Category	Quality Assurance and Accreditation	Policy Number	UNI-QAA-201	
Distribution	External	**Version**	1.0	
Responsible Office	Provost	**Policy Owner**	Office of the Provost	
Date Approved	4 June 2018	**Effective Date**	Fall 2018	
Date Last Reviewed	New Procedures	**Due Date for Next Review**	15 May 2021	

PROCEDURES
Institutional Accreditation

1. Guidelines for Institutional Accreditation

1.1 The Office of the Provost will facilitate maintenance of the institutional licensure and accreditation within the framework of Zayed University's vision and mission and by following the Standards set forth by the accreditation bodies namely, "UAE Ministry of Education's Commission for Academic Accreditation" (CAA) and the "Middle States Commission on Higher Education" (MSCHE).

1.2 The Office of the Provost is responsible for preparing the required accreditation reports and material by communicating and coordinating with other units of the university.

1.3 The University Accreditation Standing Committee's feedback and recommendations will be solicited on institutional accreditation issues.

1.4 The Office of the Provost is responsible to arrange for Senior Administrators' approval for preparing/submitting the documents required for accreditation.

1.5 The Office of the Provost is responsible for submission of documents and reports on time and in the prescribed format.

1.6 The Office of the Provost must maintain ongoing contact with the accreditation bodies and is responsible to keep up-to-date information of requirements and processes of the accreditation bodies.

1.7 Inquires and communications related to institutional accreditation must be routed through the Office of the Provost.

2. Schedule

2.1 The Office of the Provost is responsible to ensure all submissions of reports to the accreditation bodies are done in a timely manner.

2.2 The timeframe for accreditation is set by the Office of the Provost in consultation with the Senior Administrators as well as keeping in mind the accreditation body's timetable for review.

3. Completion and Compliance

3.1 The Office of the Provost is responsible to work with the appointed special task force for major accreditation activities to complete the needed documents/reports.

3.2 The Office of the Provost is responsible to complete and review the institutional accreditation documents for its comprehensiveness, accurateness, consistency and compliance with the accreditation standards and requirements.

4. Documents

The following documents are required for institutional accreditation. They include internal documents as well as external ones.

4.1 Internal documents are created within the university to support the institutional accreditation process. They are:
   a) Application letter from the Chief Executive Officer (Vice-President);
   b) Self-Study Template for accreditation/reaccreditation;
   c) Self-Study Report for accreditation;
   d) Response to External Review Team (ERT) assessment report;
   e) Catalog, policies and procedures manual, Organization chart, Quality Assurance Manual, Learning Outcomes Assessment Manual, Students handbook, Faculty handbook, Staff handbook, etc.;
   f) Institutional Accreditation Timeline.

4.2 External documents are those that have been originated and prepared by the accreditation and authorization bodies. They are:
   a) MSCHE Standards for Accreditation;
   b) MSCHE Annual Institutional Update (AIU);
   c) MSCHE Handbook;
   d) MSCHE Guidelines;
   e) CAA Standards for Licensure and Accreditation;
   f) CAA Application for Re Licensure;
   g) Procedural Guidelines for Initial Accreditation;
   h) Procedural Guidelines for Renewal of Accreditation.

The Office of the Provost is the primary source for obtaining the latest version of the above documents.

5. Revision History

Date	Revision
17 February 2023	Administrative change: • Updated the information header and format. • Updated the policy number from ACA-ADM-02 to UNI-QAA-201.

19 November 2019	To be in line with the policy, updated the Policy Group to Academic Administration, the policy number, and the Responsible Office to Office of the Provost. Also updated the corresponding responsibility throughout the procedures to the Office of the Provost.
4 June 2018	New procedures approved by the Vice-President (VPD#85 of 2018).