

TEPDAD
Accreditation Application and Evaluation Principles
Directive
(V-03, December 2017)

ARTICLE 1- Basis, Purpose and Scope

1.1. This directive has been prepared in accordance with the relevant articles of the by-laws of the Association for Evaluation and Accreditation of Medical Education Programs (TEPDAD).

1.2. Its purpose is to determine the principles regarding the National and International Medical Education Accreditation application and evaluation processes and the functioning of TEPDAD boards and commissions in these processes.

1.3. This directive covers the issues that need to be determined by the decision of the Executive Council regarding the operation of the medical education accreditation process.

ARTICLE 2-Definitions and Abbreviations

In this directive;

TEPDAD: Association for Evaluation and Accreditation of Medical Education Programs

Executive Council / TEPDAD-YK: Executive Council of the Association for Evaluation and Accreditation of Medical Education Programs

UTEAK: National Medical Education Accreditation Council

SER: The Self-Evaluation Report to be prepared by the Medical Faculties

Interim-SER: The Interim Self-Evaluation Report

PR: Progress Report

DH: Evaluator Pool

DE: Defines the Evaluation Team

ARTICLE 3. Accreditation Application

3.1. Applications are made to the TEPDAD Secretariat between January 1st and February 15th of each year.

3.2. The applicant institution must have completed all of its education in its own campus, graduated at least one cohort and still continue to provide education.

3.3. The application for accreditation is made by filling in the "application forms", signed by the dean of the relevant faculty, and delivered to the TEPDAD secretariat. Applications with fax or electronically filled forms are accepted, but the original application document with wet signature must be delivered to the TEPDAD secretariat within 10 working days from the application date. If the

original application document is not received, the application will not be processed.

3.4. Faculties that implement more than one education program (for example, in different languages) need to apply separately for each program.

3.5. Applications are evaluated at the first UTEAK meeting held after the application deadline and submitted to the Executive Council. Agendas and documents related to the process are sent to institutions whose applications are accepted by the Executive Council. Institutions whose applications are rejected are notified of the decision with its reason.

3.6. Institutions whose applications are accepted deposit half of the application fee determined for the relevant year to TEPDAD's account within 30 days of receiving the acceptance letter. Institutions that do not pay the application fee in due time are considered to have abandoned the application. The second half of the fee is deposited into TEPDAD's account within 30 days after they receive the letter of the decision of eligibility to visit the institution.

3.7. Institutions whose accreditation application has been accepted by TEPDAD-YK and whose evaluation process for accreditation purposes are continuing are given the status of "accreditation candidate". Candidate status is maximum three years from the date of application, excluding the 1-year of suspension period accepted by TEPDAD-YK. Programs that cannot be fully or conditionally accredited within this period must reapply within the framework of current standards.

ARTICLE 4. Orientation training

4.1. "Orientation Training" is a program designed and updated by the Counseling and Training Commission in order to inform the applicant institutions about the standards, accreditation process and SER preparation.

4.2. Orientation training dates and teams for all applicant institutions are determined at the first meeting where the applications are evaluated.

4.3. Orientation training is carried out within three months after the date of application acceptance. Organizational support required for the program and its implementation (invitation of the team, educational environments, materials, tools and equipment, etc.) is notified to the institution. The institution is obliged to meet the requested support and the expenses of the team members such as transportation, accommodation, travel and daily wages.

4.4. Orientation training is carried out by a team of at least three members, one of whom is a rapporteur, determined by the Executive Council among the members of the boards and commissions.

4.5. The rapporteur prepares the "post-event report form" including information about profile of the participants, feedback, suggestions and other necessary data and submits it to the TEPDAD secretariat within 15 working days after the training. The relevant part of the report is published on the website within the framework of the "TEPDAD Annual Report".

4.6. A fee is charged to the institutions asking for “Orientation training before the application” in order to increase the knowledge and understanding of the accreditation process and standards and the SER preparation.

4.7. How and by whom the Orientation training before the application will be implemented is decided by the Executive Council.

ARTICLE 5. Institutional trainings

5.1. The purpose of the institutional trainings is to increase general knowledge and understanding of the standards in line with the demand of the requesting institutions. In institutional trainings, the scope of the standards, their use, their equivalents in the training programs, related practices and examples are presented and discussed under maximum two main headings. In these trainings, there is no discussion or production of information, and documents that will be used within the framework of the institution-specific data or the accreditation process.

5.2. Institutional training programs are developed by DEK and approved by TEPDAD-YK. TEPDAD-YK determines the trainers and form of the training (face-to-face, remotely or mixed).

5.3. Faculties submit in writing notifying that which standards they need training for. The requests are evaluated and decided by the Executive Council and forwarded to the institution in writing.

5.4. Institutional trainings are carried out on dates determined by the Executive Council, with priority given to institutions that have applied for accreditation that year.

5.5. The institution is informed about organizational support required for the implementation of the institutional training program (invitation of the trainers, training environments, materials, tools and equipment etc.). The institution is obliged to meet the requested support and the expenses of the team members such as transportation, accommodation, travel and daily wages.

5.6. The training team prepares the “post-event report form” including information about profile of the participants, feedback and suggestions and other necessary data and submits it to the TEPDAD secretariat within 15 working days after the training. The relevant part of the report is published on the website within the framework of the “TEPDAD Annual Report”.

ARTICLE 6. Preparation of the Self-Assessment Report (SER)

6.1. SER is prepared by the applicant institution in accordance with the current “SER Preparation Guide”. Except for the members in 6.2. Evaluator Pool, persons in charge of TEPDAD boards and commissions cannot take part in the SER preparation commissions of their own institutions.

6.3. SER is submitted to the TEPDAD secretariat until the end of the working hours on the first working day of September of the year applied for, unless another method is suggested by TEPDAD-YK, as 4 hard copies and 4 electronic

versions. The annexes should be submitted as 4 electronic copies (saved in a portable memory) and 1 hard copy. The applicant institution is informed about the date of receipt of the SER and the other documents.

6.4. SERs are pre-assessed by the TEPDAD secretariat through the “SER pre-check list” and if there is a deficiency, the institution is requested to complete it within 30 working days.

ARTICLE 7. Evaluation and decision of SER

The SER of the institutions is evaluated by an evaluation team according to the evaluation guide. Then, the UTEAK decision is formed by discussions by the UTEAK panel and presented to TEPDAD-YK.

7.1. Evaluation of SER by the evaluation team

7.1.1. The evaluation on the SER is made by a team of three members, one of whom is a rapporteur, in accordance with the SER evaluation guide. The SER evaluation team is determined among TEPDAD board and commission members after discussing at the joint meeting. Persons who have a conflict of interest or conflict with the institutions to be evaluated do not take part in the evaluation of the SER of the relevant institution by declaring their status.

7.1.2. The TEPDAD secretary sends the SER and its annexes, the rapporteur's contact information and the current version of the evaluation guide to the SER evaluation team members.

7.1.3. Evaluators evaluate the SER within one month at the latest after the report and its annexes reach them and send their opinions to the rapporteur.

7.1.4. The rapporteur combines the views within a week, makes a joint report in accordance with the guideline, and submits it to the TEPDAD secretary and team members. While creating the joint report, in case of differences of opinion among the evaluators, the rapporteur tries to reach a consensus on the decision. In the evaluation areas where consensus cannot be reached, the rationale of each evaluator is added to the report in writing to be discussed at the UTEAK meeting.

7.1.5. The rapporteur orally presents the report containing the evaluation and justification of each standard at the UTEAK meeting, and answers the questions posed.

7.1.6. In the next period, the rapporteur takes part as the UTEAK representative in the site-visit team.

7.2. Evaluation of SER by UTEAK

7.2.1. The final decision on the institution's eligibility for visits is made by the UTEAK evaluation panel and approved by TEPDAD-YK.

7.2.2. The evaluation panel begins with the rapporteur's presentation. In cases where the rapporteur cannot attend the meeting, one of the members makes the presentation.

7.2.3. Each main item of the standards and then the entire report are voted on and one of the following is decided on the institution's eligibility for visitation.

Decision	Situation and Process
1. Suitable for the site-visit	1.1. SER shows that the standards have been met at a level that can be evaluated with a site-visit. No additional information or documents are required.
	1.2. SER shows that the standards have been met at a level that can be evaluated with a site-visit but there are some issues that need to be explained or documents completed before or during the site visit
2. Not-suitable for the site-visit	2.1. SER shows that there is some missing information which can be obtained in a reasonable time. If the institution completes the information and missing documents within one month it could be visited.
	2.2. If there are major problems in meeting the standards but could be completed within one year the institution is asked to send an addendum to the SER.
	2.3. If the SER has been arranged in such a way that an evaluation cannot be made, or that the standards have been met at an unsatisfactory level that is not suitable for the site- visit evaluation, the institution must complete its deficiencies and submit its new SER within one year at the latest. If the institution does not submit its new SER within one year, it must re-apply.

7.2.4. Correspondence is started if the institution is found suitable for the site-visit.

7.2.5. For the institutions that are not suitable for the site- visit, a draft feedback report is prepared by the rapporteur, which includes the evaluations and recommendations of UTEAK panel. The draft is finalized after being discussed by the Executive Council and the "Final SER Evaluation Report" is sent to the institution.

7.2.6. Institutions may object to the decision and report with justification, within 10 working days after receiving the "Final SER Evaluation Report. Objections are resolved at the Executive Council.

ARTICLE 8. Site-Visit

8.1. The site- visit is carried out in accordance with the "Evaluation Guide" in order to see, discuss and evaluate the infrastructure and applications of the programs that are found to meet the standards at the end of the SER evaluation, or to understand whether the programs that have been given conditional accreditation status fulfill the conditions.

8.2. If the SER is accepted, a visiting team of at least 6 members and an alternate member are determined for each institution from the TEPDAD Boards and Commissions as defined below. Team members declare that they have no conflict of interest with the institution they will evaluate.

8.3. The site-visit team consists of two members, one of whom is a student, from the UTEAK Committees and Commissions, and one faculty member from each of Basic, Internal, and Surgical Medical Sciences departments in the Evaluator Pool and the Department of Medical Education. One member from the evaluator pool is determined as a substitute.

8.4. The team leader is chosen from among the members who have already served as rector, vice-rector, dean or vice-dean. In obligatory cases;

1. A member of the Board and the Commission assigned by the Board of Directors may preside over the team.
2. The visiting team must be at least 3 members, excluding the student member.

8.5. The two most suitable visit dates for the site- visit are determined and forwarded to the institution. The institution chooses the most suitable visit date and notifies UTEAK within five working days.

8.6. The names and the contact information of the site-visit team members are sent to the institution. The Institution may object to the members in writing within five working days by stating the reason. The objections are evaluated by the Executive Council and if found appropriate, new members are appointed.

8.7. The institution to be evaluated, would contact the team leader within 10 days and get the information about the site-visit. The institution to be visited sends the visiting team a printed and/or digital copy of the SER and its annexes, which the institution has prepared before. Members make individual evaluations by reviewing the SER and its annexes.

8.8. The expenses of the visiting team members such as transportation and accommodation are covered by the institution to be visited.

8.9. The evaluation team meets the day before the visit, reviews their individual evaluations and makes preparations for the visit.

8.10. The team performs the evaluation with a visit in accordance with the "Site Visit Evaluation Guide" and at the end of the visit, the the team leader presents the exit report to the institution orally and delivers it in writing.

8.11. The "Institutional Site Visit Report" prepared in accordance with the guide is discussed and evaluated at the UTEAK Panel and then submitted to TEPDAD-YK by the team leader, in print and electronically, within ten working days at the latest after the end of the visit.

8.12. The evaluated institution conveys any objections or opinions regarding the exit report to TEPDAD-YK within 15 working days.

ARTICLE 9. Accreditation decision

9.1. UTEAK takes a decision by evaluating SER and site- visit reports and the objections of the institutions regarding the exit report (if there is any) together

9.2. The decision regarding the accreditation of the program is taken by evaluating the report submitted by the head of the institutional visit team or the rapporteur at the UTEAK meeting and voting on each title separately and then all together.

9.3. UTEAK takes one of the following decisions on accreditation and proposes the accreditation status of the program to TEPDAD-YK.

9.3.1. Full Accreditation: This is the status given when it is determined that the training program meets all basic standards. The status is valid for six years starting from the first day of the year the decision was made, provided that basic standards are still met in the interim evaluation in the third year, and that the progress reports are regularly submitted to TEPDAD. The "final report" of the program is prepared and sent to the faculty and published on the TEPDAD website. For uninterrupted continuation of status in accredited programs, re-application must be made at the end of the fifth year of accreditation.

9.3.2. Conditional Accreditation: It is the status given when it is determined that some of the basic standards in the education program are at the limit of acceptable level and it is considered that these standards can be fully met by the faculty within 18 months. Evaluation of the institution after conditional accreditation may require one or more of the followings: 1) Evaluation of an additional report of the institution including evidence only 2) On- site visit after evaluation of the evidence report 3) on-site evaluation of missing points by the visit team composed of the rapporteur and the head of the team without any report evaluation. According to results of the above mentioned evaluations, accreditation decision is made. Conditional accreditation period cannot be extended. If the program achieves the full accreditation status, it is valid for six years starting from the first day of the year the full- accreditation decision is taken, provided that the basic standards are also met in the interim evaluation in the third year and that the progress reports are regularly submitted to TEPDAD.

If the conditions specified by TEPDAD in the faculty education program are not fulfilled within the given time, the institution does not have any status related to accreditation and must apply again.

9.3.3. Not eligible for accreditation: It is the status of the training programs that do not meet the basic standards and do not comply with any of the above-mentioned conditions. These institutions must reapply to become accredited.

9.4. The "final report" and the decision letter, which are finalized by the TEPDAD-YK President and secretary, are sent to the faculty within two months following the decision meeting.

9.5. The Accreditation Certificate is presented to the institutions where the programs with full accreditation status are carried out by the TEPDAD-YK

representative, preferably at a meeting attended by faculty members and students.

ARTICLE 10. Interim evaluation

10.1. Interim evaluation is planned to evaluate whether fully accredited education programs continue to meet the basic standards in the third year and to evaluate whether they fulfill the recommendations in the previous final report sent by TEPDAD-YK. .

10.2. In December of the year preceding the interim evaluation time of the institution, an information letter with the Interim Self Evaluation Report (I-SER) preparation guide is sent to the institution.

10.3. Interim evaluation; is carried out at UTEAK/UATEAK panel by discussing on the I-SER and the Interim Evaluation Final Report prepared by the visit team composed of at least three members, the team leader, rapporteur and a member. The visiting team declares that there is no conflict of interest with the institution they will evaluate.

10.4. I-SER is prepared by the applicant institution in accordance with the current I-SER Preparation Guide, and unless another method is recommended by TEPDAD-YK, in 4 hard copies and 4 electronic copies. The annexes should be prepared in 1 printed and 4 electronic copies (saved on a portable memory). It is delivered to the TEPDAD secretariat by the end of the working hours on the first working day of October. Institutions are informed about the date of receipt of the I-SER and the documents. If there is a deficiency, the institution is requested to complete it within 30 working days.

10.5. The TEPDAD secretary sends the I-SER and its annexes, the rapporteur's contact information and the updated version of the evaluation guide to the team members.

10.6. After the report and its annexes are received by the evaluators, they evaluate the I_SER within one month at the latest and make preparations for the interim evaluation institutional site visit.

10.7. Interim evaluation site- visits are made in accordance with the "institutional site-visit guide".

In obligatory conditions;

1. UTEAK /UATEAK Board and Commission member assigned by TEPDAD-YK may preside over the team.

2. A visiting team can be formed without a student member.

10.8. The two most suitable visit dates for the interim site-visit are determined and forwarded to the institution. The institution chooses the most suitable visit date and notifies it within five working days.

10.9. The names and contact information of the site-visit team members are sent to the institution to be visited. The Institution may object to the members in writing within five working days by stating the reason. The objections are evaluated by TEPDAD-YK and if found appropriate, new members are appointed.

10.10. The institution to be visited is informed by the team leader within ten working days after the visit date is determined. All expenses related to the visit, such as transportation, accommodation, travel, are covered by the institution to be visited.

10.11. At the end of interim site-visit, the team leader presents the Interim Evaluation Exit Report to the institution orally and delivers it in writing.

10.12. The "Interim Evaluation Final Report" prepared in accordance with the guide is delivered to TEPDAD-YK by the team leader, in print and electronically, within ten working days at the latest after the end of the visit.

10.13. The evaluated institution conveys its objections or opinions regarding the exit report to TEPDAD-YK within 15 working days.

ARTICLE 11. Updating the Accreditation Status after Interim Evaluation

11.1. After the interim evaluation, the accreditation decision is updated at the UTEAK/UATEAK meeting, by voting on the report submitted by the team leader or rapporteur of the institutional visit team. .

11.2. UTEAK/UATEAK takes a decision by evaluating I-SER and site- visit reports and the objections of the institutions regarding the exit report (if there is any) together.

11.3. UTEAK/ UATEAK takes one of the following decisions on accreditation and proposes the updated accreditation status of the program to TEPDAD-YK.

11.3.1. Continuation of Full Accreditation: is the status granted when the training program continues to meet all basic standards. The interim evaluation report of the program is prepared and sent to the faculty and published on the TEPDAD website.

11.3.2. Downgrading of Status to Conditional Accreditation: This is the status given when almost all of the basic standards are met in the education program, but it is determined that a few of them have decreased to the limit of fulfillment, and the visit and evaluation team states that these standards can be fully met by the faculty within 18 months. The decision is made as specified in 9.1, at the latest 18 months from the date of the decision.

11.3.3. Downgrading to Not Eligible for Accreditation: This is the status of the training programs that are determined to be unable to meet the basic standards by UTEAK/UATEAK taking the Interim Evaluation Final Report into consideration. The status of these institutions is terminated. They must reapply to become accredited.

11.4. The final report and the decision letter, which are finalized by the TEPDAD-YK President and secretary, are sent to the faculty within two months after the decision.

ARTICLE 12. Progress Report (PR)

12.1. Progress Report: is prepared for the purpose of informing the TEPDAD about activities carried out, changes and developments especially due to recommendations notified in the evaluation and interim evaluation final reports. of fully accredited medical faculties.

12.2. Progress Report; "PR" is the report prepared by fully accredited medical faculties and submitted to TEPDAD YK every year in January, except for the year in which the interim evaluation will be made.

12.3. Institutions that are required to prepare a Progress Report are informed in December of the previous year by sending a letter and a "PR preparation guide. Institutions are requested to submit a printed and electronic copy of the report to the TEPDAD secretariat by the end of January.

12.4. The TEPDAD Secretary examines the PRs and communicates with the institution for the completion of any deficiencies.

12.5. PRs are discussed and evaluated at the first subsequent UTEAK meeting. If necessary, feedback is given to the institution.

ARTICLE 13. Suspension of the accreditation process

13.1. The faculty may request the suspension of the process for a maximum of one year at any time between the application date and the start of the site-visit. For this purpose, the institution should submit to the TEPDAD secretariat with a document explaining the reason behind suspension request. TEPDAD-YK discusses the request, makes a decision at the first meeting and notifies the institution of the result

13.2. The accreditation process of a training program cannot be suspended for more than one year and more than once.

13.3. Every year when the application period is started, the TEPDAD secretariat asks the institutions whose processes are suspended whether they will continue with the process. The applications of institutions that do not respond in writing will be cancelled.

13.4. Institutions that decided to continue with the process start from the point they suspend. But institutions found not been eligible for visit before the suspension date may need to prepare SER again if the standards are updated.

13.5. Institutions charge fees etc. for the year in which the process started again. They have to cover the difference in payment.

ARTICLE 14. Failure to comply with the calendar due to objections, deficiencies or out-of-control reasons

14.1. In case UTEAK or the applicant institution cannot comply with the calendar due to unforeseen reasons (disaster, institutional structure changes, etc.), a special calendar can be created for the accreditation process of the applicant institution.

14.2. When the special calendar is determined, if the accreditation process extends to the next evaluation year, the standards within which the evaluation

will be made are determined by mutual agreement, but the fees of the application year will be valid.

14.3. During the accreditation processes, all objections of the institutions are evaluated by TEPDAD-YK, resolved and conveyed to the relevant parties.

ARTICLE 15. Enforcement and Execution

15.1. This Directive is valid from the date of its adoption by TEPDAD-YK and the chairs of TEPDAD-YK and UTEAK are responsible for the execution of the processes described in its scope.

15.2. All matters other than this directive are decided by the TEPDAD Executive Council in accordance with the TEPDAD Bylaws and Working Regulations.