



STUDY PROGRAM ACCREDITATION

BOOK 5

STUDY PROGRAM ACCREDITATION PROCEDURE

**THE ACCREDITATION COUNCIL FOR EDUCATION
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PREFACE

Praise and gratitude toward the Almighty God for the abundance of grace and guidance, so that Accreditation Council for Education (ACE) Book 5 can be completed after Book 1, Book 2, Book 3, and Book 4. At the same time, it is to keep improvements and adapt to practices and general applicable external assurance.

Book 5, Undergraduate Program Accreditation Procedure, is a guidance of accreditation submission and stages of Undergraduate accreditation process by the Accreditation Council for Education (ACE). Undergraduate Program Accreditation Procedure includes the procedure to accept documents through Accreditation Management Information System for Education (SIMALAMDIK) and stages of the process, such as administrative examination, Desk Evaluation and On-site Assessment, Determination of Accreditation Results, as well as Appeals Process.

This book is a comprehensive overview and flow instructions for how accreditation is carried out by ACE. Therefore, to explain the process procedure by Study Program in applying for accreditation and conducting the process, it provides a clear, directed, comprehensive picture in order to continuously improve a quality culture in the educational environment.

Jakarta, 09 February 2022

Chairman,



Prof. Dr. Muchlas Samani

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CHAPTER 1

INTRODUCTION

Accreditation is one of assessment forms to evaluate quality and appropriateness of higher education institutions or study programs undertaken by organizations or external independent bodies of higher education, Accreditation Council for Education (ACE) as well. Other external quality assessment forms are the evaluation related to accountability also permission and licenses granted by certain bodies.

By implementing the standard of teacher competency, the external quality assurance of educational study programs through accreditation process needs to be carried out based on characteristics in the educational aspect. Consequently, accreditation instrument, assessment matrix, and their organizing are adjusted as necessary. It is different from the quality assessment either from National Accreditation Agency for Higher Education Institution (NAA-HEI) or other Independent Accreditation Agencies. The accreditation is carried out by peer experts and those who are understand the essence of managing study programs as a team or an assessor group. A decision regarding quality is based on the assessment of various evidence both related to the criteria and based on reasons and considerations of judgments of informed experts. Required evidence includes a written report prepared by the study program to be accredited and verified through visits by experts to the university's location.

Accreditation instruments are presented based on nine dimensions that indicate quality of PS (Program Study)/ UPPS (Study Program Management Unit). The following are the nine quality aspects:

1. Appropriateness,
2. Adequacy,
3. Relevancy,
4. Academic atmosphere,
5. Efficiency,
6. Sustainability,
7. Selectivity,
8. Productivity, and
9. Effectiveness.

These nine dimensions show the comprehensive quality of a program implementation to produce high quality output based on each field of science. The relationship among these nine aspects represent RAISE++ principle (Relevance, Academic Atmosphere, Institutional Commitment, Sustainability, Efficiency, Leadership, and Equity) is as follows:

- Appropriateness refers to the accuracy level indicated by inputs, processes, outputs and program objectives when assessed against normative ideal standard.
- Adequacy indicates the extent to which the minimum prerequisites required for a program implementation.
- Relevancy is the level of connection between the goals and outcomes of educational programs with the needs of society in the environment and globally.
- Academic atmosphere refers to the situation that supports an interaction between lectures and students to optimize a learning process.
- Efficiency refers to the level of utilizing inputs/ resources used for the learning process.
- Sustainability depicts a process of program implementation which includes the availability of inputs, learning activities, and optimal achievement results.
- Selectivity demonstrates the way program coordinators prioritize inputs, learning process activities, and output choices based on their capabilities and capacities.
- Productivity shows the level of success of the learning process carried out in utilizing inputs.
- Effectiveness refers to the degree to which predetermined program objectives are attained, as assessed through program outputs.

Accreditation encompasses both procedures and results. The accreditation process is an effort of ACE to assess and determine status of study program quality in the higher education based on the predetermined quality standard. Furthermore, the result of accreditation signifies the quality status of a higher education study program that is made available to the public. Thus, objectives and benefits of study program accreditation are as follows:

1. Providing assurance for accredited study programs that adhere to ACE's established quality criteria to protect the community against study programs lacking standards.
2. Supporting study programs/ universities to keep improving and maintaining high quality.
3. Accreditation results can serve as a basis for evaluating credit transfer requests and financial assistance proposals and seeking recognition from relevant organizations or agencies.

A quality assessment in the undergraduate study program accreditation must be based on complete and clear standard as a benchmark for the assessment. It also requires operational elaboration regarding the procedure and steps taken, so that the assessment can be carried out systematically.

As a comprehensive reference, ACE has developed a set of instrument as well as a step guide for study program accreditation outlined into five books below, namely:

- Book 1 : Academic Manuscript
- Book 2 : Self-Evaluation Report
- Book 3 : Guide for Self-Evaluation Report
- Book 4 : Assessment Guide and Matrix
- Book 5 : Study Program Accreditation Procedure

Book 5 is expected to provide clear guidelines regarding the procedure used in accreditation matters of undergraduate education study program.

CHAPTER 2

STUDY PROGRAM ACCREDITATION PROCEDURE

2.1 Relationship of Parties involved in Accreditation

Evaluation and assessment of study program accreditation are conducted by the assessor team consisting of lecturers and experts in the scientific field of the study program who understand of the implementation and management of study program. The accreditation process involves Study Program Management Unit (UPPS), Study Program (PS), assessors, validators, and ACE facilitated by SIMAK (Accreditation Management Information System). The relationship of parties involved in the accreditation process is presented in Figure 1 below.

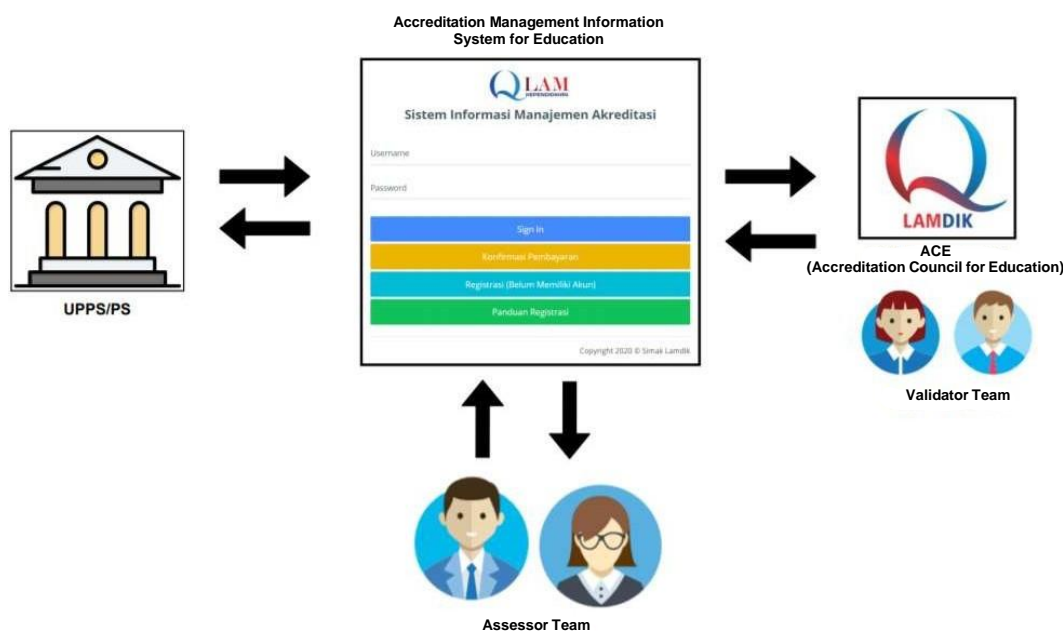


Figure 1. Relationship of parties involved in the accreditation process

Interaction among involved parties with the application, namely:

1. UPPS/PS:

PS handles online registration, document uploads (including receipts, accreditation registration, and other accreditation-related documents), monitors the accreditation progress, and downloads accreditation outcomes.

2. Assessor Team:

Approval as an assessor, download the Desk Evaluation (AK) file, conduct AK and On-site Assessment (AL), upload AK and AL assessment results, and validate AK and AL.

3. ACE

Validate the completeness of accreditation proposals and documents and provide assessor and validator assignment.

4. Validator Team

Conduct validation as a validator, AK validation, AK approval, AL validation and AL approval.

2.2 Accreditation Stages

The stages of accreditation starting from the preparation of the accreditation form to the issuance of the accreditation decree along with the requirements and time duration of each stage are presented in Figure 2.

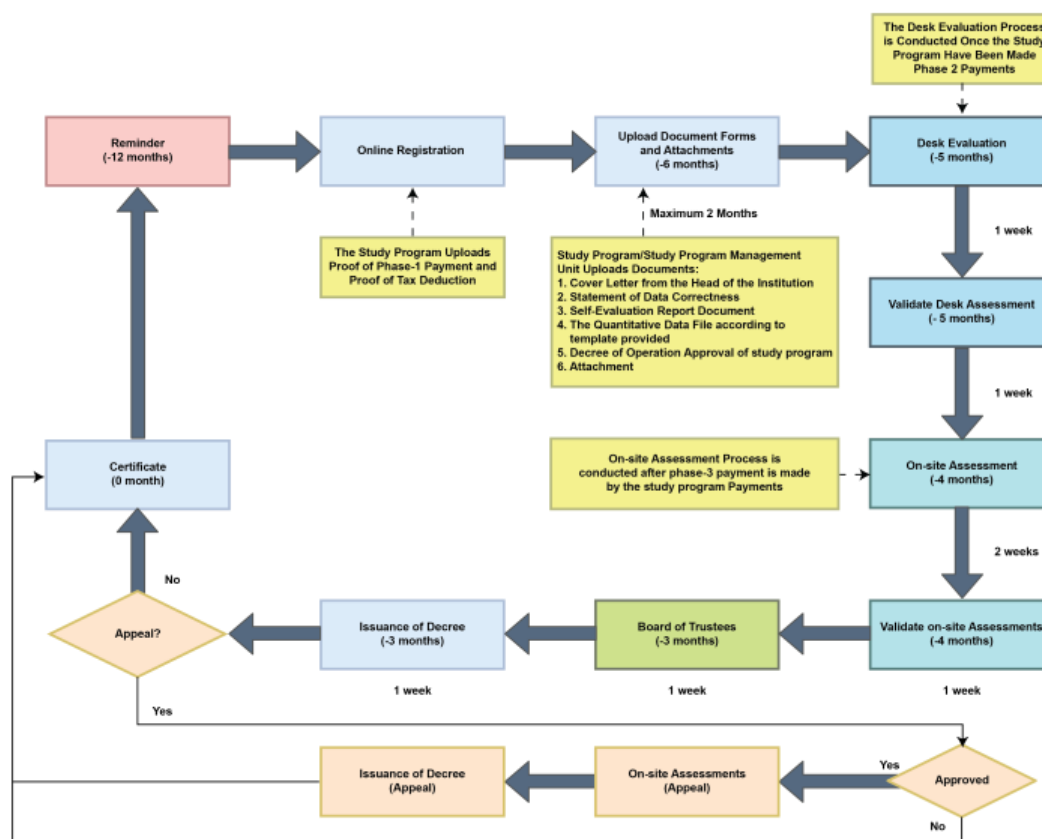


Figure 2. Stages of Study Program Accreditation

The stages of study program accreditation are:

1. The study program requires online registration through SIMALAMDIK which begins with uploading proof of stage I payment and tax deduction.

This registration aims for the study program to have an account and complete the accreditation process.

2. The study program proposes accreditation by uploading accreditation documents along with attachments 6 months before the deadline for accreditation validity. Uploaded documents include:
 - a. Cover letter from the head of the university
 - b. A statement of data correctness
 - c. LED document
 - d. Qualitative data file based on an established template
 - e. Decree on the permit to organize the study program
 - f. Attachment
3. Receipt of accreditation proposal documents. At this stage, the accreditation documents are reviewed for completeness in compliance with the stated requirements. If any of the documents are incomplete, the study program must make revisions until the accreditation proposal is approved.
4. The Desk Evaluation (AK) process which is the Assessor Team's review of the accreditation proposal document. The AK process is carried out after the study program makes stage II payments and has been verified. The assessor team conducts an assessment and uploads the results. If the accreditation proposal is declared unsuccessful, the study program must re-propose.
5. On-site assessment (AL) process, which is a visitation activity by the assessor team to the study program management unit and study program to verify facts and conditions in the field against the data/information submitted in the accreditation proposal document. The AL process is carried out after the study program makes stage III payments and has been verified.
6. Determination of accreditation results by ACE and submission of accreditation results to universities/study program management units/study programs and the community. If the study program has an objection to the accreditation results, it has an option to appeal.

2.3 Flowchart of the Accreditation Process

By system, the flowchart of the study program accreditation process at ACE is shown in Figure 3 below.

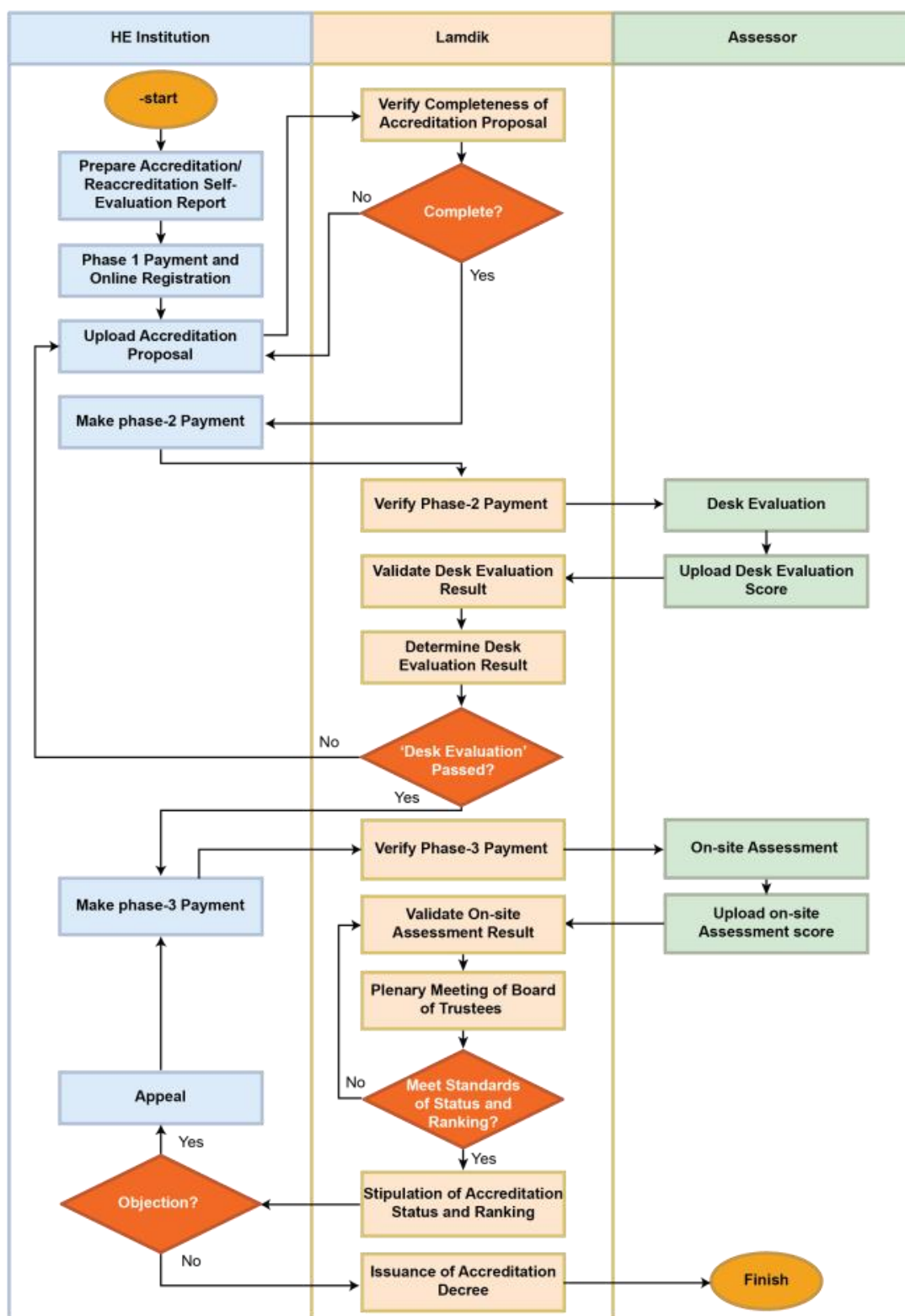


Figure 3. Flowchart of Accreditation Process

Explanation:

1. UPPS/PS prepares the LED proposal (Self Evaluation Report) and Accreditation Document.
2. PS register online/via SIMALAMDIK by first making stage I payment and has been validated.
3. In compliance with the regulations, PS uploads the accreditation proposal document. The accreditation proposal upload process is completed 6 months before the study program accreditation period's deadline.
4. The validator team verifies that the requested accreditation documents are complete. If it is incomplete, PS must make revisions by re-uploading the document.
5. If the documents are declared complete, PS makes stage II payment and verification. Stage II payment is a requirement for the desk evaluation (AK) process.
6. The AK process starts with the board assigning assessors to conduct the desk evaluation (AK) process.
7. The assessor begins the desk evaluation (AK) process by obtaining the AK assessment file. Two appointed assessors undertake the desk evaluation, and each assessor conducts the AK assessment separately.
8. Each assessor uploads the AK assessment file that contains the assessment score and description.
9. The management board assigns a validator to validate the AK results that have been uploaded by the assessors.
10. The validator verifies the AK assessment results that the assessor has uploaded. If something is found to be invalid, the validator gives a note and the assessor must revise it until it is declared valid and approved by the validator.
11. The panel determines the outcome of the AK.
12. If the results of AK PS are declared passed, then the PS must make stage III payments and carry out verification. If it is declared unsuccessful, the study program must start a new proposal again by making stage I payments.
13. The assessor proposes a schedule for on-site assessment (AL).
14. The management board approves the AL proposal and notifies the UPPS and the assessor of the AL implementation.
15. Assessors conduct AL at UPPS and PS.
16. Assessors upload the AL results to SIMAK LAMDIK.
17. The board assigns a validator to validate the AL results that have been uploaded by the assessor.
18. If something is invalid, then the assessor must make improvements.
19. Validator approves accreditation report.
20. The Council has a plenary meeting to determine the accreditation status and rating.

21. The Assembly forwards the accreditation results to the Study Program Management Unit for publication on the ACE website.
22. If the study program has objections to the results of accreditation, then the study program can appeal and make stage III payments.

2.4 Desk Evaluation (AK) Process

1. The Management Board chooses an assessor.
2. The assessor accepts/rejects the offer of assignment as an assessor.
3. The assessor begins by downloading the desk evaluation (AK) template file.
4. The assessor uploads the AK file containing the assessment and description to SIMAK.
5. The Management Board assigns a validator.
6. Validators carry out the AK result validation process in accordance with ACE guidelines.
7. Assessors make improvements to the AK results.
8. Validator approves the AK report.
9. The panel determines the result of the AK.
10. The assessor offers a schedule for on-site assessment (AL).

2.5 On-site Assessment (AL) Process

1. Management Board approves AL schedule.
2. The Management Board notifies the Study Program Management Unit and Assessors of the on-site assessment implementation.
3. Assessors conduct on-site assessments at UPPS.
4. Assessors make draft I of the accreditation report.
5. Assessors submit draft I of the accreditation report to the Study Program Management Unit.
6. The Study Program Management Unit submits a response to the draft I accreditation report.
7. The assessor makes a draft II accreditation report.
8. The Management Board assigns validators.
9. The validation process is carried out by the validator.
10. AL results are improved by assessors.
11. The accreditation report has been approved by the validator.

2.6 Determination of Accreditation Results

1. The Council determines the results of accreditation.
2. The Assembly submits the accreditation results to the Study Program Management Unit and publishes them on the ACE website.

CHAPTER 3

CONCLUSION

This is the procedure that must be carried out for applying for ACE accreditation that needs to be understood by prospective proposers. This accreditation procedure is an inseparable part of the academic paper book, accreditation instruments, guidelines for preparing self-evaluation reports, guidelines, and accreditation assessment matrices.