Rules and Procedures for Evaluation and Accreditation

RPEA

Version 2022

Background, Vision, and Mission of IABEE

Accreditation Policies and Procedures

Indicative Schedule of Accreditation Evaluation Cycle

Indonesian Accreditation Board for Engineering Education
an autonomous subsidiary of the Institution of Engineers Indonesia (PII)
w: iabee.or.id
e: info@iabee.or.id

Document Control

The Rules and Procedures for Evaluation and Accreditation (RPEA) version 2022 was approved by IABEE Executive Committee on 18 February 2020. It replaces the 2020 version with the following changes:

o   IABEE postal address (Section 1.4)

o   Eligibility of programs requesting evaluation of accreditation (Section 2.3)

o   Grace Period policy (Section 2.6)

Contents

I. Background, Vision, and Mission

1.1. Background

The ever-evolving challenges faced by the engineering profession in the global paradigm of sustainable development highlight the absolute necessity of managing the quality of engineering higher education outcomes within the framework of an internationally recognized quality standards and practices. Another key paradigm in engineering higher education is the relevance of academic programs operated by higher education institutions to the needs of the profession and the industry.

Quality, relevance, and expanded opportunities are paramount to the effectiveness and competitiveness of engineering higher education institutions in the future. These aspects form the framework of a higher education quality management system in Indonesia. The ever-evolving challenges faced by the engineering profession in the globalization era highlight the absolute necessity of managing the quality of engineering higher education outcomes within the framework of an internationally recognized quality standards and practices. Another key paradigm in engineering higher education is the relevance of academic programs operated by higher education institutions to the needs of the profession and the industry.

The aim of this education quality management system is to improve the quality of engineering education in a sustainable manner. Essential to the achievement of this aim are the principle of autonomy of higher education institutions as a driving force for a more dynamic and accountable system, and an accreditation system to ensure the quality of graduates and the implementation of an effective continuous engineering learning process improvement system which in turn ensures that improvement decisions are based on real, accountable information.

1.2. Vision

The Indonesian Accreditation Board for Engineering Education (IABEE) is a reformer and stimulator for accelerating the progress of engineering higher education in Indonesia to produce innovative human resources and engineering innovation for improving human welfare.

1.3. Mission

To attain the above vision, IABEE upholds the following missions:

(1) to promote quality improvement of engineering higher education through accreditation to produce autonomous professionals appropriate to the needs of stakeholders,

(2) to facilitate development of engineering higher education systems that emphasizes on continual quality improvement towards global quality standards,

(3) to encourage communication and partnerships between engineering higher education institutions and stakeholders to effectively utilize local resources and wisdom for the welfare of the community, and

(4) to support dissemination of innovations on advancement of engineering higher education.

1.4. Identity & Recognition

IABEE is an independent, non-profit organization founded as a part of the Institution of Engineers Indonesia (PII), to develop and foster quality culture in the management of engineering higher education. This is achieved by assurance that the Study Programs (or referred as Programs henceforth) are operated in compliance to minimum standards, and by encouraging continuous quality improvement in engineering higher education institutions.

The IABEE Office is located at the following postal address:

Indonesian Accreditation Board for Engineering Education (IABEE)
Persatuan Insinyur Indonesia (The Institution of Engineers Indonesia)
Graha Rekayasa Indonesia, 6th foor,
Jln. Halimun Raya No. 39, Guntur, Setiabudi, Jakarta Selatan 12980
Phone: (+62) 21 22083150, (+62) 811 939 0909. Email: info@iabee.or.id

The address of IABEE public website is iabee.or.id. The official logo of IABEE is presented in Figure 1.

Figure 1. Official logo of IABEE

IABEE is recognized in Indonesia by the Ministry of Education and Culture (KEMDIKBUD) as an independent international accrediting body for study programs in higher education institutions which grant degrees in engineering, technology, and computing disciplines.

Through multilateral Mutual Recognition Agreements (MRAs), IABEE seeks international recognition of substantial equivalence of its evaluation and accreditation criteria and processes with those of other overseas accrediting bodies participating in a particular MRA. At present, IABEE accreditation for engineering and computing programs is recognized by the Washington Accord and the Seoul Accord, respectively.

2. Accreditation Policies and Procedures

2.1. Confidentiality and Conflict of Interests

2.3.1. Confidentiality of Information

IABEE upholds ethics in conducting all activities of its members and organizing staff and requires that each Member and Organizing Staff exhibits highest standards in professionalism, fairness, and integrity. Information disclosed by Programs undergoing evaluation, and information generated by review and discussion activities during the evaluation process shall be treated with confidentiality and shall not be divulged without specific written authorization by IABEE and the Program being evaluated.

2.3.2. Code of Ethics

Code of ethics upheld by all members and organizing staff is stipulated in detail in document called Rules and Procedures for Accreditation-Related Committees (RPARC).

2.3.3. Conflict of Interests

Service as IABEE committee members and organizing staff presents the possibility of various situations that may result in conflict of interest or doubt regarding the objectivity, fairness, and credibility of the accreditation process. IABEE requires its personnel to act in a professional and ethical manner, and to inform of any real or perceived conflict of interest in their activities. Further details of IABEE policies on conflict of interest are described in Rules and Procedures for Accreditation-Related Committee (RPARC) document.

2.2. Scope of Accreditation

The Indonesian Higher Education Act No. 12/2012 defines a Program as an educational and learning unit which implements a specific curriculum and learning methods, in the context of a type of academic, professional, and/or vocational education. At present, scope of evaluation and accreditation by IABEE include bachelor-level academic Programs in engineering and computing disciplines. Degrees granted by these Programs include Bachelor of Engineering (*Sarjana Teknik*), Bachelor of Science in Engineering (*Sarjana Teknik*), Bachelor of Science in Computing (*Sarjana Teknik* or *Sarjana Komputer*), and Bachelor in Computing (*Sarjana Komputer*), by implementing Program curricula which stipulate a study period of four academic years, and a minimum total course-load of 144 semester-credit units (SKS in Indonesian terminology).

Programs are operated by Program Operating Institutions (POI). POIs are academic institutions operating at range of organizational level from Faculty, School, or equivalent units and up to University, Institute, or equivalent units. POIs are accredited by National Accreditation Agency for Higher Education (BAN-PT). IABEE does not accredit POIs.

IABEE offers two types of evaluation process, i.e. General Accreditation (GA) and Provisional Accreditation (PA).

(1) **General Accreditation (GA)** is intended for programs seeking international recognition through IABEE accreditation. Program wishing to apply for evaluation of GA must comply with eligibility requirements stipulated in Section 2.3.1. of this document.

(2) **Provisional Accreditation (PA)** is intended for programs newly adopting an outcome-based education system and have not yet produced graduates under the system. A program applying for PA will be evaluated to measure its potentials of meeting the Accreditation Criteria within a foreseeable future (2-4 years). Eligibility requirements for a program applying PA evaluation is specified in Section 2.3.2. of this document.

Provisional Accreditation is _not_ recognized as an accreditation status at international level.

2.3. Eligibility for Evaluation

The following are eligibility requirements for Programs seeking to be evaluated according to the types of accreditation offered by IABEE (See Section 2.2). Eligibility status must be proven by the Program by making a self-claim and providing a set of documents supporting the claim during the application process. Application procedures are further explained in Section 2.5.

2.3.1. Eligibility Requirements for General Accreditation

Programs eligible to apply evaluation for General Accreditation (GA) are those which meet the following requirements.

(1) The associated Program Operating Institution (POI) has obtained National Accreditation for Institution status with a minimum rank of "B" or at least "Baik Sekali".

(2) The Program has obtained National Accreditation status ranked "A" or at least "Baik Sekali".

(3) The Program is a bachelor-level program in an engineering discipline with a curricular study period of four years, and with a total course-load of a minimum of 144 credit units (or SKS).

(4) The Program is at least in the 4th year of continuous Outcome-Based Education (OBE) implementation.

(5) The OBE shall include assessment and evaluation of the Learning Outcomes of the students.

(6) By the time of the on-site visit evaluation, the Program has produced at least one graduate under its OBE system.

(7) The Program has established and publicized the Profile of Autonomous Professionals statement formulated as its educational objectives.

(8) The Program has established and publicized its Learning Outcomes as the basis for developing its curriculum and learning methods.

2.3.2. Eligibility Requirements for Provisional Accreditation

Programs wishing to apply evaluation for Provisional Accreditation (PA) must fulfill the following requirements.

(1) The associated Program Operating Institution has obtained National Accreditation for Institution status with a minimum rank of "B" or at least "Baik Sekali".

(2) The Program has obtained National Accreditation status at least ranked "B" or "Baik Sekali".

(3) The Program is a bachelor-level program in an engineering or computing discipline with a curricular study period of four years, and with a total credit of a minimum of 144 credit units (or SKS).

(4) The Program has implemented Outcome-Based Education (OBE) at least for one year before applying for the evaluation.

(5) The Program has established and publicized the Autonomous Professional Profile statement formulated as its educational objectives.

(6) The Program has established and publicized its Learning Outcomes as the basis for developing its curriculum and learning methods.

2.4. Accreditation Criteria

IABEE Criteria Committee has produced criteria categories for conducting accreditation evaluation, comprising the Common Criteria and the Discipline Criteria. Common Criteria are further elaborated by the Criteria Guide. The Common Criteria, the Criteria Guide, and the Discipline Criteria are referred to as the Accreditation Criteria.

2.4.1. Common Criteria and Criteria Guide

The Common Criteria are intended to assure the quality of engineering education conducted by Program and to foster a systematic continual quality improvement that satisfies the need of its stakeholders in a dynamic and competitive environment. The Common Criteria and their elaboration in the Criteria Guide address requirements for all disciplines of engineering Programs to be accredited by IABEE.

The Common Criteria and the Criteria Guide are available for download at the IABEE website at iabee.or.id.

2.4.2. Discipline Criteria

Discipline Criteria address program-specific requirements within engineering areas of specialization. These criteria have been developed by Chapters of the Institution of Engineers Indonesia (PII) and other supporting professional and higher education societies, coordinated by IABEE Criteria Committee. The Discipline Criteria are available for download at IABEE

website iabee.or.id. For application of evaluation, a Program is required to select one engineering discipline which best describe its body of knowledge.

2.5. Program Evaluation Process

The entire process of application, payment, document submission, evaluation for accreditation, and announcement of accreditation decision is undertaken solely through the IABEE Online Evaluation System at evaluation.iabee.or.id. Therefore, individuals representing a Program and its Institution must first become registered member of the system. This section explains recognition of individuals representing a Program and its Institution, general principles of evaluation against accreditation criteria, and evaluation process for General Accreditation and Provisional Accreditation.

2.5.1. Program and Institution Representatives

IABEE acknowledges two officials per Program to represent and be in communication with IABEE Secretariat and Program Evaluation Team Chair throughout application and evaluation process through IABEE Online Evaluation System. One of these is assigned as Program Representative (PR), while the other as Program Operating Institution Representative (POIR). Official recognized by IABEE to become a PR is normally the Program Chair (*Ketua Program Studi*) or other appointed by the Program Operating Institution, while a POIR is normally the Dean of the Faculty or other official ranked above Program Chair. PR and POIR should have a good understanding of the general requirements and processes of Program outcome-based evaluation and accreditation.

In a case where more than one Programs within an Institution apply for evaluation, all those Programs may share the same POIR, but each shall have its own PR.

2.5.2. Program Profile and Self-Evaluation Report

The Program evaluation process is conducted based, in part, on the two documents submitted to IABEE Online Evaluation System. Program can only submit the documents to the system through its PR account. These documents are Program Profile and Program Self-Evaluation Report (SER).

Program Profile (or *Ikhtisar Program Studi*) template is available for download from IABEE website at iabee.or.id. Meanwhile, SER (LED or *Laporan Evaluasi Diri*) template is coded in the Online Evaluation System in a spreadsheet form and can be downloaded through PR's registered e-mail account, worked on, and uploaded back to the online system.

The SER template is structured in a way that expects the Program to deliberate how it complies with each criterion and review item, and to enclose, or to provide links to, proofs of the compliance. The proofs or evidences of the compliance are to be gathered systematically in a file(s) (in PDF format) and uploaded as attachment(s) to the SER. To assist the Program in completing the Program Profile and SER, IABEE openly publishes a Program Profile and Self-Evaluation Report Preparation Guidelines as can be found in IABEE website at iabee.or.id.

2.5.3. Accreditation Evaluation Cycle

IABEE denotes its accreditation evaluation cycle as two consecutive calendar years (for example: "2020-2021 Accreditation Evaluation Cycle"). Normally, a cycle commences on 1 April of the first year and ends on 31 March of the second year of the cycle. See Table 3 at the end of this document.

2.5.4. General Description of the Evaluation Process

The Program evaluation process is in general undertaken by a thorough desk study of Program Profile, Self-Evaluation Report (SER) including its evidences submitted to IABEE Online Evaluation System, as well as through on-site visit.

Depending on the accreditation categories (Section 2.2) and the accreditation decisions (Section 2.6), IABEE implements four types of Program evaluation, namely:

(1)   Evaluation for General Accreditation,

(2)   Interim Evaluation for General Accreditation with On-Site Visit,

(3)   Interim Evaluation for General Accreditation without On-Site Visit, and

(4)   Evaluation for Provisional Accreditation.

Evaluation for General Accreditation evaluates the compliance of the Program to RPEA and all evaluation items contained in the Accreditation Criteria for the accreditation cycle. Interim Evaluation measures the compliance to a portion of the evaluation items in the Accreditation Criteria, which may be undertaken with or without on-site visit. An Interim Evaluation (No. 2 or 3) is an evaluation to be conducted following a certain accreditation decision in General Accreditation (see further Section 2.6). Lastly, Evaluation for Provisional Accreditation measures the potential for compliance of the Program to the Accreditation Criteria.

Programs applying for their initial evaluation may select either Evaluation for General Accreditation or for Provisional Accreditation, in accordance to the eligibility requirements explained in Section 2.3. The type of evaluation for Programs applying for re-evaluation shall be based on their previous accreditation status. Evaluation for Provisional Accreditation is not allowed for Programs applying for re-evaluation.

In the case of Evaluation for General Accreditation, the degree of fulfillment of Accreditation Criterion is determined from evaluation results documented in the IABEE Online Evaluation System. The terminology used to declare the degree of fulfillment of each evaluation item is as follows:

• *Acceptable* (abbreviated as 'A'), which means that the evaluated item fulfills the associated Accreditation Criteria item.

• *Concern* (abbreviated as 'C'), which means that the evaluated item fulfills the associated Accreditation Criteria item, but with a possibility of changes in pertinent conditions in the future which may compromise the compliance.

• *Weakness* (abbreviated as 'W'), which means that the evaluated item indicates an insufficiently strong fulfillment of the associated Accreditation Criteria item. This shortcoming requires corrective actions to strengthen the fulfillment of the specific evaluation item to the appropriate Accreditation Criteria item.

- *Deficiency* (abbreviated as 'D'), which means that the Program is unable to fulfill the particular Accreditation Criteria item.

In addition, evaluation may also provide an Observation, i.e. comments that are not directly related to accreditation criteria and actions but are offered to assist the program in conducting continual quality improvement; and the Statement of Strength, which is a very effective and prominent condition or practice that is above the norm and has a positive effect on the Program.

The final "A-C-W-D" judgement shall determine the accreditation status given to the Program in the case of General Accreditation (see further Section 2.6 for explanation on accreditation decision).

In the Evaluation for Provisional Accreditation, the degree of Program fulfillment of Accreditation Criteria is determined from evaluation results documented in the IABEE Online Evaluation System. Based on the evidences studied by assigned a Program Evaluator, a score of either "Yes" or "No" would be used to mark each evaluation item as a conclusion whether or not, from the Evaluator's viewpoint, the Program has a solid potential to fulfill the item within a foreseeable future (4 years or less). See further Section 2.6 for explanation on accreditation decision

2.5.5. *Evaluation for General Accreditation*

Table 1 in the next page presents the activity diagram of the Evaluation for General Accreditation process. All documentation resulting from these activities are recorded in the IABEE Online Evaluation System. A concise description of each step of the Evaluation for General Accreditation (EGA) process outlined in Table 1 follows.

Step EGA-1. PR & POIR Registration

Officials appointed by Program Operating Institution as PR and POIR are required to register as members of IABEE Online Evaluation System in advance. Registration is made through the IABEE website at iabee.or.id by choosing the Menu "IABEE ku – login" (in Bahasa Indonesia version) or "My IABEE – login" (in English version) and creating a free user account. Uploading appropriate proof of authority is required as attachment to account registration.

Step EGA-2. PR & POIR Registration Verification

The IABEE Secretariat examines the credentials of the PR and POIR upon their registration through the IABEE website. Upon confirmation of the validity of the PR and POIR, a notification e-mail shall be sent to the officials.

Step EGA-3. Application for Program Evaluation

The Program Representative or POI Representative applies for Program evaluation by submitting proofs of eligibility requirements. In the case of Evaluation for General Accreditation (EGA), these requirements include a copy of documents indicating:

(1) the national accreditation status of the Program and the Program Operating Institution,

(2) when the program was firstly established,

(3) when OBE was implemented for the first time,

(4) the statement of Program's Autonomous Professional Profile as its educational objective,

(5) the statement of Program's Learning Outcomes,

(6) number of graduates produced since OBE was adopted, or expected number of graduates under OBE system by October of the evaluation year, and

(7) a sample of Learning Outcomes assessment results.

Table 1. Steps for accomplishing an Evaluation for General Accreditation

EGA Step no.	Activity	IABEE						Program
		Secreta-riat	Accred. Council	EAC Chair	EAC Discipl. Chair	Team Chair	Program Evaluator	Program Rep.
1	Registration of Program Representative (PR) & Program Operating Institution Representative (POIR)	✓						✓
2	PR & POIR registration verification	✓						
3	Application for Program evaluation							✓
4	Program eligibility verification	✓		✓				
5	Evaluation scheduling	✓		✓				
6	Notice of evaluation kickoff & invoicing	✓						
7	Full payment reception	✓						✓
8	EAC Discipline assignment			✓				
9	Evaluation Team members selection				✓			
10	Evaluation Team Chair assignment			✓				
11	Approval of evaluation observers			✓				
12	Evaluation Team acceptance							✓
13	Final Evaluation Team confirmation	✓		✓				
14	Completed Program Profile and Self-Evaluation Report (SER) submission							✓
15	Program First Review						✓	
16	Program Second Review					✓		
17	Program First Response							✓
18	Program Third Review					✓		
19	On-Site Visit Planning					✓		✓
20	On-Site Visit					✓	✓	✓
21	Exit Meeting					✓	✓	✓
22	Program First Evaluation					✓		
23	Program Second Response							✓
24	Program Second Evaluation					✓		
25	Program Final Response							✓
26	Program Final Evaluation Report					✓		
27	EAC Discipline Harmonization				✓			
28	EAC Plenary Meeting			✓				
29	Program Final Eval. Report Editing	✓		✓				
30	Accreditation Decision		✓					
31	Accreditation Status Announcement	✓						

Step EGA-4. Program Eligibility Verification

The Secretariat and EAC Chair examine the data entered in the Program Eligibility Form and check it against the eligibility criteria listed in Section 2.3.

Step EGA-5. Evaluation Scheduling

The EAC Chair compiles the results of Program eligibility verification for the Accreditation Cycle. An evaluation schedule plan for the cycle is then defined based on the list of eligible Programs, and availability of appropriate Program Evaluators (PEVs). The schedule for each Program shall include deadlines for all evaluation steps. If there are more than one Program of the same discipline are deemed eligible for evaluation, then the schedule shall be defined on a first come first served basis.

Step EGA-6. Notice of Evaluation Kick-off & Invoicing

Upon the confirmation of Program eligibility and the evaluation schedule of each Program, the Secretariat through IABEE Online Evaluation System sends a notification e-mail to each Program Representative, which contains notice of initiation of the evaluation process and important deadlines throughout the evaluation process. The Secretariat will also upload onto the online system an invoice for all evaluation fees, including information on payment method and deadline. The system will notify Program Representative regarding the invoice.

Step EGA-7. Full Payment Reception

No later than the payment deadline stipulated in the invoice, the Program must complete the full payment of evaluation fees in accordance to the invoice. Outstanding payment may cause suspension of evaluation process.

Step EGA-8. EAC Discipline Chair Assignment

Upon the definitive of the annual evaluation schedule, the EAC Chair examines the list of Programs to be evaluated and assigns the appropriate Discipline Chair for each engineering discipline involved in the accreditation cycle.

Step EGA-9. Evaluation Team Members Selection

The assigned Discipline Chair selects the member for the Program Evaluation Team, based on available PEVs. The selection of the members shall be based on academic competence, training qualifications, and potential conflict of interest with the Program to be evaluated. Requirements to become program evaluator is described in Rules and Procedures for Accreditation-Related Committees (RPARC) document.

Step EGA-10. Evaluation Team Chair Assignment

The EAC Chair assigns one Team Chair for each Evaluation Team. In the case where more than one Program in an Institution are to be evaluated simultaneously, some or all Evaluation Teams involved may share the same Team Chair.

Step EGA-11. Approval of Evaluation Observers

As part of the requirements to become a program evaluator, IABEE may assign candidates of program evaluator to observe a real program evaluation as evaluator-in-training. Also, IABEE welcomes non-IABEE members to become observer of the evaluation process. As the entire evaluation process in conducted through IABEE Online Evaluation System, before becoming an observer one must register a personal user account in the system. The EAC Chair assigns and attaches observer(s) to the appropriate Evaluation Team based on best match to his/her

academic background or engineering discipline. The involvement of observer(s) shall be approved by the Program.

Step EGA-12. Evaluation Team Acceptance

The Program is expected to examine the acceptability of the Evaluation Team initially proposed by IABEE, and to send their approval through IABEE Online Evaluation System. If the Program does not approve the Evaluation Team members due to a valid reason (e.g. a conflict of interest), the EAC Chair shall re-assign a new Evaluation Team.

Step EGA-13. Final Evaluation Team Confirmation

Upon acceptance of the Evaluation Team by the Program, the EAC Chair confirms the Team Chair and Evaluation Team members through notification to the Program via the IABEE Online Evaluation System, issuance of an official Letter of Assignment, and provision of access to the Online System as Evaluation Team members.

Step EGA-14. Completed Program Profile and SER Submission

No later than the deadline shown on the related step in IABEE Online Evaluation System, the Program is expected to complete and submit the Program Profile and the Self-Evaluation Report (SER) including its necessary attachments to system. IABEE Online Evaluation System provides upload and submit procedure separately. It is to be noted that upload button is used only to store all the document files in the IABEE server. To send it as a submission, Program Representative must click the submit button. The Program can no longer amend the Program Profile and SER online documents after submit button has been used.

A Program may submit a total of six files, sizing 30 Mbytes each, to contain Program Profile and all SER attachment files (e.g. compendium of proofs/evidences), in addition to the SER itself. The SER itself is written separately in a dedicated spreadsheet template and uploaded onto the system by letting the system read and copy the data prepared in the template (see also Section 2.5.2).

Step EGA-15. Program First Review

In the Program First Review, Evaluation Team members review the submitted Program Profile, Self-Evaluation Report, and all additional documents. Each member independently assigns the 'A-C-W-D' score and provide comments for each evaluation item in the Program Evaluator worksheet template downloaded from the IABEE Online Evaluation System. An observer (evaluator-in-training) may also review the documents submitted by the Program, but his/her judgment is not accounted for in the evaluation (only for training purposes). At this step, only Team Chair can see all evaluation results (i.e. A-C-W-D scores and comments on each criteria item). Evaluation results are not yet accessible by Program Representative.

Evaluation Team members are also expected to notify the Team Chair on the need for any additional information, data, or explanation from the Program to ensure accurate evaluation. IABEE Online Evaluation System provides internal message board facility to allow communication among Evaluation Team members and its chair.

Step EGA-16. Program Second Review

The Team Chair collects the Program First Review results from the Evaluation Team members. Subsequently, he/she prepares the Program Second Evaluation by assigning the 'A-C-W-D' score and provide comments for each evaluation item in the Team Chair worksheet based on

the results collected from his/her team member, his/her own judgement, and considering any different opinion between the individual Evaluation Team members. The Team Chair also compiles the list of required additional information, data, or explanation from the Program. The Program Second Review results are then uploaded and submitted to the IABEE Online Evaluation System.

Step EGA-17. Program First Response

Upon submission of the Program Second Review results to the IABEE Online Evaluation System by the Team Chair, the Program Representative will get a notification e-mail from the system. The Program is expected to respond to the request for any additional information, data, or explanation. The additional information is to be submitted through IABEE Online Evaluation System. At this step, Program Representative can only see the Team Chair's comments on each evaluation or criteria item. No "A-C-W-D" score is accessible to the Program.

The system again provides a space to upload three attachment files sizing 30 Mb at maximum for each file, in addition to SER improvement.

To facilitate smooth communication, IABEE Online Evaluation System provides external message board facility that can be used only by Program Representative and the Evaluation Team Chair. The deadline for this Program First Response is made known to the PR/POIR by the system.

Step EGA-18. Program Third Review

The Team Chair collects the additional information provided by the Program in the Program First Response. Together with the results of the Program Second Review, this information is then used to formulate the Program Third Review, which contains the tentative 'A-C-W-D' scores of each evaluation item. This report shall also contain a list of items to be further elaborated during the On-Site Visit. At this step, Program Representative can only see the Team Chair's comments on each evaluation or criteria item. No "A-C-W-D" score is accessible to the Program.

Step EGA-19. On-Site Visit Planning

Upon the completion of the Program Third Review, the Team Chair prepares an On-Site Visit Plan via the IABEE Online Evaluation System. This plan contains the visit dates, a detailed list of daily activities to be undertaken by the Evaluation Team during the visit, including groups of people from Program stakeholders they wish to meet, as well as logistical matters related to the visit. Team Chair shall propose the visit dates to the Program and shall discuss further with Program Representative which of the options is the most suitable one to undertake the visit.

Step EGA-20. On-Site Visit

The On-Site Visit will be undertaken by the Evaluation Team on the agreed-upon dates. The visit shall include the following activities:

- Interview of faculty members, students, support staff, as well as alumnae and other stakeholders to obtain a comprehension on the compliance of the Program to RPEA and Accreditation Criteria items, and to identify specific issues arising from the review of Program Profile and Self-Evaluation Report, as well as from the On-Site Visit activities.

- Examination on the following specific aspects:

  o Physical facilities: The Evaluation Team shall verify whether the learning atmosphere provided by the Program through the utilization of various facilities is sufficient, and that the facilities may be utilized in a safe manner for their intended purposes.

  o Learning materials: The Evaluation Team shall examine examples of course materials including course description and syllabi, textbooks, assignments and tests, and examples of student works which include works receiving borderline to very high marks.

  o Proof that the Autonomous Professional Profile envisaged by Program's educational objectives and the Learning Outcomes declared by the Program has considered vision and mission of the POIR as well as the needs of Program Stakeholders.

  o Proof of the implementation of a process that is documented and effectively utilized, with involvement of Program Stakeholders, for the periodic review of the Autonomous Professional Profile.

  o Proof of the undertaking of learning assessment, evaluation, and attainment of Program Learning Outcomes.

  o Proof of the undertaking of actions to continually improve the quality of the Program. Support functions for the students, to ensure the adequacy of student services in accordance to the mission of the Institution, the Autonomous Professional Profile, and Program Learning Outcomes.

  o The process for monitoring the completion of study and conferral of academic degree for each student.

Throughout the On-Site Visit, Program Evaluators are expected to re-evaluate the level of fulfillment of the Program to each evaluation item as temporarily scored during the desk study of its Program Profile and Self-Evaluation Report and to take note of Observations.

IABEE upholds certain codes of conduct in undertaking an On-Site Visit to make sure the activity achieves its intended objectives effectively and to prevent any conflict of interest. Please see Section 2.9. for the related Codes of Conduct.

Step EGA-21. Exit Meeting

An Exit Meeting shall be held at the end of the On-Site Visit, in which the Evaluation Team Chair shall verbally communicate findings observed by the Evaluation Team to the Program Operating Institution's highest executive officer of his/her representative, and other official(s) that the highest executive officer wishes to include in the meeting. The meeting concludes the On-Site Visit by reading out the Exit Statement. Prior to Exit Meeting, the Evaluation Team shall normally communicate the findings to the Program Representative and his/her team in a debrief session. This session is conducted to reach common understanding between the Evaluation Team and the Program about the findings and their consequences.

Exit Meeting is essentially a one-way communication. No discussion of the results shall be entertained during the meeting. The Evaluation Team shall not leave any written copy of Exit Statement document with the Program and Program Operating Institution since the statement shall be made available at the IABEE Online Evaluation System. The Program may

inspect these findings in the IABEE Online Evaluation System after the conclusion of the Exit Meeting at the Program First Evaluation step.

Step EGA-22. Program First Evaluation

Program First Evaluation Report is produced by the Evaluation Team and sent by the Team Chair to IABEE Online Evaluation System. It consists of evaluation results and findings read out during the Exit Meeting.

A definite deadline is set for the Team Chair to complete the Program First Evaluation, which is approximately two weeks after the Exit Meeting date. The Program First Evaluation is accessible by the Program Representative and Program Operating Institution Representative. At this step, Program Representative can see the Team Chair's comments on each evaluation or criteria item and a draft Exit Statement. No "A-C-W-D" judgement is accessible to the Program.

Step EGA-23. Program Second Response

Upon the disclosure of the findings in the IABEE Online Evaluation System, the Program is given 7 days to submit amendments only to factual errors or omissions, if such errors or omissions are identified in the online system entries. The period is initiated in the system right after Team Chair submits Program First Evaluation Report. Example of factual errors include errors in quoting names, identities, figures, locations, etc. related to the Program and its Institution. If the Program finds no factual error in the Program First Evaluation Report, its Program Representative may notify the Team Chair and let the 7-day period pass automatically.

Step EGA-24. Program Second Evaluation

Upon the expiration period of Program Second Response, the Team Chair thoroughly examines the evaluation results documented in the IABEE Online Evaluation System to amend factual errors pointed out by the Program, if any. The Team Chair then proceeds to prepare the Program Second Evaluation report in the IABEE Online Evaluation System. After submission of Program Second Evaluation Report by the Team Chair, Program Representative can see the "A-C-W-D" judgements, the Team Chair's comments on each evaluation or criteria item and a final Exit Statement.

Step EGA-25. Program Final Response

Upon the completion of the Program Second Evaluation Report by the Team Chair, the Program Final Response is triggered to commence in the IABEE Online System. In this period, the Program is given 30 days to follow up on shortcomings identified in the evaluation process to date. The Program is encouraged to upload report and proofs of corrective actions and/or improvements undertaken to address the shortcomings, until the 30-day deadline.

Step EGA-26. Program Final Evaluation Report

After the deadline of the 30-day response period has passed, the Team Chair prepares the Program Final Evaluation document in the IABEE Online Evaluation System, by considering corrective actions and/or improvements reported by the Program to date. The report shall include a description of the Program, its areas of strength, identified shortcomings, and constructive Observations, and a summary of its compliance to the Accreditation Criteria as indicated by the 'A-C-W-D' judgements of evaluation items. The report is submitted through the online system to the respective EAC Discipline Chair and EAC Chair.

Step EGA-27. EAC Discipline Harmonization

The EAC Discipline Chair receives the Program Final Report from the Team Chair and holds an EAC Discipline Harmonization meeting to discuss and harmonize any inconsistency between the respective Evaluation Teams within the same discipline, and inconsistencies with past evaluation results of similar Programs. Results of the Discipline Harmonization are documented in the IABEE Online Evaluation System.

Step EGA-28. EAC Plenary Meeting

After the Discipline Harmonization is completed, the EAC Chair organizes an EAC Plenary Meeting to discuss and harmonize any inconsistency with past and current evaluation results of Programs operated under different institutions. EAC Plenary Meeting then recommend the final accreditation decision to the IABEE Accreditation Council.

Step EGA-29. Program Final Evaluation Report Editing

EAC Chair is to assign Editors in this step, in which the Program Final Evaluation Report draft shall be edited to ensure consistency between the scores and comments or narratives given by the Team Chair and the criteria or sub-criteria items associated with the scores and narratives.

Step EGA-30. Accreditation Decision

Final decision of the accreditation status of a Program is taken by the IABEE Accreditation Council, with due consideration to the recommendation from the EAC Plenary Meeting. The decision shall be kept in IABEE's permanent records.

Step EGA-31. Accreditation Announcement

After the final decision has been reached, the IABEE Secretariat conducts the public announcement of the decision. The Not-Accredited status shall not be publicly declared, but directly communicated to the corresponding Program Representative (PR) and Program Operating Institution Representative (POIR). Other status shall be declared in the IABEE Website and communicated to the PR and POIR. Program Accreditation Evaluation Report and accreditation decision shall be saved in the IABEE Online Evaluation System and shall be accessible by the Program.

2.5.6. *Interim Evaluation for General Accreditation*

The Interim Evaluation is implemented if unresolved shortcomings of the 'Weakness' category are identified at the conclusion of a preceding Evaluation for General Accreditation. The Interim Evaluation shall focus on evaluation items exhibiting the shortcomings in the preceding evaluation, although other evaluation items may also be included. As outlined in Section 2.5.3, there are two types of Interim Evaluation for General Accreditation, namely *Interim Evaluation with On-Site Visit* and *Interim Evaluation without On-Site Visit*. The appropriate type of Interim Evaluation is determined in the final decision of the preceding evaluation. Both types of Interim Evaluation require the Program to submit a Self-Evaluation Report.

New *Concern*, *Weakness*, and *Deficiency* shortcomings that arise during the Interim Evaluation may be reported. Evaluation process steps in an Interim Evaluation are identical

to those implemented in the Evaluation for General Accreditation (see Section 2.5.2), except that in Interim Evaluation only one Program Evaluator shall be assigned by IABEE.

Decision of accreditation status upon the completion of an Interim Evaluation is explained in Section 2.6 on Accreditation Decision.

2.5.7. *Evaluation for Provisional Accreditation*

Evaluation for Provisional Accreditation is provided as an option for Programs that have never been evaluated and have yet to commit to apply for evaluation for General Accreditation. A Program is only allowed to request this evaluation once. The evaluation reviews all parts of the Accreditation Criteria, except for those related to continual improvements based on learning outcomes assessment. This evaluation and is conducted by one Program Evaluator.

Table 2 presents the activity diagram of the evaluation process. All documentation resulting from these activities are recorded in the IABEE Online Evaluation System. Following Table 2 is a concise explanation of each Evaluation for Provisional Accreditation (EPA) step outlined in the table.

Step EPA-1. PR & POIR Registration

Officials appointed by Program Operating Institution as PR and POIR are required to register as members of IABEE Online Evaluation System in advance. Registration is made through the IABEE website at iabee.or.id by choosing the Menu "IABEE ku – login" (in Bahasa Indonesia version) or "My IABEE – login" (in English version) and creating a free user account. Uploading appropriate proof of authority is required as attachment to account registration.

Step EPA-2. PR & POIR Registration Verification

The IABEE Secretariat examines the credentials of the PR and POIR upon their registration through the IABEE website. Upon confirmation of the validity of the PR and POIR, a notification e-mail shall be sent to the officials.

Step EPA-3. Application for Program Evaluation

The Program Representative or POI Representative applies for Program evaluation by submitting proofs of eligibility requirements. In the case of Evaluation for Provisional Accreditation, these requirements include a copy of documents indicating:

(1) the national accreditation status of the Program and the Program Operating Institution,

(2) when the program was firstly established,

(3) when OBE was implemented for the first time,

(4) the statement of Program's Autonomous Professional Profile as its educational objective, and

(5) the statement of Program's Learning Outcomes.

Table 2. Steps in the Evaluation for Provisional Accreditation (EPA)

		Primary Actor(s)	
		IABEE	Program

EPA Step No.	Activity	Secretariat	Accred. Council	EAC Chair	EAC Discip. Chair	Program Evaluator	Program Rep.
1	Registration of Program Representative (PR) & Program Operating Institution Representative (POIR)	✓					✓
2	PR & POIR registration verification	✓					
3	Application for Program evaluation						✓
4	Program eligibility verification			✓			
5	Evaluation scheduling			✓			
6	Notice of evaluation kickoff & invoicing	✓					
7	Full payment reception	✓					✓
8	EAC Discipline assignment			✓			
9	Program Evaluator (PEV) selection				✓		
10	PEV acceptance						✓
11	Final PEV confirmation	✓		✓			
12	Completed Program Profile and Self-Evaluation Report (SER) submission						✓
13	Program First Review					✓	
14	Program Response						✓
15	Program Second Review					✓	
16	On-Site Visit Planning					✓	✓
17	On-Site Visit					✓	✓
18	Exit Meeting					✓	✓
19	Program Final Evaluation Report					✓	
20	EAC Plenary Meeting			✓			
21	Program Final Evaluation Report Editing	✓		✓			
22	Accreditation Decision		✓				
23	Accreditation Status Announcement	✓					

Step EPA-1. PR & POIR Registration

Officials appointed by Program Operating Institution as PR and POIR are required to register as members of IABEE Online Evaluation System in advance. Registration is made through the IABEE website at iabee.or.id by choosing the Menu "IABEE ku – login" (in Bahasa Indonesia version) or "My IABEE – login" (in English version) and creating a free user account. Uploading appropriate proof of authority is required as attachment to account registration.

Step EPA-2. PR & POIR Registration Verification

The IABEE Secretariat examines the credentials of the PR and POIR upon their registration through the IABEE website. Upon confirmation of the validity of the PR and POIR, a notification e-mail shall be sent to the officials.

Step EPA-3. Application for Program Evaluation

The Program Representative or POI Representative applies for Program evaluation by submitting proofs of eligibility requirements. In the case of Evaluation for Provisional Accreditation, these requirements include a copy of documents indicating:

(1) the national accreditation status of the Program and the Program Operating Institution,

(2) when the program was firstly established,

(3) when OBE was implemented for the first time,

(4) the statement of Program's Autonomous Professional Profile as its educational objective, and

(5) the statement of Program's Learning Outcomes.

Step EPA-4. Program Eligibility Verification

The Secretariat and EAC Chair examine the data entered in the Program Eligibility Form and check it against the eligibility criteria listed in Section 2.3.

Step EPA-5. Evaluation Scheduling

The EAC Chair compiles the results of Program eligibility verification for the Accreditation Cycle. An evaluation schedule plan for the cycle is then defined based on the list of eligible Programs, and availability of appropriate Program Evaluators (PEVs). The schedule for each Program shall include deadlines for all evaluation steps. If there are more than one Program of the same discipline are deemed eligible for evaluation, then the schedule shall be defined on a first come first served basis.

Step EPA-6. Notice of Evaluation Kick-off & Invoicing

Upon the confirmation of Program eligibility and the evaluation schedule of each Program, the Secretariat through IABEE Online Evaluation System sends a notification e-mail to each Program Representative, which contains notice of initiation of the evaluation process and important deadlines throughout the evaluation process. The Secretariat will also upload onto the online system an invoice for all evaluation fees, including information on payment method and deadline. The system will notify Program Representative regarding the invoice.

Step EPA-7. Full Payment Reception

No later than the payment deadline stipulated in the invoice, the Program must complete the full payment of evaluation fees in accordance to the invoice. Outstanding payment may cause suspension of evaluation process.

Step EPA-8. EAC Discipline Chair Assignment

Upon the definitive of the annual evaluation schedule, the EAC Chair examines the list of Programs to be evaluated either for General Accreditation or Provisional Accreditation and assigns the appropriate Discipline Chair for each engineering discipline involved in the accreditation cycle.

Step EPA-9. Program Evaluator (PEV) Selection

The assigned Discipline Chair selects a Program Evaluator based on available PEVs. The selection of Program Evaluator shall be based on academic competence, training qualifications, and potential conflict of interest with the Program to be evaluated. Requirements to become program evaluator is described in Rules and Procedures for Accreditation-related Committees (RPARC) document.

Step EPA-10. Program Evaluator (PEV) Acceptance

The Program Representative (PR) or Program Operating Institution Representative (POIR) is expected to communicate their consent or objection to the Program Evaluator proposed by

EAC Discipline Chair through IABEE Online Evaluation System. In case where a reasonable objection is stated by the PR or POIR, a different PEV shall be proposed by the EAC Discipline Chair.

Step EPA-11. Final Program Evaluator (PEV) Confirmation

Upon the acceptance of the PEV by the PR or POIR, EAC Chair makes confirmation of PEV assignment in the IABEE Online Evaluation System. IABEE Secretariat shall follow the step by producing an official Letter of Appointment to the PEV.

Step EPA-12. Completed Program Profile and Self Evaluation Report (SER) Submission

No later than the deadline shown on the related step in IABEE Online Evaluation System, the Program is expected to complete and submit the Program Profile and the Self-Evaluation Report (SER) including its necessary attachments to system. IABEE Online Evaluation System provides upload and submit procedure separately. It is to be noted that upload button is used only to store all the document files in the IABEE server. To send it as a submission, Program Representative must click the submit button. The Program can no longer amend the Program Profile and SER online documents after submit button has been used.

A Program may submit a total of six files, sizing 30 Mbytes each, to contain Program Profile and all SER attachment files (e.g. compendium of proofs/evidences), in addition to the SER itself. The SER itself is written separately in a dedicated spreadsheet template and uploaded onto the system by letting the system read and copy the data prepared in the template (see also Section 2.5.2).

Step EPA-13. Program First Review

In the Program First Review, Program Evaluator reviews the submitted Program Profile, Self-Evaluation Report, and all additional documents. The Program Evaluator for the first time shall assign the 'Yes-No' score and provide comments for each evaluation item in the Program Evaluator worksheet template downloaded from the IABEE Online Evaluation System. Program Evaluator shall notify the Program Representative on the need for any additional information, data, or explanation from the Program to ensure accurate evaluation. IABEE Online Evaluation System provides a message board facility to allow communications between Program Evaluator and Program Representative.

Step EPA-14. Program Response

The Program Representative is expected to respond to the request for additional data or explanation from the Program Evaluator, if any. This respond is to be documented and submitted as the Program First Response. At this step, although "Yes-No" scores as well as evaluation comments have been inputted by Program Evaluator for each criteria item, but Program Representative can only see the comments section. IABEE Online Evaluation System provides additional space for uploading a maximum of 3 files in PDF format sizing maximum 30 Mbytes each.

Step EPA-15. Program Second Review

Based on the First Program Response, the Program Evaluator prepares a Program Second Review report, which is essentially an improvement of Program First Review based on

additional evidences submitted by the Program, if any, during the Program Response step. This report shall contain the initial evaluation of the Program, and a list of items to be inquired further during the On-Site Visit.

Step EPA-16. On-Site Visit Planning

The Program Evaluator prepares a detailed On-Site Visit plan, which includes visit schedule and itinerary, list of persons to be interviewed, list of items to be inquired further, as well as logistical matters related to the visit. The Program Representative shall be notified through e-mail by IABEE Online Evaluation System right after Program Evaluator has posted the visit plan in the system. Program Representative may discuss with Program Evaluator to agree on the visit date and plan.

Step EPA-17. On-Site Visit

The On-Site Visit will be undertaken by Program Evaluator on the agreed-upon date. The visit shall include the following activities:

- Interview of faculty members, students, and support staff to obtain a comprehension on the compliance of the Program to Accreditation Criteria items, and to identify specific issues arising from the review of Program Profile and Self-Evaluation Report, as well as from the On- Site Visit activities.

- Examination on the following specific aspects:

    o Physical facilities: The Evaluator shall verify whether learning atmosphere provided by the Program through the utilization of various facilities is sufficient, and that the facilities may be utilized in a safe manner for their intended purposes.

    o Learning materials: The Evaluator shall examine examples of course materials including course description and syllabi, textbooks, assignments and tests, and examples of student works which include works receiving borderline to very high marks.

    o Proof that the Autonomous Professional Profile envisaged by Program's educational objectives and the Learning Outcomes declared by the Program has considered vision and mission of POIR, as well as the needs of Program Stakeholders.

    o Assessment plan of Program Learning Outcomes.

    o Support functions for the students, to ensure the adequacy of student services in accordance to the mission of the Institution, the Autonomous Professional Profile, and Program Learning Outcomes.

    o The process for monitoring the completion of study and conferral of academic degree for each student.

Throughout the On-Site Visit, Program Evaluator is expected to re-evaluate the level of compliance of the Program to each evaluation item (i.e. the chance of meeting each criteria item by the time the Program is expected to apply Evaluation for General Accreditation) as temporarily scored during previous step as well as to take note of Observations.

IABEE upholds certain codes of conduct in undertaking an On-Site Visit to make sure the activity achieves its intended objectives effectively and to prevent any conflict of interest. Please see Section 2.9. for the related Codes of Conduct.

Step EPA-18. Exit Meeting

An Exit Meeting shall be held at the end of the On-Site Visit, in which the Program Evaluator shall verbally communicate findings to Program Representative and Program Operating Institution Representative, including other official(s) if any. The meeting concludes the On-Site Visit by reading out the Exit Statement. The Evaluator will not leave any written copy of Exit Statement document with the Institution since all the material shall be made available at the IABEE Online Evaluation System. The Program may inspect these findings in the IABEE Online Evaluation System after the conclusion of the Exit Meeting at the Program First Evaluation step.

Step EPA-19. Program Final Evaluation Report

Based on the Program Second Evaluation and results from the On-Site Visit, the Program Evaluator prepares the Program Final Report, which contains an evaluation of the current status of the Program and, if Provisional Accreditation Status is deemed appropriate, areas where compliance improvements are expected within 4 years. The report is submitted to the EAC Chair. The report shall include a description of the Program, its areas of strength, identified shortcomings, and constructive Observations, and a summary of its compliance to the Accreditation Criteria as indicated by the 'Yes-No' scores of evaluation items

Step EPA-20. EAC Plenary Meeting

The EAC Chair brings the Program Final Evaluation reports to the EAC Plenary Meeting for thorough review of the accreditation status decision-making.

Step EPA-21. Program Final Evaluation Report Editing

Respective Discipline Chairs are assigned as Editors in this step, in which the Program Final Evaluation Report draft shall be edited to ensure consistency between the scores and comments or narratives given by the Team Chair and the criteria or sub-criteria items associated with the scores and narratives.

Step EPA-22. Accreditation Decision

The IABEE Accreditation Council makes the final decision for Provisional Accreditation. For explanation regarding Accreditation Decision, please see further Section 2.6.

Step EPA-23. Accreditation Status Announcement

The IABEE Secretariat informs the Program Representative and Program Operating Institution Representative of the final evaluation decision. A "Not Ready" status shall not be publicized in the IABEE website, but a "Provisional status" shall be publicized. The PA-status notification shall also include instructions on the proper use of IABEE PA status by the Program and Program Operating Institution. Program Accreditation Evaluation Report and accreditation decision shall be saved in the IABEE Online Evaluation System and shall be accessible by the Program.

2.5.8. Survey of Accreditation Evaluation Process

As a means of collecting 360-degree feedbacks for continual improvement purposes, IABEE Secretariat conducts a comprehensive survey through Online Evaluation System, which will be available after an Exit Meeting step. The survey allows each evaluation team member and chair, services provided by Secretariat, IABEE public website, as well as Online Evaluation

System to be rated and given feedback by Institution and Program Representatives. It also allows all team members to give ratings and feedback to each other.

2.6. Accreditation Decisions

Accreditation decisions following General and Provisional Accreditation Evaluations are taken by IABEE Accreditation Council (AC) in AC Meeting by considering EAC Chair's report. To take any decision, the AC Meeting shall be attended by at least 2/3 of its members. The meeting is normally conducted annually at the end of the accreditation cycle. Role and responsibility, as well as membership of the Council are explained in the RPARC document.

Based on the Program's evaluation type and compliance to Accreditation Criteria and the RPEA, the Program shall receive one of the following final status, as explained in Section 2.6.1 and 2.6.2 for General Accreditation and Provisional Accreditation, respectively.

2.6.1. Decisions in Evaluation for General Accreditation

Evaluation for General Accreditation for a Program ultimately finalizes in one of the following status:

- *Accredited*. This status implies that the Program meets all criteria and rules as outlined in the Accreditation Criteria and the RPEA. This accreditation status is valid for a period of five years.

- *Accredited with Interim Evaluation without Visit*. This status implies that the Program indicates unresolved shortcomings of the 'Weakness' category ("W" score). These shortcomings are such that visit is not deemed necessary to assess future corrective actions. This status is valid for a period of three years, after which the Program must undergo an Interim Evaluation based on desk study.

- *Accredited with Interim Evaluation with Visit*. This status implies that the Program indicates unresolved shortcomings of the 'Weakness' ("W" score) category. These shortcomings are such that a visit is deemed necessary to assess future corrective actions. This status is valid for a period of three years, after which the Program must undergo an Interim Evaluation which includes both desk study and on-site visit.

- *Not Accredited*. This status implies that the Program fails to substantially comply with IABEE Accreditation Criteria as indicated by unresolved shortcomings in the 'Deficiency' category ("D" score) and Rules and Procedures for Accreditation and Evaluation (RPEA).

Subsequent decision for accreditation status requiring Interim Evaluation, either with or without visit, shall be taken based on the results of the Interim Evaluation as follows:

- If the Interim Evaluation results indicate that Program shortcomings of the previous 'Weakness' category ("W" score) remain unresolved, then the Program receives the "Not Accredited" final status. The Program may apply for new Evaluation for General Accreditation after one evaluation cycle has passed since the last Interim Evaluation.

- If the Interim Evaluation results indicate that the Program has managed to rectify Accreditation Criteria and RPEA compliance shortcomings in a satisfactory manner such that all the criteria and RPEA items are met, then the Accredited with Interim Evaluation status from the last Evaluation for General Accreditation (EGA) is changed to Accredited

status, with a validity period of five years from the submission of Program Profile and Self-Evaluation Report documents in the last EGA process.

An *Accredited* status for initial accreditation of a Program shall be effective on 1 April of the following accreditation evaluation cycle, and shall expire on 31 March of the fifth calendar year after the effective date for an Accredited status, or of the third calendar year after the effective date for an Accredited with Interim Evaluation status.

A Program receiving 'D' score in one element of the Accreditation Criteria in EGA-28 step for the General Accreditation may request a final grace period to rectify the associated shortcoming. The grace period shall be given for 5 months. The Program shall produce an evidence-based report on how it has satisfactorily rectified the shortcoming with respect to the Accreditation Criteria.

The report shall be submitted to IABEE Secretariat by the end of the given grace period. EAC shall assess the worthiness of the report. Satisfactory improvement from the 'D'-level shortcoming shall result in an *Accredited* status, either *with* or *without On-Site Visit*, effective from 1 April of the following accreditation evaluation cycle.

2.6.2. Decision in Evaluation for Provisional Accreditation

Evaluation for Provisional Accreditation for a Program ultimately finalizes in one of the following status:

- *Provisionally Accredited*. This status implies that the Program has the potentials of meeting the Accreditation Criteria within a foreseeable future (i.e. 3-4 years). Given eligibility requirements are fulfilled, a program accredited in Provisional Accreditation is expected to apply evaluation for General Accreditation within a period of four years.

- *Not Accredited*. This status implies that the Program has substantially low potentials to meet all Accreditation Criteria and RPEA items within 4 years.

Provisionally Accredited status of a Program shall be effective on 1 April of the following accreditation cycle and shall expire on 31 March of the third calendar year after the effective date.

2.7. Withdrawal and Change of Type

A Program may voluntarily withdraw at any step of an ongoing evaluation process for any reason, without refund of the paid accreditation fees. A Program undergoing its initial General Accreditation evaluation process may voluntarily request change to Provisional Accreditation and vice versa, subject to eligibility of the Program (refer to RPEA Section 2.3 on Program eligibility requirements). Request for this change of evaluation type must be submitted to IABEE Secretariat before the conclusion of steps number EGA-6 or EPA-6. IABEE EAC shall then make the necessary adjustments for the remainder of the evaluation and accreditation process steps.

2.8. Public Disclosure of Accreditation Status

Accreditation by IABEE holds an unambiguous recognition that an undergraduate engineering Program is planned, operated, and managed in accordance to international quality standards

for outcome-based engineering higher education. These standards are defined as IABEE Accreditation Criteria (AC) and Rules and Procedures for Evaluation and Accreditation (RPEA). An accredited status by IABEE does not imply any ordinal ranking between one Program and others that are also accredited by IABEE.

The identity of Programs that receive Not Accredited status in EGA or EPA will not be publicized by IABEE. Programs accredited by IABEE with Accredited, Accredited with Interim Evaluation without Visit, or Accredited with Interim Evaluation with Visit status have the rights for public disclosure of the accreditation status according to the following rules:

(1) The accreditation validity period of each accredited Program shall be made accessible to the general public through the IABEE website. The Program and/or Program-Operating Institution may not publicly disclose the accreditation validity period.

(2) IABEE shall provide an electronic file of official "accreditation logo" for Programs that have been accredited.

(3) The accreditation logo is different from the IABEE institutional logo and contain the starting year of the accredited status. Under no circumstances shall the Program and/or Program- Operating Institution be allowed to apply the IABEE institutional logo in all public disclosures.

(4) The official accreditation logo electronic file must not be altered or edited by any means (adding color and/or shade gradation, shadow, text, and frame, inserting the logo into another design, overlapping with other image, and other alterations), except resizing to adjust to specific media to which it is to be applied; the resizing must not change the aspect ratio of the logo. A minimum logo dimension of 1.5 cm (measured along the longer axis of the image) is required.

(5) The public disclosure of non-official IABEE institutional logo and/or IABEE accreditation logo is strictly prohibited; the Program and/or Institution is obliged to prevent such disclosure and, if undertaken by parties not associated with the Program / Institution, to publicly declare their non-association. IABEE is not responsible for any misuse, deliberate or otherwise, of the IABEE institutional logo and/or accreditation logo.

(6) Public disclosure of official IABEE accreditation logo by the Program and/or its Institution is allowed within the validity period of the Program's accredited status.

(7) Public declaration of the accredited status in any media, whether or not involving the use of the IABEE accreditation logo, must be accompanied by a clear and unambiguous reference to specific Programs (such as regular, international, or path-transfer classes) that are accredited by IABEE.

(8) The application of official IABEE accreditation logo is allowed for the following public disclosure and official documentation media:

  a. in official website of the Program and/or the associated Program Operating Institution

  b. in official letterheads, faculty member business cards, brochures, and other official institutional printed matter, except apparel

  c. in promotional matter published in electronic or print media, such as the internet, television media, newspapers, magazines, etc.

d. in degree-granting certificate or diploma (*ijazah*), academic transcripts, and Letter of Reference Accompanying Diploma (*Surat Keterangan Pendamping Ijazah*, SKPI)

Violation to the above rules shall result in the revocation of the Program's rights to public disclosure of its accreditation status. This revocation shall be made public by IABEE and shall be effective until the necessary corrective actions have been taken by the Program and/or Program-Operating Institution.

It is also important to be noted that a Provisional Status does not in any way imply that a Program is accredited by IABEE. The Program must not misrepresent this Provisional Status to reflect any manner of accreditation given by IABEE.

2.9. Appeals

The Program shall be given an opportunity to file an appeal if an accreditation decision is deemed unfair. The appeal must include a clearly written rationale for the appeal, with reference to specific AC and/or RPEA items associated with the appeal. Only final decision of Not-Accredited status in General Accreditation may be appealed. No appeal can be filed against Not-Accredited status in Provisional Accreditation.

Procedure for handling an appeal is outlined as follows:

(1) Submission of official letter of appeal from the Program Institution highest executive officer to the IABEE Chair of Executive Committee, to be received no later than 60 calendar days from the official notification of accreditation decision.   This submission must include the reasons for appeal with detailed evidences.

(2) Upon the receipt of an appeal submission, Chair of Executive Committee shall request Chair of Appeal Board to form an Appeal Committee for the appeal case. Membership requirements of an Appeal Committee are stipulated in Rules and Procedures for Accreditation-Related Committee (RPARC).

(3) IABEE Secretariat shall notify the Program Representative upon the formation of the Appeal Committee and request him/her to submit the documents deemed necessary to support its appeal within 30 calendar days. Upon submission of the documents, Secretariat shall deliver them to Chair of Appeal Committee.

(4) Chair of Appeal Committee shall request EAC Chair to submit written materials for clarification of its position.

(5) The Appeal Committee members shall conduct a meeting to review the submitted materials. Only written materials which have been submitted as part of documents in the process of the disputed accreditation decision shall be considered. Representatives of the Program/Institution may not attend the meeting. The Appeal Committee is expected to take decision within 90 days.

(6) The decision taken by the Appeal Committee is limited to the accreditation decision options available in Section 2.6.1 of RPEA document. The decision shall be reported to the Chair of Appeal Board.

(7) Chair of Appeal Board shall report the decision of the Appeal Committee to the Chair of Executive Committee. This decision shall be the IABEE final decision on the matter.

(8) IABEE Secretariat shall communicate the final decision to the Program Representative. Final decision that affects the previous accreditation status shall immediately be made public in the IABEE website.

2.10. Policies on Conducting On-Site Visit

The following are general policies for implementing an on-site visit:

(1) On-site visit activities are arranged so as not to interfere with the routine activities of Program personnel and carried out during working hours, not causing overtime work,

(2) Programs or Program Operating Institutions do not give evaluators gifts of any kind,

(3) Programs or Program Operating Institutions have no obligation to provide pick-up to evaluators from the airport to the hotel/place of accommodation and vice versa,

(4) Programs or Program Operating Institutions do not provide entertainment reception to evaluators of any kind, including:

   a. putting up banners/billboards/posters/videotrons, moreover loading the names and photos of the evaluators,

   b. giving a dinner party, and

   c. providing opportunities for social traveling or recreation.

(5) Programs or Program Operating Institutions do not take photos or videos that involve evaluators during the on-site visit,

(6) For the purposes of efficiency and time effectiveness of on-site visits, Programs or Program Operating Institutions are permitted, by maintaining the principle of simplicity:

   a. provide pick-up evaluator facilities from the hotel/accommodation to the campus and delivery from the campus back to the hotel/accommodation place, and

   b. provide lunch (working lunch) on the days of on-site visits

(7) In addition to the above policies, Programs or Program Operating Institutions are not allowed to make public exposure regarding on-going evaluation of accreditation until a definitive accreditation decision has been announced.

3. Indicative Schedule of Accreditation Evaluation Cycle

Table 3 outlines the typical timetable of an Accreditation Evaluation Cycle. An evaluation for accreditation cycle covers a period of twelve calendar months, starting on 1 April of the current year and ending on 31 March of the following year.

Table 3. Typical timetable of an Accreditation Evaluation Cycle

Step no.	Activity	Evaluation Type*)	Period or Completion Deadline
1	PR & POIR registration	EGA, EPA, IE	1-15 April
2	PR & POIR registration verification	EGA, EPA, IE	1-15 April
3	Application for Program evaluation	EGA, EPA, IE	1-15 April
4	Program eligibility verification	EGA & EPA	1-15 April
5	Evaluation scheduling	EGA, EPA, IE	20 April
6	Notice of evaluation kickoff & invoicing	EGA, EPA, IE	21 April
7	EAC Discipline assignment	EGA, EPA, IE	15-20 April
8	Evaluation Team members selection	EGA, EPA, IE	15-20 April
9	Evaluation Team Chair assignment	EGA Only	15-20 April
10	Approval of evaluation observers	EGA Only	15-20 April
11	Evaluation Team acceptance	EGA, EPA, IE	8 May
12	Final Evaluation Team confirmation	EGA, EPA, IE	8 May
13	Completed SER submission	EGA, EPA, IE	30 June
14	Full payment reception	EGA, EPA, IE	1 May
15	Program First Review	EGA, EPA, IE	31 July
16	Program Second Review	EGA only	15 August
17	Program First Response	EGA, EPA, IE	15 September
18	Program Third Review	EGA Only	30 September
19	On-Site Visit Planning	EGA, EPA, IE-V	7 October
20	On-Site Visit	EGA, EPA, IE-V	7 November
21	Exit Meeting	EGA, EPA, IE-V	7 November
22	Program First Evaluation	EGA, IE-V	7-14 November
23	Program Second Response	EGA, IE-V	14 November
24	Program Second Evaluation	EGA, IE-V	28 November
25	Program Final Response	EGA, IE	28 December
26	Program Final Evaluation Report	EGA, EPA, IE	15 January
27	EAC Discipline Harmonization	EGA, IE	31 January
28	EAC Plenary Meeting	EGA, EPA, IE	1 February
29	Program Final Evaluation Report Editing	EGA, EPA, IE	20 January – 1 March
30	Accreditation Decision	EGA, EPA, IE	15 March
31	Accreditation Announcement	EGA, EPA, IE	31 March

*) EGA = Evaluation for General Accreditation, EPA = Evaluation for Provisional Accreditation, IE = Interim Evaluation (either with or without visit), IE-V = Interim Evaluation with On-Site Visit