decisions are based solely on the provisions of the Accreditation Policies and Procedures Manual and the applicable accreditation criteria published by ICACIT.

Recognition

ICACIT is an accreditation agency signatory of the *Washington Accord* and provisional member of the *Sydney Accord* and the *Seoul Accord*, international agreements that make up the International Engineering Alliance (www.ieagreements.org) and member of *The International Network for Quality Assurance Agencies in Higher Education* - INQAAHE and *the European Network for Accreditation of Engineering Education* - ENAEE.

ACCREDITATION POLICIES AND PROCEDURES

1. Publication of the ICACIT Accreditation of Programs by the Educational Institution

- 1.1. Educational institutions are required to publish the ICACIT Accreditation status of each Program accurately and unambiguously. ICACIT Accreditation is not a ranking, therefore, an evaluated Program can only have either of the following two statuses: “With ICACIT Accreditation” or “Without ICACIT Accreditation”.
- 1.2. Unauthorized use of the official ICACIT logo is prohibited. Only educational institutions that are part of the ICACIT System and their Programs with current ICACIT Accreditation are authorized to use the ICACIT logo on their website, catalogs and other similar publications.
- 1.3. When ICACIT Accreditation is granted to a Program, the final accreditation action only indicates the nature of the next evaluation. The public announcement of the accreditation action should only refer to the Program's achievement of ICACIT Accreditation. All statements regarding the status of ICACIT Accreditation should refer only to those Programs that have achieved ICACIT Accreditation. No announcement should be made that implies the achievement of ICACIT Accreditation of other Programs that have not been granted ICACIT Accreditation by any of the ICACIT Accreditation Committees.
- 1.4. The educational institution is not authorized to quote the content of the ICACIT Accreditation Statement in whole or in part. Correspondence and reports between ICACIT and the educational institution are considered confidential and may only be shared with authorized persons of the educational institution. Any document published by the educational institution must clearly specify its confidentiality. In the event that the law or an institutional policy requires the publication of a confidential document, it must be published in its entirety.
- 1.5. The educational institution must be clear when referring to the group of ICACIT accreditation criteria under which its Program has been accredited: Architecture, Science, Computing, Engineering or Engineering Technology.
- 1.6. Institutional catalogues and other similar publications must clearly identify Programs accredited by an ICACIT Accreditation Committee in order to differentiate and distinguish them from other programs and other types of accreditation. Each Program with ICACIT Accreditation must be clearly identified as “Program with ICACIT Accreditation from the Accreditation Committee of ___ of ICACIT, **under the General Criteria and the Program Criterion “___”, <http://www.icacit.org.pe>**”.
 - a. Each ICACIT Accredited Program must publicly declare its educational objectives and graduate attributes.
 - b. Each ICACIT Accredited Program must publicly declare the number of enrolled students and the number of Graduates for the last five (5) years.
- 1.7. If the ICACIT Accreditation of a Program is revoked or suspended, the educational institution may not continue to refer to that Program with the status of “accredited”.
- 1.8. The educational institution must make a public amendment in the event that any misleading or incorrect information is published in any media in relation to the items cited in Section 1 of this document.

2. Policies on Confidentiality of Information

- 2.1. ICACIT requires ethical conduct from its volunteers (Board of Directors members, Advisory Committee members, Accreditation Committee members, evaluation teams members) and employees committed to fulfilling its mission. ICACIT requires that each volunteer and employee demonstrate the highest standards of professionalism, honesty and integrity. The services provided by ICACIT require impartiality, justice and

equity. All persons involved in ICACIT activities must perform their duties under the highest standards of ethical behavior.

The information provided by the educational institution is for the confidential use of ICACIT and will not be disclosed without the proper written authorization of the educational institution.

- 2.2. The content of all material provided for evaluation purposes and discussion during Accreditation Committee meetings is considered privileged information. The content of these documents and accreditation actions may be disclosed only by authorized ICACIT personnel and only under appropriate circumstances determined by the ICACIT Board of Directors. All communications between educational institutions and evaluators regarding final accreditation actions must be directed to the ICACIT Head Office.
- 2.3. ICACIT publicly identifies those Programmes to which it has granted ICACIT Accreditation, in accordance with Section 1 of this document. ICACIT does not disclose information about Programmes that have been evaluated but have not received ICACIT Accreditation, with the exception of those evaluations related to obtaining the EUR-ACE Label.
- 2.4. **ICACIT defines plagiarism as the reuse of documents, processes, and information from another educational institution or program without explicitly acknowledging the original author and source. ICACIT considers plagiarism in any form and at any level unacceptable and a serious violation of the ICACIT Accreditation Program Evaluation process, with ethical and legal consequences that may result in the accreditation decision to "Not to Accredit" (NA).**

3. Policies on Conflicts of Interests

- 3.1. Serving as a member of any ICACIT body (Board of Directors, Accreditation Committee or Evaluation Team) or staff may result in conflicts of interest or doubts about the objectivity and credibility of the accreditation process. ICACIT expects such individuals to demonstrate ethical and professional behavior to avoid real or perceived conflicts of interest. The intent of this policy is to:
 - a. Maintain credibility in the ICACIT Accreditation process and trust in the decisions of the Board of Directors, the Accreditation Committees, the Evaluation Teams and the ICACIT staff;
 - b. Ensure equity and impartiality in decision-making;
 - c. Disclose actual or perceived conflicts of interest; and
 - d. Act impartially and avoid the appearance of impropriety.
- 3.2. Individuals representing ICACIT should not be involved in any decision-making if they have or have had a close and active association with an educational program or institution being evaluated in a given evaluation cycle. A close and active association includes, but is not limited to:
 - a. Current employment or within the last three (3) years as a member of the faculty, staff or consultant of the educational institution or the Program.
 - b. Discussion or negotiation of current employment or within the last three (3) years with the educational institution or Program.
 - c. Attendance as a student at the educational institution.
 - d. Having received an honorary degree (for example, doctor honoris causa) from the educational institution.
 - e. Current participation or within the last three (3) years of a relative up to the second degree of consanguinity and the first degree of affinity as a student or employee of the educational institution or the Program.
 - f. An unpaid official relationship with the educational institution (e.g., Advisory Committee member) currently or within the past three (3) years.
 - g. Any reason that prohibits this person from making an impartial decision.
- 3.3. Evaluation Team members must not establish a close and active association with the educational institution or Program under evaluation until the evaluation cycle of that Program has concluded. **If a close and active association is established between one or more members of the Evaluation Team and the educational institution or Program during the evaluation cycle, the evaluation process of said Program will be cancelled and the accreditation action of "Not to Accredit" (NA) will be determined.**
- 3.4. Accreditation Committees members are not eligible to serve as Board of Directors members, just as Board of Directors members are not eligible to serve on any Accreditation Committee. Board of Directors

members and ICACIT employees may observe an accreditation visit, but are not eligible to serve as team chairs or program evaluators.

- 3.5. A record of known conflicts of interests will be maintained for each person involved in the accreditation process. This record will be used in the selection of team chairs and program evaluators.
- 3.6. Each person representing ICACIT must sign a conflicts of interests and confidentiality statement indicating that he or she has read and understands ICACIT's policies on these issues. The policies on conflicts of interests and confidentiality will be presented and discussed at the beginning of each meeting of the Accreditation Committees.
- 3.7. Individuals who have a real or perceived conflict of interests with any educational institution or Program must refrain from participating in the sessions of the Accreditation Committee meetings intended to discuss a potential accreditation action of said educational institution or Program.
- 3.8. The names of persons who have recused themselves due to a conflict of interests will be recorded.

4. ICACIT Accreditation Criteria

4.1. For undergraduate Programs:

- a. General Criteria: These criteria include requirements for all Programs accredited by a particular Accreditation Committee. The General Criteria are criteria 1 to 8 and are published on the ICACIT website: www.icacit.org.pe
- b. Program Criteria: These criteria include specific Program requirements within the areas of specialization. The Program Criteria are described in criterion 9 and are published on the ICACIT website: www.icacit.org.pe
- c. Supplementary Criteria: Each Program must meet the Supplementary Criterion that it selects in its respective Evaluation Request. The selection of a Supplementary Criterion in the Evaluation Request implies that it will be considered in determining the final accreditation action of the Program. The Supplementary Criteria are described in criteria 10 to 11 and are published on the ICACIT website: www.icacit.org.pe

4.2. For graduate Programs: These criteria include requirements for all Programs accredited by a particular Accreditation Committee and are published on the ICACIT website: www.icacit.org.pe

5. Eligible Programs for an evaluation for ICACIT Accreditation purposes

5.1. A Program is an organized and integrated educational experience culminating in the attainment of an academic degree. The Program will have educational objectives, graduate attributes, a curriculum, faculty, and facilities.

The evaluation process for ICACIT Accreditation purposes considers:

- a. Different Programs if they are offered in different locations, branches or modalities.
- b. In cases where the Program is offered at several locations, branches or modalities and the academic degree does not specify where the Program is offered, it will be accredited only if all locations or campuses where the Program is offered are evaluated and it is found that all of them meet ICACIT's accreditation criteria and policies.
- c. If the evaluation of a single Program is requested, and it is offered at another location or branch, the academic degree must identify that location or branch.

5.2. A Program will be considered for ICACIT Accreditation if it is offered by a higher education institution with government recognition to award academic degrees.

- a. ICACIT grants ICACIT Accreditation to individual higher education programs at the following levels and modalities:
 - i. Undergraduate level, in both face-to-face and blended learning modalities.
 - ii. Graduate level, in face-to-face, blended, and distance learning modalities.
- b. ICACIT does not grant ICACIT Accreditation to departments, schools, institutions, or individuals.

5.3. A Program must be accredited under at least one of the ICACIT Accreditation Committees:

- a. CAA, Architecture Accreditation Committee – ICACIT-accredited programs by the CAA are those at the university level that lead to the professional practice of architecture.

- b. CACi, Science Accreditation Committee – ICACIT-accredited programs by the CACi are those at the university level that lead to the professional practice of physical, mathematics and chemistry sciences.
 - c. CAC, Computing Accreditation Committee – ICACIT-accredited programs by the CAC are those at the university level that lead to the professional practice in the broad spectrum of computing disciplines.
 - d. CAI, Engineering Accreditation Committee – ICACIT-accredited programs by the CAI are those at the university level that lead to the professional practice of engineering. All engineering Programs names must include the word “engineering”.
 - e. CAT, Engineering Technology Accreditation Committee – ICACIT-accredited programs by the CAT prepare graduates for their profession as engineering technologists.
 - f. Those Programs whose names include the modifiers “computing”, “systems” or “informatics” will be subject to a review of their content to recommend the applicable Accreditation Committee or Committees.
- 5.4. Program names must meet ICACIT requirements:
- a. The name of the Program must clearly describe its content. Otherwise, the Program must declare its content publicly and unambiguously.
All Programs must provide ICACIT with the name of the Program in Spanish and its respective translation into English consistent with its content.
 - b. There must be consistency between the name of the Program, the study certificates, academic degrees, institutional publications in electronic and printed media, and the Program Request for Evaluation sent to ICACIT.
 - c. The name of the Program and its content determine the Accreditation Committee, the policies, procedures and criteria applicable for its evaluation.
 - i. Each Program must meet the General Criteria of the Accreditation Committee under which it will be evaluated.
 - ii. If the name of a Program and its content imply one or more specializations for which Program Criteria have been developed, the Program must meet all applicable Program Criteria.
 - iii. If the name of a Program and its content suggest evaluation by more than one Accreditation Committee, then the Program will be evaluated jointly by the corresponding Accreditation Committees.
- 5.5. A Program must have graduates in the last three (3) years prior to the evaluation cycle in which the Request for Evaluation is submitted.
- 5.6. A Program must belong to the ICACIT System at least since the year prior to the evaluation cycle in which it submits the Request for Evaluation. The ICACIT System is a space that brings together Programs from higher education institutions committed to the continuous improvement of educational quality.
- 5.7. A Prior Review is a one-time only review and must be completed before the first evaluation of a Program. In this case, the educational institution must contact ICACIT to provide its Self-Study Report without appendices, in electronic format, no later than September 30 of the year prior to its evaluation cycle. If a Program belongs to an educational institution with Programs previously accredited by ICACIT, it is not required to undergo a Prior Review.
- a. A Prior Review is a process carried out by an Ad Hoc Committee that determines whether a Program is ready for its first evaluation. A Prior Review serves to reduce the possibility that a Program will expend resources without being adequately prepared.
 - b. The Prior Review for a Program will result in one of the following not mandatory recommendations for the educational institution:
 - i. Submit the *Request for Evaluation* in the immediate evaluation cycle.
 - ii. Defer submission of the *Request for Evaluation* until the next evaluation cycle unless substantial changes are made to the preparation and documentation of the Self-Study Report.
 - iii. Not submit the *Request for Evaluation* in the immediate evaluation cycle.

- c. The recommendation of the Prior Review for a Program will be notified on October 31 of the same year in which it is carried out.

5.8. A Program requesting to be evaluated for the first time must have completed at least two (2) cycles of Assessment and Evaluation of its graduate attributes and one cycle of Assessment and Evaluation of its educational objectives demonstrated in its Self-Study Report.

6. The Evaluation Cycle and its Timeline

6.1. The evaluation cycle regularly lasts twelve (12) months, starting in January with the submission of the *Request for Evaluation* and ending in December with the delivery of the *Final Accreditation Statement*.

6.2. The Programs considered for evaluation for ICACIT Accreditation purposes are those that have submitted a formal and express request within the established period.

- a. An educational institution that wishes to have its Programs considered for evaluation for ICACIT Accreditation or ICACIT Reaccreditation purposes must submit to ICACIT a *Request for Evaluation*, considering that the maximum deadline for receipt of this document is January 31. The *Request for Evaluation* must be signed by the highest level authority of the educational institution. The educational institution is required to submit a different request for each Accreditation Committee involved in the evaluation of its Programs.
- b. If more than one Accreditation Committee is involved in the evaluation of any Program during the same evaluation cycle, the on-campus evaluations will be carried out simultaneously.
- c. Requests for Evaluation that require any correction will be returned to the educational institution for the respective correction.
- d. The educational institution will have the possibility of choosing whether the program evaluators are local or foreign in its *Request for Evaluation*. If it chooses foreign program evaluators, it will additionally assume the costs involved in their international transfer.

6.3. The educational institution will submit a Self-Study Report or an Interim Report for each Program depending on the type of evaluation that corresponds to it.

- a. The educational institution must send to the central office of ICACIT along with its *Request for Evaluation* and no later than January 31:
 - i. One (1) copy of the printed version of the report in Spanish, for each Program;
 - ii. the electronic versions of the report in Spanish and English, for each Program;
 - iii. the electronic and printed version of the supplementary information indicated in section b. below, and
 - iv. a minimum of three (3) dates proposals for on-campus visit.
- b. The educational institution must provide the following supplementary information to each report:
 - i. Admission prospectus;
 - ii. Program brochure;
 - iii. List of Program Graduates during the year prior to the evaluation, organized in alphabetical order according to the first letter of the paternal surname, and
 - iv. Six (6) original study certificates of Graduates of the Program, starting with the Graduate whose paternal surname begins with the letter "B", and following the order in which they appear on the list of Graduates described previously until completing the six (6) certificates.
 - v. Each study certificate must be accompanied by the respective academic record, curriculum(s), equivalency tables, a simple copy of convalidation resolutions, a simple copy of certificates of pre-professional practices, a simple copy of the academic degree diploma and other information that demonstrates that the Graduates meet the graduation requirements of the Program.

6.4. During the months of February and March, members of the evaluation team will be appointed and the dates for the on-campus evaluation will be determined as appropriate.

- a. Prior to the official designation of each member of the evaluation team, the educational institution will have the opportunity to express its compliance with ICACIT's Conflict of Interest policies (Section 3.) within the following five (5) business days of receiving the notification.

at the time of the last General Evaluation. However, the educational institution may choose to base its Interim Evaluation on the current criteria.

- i. An Interim Evaluation consists of:
A review of an Interim Report prepared by the Program that includes information on all applicable criteria and prioritizes the Weaknesses and Concerns that remain unresolved in the Final Statement from the previous evaluation, and an on-campus evaluation focused on the Weaknesses and Concerns that remain unresolved in the Final Statement from the previous evaluation.
- ii. New Deficiencies, Weaknesses and Concerns may be cited if they become apparent during the conduct of an Interim Evaluation.

7.3. Self-Study Report – It is the main document that each Program uses to explain how it meets all applicable ICACIT Accreditation criteria, policies and procedures. The Self-Study Report must strictly follow the template prepared by ICACIT, which is available on the ICACIT website: www.icacit.org.pe.

7.4. Final Preparation for an On-Campus Evaluation

- a. Additional Information – Prior to the on-campus evaluation, the evaluation team may request any additional information as necessary.

7.5. On-Campus Evaluation – ICACIT conducts an on-campus evaluation to review issues that cannot be adequately described in the Self-Study Report

- a. The evaluation teams will be comprised by one (1) team chair, one (1) evaluator for each Program for which an evaluation is requested and one (1) technical secretary.
- b. In the case of evaluations that include Criterion 11. International Label of Educational Quality, the evaluation teams will be comprised by one (1) team chair, two (2) evaluators for each Program for which an evaluation is requested, and one (1) technical secretary.
- c. At least one (1) Program evaluator may be an international evaluator, even if the educational institution selects local Program evaluators in its Request for Evaluation.
- d. In the event that a Program must meet more than one set of Program Criteria (Criterion 9), one (1) Program evaluator will be assigned for each set of Program Criteria (Criterion 9) applicable in the evaluation.
- e. An evaluation team may include observers with the prior approval of ICACIT and the educational institution.

7.6. General Evaluations – The evaluation team examines all aspects of the Program to judge compliance with the criteria, policies and procedures. ICACIT assists each Program in recognizing its strengths and Findings.

To carry this out, the evaluation team:

- a. Interview faculty members, students, administrators, constituencies, among others to understand how the Program meets applicable criteria, policies and procedures and specific issues that may arise after reviewing the Self-Study Report or during on-campus evaluation.
- b. Examine the following:
 - i. Facilities – to verify that teaching and learning environments are adequate.
 - ii. Materials – samples of course display materials including syllabi, textbooks, sample assignments and exams, and samples of student work graded from “excellent” to “poor”.
 - iii. Evidence demonstrating that the educational objectives established by the Program are based on the needs of the Program's constituencies.
 - iv. Evidence of the processes of assessment, evaluation and achievement of the graduate attributes and educational objectives of each Program.
 - v. Evidence of actions taken to improve the Program.
 - vi. Student support services to confirm that they are consistent with the mission of the educational institution, the educational objectives of the Program and the graduate attributes.
 - vii. The process by which the educational institution verifies that graduating students meet all the requirements to complete the Program and obtain the academic degree, including interviews with the persons responsible for this process.

- c. During the Exit Meeting, the identified findings are presented orally to the Rector or the highest level authority of the educational institution.
- d. At the end of the Exit Meeting, a copy of the Exit Statement is sent to the dean or other equivalent representative.

7.7. Effective Date of the ICACIT Accreditation – begins with the delivery of the Final Statement.

- a. For an Initial ICACIT Accreditation: this retroactively covers graduates of the Program as of July 1 of the year prior to the evaluation
- b. During the effective date of the ICACIT Accreditation of the Program, ICACIT will carry out an Annual Follow-Up. Therefore, each Program with ICACIT Accreditation must send an Annual Report to ICACIT by March 31. In the event that the program fails to send its Annual Report, ICACIT will initiate the procedure for Revocation of ICACIT Accreditation described in section 10 of this document and will suspend the benefits of ICACIT. This procedure is not applicable in the year in which the Program has an evaluation process scheduled.
- c. During the effective date of its ICACIT Accreditation, the Program must continue to belong to the ICACIT System and continue to comply with the ICACIT Accreditation policies and criteria effective at the time of its last evaluation. It must also comply with the other obligations and procedures provided for in this document.
- d. During the effective date of the ICACIT Accreditation, ICACIT will issue a certificate to the graduates of the Program with the curriculum that meet the criteria of the ICACIT Accreditation.

7.8. Interim Evaluations

- a. Interim Evaluations are those that require an on-campus evaluation.
- b. Composition of Evaluation Teams for Interim Evaluations:
 - i. The evaluation teams for an Interim Evaluation will be comprised by one (1) team chair, one (1) evaluator for each Program and one (1) technical secretary.
 - ii. At least one (1) Program evaluator may be an international evaluator, even if the educational institution selects local Program evaluators in its Request for Evaluation.

7.9. The Preliminary Statement for the Educational Institution – The Preliminary Statement is prepared following the consistency check of the evaluation team's Exit Statement at the end of the on-campus evaluation. This process is the responsibility of the ICACIT Accreditation Committees that constitute the consistency check level of the evaluations for ICACIT Accreditation purposes. ICACIT will send educational institutions a Preliminary Statement for each Accreditation Committee involved. The Preliminary Statement will include general information and a specific section for each Program evaluated.

- a. The statement relating to each Program will generally include the following:
 - i. General characteristics of the Program that are verifiable through the evaluation process.
 - ii. Findings:
 - Deficiencies – A deficiency indicates that a criterion, policy, or procedure is not met. Therefore, the Program does not comply with the criterion, policy, or procedure.
 - Weaknesses – A weakness indicates that a Program lacks strength in compliance with a criterion, policy or procedure to ensure that the quality of the Program will not be compromised. Therefore, a remedial action is required to strengthen compliance with the criterion, policy or procedure before the next evaluation.
 - Concerns – A concern indicates that a Program currently meets a criterion, policy, or procedure; however, there is a possibility that this situation may change such that the criterion, policy, or procedure may no longer be met.

7.10. Response to the Preliminary Statement – After ICACIT delivers the Preliminary Statement to the educational institution, it is given a period of thirty (30) calendar days to respond. The response to the Preliminary Statement by the educational institution is known as the Response to the Preliminary Statement.

- a. Findings are considered resolved only when effective correction has been implemented during the academic year of the evaluation and is supported by official documents and evidence.
- b. All unresolved Findings will be evaluated by the appropriate Accreditation Committee at the time of the next evaluation.

7.11. Final Statement for the Educational Institution – The evaluation team will prepare a draft Final Statement incorporating the educational institution's Response to the Preliminary Statement. The appropriate Accreditation Committee members will conduct a consistency check, edit this draft, approve the Final Statement, and determine the final accreditation action.

7.12. Accreditation Actions – The decision on the ICACIT Accreditation of a Program is the responsibility of the respective ICACIT Accreditation Committee. The following actions may be determined on the ICACIT Accreditation of a Program:

- a. Next General Evaluation (NGE) – This action indicates that the Program has no Deficiencies or Weaknesses. This action is determined only after a General Evaluation and has a typical duration of six (6) years.
- b. Interim Visit (IV) – This action indicates that the Program has one or more Weaknesses whose nature requires an on-campus evaluation to evaluate the effectiveness of their respective remedial actions. This action has a typical duration of two (2) years.
- c. Extended Visit (EV) – This action indicates that the Program has satisfactorily implemented remedial actions regarding the Weaknesses identified in the previous Interim Visit (IV) action. This action is determined only after an Interim Visit (IV) evaluation. This action extends the ICACIT Accreditation period until the next General Evaluation and has a typical duration of between two (2) and four (4) years.
- d. Not to Accredite (NA) – This action indicates that the Program has one or more Deficiencies such that it does not meet the applicable ICACIT Accreditation criteria.
 - i. For Programs with ICACIT Accreditation, ICACIT will request that the educational institution officially notify its affected students and faculty of the revocation of the ICACIT Accreditation to the Program, before January 31 of the following year in which the NA accreditation action is determined, and remove the Program status “with ICACIT Accreditation” from the institutional catalogs referring to the Program, in print and electronic media.

8. International Accreditations

8.1. Educational institutions wishing to request the evaluation of some of their Programs by an international accrediting agency member of the Washington Accord, the Sydney Accord or the Seoul Accord must send a Request for Approval to ICACIT.

9. Changes During the Period of ICACIT Accreditation

9.1. A representative of the educational institution responsible for ICACIT Accredited Programs will notify ICACIT of changes that could have a potential impact on the extent to which an accredited Program meets the ICACIT Accreditation policies and criteria. A third party may also notify ICACIT of any changes to an ICACIT Accredited Program. The educational institution will provide ICACIT with detailed information about the nature of these changes and their impact on the ICACIT Accredited Program. These changes include, but are not limited to:

- a. Changes related to ICACIT criteria:
 - i. Students.
 - ii. Program Educational Objectives and Graduates Follow-up.
 - iii. Graduate Attributes.
 - iv. Continuous Improvement.
 - v. Curriculum.
 - vi. Faculty.
 - vii. Facilities.
 - viii. Institutional Support.
 - ix. Program Criteria.
 - x. Research and Social Responsibility.
 - xi. International Label of Educational Quality.
- b. Changes related to ICACIT policies:
 - i. Program name.

- ii. Methods or venues of Program delivery.
- iii. Decision not to continue with ICACIT Accreditation.
- iv. Decision to cease the Program.

9.2. ICACIT will review the information provided by the educational institution and any third party in accordance with the following:

- a. ICACIT will send a copy of the information provided by the educational institution or a third party to the corresponding Accreditation Committee.
- b. The Accreditation Committees will review the documentation and determine one of the following actions within the next sixty (60) calendar days:
 - i. Request additional information through the ICACIT central office.
 - ii. Approve: (1) That the ICACIT Accreditation of the Program be maintained for the period established in the last evaluation, or (2) That an on-campus evaluation be carried out focused on some aspects in order to determine whether the ICACIT Accreditation status of the Program should be changed.
- c. ICACIT will notify the educational institution of the decision determined by the Accreditation Committee.
- d. If an on-campus evaluation is required immediately and the educational institution refuses to conduct it, this action will result in the revocation of the Program's ICACIT Accreditation in accordance with Section 10 of this document.

10. Revocation of ICACIT Accreditation

If during the ICACIT Accreditation period, a Program appears not to meet the criteria or policies, ICACIT may initiate Revocation for Cause in accordance with the following procedure:

- 10.1. ICACIT will notify the educational institution, providing it with a detailed document indicating the reasons why the revocation of the ICACIT Accreditation of a Program is being considered.
- 10.2. The educational institution will be requested to provide an analysis and a response to the reasons given by ICACIT.
- 10.3. An on-campus evaluation may be scheduled to evaluate the reasons given by ICACIT.
- 10.4. If the on-campus evaluation and/or the response of the educational institution fail to demonstrate compliance with the ICACIT Accreditation policies and/or criteria, the ICACIT Accreditation will be revoked.
- 10.5. ICACIT shall immediately notify the educational institution of such revocation. The notice shall be accompanied by a statement detailing the cause of the revocation.
- 10.6. Revocation of ICACIT Accreditation for Justified Cause constitutes a Not to Accredit (NA) action. The Revocation of the ICACIT Accreditation of a Program will occur automatically in cases where the educational institution fails to comply with its financial commitments.

11. Appeals

- 11.1. Appeals may be made only in response to Not to Accredit (NA) actions and are based solely on the fact that the Accreditation Committee's Not to Accredit (NA) decision was inappropriate due to factual errors or lack of conformity with published ICACIT criteria, policies or procedures. Only conditions known to the Accreditation Committee at the time of its decision will be considered by ICACIT in appeal cases.
- 11.2. The appeal must be submitted in writing to the General Manager of ICACIT within fifteen (15) calendar days following receipt of the notification of the Not to Accredit (NA) action.
 - a. Only Not to Accredit (NA) actions may be appealed. An appeal letter must be submitted in writing by the rector or general director of the educational institution to the General Manager of ICACIT within the following fifteen (15) calendar days of receiving notification of the Not to Accredit (NA) action. This letter must include the reasons why the Not to Accredit (NA) decision is inappropriate due to factual errors or lack of compliance with the criteria, policies or procedures of ICACIT Accreditation.
 - b. Upon receipt of the appeal letter, the General Manager of ICACIT will notify the Board of Directors of the appeal. The Board of Directors will select three (3) members of the other Accreditation Committees not involved, one member of the Accreditation Committee involved,

and one member of the current Board of Directors to serve as members of the Appeal Commission. The members of the Appeal Commission will elect one of its members as the commission chair.

- c. The Appeals Commission will receive a copy of all the documentation that has been made available during the different stages of the evaluation cycle, up to the Response to the Preliminary Statement.
- d. Improvements introduced in a Program after the response referred to in paragraph 10.2 above will not be considered by the Appeal Commission.
- e. The Appeals Commission will meet within one hundred and twenty (120) calendar days after receipt of the appeal letter and, on behalf of the Board of Directors of ICACIT, will consider only the letter submitted by the educational institution and all the documentation indicated in point c. The decision of the Appeals Commission is limited to the options available to the Accreditation Committee responsible for determining the Not to Accredite (NA) action. The findings of the Appeals Commission and its decision will be reported in writing to the Board of Directors of ICACIT by the commission chair. The decision of the Appeals Commission constitutes the final decision of ICACIT.
- f. The educational institution and the Accreditation Committee will be notified in writing of this decision by the General Manager of ICACIT within the following fifteen (15) calendar days after the determination of the final decision.

12. On Exceptional Situations

In those exceptional situations where the conditions do not exist to carry out an on-campus evaluation, as part of the evaluation for ICACIT Accreditation purposes of a Program, one of the following actions will be determined:

- 12.1. If the educational institution does not have Programs that have previously achieved ICACIT Accreditation, the Program evaluation requested in that evaluation cycle will be cancelled. Therefore, the educational institution must submit a new Program's request for evaluation in the next evaluation cycle.
- 12.2. If the educational institution has Programs that previously achieved ICACIT Accreditation, a remote evaluation will be carried out considering the following alternatives for accreditation actions:
 - Interim Visit (IV) – This action indicates that the Program does not have any Deficiencies. This action has a typical duration of two (2) years.
 - Not to Accredite (NA) – This action indicates that the Program has one or more Deficiencies such that it does not meet the applicable ICACIT Accreditation standards.

PROPOSED CHANGES TO THE ICACIT ACCREDITATION POLICIES AND PROCEDURES MANUAL

Changes to ICACIT accreditation policies and procedures may be proposed by the Accreditation Committees and must be approved by the ICACIT Board of Directors. Typically, changes to ICACIT accreditation policies and procedures take effect in the evaluation cycle immediately following their approval. However, this period may be extended, where appropriate, and suggested changes may require a period for public review and comment prior to approval.

The following section presents the proposed changes to ICACIT's accreditation policies and procedures as approved by the ICACIT Board of Directors at its December 2024 session, for a review and comment period expiring on June 30, 2025. The ICACIT Board of Directors will determine, based on the comments received and the proposals of the Accreditation Committees, the content of the policies and procedures to be adopted.

Comments related to the proposed changes must be sent in writing to Av. Del Pinar 152. Office 707. Santiago de Surco. Lima 033. Peru, or by email to acreditacion@icacit.org.pe.

Proposed Changes

No proposed changes to policies and procedures have been determined.