

REGULATIONS ON THE APPEALS PROCEDURE

1. General Provisions

The present Regulations determine the order and terms of considering appeals of public accreditation procedures.

Consideration of educational institutions appeals allows to reveal breaches committed in the course of accreditation and to offer recommendations to eliminate them.

Consideration of appeals allows to monitor and evaluate the effectiveness of the procedures applied, to maintain openness and reliability of its activities and it is a part of the strategy aimed at improving the quality of the National Centre for Public Accreditation and expert panels' operations.

An appeal is a well-reasoned written objection made by an educational institution in case of disagreement with the results of the recommendations of the External Review Panel and/or the decision of the National Accreditation Board.

The Appeals Committee considers the lodged appeals and makes decisions in compliance with the present Regulations.

The appeals procedure is stipulated in the contracts for rendering services with the educational institution. Educational institutions can file an application with the chairperson of the Appeals Committee.

All cases of appeal submission are thoroughly considered by the Appeals Committee and operative decisions regarding them are taken.

2. Grounds for Appeal

2.1. An educational institution has the right to lodge an appeal against any final decision of the National Accreditation Board (positive or negative) or the part of it, which affects the interests of an educational institution.

2.2. An educational institution's study programme which has been given the conclusion of the External Evaluation Panel saying that "The study programme has in principle unrecoverable deficiencies and cannot be accredited" has a right to apply to the Appeals Committee within 14 work days starting from the moment of receiving the conclusion of the External Evaluation Panel submitted in the report on external evaluation.

2.3. Appeals from an educational institution can be lodged on the following grounds:

- *Breach of accreditation procedure*

This means that the procedure of professional-public accreditation of the National Centre for Public Accreditation was not in compliance with the Regulations on professional-public accreditation of study programmes (clusters of programmes) of higher, secondary and further professional education.

- *Evidential errors*

This means that the information submitted by the educational institution was incorrectly used by the External Evaluation Panel, which resulted in the

negative decision of the External Evaluation Panel. In case the incorrect information was submitted by the educational institution the appeal is not accepted.

- 2.4. The ground for appeal is to be submitted as an application addressed to the Chairperson of the Appeals Committee in the application form of the educational institution signed by the head of the educational institution.

3. Decision on the appeal

Decision on the appeal (hereinafter *decision on the appeal*) is accepted on the grounds of a unanimous decision of the members of the Appeals Committee (if a quorum is present) and drawn up in the report signed by the Chairperson or member of the Appeals Committee acting as Chairperson.

In the *Decision on the Appeal* the grounds for consideration of the appeal (essential details of the letter, the claim), established facts, grounds for the decision, considered procedures and decision taken on the appeal are given. Decision on the appeal can be of two types: *Appeal is allowed and Appeal is rejected*.

4. Appeal consideration procedure

- 4.1. Within one month after the receipt of the appeal from the educational institution the Appeals Committee considers if breaches of the accreditation procedure and/or evidential errors exist.
- 4.2. The Appeals Committee requests copies of all documents used in the course of accreditation including the materials prepared by the National Centre for Public Accreditation, the educational institution and the External Evaluation Panel.
- 4.3. If required the Appeals Committee can request additional information (including that in the oral form) from the Chairperson and members of the External Evaluation Panel.
- 4.4. The meeting of the Appeals Committee is closed and can be run using interactive communication technologies (videoconference, videocall, Skype, etc.).
- 4.5. The meeting of the Appeals Committee is authorized (has quorum) if more than a half of the Appeals Committee members took part in the meeting.
- 4.6. The second meeting of the Appeals Committee with the same agenda is to take place (in the lack of quorum).
- 4.7. Decision on the appeal is taken on the basis of a unanimous decision of the Appeals Committee members (if a quorum is present) and said in the report signed by the Chairperson or member of the Appeals Committee acting as chairperson.
- 4.8. The Appeals Committee informs the National Accreditation Board about an incoming appeal and on the decision on the appeal within 14 work days.
- 4.9. The Appeals Committee sends a written notice on the decision taken to the educational institution within 14 work days after the decision has been taken.

5. Enforcement of the Appeal decision

- 5.1. In case the decision *Appeal allowed* is taken another external evaluation panel is appointed to execute the second visit (if accreditation procedure has been violated) or examine documents for the second time (if evidential errors have been committed) in conformity with the document *Decision on the Appeal*. The conclusion of another external evaluation panel is submitted for consideration to the National Accreditation Board.
 - 5.1.1. The number of members for an additional evaluation panel is determined by the National Centre for Public Accreditation; it ought not to be composed of the members from the original evaluation panel. The educational institution has a right to present grounds to reject certain members of the additional evaluation panel.
 - 5.1.2. The procedure of the second visit and the second examination of the documents is to conform to the Regulations on professional-public accreditation of study programmes (clusters of programmes) of higher, secondary and further professional education.
 - 5.1.3. To execute the decision of the Appeals Committee the director of the National Centre for Public Accreditation is to issue a document Appeal Decision Execution and to send it to the educational institution on behalf of the Appeals Committee.
 - 5.1.4. The Document Appeal Decision Execution shall contain the detailed list of measures to eliminate errors committed in the course of the second examination of the documents, a reviewed decision.
 - 5.1.5. The Decision of the Appeals Committee is given in the written form by the Chairperson of the Appeals Committee to the director of the National Centre for Public Accreditation.
- 5.2. In case the *Appeal rejected* decision is taken, the educational institution does not have a right to lodge a second appeal.
- 5.3. In case the *Appeal allowed* decision actual expenses for the second evaluation of the study programme including remuneration of labour, travel and accommodation of the second evaluation panel members' expenses are to be reimbursed by the National Centre for Public Accreditation.

REGULATIONS ON THE APPEALS COMMITTEE

1. General provisions

To provide more objectivity and validity of the decision on professional-public accreditation of study programmes (cluster of programmes) of higher, secondary and further professional education the Appeals Committee is established within the National Accreditation Board. The Appeals Committee considers appeals of educational institutions and takes decisions on the appeals in accordance with the Regulations on the Appeal Procedure.

2. Composition of the Appeals Committee

The Appeals Committee is made of 3 members including the chairperson.

Members of the Appeals Committee are elected by simple majority of votes of the members of the NCPA's founders.

The Appeals Committee is formed of independent persons, who are not members of the National Accreditation Board and are not employed by NCPA.

A member of the Appeals Committee who has a conflict of interest when considering the appeal of the educational institution shall not take part in taking decision on the appeal.

In case the chairperson of the Appeals Committee is not present at the meeting he/she delegates his/her authorities to one of the members of the Appeals Committee.

The Appeals Committee is elected for the period of three years.

3. Objectives of the Appeals Committee

The Appeals Committee shall consider appeals from educational institutions received in the written form and signed by the head of the educational institution.

4. Procedure of Making Decision on the Appeal

- 4.1. The meeting of the Appeals Committee is closed and can be run using interactive communication technologies (videoconference, videocall, Skype, etc.).
- 4.2. The meeting of the Appeals Committee is authorized (has quorum) if more than half of the Appeals Committee took part in the meeting.
- 4.3. The second meeting of the Appeals Committee with the same agenda is to take place (in the lack of quorum).
- 4.4. The decision on the appeal is made on the basis of analysis and discussion of the documents submitted for consideration (Self-evaluation Report, Report of the External Evaluation Panel, additional documents submitted by the educational institution).
- 4.5. Decision on the appeal (hereinafter *Decision on the Appeal*) is taken on the basis of a unanimous decision of the Appeals Committee members (if a quorum is present) and put in the report signed by the chairperson or a member of the Appeals Committee acting as chairperson.

- 4.6. The Appeals Committee forwards its *Decision on the Appeal* to the National Accreditation Board within 14 work days after the decision on the appeal has been taken.
- 4.7. The Appeals Committee forwards a written notification of the *Decision on the appeal* to the educational institution within 14 work days after the decision on the appeal has been taken.

5. Reporting

The Appeals Committee submits an annual report on its work to the General meeting of the NCPA's founders.