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Subject: PROCEDURE FOR APPEAL/REVIEW AGAINST ACCREDITATION DECISIONS			
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Procedure for Appeal/Review against Accreditation Decisions

DOCUMENT: EAB-A16

Short Title: Appeal/Review Against Accreditation Decisions


Purpose of this document

This document lays down the procedure available to an HEI desiring to lodge an appeal or Request a Review against an accreditation related decision taken by the EAB in respect of any of its programmes.

It also spells out the circumstances under which an aggrieved Higher Educational institution can avail of these procedures to lodge the appeal or request a Review based on a Deficiency Remedial Plan

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DEFINITIONS

For the purpose of this policy:

“**Administrator**” in the context of these procedures means the person designated as Administrator (Accreditation).

“**Appeal Committee**” means a committee set up to hear an appeal against a decision to deny accreditation to a programme and which is constituted in terms of sub-Sections 13.3 (a) & 14.4.

“**Appellant**” means the education provider (the HEI) appealing against EAB’s decision.

“**Concerns**”, in relation to an engineering degree programme, is defined in Section 4.4.1 of document **EAB-A10-P: Accreditation Policy on Engineering Degree Programmes**.

“**Council**”, unless the context suggests otherwise means the Council of the Institution of Engineers Mauritius.

“**CRPE**” means the Council of Registered Professional Engineers, established under the Registered Professional Engineers Council Act (1966) as amended in 1967.


“**Days**” in the context of these procedures mean “working days”

“**Deficiencies**”, in relation to an engineering degree programme, has the meaning defined Section 4.4.1 of document **EAB-A10-P: Accreditation Policy on Engineering Degree Programmes**.

“**EAB**” means the Engineering Accreditation Board, established by IEM in accordance with the Constitution of the IEM, and to which the functions and responsibilities for accreditation of HEIs’ engineering programmes have been delegated by the IEM Council.

“**Exit Meeting**”, for the purposes of this document means the plenary meeting held at the education provider’s premises, at the conclusion an Evaluation Visit to the Engineering Faculty of the provider.

“**Higher Educational Institution**” or its abbreviation “**HEI**”, means a tertiary educational establishment duly authorised by the Higher Educational Authorities of the Republic of Mauritius to establish itself in Mauritius and offer programmes of studies in engineering to the public; it also includes any tertiary educational institutions established outside the Republic whose programme of studies in engineering was evaluated by IEM subject to such

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terms and conditions as may have been agreed between that tertiary institution and IEM prior to the assignment.

“**Provider**” means a higher education institution providing the programme of studies to which reference is made.

“**Related Discipline**” in the context utilised herein means a discipline which though not identical to the specialisation of the programme under Appeal has a majority of core modules which are common to the programme under Appeal.

“**Substantially equivalent**”, has the meaning defined in the Appendix in document **EAB-A01: Background to Accreditation**.

1. Purpose of this Document


This document sets out the procedure for an appeal by a Higher Educational Institution (HEI) aggrieved by an accreditation decision taken by the Engineering Accreditation Board (EAB) in respect of any of its engineering degree programme. It also incorporates an alternative provision permitting the Higher Education Institution to request a Programme Review of a programme that is denied Accreditation.

HEIs must be aware that with the repeal in January 2020 of the Tertiary Education Act (2005), higher education in Mauritius, including engineering education, is dispensed under the purview of the Higher Education Commission (HEC), established pursuant to the Higher Education Act (No 23 of 2017). The Appeal Procedure outlined in this present document, which is to be initiated within 14 days of receiving a Decision Letter from EAB, does not concern any Appeal to the Minister against the decision of the Higher Education Commission that is permitted under the H.E Act (2017).

The rationale underpinning the Request for Review stems from the spirit and intent of sub-section 9.6: *Formative aspects of accreditation* of document **EAB-A10: Accreditation Policy on Engineering Degree Programmes meeting CRPE Stage-1 For Registration**, which lays down the grounds for the Review. That provision offers the following guidance: ‘*While the Accreditation Committee and EAB have a duty to the profession and the public to recommend withholding accreditation from qualifications and programmes that do not satisfy the stated outcomes, there is a complementary duty to encourage programmes that are deficient to improve and attain accredited status.*’

2. Structure of this document

Section 3 defines the broad policy applicable to the request for a review as well as appeals against the decision of EAB to deny accreditation to an HEI after due evaluation.

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Section 4 spells out the options available to an aggrieved HEI, while Section 5 apprises the HEI on its rights to request a Review or lodge an Appeal.

Section 6 concerns some miscellaneous provisions, viz costs, HEI's right to approach a Court of Justice, etc.

Section 7 elaborates on the Grounds for serving a Notice of Appeal.

Section 8 concerns the Grounds for Requesting a Review.

Section 9 leads into the process, setting the deadline for the HEI's initiative.

Sections 10, 11 and 12 deal with the Review Process.

Sections 13 to 18 concern the Appeal Process.

The Chart EAB-A16 inserted hereafter lists out the various documents that define the EAB accreditation system. This specific document is shown highlighted in the chart.

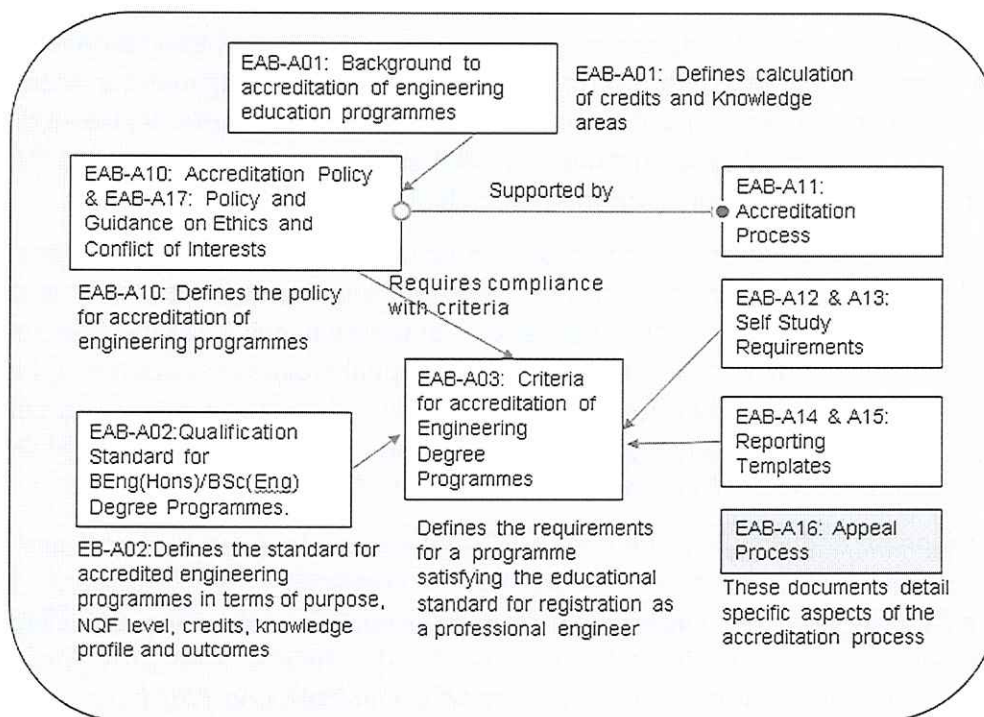


Chart EAB-A16


3. Policy

3.1 In accordance with its Policy on accreditation of engineering degree programmes and spelt out in document **EAB-A11: Procedure for arranging and conducting accreditation visits**, EAB may undertake the evaluation of new programmes (based on planning information), or of programmes that are running with a student cohort, as well as programmes that have already delivered a cohort of

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graduates. On completion of an accreditation assignment, EAB informs the HEI of the outcome of the evaluation it carried out; the outcome, can at times, from an HEI's perspective, be an issue for a Request for Review or an Appeal against EAB decision, as described in the Sub-Sections hereafter.

- 3.2 In the case of new programmes, where EAB undertakes an evaluation based on planning information, the decision that EAB conveys is purely advisory in nature and no indication is given on the likelihood of the programmes being subsequently accredited. EAB's letter will, however, inform the HEI, whether the evaluation of the new programme, planned by the HEI to start in the academic year indicated in the HEI's submission, has revealed any deficiencies or concerns in any aspects of the planned programme with regard to meeting published criteria; these would be listed in the EAB letter. EAB's decision in such instances does not give rise to or permit any Review or Appeal since the HEI's response to any deficiencies and/or concerns, in the form of remedial measures, would certainly come up for scrutiny during the evaluation that would follow in due course. This document therefore contains no element of procedure on Request for Review or Appeal against EAB's decisions based on planning information.
- 3.3 For programmes that are evaluated for the purposes of grant of accreditation, including provisional accreditation, the likely outcomes are stated in both the documents **EAB-A10-P: Procedure for arranging and conducting accreditation visits** and **EAB-A14: Format for Visit Team Leader's Report**; these include the circumstances under which the accreditation or provisional accreditation can be denied or, in the case of a previously accredited programme, the accreditation is withdrawn. EAB letter will always state its reasons for its decision.
- 3.4 EAB's communication, viz. the Decision Letter, to an HEI on the outcome of an accreditation assignment, will be deemed to be in the public domain, as from the 15th day after the date of the communication, in the absence of any Request for Review or a Notice of Appeal, received from the HEI, within that period at the registered address, including electronic mail address, of IEM, against EAB's decision, and likewise following the determination of any Appeal by the Appeal Committee, on the 15th day following the date of communication of the outcome of the Appeal.
- 3.5 Any party aggrieved by the decision of the EAB, shall endeavour to fully utilise the recourse provided in these Procedures, if it wishes to Request a Review or to Appeal against EAB decision.
- 3.6 The procedure outlined in this document applies to recourses available to an HEI **after** the date of despatch of the Decision Letter by EAB to the Head of the Faculty of Engineering of the HEI or any other person holding authority for the programme, or if dispatched by electronic mailing system, the dispatch date registered by the electronic mailing system of IEM, whichever is earlier.


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- 3.7 This procedure applies to a programme which was subject of an Evaluation Visit by an EAB Evaluation Visit Team.
- 3.8 An HEI desiring to Appeal against an Accreditation Decision is advised to give consideration to the grounds stated in the EAB letter for denying or withdrawing accreditation of its programme; EAB therein identifies the criteria which have been found to have deficiencies and possibly concerns, with an indication of the specific aspects of the criteria to which the deficiencies and concerns relate. An HEI may consider EAB decision on the evaluation carried out as an opportunity for improvement and submit a **Request for a Review** on the basis of a **Deficiency Remedial Plan (DRP)**, showing how the Faculty of Engineering (or other equivalent appellations) proposes to remedy the deficiencies identified during the previous evaluation and implement the same.
- 3.9 If the HEI considers that the statements in EAB letter are not correct or do not reflect the facts or that there is an error of judgement on the part of EAB, it may serve a **Notice of Appeal** against that decision, addressing to the Chairperson of the EAB and following it subsequently by lodging a formal Appeal. An HEI may also lodge an Appeal if, in its view, there have been procedural shortcomings on the part of the EAB Visiting Team. Section 7 of this document exemplifies the grounds that EAB may accept for an appeal.
- 3.10 HEIs must note that the situation arising here is different from that referred to in document **EAB-A10: Sub-Section 4.4.5**, wherein the HEI is required to submit a Quality Improvement Plan outlining measures to remedy the deficiencies identified. At this stage, that provision is no longer available to the HEI.


4.0 Options available to an HEI aggrieved by an Accreditation decision.

- 4.1 In the absence of any Request for a Programme Review, based on a DRP, or the lodging of an Appeal against EAB decision from the HEI, EAB's decision will be regarded as Final in respect of the evaluated programme and, if the accreditation was conducted at the end of the programme's accreditation cycle, the decision would apply to the programme from which the cohort has graduated, as from the date the evaluation was done.
- 4.2 Subject to the provisions in Section 4.7, the HEI may, consequently if it so wishes, exercise one of the options (a) or (b), and ~~(c)~~ defined in this sub-section, within 14 days of the date of receiving EAB letter; that date shall, in the absence of any notification of non-delivery to the registered postal address of the Registry of the HEI, or to its electronic mail address when the latter mode of despatch is also used, shall be the date of dispatch as recorded by the IEM mailing system.

The Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes must:

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- (a) inform EAB, through a communication, **addressed to the Administrator (Accreditation) (AA)**, of the HEI's intention to request a Review of the decision based on a Deficiency Remedial Plan, or
- (b) serve a Notice of Appeal on EAB by letter **addressed to the AA**, communicating the HEI's intention to lodge an Appeal in accordance with the procedures spelt out in this document.
- 4.3 Where the EAB decision concerned a Provisional Accreditation, the Decision will remain suspended until the outcome of Review process that will follow the receipt and evaluation of the DRP by the EAB.
- 4.4 Where the decision related to an accreditation conducted on a programme that has delivered graduates and follows a Final Visit, the DRP submitted by the HEI will be examined in relation to a programme yet to deliver the next cohort of graduates. The status of the evaluated programme concerned by the EAB Decision will be non-accredited.
- 4.5 Where a Notice of an Appeal has been served against a decision denying or withdrawing accreditation to a programme that has delivered graduates, EAB decision with respect to the status of the programme is suspended, viz. a previously accredited programme retains its accreditation status, a non-accredited programme remains non-accredited, pending the outcome of the Appeal, and thereafter the status will depend on that outcome.
- 4.6 The Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes must, when requesting the Programme Review or serving a Notice of Appeal, submit to the AA, the Deficiency Remedial Plan or the Grounds for Appeal whichever applicable, with supporting documents and evidence **within 28 days of the date of receipt by the EAB, of the Request for Review or service of the Notice of Appeal**, whichever is applicable.
- 4.7 (a) The HEI can only have recourse under one procedure at any time, that is, either the Request for Review or the Serving of an Appeal at any one time in respect of a programme from any specific department of an Engineering Faculty.
- (b) A Request for Review will be deemed to be void, if followed by the Serving of an Appeal in respect of the same Programme.
- (c) A Request for Review received by EAB after a Notice of Appeal in respect of same programme has been served, will be disregarded unless accompanied by withdrawal of the Notice of Appeal or, if already lodged, the receipt of an order requesting EAB to halt and put aside the Appeal proceedings.
- (d) The processing of any Request for Review or an Appeal by EAB will be halted and deemed to have been withdrawn by the HEI, in the event the HEI has exercised its right to have recourse to any other instance, including the Higher Education

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Commission, the Council of Registered Professional Engineers or the Courts of Law, in respect of the same programme.

- 4.8 The procedure spelt out in this document is not concerned with any appeal against any decision of the Council of Registered Professional Engineers Mauritius, or the Higher Education Commission, in respect of any engineering programme accreditation matter that was outside the purview of EAB or IEM.
- 4.9 The Request for a Review or the Notice of Appeal must not concern a programme that was subject of a previous Request for Review or Notice of Appeal during the same accreditation cycle, and which was disposed of under these rules.


5. Right to Appeal or Request for Review

5.1 Serving of a Notice on the Engineering Accreditation Board.

No person other than the Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes, may claim a right to request a Review, or serve a Notice of Appeal, as may be applicable, under these procedures, and such right shall only be exercised in accordance with the provisions in this document. The Request for Review or Notice of Appeal, addressed to the AA will be receivable by either postal delivery or electronic mail to the address Registered address of IEM, which shall be deemed to be the official address of the EAB in the absence of any other address that EAB may communicate.

5.2 General Conditions:

- (i) The Request for Review or Appeal does not concern a programme evaluated by EAB as a new programme evaluated on the basis of planning information.
- (ii) The Request for Review or Appeal must not concern a programme which has been denied Provisional Accreditation or subject of a withdrawal of Provisional accreditation, where the Provisional Accreditation was granted subject to the HEI addressing any deficiencies and/or concerns that previously identified and notified by EAB, ***and in respect of which there was no response from the HEI within the prescribed time.***
- (iii) The Appeal does not concern a programme that, subsequent to submission of preliminary information as per Section 4.1, and 5.1(2) & (3) of document **EAB-A12-P**, ***was found not to conform to the submission requirements described therein, or that was denied accreditation for deficiencies in respect of the minimum requirements of 560 accreditation credits for the whole programme or the minimas stipulated for the respective knowledge areas in Section 10.1 of document EAB-A02.***

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5.3 Specific Conditions for eligibility of a Request for Review or serving a Notice of Appeal.

- (i) the HEI had submitted the documents required in accordance with EAB document **EAB-A12-P: *Self-Study Documentation Requirements for Accreditation of Engineering Degree Programmes***, except if submission of any specific documentation was waived and such a waiver was communicated to the HEI in writing,
- (ii) the HEI had granted access to and received an EAB Evaluation Visit Team to its facilities in accordance with document **EAB-A12-P** and **EAB-A11-P: *Procedure for arranging and conducting accreditation visits***.
- (iii) the Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes, was in attendance at the Exit Briefing Meeting held at the closing session of the Evaluation Visit by the EAB Evaluation Team, scheduled with prior notice to the HEI, by the EAB Accreditation Visit Team on the premises of the HEI,
- (iv) the Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes was, on request of the Chair of the Accreditation Committee, in attendance in person or through electronic conferencing facilities, at the meeting of the Engineering Accreditation Board Accreditation Committee convened to take cognizance of Visit/Team Leader's Report on the Evaluation carried out.

5.4 Request for Review Not Admissible

The right to a Programme Review under these procedures shall not apply to any programme:

- (a) (i) which was granted a provisional accreditation subject to remedial action by the HEI of the deficiencies or concerns identified during evaluation and spelt out in the EAB letter conveying the conditional decision applicable to the grant provisional accreditation, and
(ii) subsequent to which no Report of implementation of remedial measures by the HEI was received by the EAB within a time frame specified in the letter, to arrange for a Re-Visit; or
- (b) (i) that was issued with a Notice of Termination by EAB that would become effective in the absence of a Report and a DRP from the HEI, within a specified timeframe, to the effect that deficiencies and/or concerns identified by the EAB, in EAB Notice of Termination, have been addressed by the HEI within the time limit specified in the Notice of Termination, and

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- (ii) where no Deficiency Remedial Plan has been submitted by the HEI.**
- (c) in the case of a programme approved for Initial Evaluation,
- (i) wherein deficiencies and/or concerns identified by the EAB were communicated to the HEI, and in respect of which
- (ii) EAB received no response either in the form of a reviewed programme addressing the issues previously highlighted by the EAB within the time frame specified in EAB letter.**

6.0 Miscellaneous


6.1 No other party can be made Respondent in any appeal against EAB.

No Appeal lodged against the EAB in relation to an accreditation-related decision can include any other party as co-respondent.

6.2 Appeal /Review Costs

Considering that the Engineering Accreditation Board operates on a non-profit basis, and that the evaluators are volunteers, the following principles will apply to costs incurred by both parties: Appellant shall bear all expenses and costs outlined hereunder, except as provided for differently:

1. (i) All own costs and expenses over the Review or Appeal process or in connection with the Review or Appeal whether dismissed or successful, other than provided for in sub-section (vii) hereunder.
- (ii) All costs incurred by EAB on Evaluators and Reviewers, as well as in respect of Appeal Committee members; these expenses will include travelling allowances (by own car) and allowances of persons (of the nature of a per-diem) involved.
- (iii) Legal costs, including those incurred over any legal counsel engaged by IEM/EAB.
- (iv) Where one or more evaluators from outside Mauritius were engaged in the evaluation, and it is felt necessary to recall them in respect of the Review or Appeal, the costs incurred by EAB to recall them will have to be met by the Appellant.
- (v) In the event of an outcome of an Appeal is in favour of the HEI, the Appellant shall not hold EAB liable for any loss or damage of whatever nature suffered by the Appellant, or costs that it incurred in the process of the Appeal;
- (vi) where in the case of an Appeal, the Appeal Committee dismisses the Appeal, following the due process set down in this document, EAB shall bear its own costs, except as provided in sub-paragraph (iii) and (iv) above.

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(vii) Where the Appeal Committee directed that the HEI programme concerned be re-evaluated, the cost incurred by EAB in connection with that re-evaluation shall be borne by EAB, except the elements of expenses which under normal circumstances are borne by the HEI in providing fresh documents, evidence and logistics on the HEI's premises, in the event a re-visit is required.

2. EAB will advise the HEI of the estimated costs likely to be incurred, on its side, in the process and will expect the HEI to deposit 100% of the estimated cost with EAB if it decides to pursue either a Review or Appeal, against an invoice for the estimated amount, when submitting the relevant documents. Adjustments for exact costs will follow.

6.3 Right to Appeal before a Court of Law

Any aggrieved HEI may, if it so decides, address itself to a Court of Justice towards seeking a Review of EAB decision; in such an eventuality the provision of sub-Section 4.7(d) will apply.

6.4 Revocation or suspension of HEI's Registration or programme accreditation by the HEC.

(a) (i) Where the registration of an HEI is suspended or revoked by the Higher Education Commission (HEC) under Section 19 of the Higher Education Act (No 23 of 2017), the programme or programmes of that HEI shall, as from the effective date of the suspension or revocation, lose their eligibility to accreditation by EAB.

(ii) Where the HEC suspends or revokes the accreditation of the programme, the status of the any accredited programme will be deemed non-accredited as from the effective date of HEC action.


(b) (i) These procedures do not concern appeal against any HEC action that may be provided for under the HE Act.

(ii) No liability or claim of any nature whatsoever shall be attributed or attached against EAB or IEM by any HEI subjected to an action described in paragraph (a).

7. Grounds for Appeal

7.1 When serving a **Notice of Appeal** on the EAB an aggrieved HEI must, within 28 days of the Notice, submit the grounds for its appeal. An appeal will be receivable on the following grounds:

(i) evidence of errors of fact on the part of the EAB or its Evaluation Team,


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- (ii) evidence of non-conformity with published procedures by the Evaluation Team/Accreditation Committee,
- (iii) assessment by EAB or its Accreditation Committee against criteria or evidence which are inappropriate in light of EAB's published accreditation criteria.
- (iv) evidence of administrative, procedural or other irregularities in the conduct of the accreditation visit, or other aspects of the accreditation processes,
- (v) information has become available which would influence the decision and *which was not, and could not have been available* at the time of the accreditation or review visit.

- 7.2 HEI must submit all documents or written material on which the HEI intends to rely at the hearing.
- 7.3 The HEI's arguments/evidence must relate to the grounds quoted in EAB's Decision Letter, that is to the deficiencies and/or concerns, and any other observations communicated in that letter, which reflect the grounds on which the Accreditation Committee based itself to deny or withdraw accreditation.
- 7.4 The HEI will note that the documents it supplies will be made available to both the Accreditation Committee and the Appeal Committee prior to the hearing; the recipients will, however, be required to sign a confidentiality statement.
- 7.5 The Appeal submission should be in the form of five (5) sets of printed and bound documents, together with 2 USB Sticks (flash drive) containing the same documentation in unprotected files in Microsoft 2016 or Office 365 (Word Format), or compatible, except where any data needs to be in EXCEL format.
- 7.6 The HEI may submit additional documents in support of its Appeal; however, no documentary evidence will be accepted or considered once EAB informs the HEI that an Appeal Committee for hearing the HEI's Appeal has been constituted.

8. Grounds for Requesting a Review

- 8.1 Request for a Review and submission of a Deficiency Remedial Plan implies an acceptance by the HEI of the EAB decision and other contents of the EAB letter highlighting the programme deficiencies/concerns identified therein as being of a nature warranting denial or withdrawal of accreditation, including provisional accreditation.
- 8.2 The HEI must give due consideration to the grounds quoted in EAB Decision Letter, outlining the deficiencies and or concerns, and any other observations communicated in that letter, which reflect the grounds on which the Accreditation Committee based itself to deny or withdraw accreditation.
- 8.3 While EAB will expect the HEI to submit documentation relating to the deficiencies highlighted, it may include proposals for other improvements it wishes to bring to

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the programme, provided they are not of a nature to warrant a fresh complete evaluation. In the latter case the Request may be considered as Request for Evaluation of a new programme and processed as such.

- 8.4 The HEI's documents will be made available to the Accreditation Committee and Evaluation Team that was concerned with the initial evaluation and the decision thereon.
- 8.5 The HEI may submit additional documents in support of its Plan; however, no further documents or documentary evidence will be accepted once EAB informs the HEI that the EAB has commenced its Review. Notwithstanding the foregoing, the HEI may, on request by the EAB, submit specific documents in the event the Evaluation Team decides to conduct a re-Visit of the HEI's premises as part of the Review.
- 8.6 The Deficiency Remedial Plan to be submitted to the Administrator (Accreditation), should be in the form of five (5) sets of printed and bound documents, together with 2 USB Sticks (flash drive) containing the same documentation in unprotected files Microsoft 2016 or Office 365 (Word Format), or compatible format, except if data is concerned where EXCEL format is acceptable.
- 8.7 Where the Request for Review concerned a programme that was under evaluation for Provisional Accreditation, if the outcome of the evaluation of a Deficiency Remedial Implementation Plan is favourable, its benefits will accrue to the programme within the same accreditation cycle, whereas in the case of a programme delivering graduates, the Deficiency Remedial Plan can only be applied to improve the programme in the following accreditation cycle; the previously evaluated programme will have a non-accredited status.

9. The Process

- 9.1 In the normal course of events and in terms of its procedures, the EAB Accreditation Committee:
 - (a) considers the findings and recommendations of the Evaluation Team(s) together with any representations made by the provider, as provided for in the EAB documentation;
 - (b) makes the decision in terms of the powers delegated to it by the EAB, and
 - (c) advises the HEI of its decision accordingly, in a **Decision Letter**.

Any Higher Educational Institution considering itself aggrieved by the EAB decision in respect of one or more of its programmes and desiring either to Request a Review or lodge an Appeal, must take note of the provisions in this document, and act

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accordingly. The Rules contained herein will apply.

9.2 The HEI may, within 14 days of receipt of EAB Decision Letter and as provided for in sub-Section 4.2, decide if it will **Request for a Review** or serve a **Notice of Appeal**.

9.3 The **Request for Review** will be processed as per Sections 10, 11 and 12.

9.4 The **Notice of an Appeal** will be processed as per Section 13 to 17.

10. Initial handling of a **Request for Review** by EAB.


10.1 The Administrator (Accreditation) will transmit the Request for Review to the EAB Chair for information and necessary action.

10.2 On receipt of the Request,

- (i) AA will verify whether the Request concerns a Provisional Accreditation or the regular accreditation at the end of the programme cycle.
- (ii) AA will verify if the Request is accompanied by a Deficiency Remedial Plan (DRP). If not received AA will remind HEI to do so within 28 days of the date of its Request.
- (iii) AA will consult EAB Chair, in case of a Provisional Accreditation, on the need to advise the HEI that in conformity with Section 4.3 of these procedures, EAB Decision on the Provisional Accreditation shall remain suspended until the outcome of the EAB Review, else the provision of sub-Section 4.4 will apply.
- (iv) EAB communication as per sub-paragraph 10.2(iii), should be included in an acknowledgment letter that should be dispatched to the HEI within 5 working days of receipt of the HEI Request for Review.
- (v) AA will also inform the HEI of the estimated cost of the Review as provided for in Section 6.2 and include an Invoice for the estimated amount.
- (vi) In the absence of any DRP, with supporting documents, and non-receipt of the payment of the amount invoiced, EAB will consider that the HEI does not propose to pursue its Request for Review and will halt all consideration thereof.

10.3 (a) AA will inform the members of the Accreditation Committee who were involved with the evaluation of the concerned programme, as well as the Visit Team and Visit/Team Leader (if applicable) of the Request for Review from the HEI, enquiring at the same time on their availability for commencing the examination of the DRP submitted by the HEI, within 21 days of receipt of the DRP, subject to the EAB approving the Request.

(b) In the event of non-availability of any member of the previous Accreditation Committee and/or Visit Leader/Team Leader or Team

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member, EAB Chair will draw guidance from the following:

- (i) if a postponement by about a maximum of 14 days, is not likely to obtain the presence of the absentees, AA, in consultation with EAB Chair must identify replacement members for the likely absentees and communicate their names to the HEI for conflict resolution.
- (ii) In respect of any absentee member of AC, the Review may continue if at least 5 members are available including at least one member qualified in the engineering discipline of the programme under review , otherwise EAB Chair will designate another EAB member with no links with the HEI concerned with the programme, to ensure that the AC comprises 5 or more members.
- (iii) If the Chair of the AC is not available another member of the AC may be designated as the Interim AC Chair by either the EAB Chair or the AC members when they meet to consider the HEI's Request.
- (iv) if the Visit Leader and/or Team Leader must be replaced, another member of the Team, appropriately qualified, must be designated as the Visit leader/Team Leader for the purpose of the Review.

10.4 On receipt of Deficiency Remedial Plan, AA to consult EAB Chair and:

- (i) AA will examine the communication from the HEI and compile a checklist of requirements for a Review, viz. provisions to be complied with by the HEI when submitting a request for Review and insert appropriate remarks against each requirement, indicating whether HEI has complied therewith or not.
- (ii) Inform all EAB members of the receipt of the Request for Review from the HEI,
- (iii) Supply each member of the EAB members with a hard copy of the HEI's response to EAB decision letter, including the Deficiency Remedial Plan, marked "RESTRICTED" on each page of the document set, and a copy of the compilation at (i).

10.5 EAB Chair may decide whether the Request for a Review should be considered by a regular meeting of the EAB, or a Special Meeting convened only with that item on the Agenda and fix the date, time and place for the meeting at which the Request is to be considered.

10.6 (a) The notice of the meeting will, as regards the Agenda Item- Request for Review from the HEI, clarify that the members will be required to consider

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the Request of a Review and either grant or dismiss the request.

- (b) If Request for Review is granted, the responsibility will be assigned to the same Accreditation Committee and Evaluation Team that were previously tasked with the Accreditation.
- (c) The EAB will not, at this stage, be required to examine the merits of the Request but to examine if the Request for Review was in conformity with the procedures in this document.


10.7 Any EAB members with present or past links or association with the HEI, whose programme is concerned by the Request for Review, will be kindly advised that they must not participate in the consideration of the agenda item "Request for Review". Document **EAB-A17: Policy and Guidance on Ethics and Conflict of Interest** offers guidance on links and associations likely to be perceived as Conflict of Interest.

10.8 The EAB will meet as scheduled by EAB Chair. Each member will be requested to sign a No-conflict of Interest Declaration in an approved format and a Confidentiality Declaration if not done before, prior to commencement of the proceedings.

10.9 The Chair or Deputy Chair in his absence will

- (a) present:
 - (i) copy of the Decision Letter signed by the EAB Chair and read out the reasons quoted therein for not granting the accreditation, or if applicable, for withdrawing the accreditation of the programme,
 - (ii) the communication from the HEI and the accompanying Deficiency Remedial Plan (DRP) and
 - (iii) copy of the check-list of requirements complied at sub-Section 10.4(i), and
- (b) inform the members that they will have to decide whether in their view the HEI's Request can be granted, without going into the merits of the DRP.

10.10 A decision, by consensus, will be required from the EAB, else Chair shall proceed to seek a majority vote in favour of or against granting the HEI's Request. In the event of an equal division of votes, EAB Chair will exercise a casting vote and not have to account for his decision.

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10.11 If a majority of Members decide that the HEI's Request for Review may be granted, the decision to be communicated to the HEI shall be as per OPTION-1, or else if the members decide that the Request for Review does not conform to the procedure laid down for a Review, or that the DRP has not responded to the deficiencies and concerns identified and notified in the EAB decision letter, the decision of the Board to be communicated to the HEI shall be as per OPTION-2, viz a dismissal of the Request, and the reasons therefor shall be recorded.

OPTION-1, The EAB has agreed to the Request for Review and an Evaluation Team shall be assigned to conduct the Review.

OPTION-2, The EAB regrets to advise that the Request for Review has not been granted on the following grounds: [state the grounds]


10.12 AA will produce letter addressed to the HEI for signature by EAB Chair; a copy of same must be dispatched to IEM President for information.

10.13 Following approval of the Request for Review, Administrator (Accreditation) will inform the members of the Accreditation Committee, the Visit Team Leader (if applicable), the Team Leader, and the members of the relevant Evaluation Team of the decision of the EAB.


10.14 AA will make as many copies of the USB sticks (flash drives) received, as may be necessary to ensure that each member of the Accreditation Committee as well as the Visit Leader, Team Leader and the Team Members will each receive one unit of the USB stick, and a copy of the Report on the Evaluation with attachments that were submitted to the Accreditation Committee and advise the Accreditation Committee Chair to initiate action as provided for in Section 11 of this document on Review Proceedings. Should the person designated as Chair of the Accreditation Committee not be available for the Review, the members of the Accreditation Committee will, when convened, choose a Chair among themselves.

10.15 AA will coordinate with the EAB Chair and Accreditation Committee and the Evaluation Team to make arrangements for a first meeting of the Accreditation Committee, to take place at the IEM House or any other accommodation specially booked for the purpose, to meet the Visit Leader/Team Leader and the Team, for a first briefing meeting on the procedure, necessary especially if any new member has been enlisted and/or an Observer has been permitted to attend the work sessions of the Evaluation Team. Section 11 outlines the procedure to follow.

11. Review Proceedings


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- 11.1 AA will convene a First Review Meeting at which the Chair of the Accreditation Committee will brief the Visit Leader, Team Leader, and the Visit Team, of the task in hand; the AA shall be in attendance. All the members of the Evaluation Visit Team will be requested to sign a Combined Non-Conflict of Interest and Confidentiality Statement and hand over the same to AA for records.
- 11.2 Accreditation Committee Chair will explain the purpose of the meeting and remind the Evaluation Team that the Decision on the programme accreditation or provisional accreditation, as was the case, was made on the basis of a Report from the Team through the Visit Leader or Team Leader, and the Report had identified deficiencies and or concerns in respect of specific accreditation criteria and/or requirements. The Accreditation Visit Team must therefore examine the DRP and submit a Report to the AC in accordance with sub-Section 11.3. AA will ensure that each member of the Accreditation Visit Team receives a copy of the HEI documentation on a USB stick.
- 11.3 The Accreditation Visit Team under the Leadership of the Visit Leader/Team leader must commence work within 15 days of the First Review Meeting, and endeavour to Report to the AC as follows:
- (i) Within 30 days of the First Review Meeting, if the Team considers that the Deficiency Remedial Plan (DRP) has effectively addressed the deficiencies and/or concerns, ***and that no Visit is required for a decision.***
 - (ii) Within 60 days of the First Review Meeting, ***if the Team considers that an Interim Report addressing specific issues arising from the Draft Remedial Plan is necessary for a decision.***
 - (iii) Within 90 days of the First Review Meeting, ***if the Team considers that the implementation of the DRP needs to be seen during a Visit, or if the HEI has made changes to its programme, of a nature warranting an Interim Report and/or a follow-up visit. The 90 days may be extended, by such time not exceeding a further 90 days, if requested by the HEI.***
- 11.4 (a) This sub-section gives guidance on the procedure that will be initiated to conduct the Review. Notwithstanding this, the Accreditation Committee should also draw guidance that may be applicable from sub-Sections 5.5 and 5.6 of document **EAB-A10** on its procedure to follow, in the event an Interim Report might be required, or a Visit deemed necessary.
- (b) The Evaluation Team, under the leadership of the Visit Leader (if appointed) or the Team Leader), will be required for the purpose of the Review:
- (i) to re-visit its Report on this programme and the Visit Leader's Report,

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specifically in relation to the deficiencies and/or concerns that were identified and Reported to the Accreditation Committee, and retained by the latter Committee for arriving at the decision that was communicated to the HEI,

- (ii) to examine the DRP, and ascertain if the DRP, effectively addresses each aspect of each criterion that was identified as a deficiency and any, if applicable, any concern,
- (iii) to examine the implementation plan/schedule, including timing of evaluation or assessment of components of the DRP to determine likely date when results or evidence of successful implementation will be available, towards determining when to schedule a visit if such is deemed necessary by the Evaluation Team.
- (iv) where changes have been brought to the programme and the Evaluation Team considers that the changes to the programme impact on one or more of CRITERION-1 to 4, or even otherwise, the Evaluation Team may determine that an Interim Report is necessary to explain or clarify specific aspects associated either with the DRP implementation or with the changes made, the Visit Leader/Team Leader shall draft the letter to be sent to the HEI spelling out precisely what information is expected in the form of the Interim Report, as well as the deadline, preferably 21 days, for submission of the same and, subject to item (v), forward to the Accreditation Committee Chair to check for consistency prior to issue under his own authority.
- (v) Visit Leader /Team Leader, should, if the analysis of the DRP at sub-item (iii) dictates to the necessity of a Visit, insert a proviso to the effect that the Evaluation Team might conduct a Visit to examine the outcome of the DRP implementation at an appropriate time.
- (vi) AA to coordinate with the HEI regarding the Interim Report towards ascertaining the acceptability of the 21 days delay to the HEI.
- (vii) On receipt of the Interim Report, the Visit Leader/Team Leader shall reconvene Evaluation Team to take cognizance of the same and to ascertain that the Interim Report has satisfactorily addressed the issues raised in the Accreditation Committee Chair's letter, and set a date for a Visit, if deemed necessary.
- (viii) if the issue under Request for Review concerned the denial, suspension or withdrawal of Provisional Accreditation, and that the DRP has effectively addressed the deficiencies that were notified to the HEI, notwithstanding there being some concerns, the Evaluation Team Review Report must recommend granting or restoring the Provisional


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Accreditation. The Provisional Accreditation in such a case must not extend beyond 2 years.

- (ix) If the DRP, with or without changes in the programme, concerns a Regular Accreditation, and the Evaluation Team considers that the DRP and the Interim Report have effectively addressed the deficiencies, but that the benefit of the remediation will accrue to the next cohort graduating from the programme; the Review Report will recommend granting Provisional accreditation to the programme with the subsequent cohort, with a Final Visit in 6 to 12 months; the current programme will be deemed un-accredited.
- (x) if the Evaluation Team concludes that the DRP has not addressed the previously notified Deficiencies satisfactorily and/or the changes introduced in the programme have resulted in new Deficiency(ies) compromising the delivery of one or more Graduate Attributes, the Review Report will recommend maintaining the previously communicated decision, while also pointing out any new Deficiencies that have been identified.

12.0 Report on the Review

- 12.1 No specific format is proposed for the Report (viz Review Report) to be submitted to the Accreditation Committee by the Visit Leader/Team Leader and Evaluation Team.
- 12.2 The EAB Decision letter and the HEI's response (including the DRP) shall be annexed to the Review Report.
- 12.3 A copy of the check-list of requirements complied by AA at sub-Section 10.4(i) shall also be attached.
- 12.4 The Report will restrict itself to informing the Accreditation Committee on
 - (i) the appropriateness or otherwise of the HEI's response to each of the previously identified Deficiencies and Concerns, and
 - (ii) how each Deficiency has been addressed and meets criteria,
 - (iii) whether any previously identified criteria has not been addressed to meet criteria; if so please identify it,
 - (iv) any new Deficiency noted arising from changes introduced to the programme,
 - (v) a statement of major changes to the programme which have been made,
 - (vi) whether HEI has shown commitment to work towards meeting all the criteria for accreditation, including the outstanding deficiencies,

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- (vii) whether the HEI's has Capacity for Improvement and Programme Review to meet its obligations regarding the accreditation, and
- (viii) the Recommendations to the Accreditation Committee.

Note: The Recommendation must be to deny accreditation if the response to item (iii) is positive, and of a nature likely to compromise the delivery of one or more graduate attributes, and/or the response to either item (vi) or (vii) is negative.

- 12.5 The Team Leader's attention is drawn to Section 4.3 of document **EAB-A10-P** which gives guidance on the Responsibility for Reporting, except that EAB Chair may appoint only two Consistency Reviewers in lieu of 3 as provided for in sub-Section 4.3.4 of **EAB-A10-P**.

13. Initial Handling of a *Notice of Appeal*

- 13.1 If the documentation setting out the Grounds for Appeal of Appeal has not been received with the Notice of Appeal, AA will remind HEI that needful must be done within 28 days of the date of its Notice of Appeal.
- 13.3 These procedures provide as follows:
- (a) At least a Three, or Five if considered necessary, member Appeal Committee shall be constituted by the EAB Chair from suitably qualified professionals from the Academia and practising Registered Professional Engineers proposed by the President IEM to hear the Appeal.
 - (b) The AA will prepare a checklist of requirements to be complied with by any HEI serving an Appeal and check if every requirement has been complied with and submit his observations to the Appeal Committee, with copy to EAB Chair.
 - (c) The EAB, through the concerned Accreditation Committee, shall take cognizance of the HEI's grounds of Appeal, and after examining the arguments for Appeal, instruct the Chair of the Accreditation Committee and the Visit Leader or Team Leader that they may be required to appear before the Appeal Committee to provide the latter with the Accreditation Committee's comments countering or agreeing with the HEI's arguments and evidence.
 - (d) The Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes or authorised staff member designated by the HEI to present the HEI's case will be invited to present the HEI's arguments and evidence already submitted to the AA before the Appeal Committee and respond to such questions as the Appeal Committee members may choose to ask. The Accreditation


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Committee Chair (or Team Leader if appropriate) may, if it deems fit by the Appeal Committee, be requested to comment on the specific response of the HEI's representative.

- (e) The Appeal Committee will, during the same session if convenient, or when reconvening in a subsequent session as may be deemed fit by the Appeal Committee Chairperson, but in the absence of the AA and any other person/s, discuss the arguments and evidence for and against the Appeal, and decide whether to grant or dismiss the Appeal.
- (f) AA will then be called in to record the decision of the Appeal Committee and the grounds which the Appeal Committee has retained for its decision.

14. The Notice of Appeal Process (Detailed Procedure)

- 14.1 AA acknowledges the receipt of the HEI communication and informs the HEI that the matter has been forwarded to the EAB for necessary action.
- 14.2 AA informs the HEI that the EAB Decision in respect of the accreditation of the programme concerned is suspended and will remain so until the outcome of the Appeal. AA also reminds the HEI that the Grounds for making an Appeal and any documentary evidence in support of the appeal must be received by the EAB within 28 days of the date of the HEI's Notice of Appeal.
- 14.3 AA advises the HEI of the estimated charges for the Appeal and request that the payment, in full, be made when submitting the Grounds of Appeal.
- 14.4 EAB to request EAB Chair to propose up to 5 names of engineering professionals of high standing, with at least 10 years teaching at Tertiary Level or industry experience as Registered Professional Engineers, from which a 3-member Appeal Committee will be constituted; the Appeal Committee must comprise at least one member from the academia and one practising Registered Professional Engineers. The choice of the nominees shall be subject to the following conditions:
 - (i) The nominees must be appropriately qualified to hear the case under appeal and, in particular, at least two members must have qualified in an engineering discipline similar or allied to the engineering discipline of the programme concerned by the Appeal, while the remaining member may be from a related discipline.
 - (ii) No member of the EAB associated with the accreditation decision or having served as an Evaluator for any programme of the concerned HEI may be appointed as member of the Appeal Committee.


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- (iii) None of the members must be in the service of the Appellant HEI or have either been a student or member of the staff of that HEI during the past 5 years or have served as Examiner or Moderator for any of the Appellant's programmes of studies during the past 5 years.
- (iv) Any nominee on the Appeals Committee must notify the EAB Chair of any likely or perceived conflict of interest that can arise on account of his/her appointment as a member of the Appeal Committee.
- (v) The nominees must be knowledgeable about engineering programme accreditation criteria and outcome-based assessment and be known for their integrity and judgement.
- (vi) EAB Chair will designate the Chairperson of the Appeal Committee from among the members of the Appeal Committee.
- (vii) AA must communicate the names of the Appeal Committee nominees to the HEI for advising on any conflict of interest with any of the nominees; no other issue can be raised. This process to repeat with replacement nominees until conflict is resolved.
- (viii) Where EAB deems that the Appeal Committee should comprise 5 members, EAB Chair may be requested to designated additional nominees.

- 14.5 (a) EAB Chair will thereafter:
- (i) draft the letters of Reference for the Appeal Committee members, including a differently phrased one for the Chairperson of the Appeal Committee,
 - (ii) obtain the approval, by any means of communication he may choose, of the EAB members on the final form of the letters , and
 - (iii) issue the TOR to the Appeal Committee members.
- (b) Request the Appeal Committee to start its assignment within 28 days of the date of assignment, considering that the Accreditation Committee will be given 21 days to submit its views on the HEI's grounds for Appeal, and endeavour to complete the assignment within 21 days of commencement.


14.6 AA to Inform the members of the EAB, (which include the Accreditation Committee members), and the Accreditation Team which carried out the Evaluation of the programme concerned by the Notice of Appeal that the HEI has appealed against the EAB decision, and advise them that the EAB may be called upon by the eventual Appeal Committee to supply clarifications as to the EAB decision on the accreditation decision communicated to the HEI.

14.7 On receipt of the Appeal documentation from the HEI, AA will verify if the

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prescribed number of printed copies and the USB sticks/flash drives have been received and check the contents against the HEI's statement of enclosed documents, if any, submitted by the HEI and acknowledge receipt, or qualify its acknowledgement as appropriate if USB sticks or documents stated to be enclosed have not been received, and to request that the HEI does the needful, else the Appeal will be deemed to be non-admissible.

- 14.8 AA will also remind the HEI that pursuant to the provision of sub-Section 7(f) no additional documents will be accepted in relation to its Appeal once the HEI is informed that the Appeal Committee has been constituted.
- 14.9 AA will check if payment has been received, else AA to remind the HEI that payment is due.
- 14.10 In anticipation of the possible request of the Appeal Committee for the views and comments of the EAB with respect to the Grounds of Appeal, AA will ensure that every member of the EAB as well as the members of the Evaluation Team receive a copy of the USB stick containing the full set of the Appeal documentation for information and such purpose as may be indicated by EAB Chair.
- 14.11 While awaiting a formal notification from the Appeal Committee, EAB Chair will convene the EAB, including members of the Accreditation Committee and the Evaluation Team that had conducted the evaluation of the HEI's programme being subject of the Appeal and apprise them of the Notice of Appeal and of AA's observations on the compliance of the HEI with the requirements for an Appeal.
- 14.12 Notwithstanding AA's observations which will be an issue for the Appeal Committee, EAB Chair, EAB chair will clarify the following facts:
- (a) The decision against which the HEI has appealed was taken by Accreditation Committee, in its own deliberate judgement after taking cognizance of the Report of the Evaluation Committee as presented by the Visit Leader and/or Team Leader, and also listening to any statement that was made by the authorised representative of the HEI.
 - (b) The Accreditation Committee had taken note of the process that was implemented, and which led to the decision to deny, or suspend or withdraw accreditation to the programme being now the issue before the Board.
 - (c) In the first instance, the task of the Accreditation Committee is to refresh its mind with respect to the task it had carried out, the deficiencies and concerns, if any, as well as comments on the programme that it had been made aware through the Report of the Evaluation Committee and examine the specific deficiencies that the AC had retained as valid grounds for denying, suspending or withdrawing the programme accreditation.

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- (d) Accreditation Committee should then examine the HEI's submission, and examine the grounds and evidence put forward by the HEI against each of the deficiencies notified by the HEI, and prepare its draft response wherein the AC will:
- (i) state whether it considers the HEI's grounds and if applicable the evidence supplied, to be factually correct, thereby, suggesting that the programme may not have been deficient in respect of the criteria reported as deficient. Accreditation Committee may, in such an eventuality, ascertain from the Evaluation Team whether the evidence presented by the HEI was available and contained in the Self Study pack submitted by the HEI or placed at the disposal of the Visit Team during the Evaluation Visit. If the evidence is new, it will be identified as a ground for the Evaluation Team not giving it any consideration in its Report to the Accreditation Committee, and a record will be made thereof. If the information was available before but was subject of an oversight by the Evaluation Team, then it will be recorded as evidence in favour of the HEI.
 - (ii) In all other scenarios, viz, HEI's grounds being invalid, the HEI's arguments or evidence must be rejected.
- (e) After applying the consideration in (i) & (ii) the Accreditation Committee will produce a compilation of the deficiencies notified by EAB, the grounds and evidence submitted by the HEI, and its comments in respect of each deficiency, and produce one statement for the attention of the EAB Chair.
- (f) In the event the HEI has supplemented its Appeal by submission of documents unrelated to the deficiencies and, if applicable concerns, specifically stated in the EAB Decision Letter, the Accreditation Committee, may include in its submission to EAB Chair, a brief Supplementary Statement on the significance or relevance of such documents or their contents to the Appeal.
- (g) AA will prepare the AC's statements for signature by each member of the Accreditation Committee as well as the Visit leader and Team Leader and submit to the EAB Chair for the approval of the EAB, and submission thereafter to the Appeal Committee. EAB while giving its approval ***may propose editorial amendments, including for consistency, but may not amend the AC's decision or comments, except that where the Accreditation Committee has concluded that there are merits in the HEI's grounds for Appeal, EAB may wish to seek clarification as to the stand of the***

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Accreditation Committee.

(h) EAB Chair and members of the AC will make themselves available to the Appeal Committee when so required.

14.12 EAB Chair will request the Accreditation Committee members to coordinate with the AA and organise themselves so as to complete the assignment within 21 days. AA will make suitable arrangements for logistics required by the Accreditation Committee.

15.0 The Appeal Committee

AA will coordinate with Chair of Appeal Committee to finalise arrangements for the work of the Appeal Committee, viz. appropriate location, preferably IEM House, otherwise as instructed by Chair of Appeal Committee. AA and Secretary IEM will provide the Secretariat services to the Appeal Committee.

15.1 AA will supply Appeal Committee members with the following:

- (i) Hard print of these procedures (Document **EAB-A16-P**), with all text relating to Appeal highlighted.
- (ii) Hard prints of the EAB decision letter denying, suspending or withdrawing (as may be applicable) the accreditation of the HEI's programme
- (iii) Statement prepared by AA (Sub-Section 13.3(b)) on compliance or otherwise by the HEI with the requirements for submission of an Appeal against an accreditation decision.
- (iv) Hard prints of the HEI's Notice of Appeal and Copy of the Appeal documentation (HEI's appeal pack)
- (v) Hard Print of the Statements from the EAB/Accreditation Committee, whenever available, supplying the Accreditation Committee's comments on the HEI's Appeal
- (vi) Names of persons concerned or involved and their responsibilities— EAB, Accreditation Committee, Evaluation Team, Authorised Representatives of the HEI.

15.2 AA will coordinate with the Chair of the Appeal Committee on

- (i) the dates for the Appeal Committee work-sessions,
- (ii) date of availability of EAB's Views/comments on the HEI's Appeal,
- (iii) dates for hearing EAB Chair and Or Chair of Accreditation Committee,
- (iv) persons to be convened for hearing, and

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(iv) date(s) for hearing Representative(s) of the HEI.

- 15.3 AA will issue, on behalf of the Chairperson Appeal Committee, the appropriate notice to persons concerned to appear before the Appeal Committee as per the schedule agreed with the Appeal Committee.
- 15.4 Persons invited may wish to be accompanied by one additional person if he/she considers the extra person may be more informed on specific issues to be raised before the Appeal Committee.
- 15.5 EAB holds the view that a legal person not versed with the HEI's or EAB's programme accreditation may not be of assistance in the proceedings.
- 15.6 The person appearing for the Appellant will be invited to limit himself/herself to arguments countering the reasons stated by EAB in its **Decision Letter** for denying accreditation, by reference to documentary evidence already submitted and why he/she considers that the evidence presented by the HEI was either not considered or not given the consideration it deserved, or where EAB is wrong in its judgement or in its appreciation of evidence and subsequently concluding that deficiencies or concerns still existed in the HEI programme.
- 15.7 EAB Chair or, as appropriate, Chair Accreditation Committee will then be invited, with reference to each argument of the HEI to refer to own Report and state the facts as seen, recorded and reported by the Visit Team on the last day of the Visit, and presented to the HEI at the Exit Meeting as well as during the Accreditation Committee meeting at which the HEI representative was convened.
- 15.8 The Appeal Committee will endeavour to complete its hearings in a minimum of sessions and will request representatives of both the EAB and the HEI to be brief and factual.
- 15.9 The Appeal Committee will deliberate in the absence of the representatives of the HEI and the EAB, and after considering all evidence presented, including the statement of AA on compliance of the HEI with requirements for submission of an Appeal, attempt to arrive at a consensus on the outcome of the Appeal, failing which, the Appeal Committee must arrive at a decision by majority vote.

16.0 Decision of Appeal Committee

The Appeal Committee's decision can be one of the following:

- (i) If the Appeal Committee found no merit in the Appellant's grounds for Appeal, it shall direct that the Appeal be dismissed.
- (ii) If Appeal Committee finds some merit in the HEI's arguments, it shall direct that the HEI's programme be re-evaluated. An admissible

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rationale for the Appeal Committee decision may be a possibility of an erroneous judgement or conclusion recorded in the Report of the previous Evaluation Visit Team, and consequently in the decision of the Accreditation Committee, resulting in the IEM Decision Letter being vitiated.

17.0 Appeal Committee Order

Where a re-evaluation is ordered, the Appeal Committee will order as follows:

- (i) The Re-evaluation of the programme, including a Re-Visit, must take place within 90 days of the date of the Appeal Committee's order, by a differently constituted Accreditation Visit Team, and if feasible, by an Accreditation Committee with at least 3 new members from the EAB
- (ii) The re-evaluation shall be based on the Self Study Documents package including the evidence previously submitted by the Head of the Faculty of Engineering of the HEI or any other person holding authority for the Faculty's programmes. The HEI shall endeavour to present the same evidence as was presented to the Evaluation Visit Team previously, except that HEI may include a statement on any variation made in the evidence, especially on evidence not previously presented but available for presentation to the new Evaluation Visit Team.

17.1 The Appeal Committee's order shall for all intents and purposes be final and be deemed the EAB's decision.

17.2 The EAB Chair will implement the order of the Appeal Committee as a request for evaluation from an HEI, except that the assignment will only concern the criteria that were subject of the Appeal and the representations made by the HEI.

17.3 AA must, within 21 days of the Appeal Committee order, notify the Appellant of the decision and, in the case where the Appeal is dismissed provide the Appellant with the conclusions of the Appeal Committee on the grounds of the Appellant's Appeal.

18.0 Executing the Re-Evaluation of the programme

18.1 EAB Chair will as soon as is convenient apprise the Board of the decision of the Appeal Committee and advise the Board that document **EAB-A10: Policy on Accreditation of Engineering Degree Programmes** gives guidance on the procedure to follow to implement the decision of the Appeal Committee.


18.2 Board will be informed that the Re-Evaluation will be guided by the provisions of sub-Section 5.5 of **EAB-A10-P**, which is reproduced hereunder:

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“The following procedure must be followed in the case of a visit other than a Regular Visit. The Administrator (Accreditation), in consultation with EAB Chair, must determine the purpose of the visit, and request EAB:


1. *to constitute an **Accreditation Committee** for conducting any accreditation that may be needed, and identify suitable members of an Accreditation Team;*
2. *appoint a Visit Leader, Deputy Leader if required by these Rules, Team Leaders, and Teams, as described in Section 6.2; [See Section 6.3 for Deputy Leader for large or multisite visits].*
3. *take into account the required pre-visit documentation and on-site documentation;*
4. *determine the process to be followed;*
5. *determine the duration of the visit and set the timetable for visit activities; and*
6. *define the elements that must be reported on by the team as required in Document EAB-A14-P (Accreditation Visit Team Report and Recommendation Format) and in this Policy Document.”*

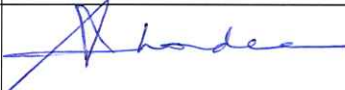


- 18.3 EAB will be informed that the assigned re-evaluation may be completed as a Desktop assignment, except if the new Evaluation Team consider that the deficiency(ies) concerned some specific element of evidence that requires to be re-examined on the premises of the HEI.
- 18.4 Subject to any further guidance that the EAB may give, EAB Chair will issue the instructions to AA to make the necessary arrangements for logistics, etc, and take steps to proceed as approved and submit a Report within 60 days.
- 18.5 AA and the Re-Evaluation Team under the leadership of a Team Leader will be required to examine document **EAB-A11-P** to take note of the process, that may be applicable to their assignment, and that they would need to follow to complete their assignment and submit their Report.
- 18.6 The decision of the Accreditation Committee shall be final and shall not give grounds for further Appeal or reconsideration.
- 18.7 EAB Chair will issue the Letter on the Outcome of the Re-Evaluation to the HEI, with copy to members of the Appeal Committee.

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19. Document Revision History

Date	Description	Author/Reviewer	Remarks
25-Sept 2020	First Draft	R.Rughooputh/ K.Elahee	
12 Oct 2020		K Elahee	Amendment
4 Nov-22Dec 2020		Further improvements	
18 Jan 2021	EAB consideration	Provisions on Request for Clarification/Revisit are leads to confusion: to reconsider	
15 Feb 2021	EAB	Proposed to include Section on Document Structure and EAB doc chart	
19 Feb 2021	Core Group Meeting	Examined procedures of UK, Canada, and others. Agreed to provide only two options: Request by HEI for Review based on Deficiency Remedial Plan and alternative: Appeal Procedure. Doc to be redrafted.	
19 July 2021	EAB (IEM plus Zoom)	JS informed that new draft is ready and will be put in circulation	
19 July 2021	Draft ISSUE 2021-1	New Draft – Comments invited	
09 August 2021	Draft ISSUE. 2021-1	Approved at EAB no. 29 meeting	
10 August 2021	Draft ISSUE 2021-1 for review by Consultant J. CATO	25 Aug 2021 Reviewed by John; highlighted issues at 6.2.1, 10.2, 13.3(a), 14.4(iii), 14.12d(i).17.3	
06 Sept 2021	Draft 2021-2	Edited (JS) accepted highlighted by J Cato.	
02-09-2022	Reviewed by DRC		
19-09-2022	EAB approved	Reissued 01-11-2022 as Version [0] Issue 2022/2	
01-11-2022	JS Edit	Minor editorial improvements of no substance. Propose to maintain Draft Status, until legal vetting.	
08-11-2022	EAB approved for publishing on Website at EAB meeting No 43	Issued as ISSUE 2022-2 dated 08-Nov-2022	
18-11-2022	Published Version	Issue 2022-2A	

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