

TEPDAD
Accreditation Application and Evaluation Principles
Directive
(V-04, December 2023)

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

UTEAK: National Accreditation Board for Medical Education

UATEAK: International Accreditation Board for Medical Education

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: 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 graduates who completed at least their graduation year on the campus of the applicant school and must still continue to provide medical 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/UATEAK meeting held after the application deadline and submitted to the Executive Board. Agendas and documents related to the process are sent to institutions whose applications are accepted by the Executive Board. 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 trainer 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. Two options are offered to the applicant school:

a- face-to-face training

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 which requests for face-to-face training. The institution is obliged to meet the requested support and the expenses of the trainers such as transportation, accommodation, travel and daily wages.

b- online training

Organizational support required for the online training is provided by TEPDAD. "Online Orientation Training Principles" are sent to institution before the meeting and the participants are expected to comply with these principles during the meeting.

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

4.5. The reporter 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."

4.6. The institutions may ask for "Orientation training before the application" in order to increase the knowledge and understanding of the accreditation process and standards and the SER preparation. A fee determined by the Executive Board is charged to the institution asking for "Orientation training before the application"

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

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

5.4. Institutional trainings are carried out on dates determined by the Executive Board, 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 trainers 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.

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

6.1. SER is prepared by the applicant institution in accordance with the current “SER Preparation Guide”.

6.2. Except for the members in 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 SER Evaluation Guide. Then, the UTEAK / UATEAK decision is taken by discussions by the UTEAK/ UATEAK panel and presented to TEPDAD-YK.

7.1. Evaluation of SER by the evaluation team

7.1.1. The evaluation of the SER is made by a team composed of three members, one of whom is a reporter, in accordance with the SER evaluation guide. 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 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 reporter'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 reporter.

7.1.4. The reporter 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 reporter 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/ UATEAK meeting.

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

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

7.2. Evaluation of SER by UTEAK/ UATEAK

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

7.2.2. The evaluation panel begins with the reporter's presentation. In cases where the reporter 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 further explained or documents completed before or during 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

2. Not-suitable for the site-visit	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 reporter, which includes the evaluations and recommendations of UTEAK/ UATEAK panel. The draft is finalized after being discussed by the Executive Board and the "Final SER Evaluation Report" is sent to the institution.

7.2.6. Institutions may appeal to the decision and report with justification, within 10 working days after receiving the "Final SER Evaluation Report. Appeals are submitted to the TEPDAD secretariat and evaluated by Appeal and Complaint Commission. Final decision is made by the Executive Board regarding the commission's evaluation results and notified to the appealing institution.

ARTICLE 8. Site-Visit

8.1. The site- visit is carried out in accordance with the "Site-Visit 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.

8.2. In national accreditation process, when the SER is accepted, a visiting team of at least six 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. In international accreditation process, when the SER is accepted, a visiting team of at least four 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. In national accreditation process, the site-visit team consists of six members: one from UTEAK, one from student commission, one from departments of medical education and three from the evaluator pool (one faculty member from each of Basic, Internal, and Surgical Medical Sciences departments) One member from the evaluator pool is determined as a substitute.

In international accreditation process, the visit team consists of four representatives selected from TEPDAD commissions, at least two of which are from UATEAK, and an external evaluator who will join the visit team as an observer.

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

1. A member of the TEPDAD Board and Commissions assigned by the Executive Board may preside over the team.

2. The visiting team may include at least 3 members, except for the student.

8.5. The two most suitable visit dates for the site- visit are determined and forwarded to the institution. The institution selects the most suitable visit date and notifies TEPDAD 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 Board 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. Site-visit team members make individual evaluations by reviewing the SER and its annexes.

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

8.9. The site-visit 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 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 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 appeals or opinions regarding the exit report to TEPDAD-YK within 15 working days. The appeals are evaluated by the Appeal and Complaint Commission and the decision of the commission is notified to TEPDAD-YK.

ARTICLE 9. Accreditation decision

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

9.2. The decision regarding the accreditation of the program is taken by evaluating the report submitted by the head of the site- visit team or the reporter at the UTEAK/ UATEAK meeting and voting on each standard groups separately and then all together.

9.3. UTEAK/ UATEAK 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, reapplication of the institution is needed at the end of the fifth year of full accreditation period.

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) Preparation of and additional report on the unmet standards and decision by evaluation of this report by UTEAK/UATEAK

2) Additional site-visit after evaluation of the additional report by an additional visit team composed of at least the reporter and the head of the team

3) Additional site-visit without any report evaluation.

According to results of the above mentioned evaluations, final 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 educational 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 updated version of Interim Self Evaluation Report (I-SER) preparation guide is sent to the institution.

10.3. 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.

10.4. The TEPDAD secretary sends the I-SER and its annexes, the reporter's contact information and the updated version of the I-SER evaluation guide to the I-SER evaluation team members composed of three evaluators assigned by TEPDAD Executive Board.

10.5. After the report and its annexes are received by the evaluators, they evaluate the I-SER and the reporter compiles all evaluation marks and comments of the team members in a single I-SER evaluation report within one month at the latest.

ARTICLE 11. Updating the Accreditation Status after Interim Evaluation

11.1. The I-SER evaluation report is discussed in the UTEAK/UATEAK panel and one of the following decisions is taken

11.1.1. Continuation of the full accreditation status for the next three years

11.1.2. Additional site-visit

11.1.2.1. If explanations and evidential documents are not deemed clear enough by UTEAK/UATEAK to understand the current position of the school against the basic standards, then an additional site-visit is planned to clarify the undecided issues on-site. Additional site visit is performed according to procedures defined in the Additional Site Visit Guide.

11.1.2.2. When fully accredited schools made substantial changes in their programs and implementations in a way that risks their current accreditation status, their full accreditation status may be suspended or an additional site-visit focusing on the substantial changes may be planned for final decision. Additional site visit is performed according to procedures defined in the Additional Site Visit Guide.

11.1.3. When additional site-visit is performed, one of the following decisions is taken by UTEAK/UATEAK panel considering the additional site-visit report.

11.3.1. Continuation of the full accreditation status for the next three years

11.3.2. Suspension of full accreditation status or downgrading it to conditional accreditation status

11.2. In case, one of the decisions mentioned above in this article is taken, the final interim evaluation report and a decision letter, which are finalized by the TEPDAD-YK President and secretary, are sent to the institution 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/UATEAK meeting. If necessary, feedback is given to the institution.

ARTICLE 13. Appeals and complaints

13.1. The applicant institutions have the right to appeal the decisions taken in all accreditation process including rejection of application, rejection or revision of SER or I-SER, composition of site-visit or additional site-visit teams, site-visit or additional site-visit exit reports and final accreditation decision.

13.2. All appeals are submitted to TEPDAD secretariat and conveyed to the Executive Board. The Appeal and Complaint Commission. examines the appeals forwarded by the TEPDAD Executive Board. The commission makes its decision with reasons behind within 15 days at the latest, and reports it to the TEPDAD Executive Board. The Executive Board examines the evaluation report at its first meeting and makes final decision and notifies the institution about the appropriateness of the appeal.

13.3. In case any personal or institutional complaint related to an accredited school is submitted, the Executive Board evaluates the complaint first and asks for more information from the school if needed. Then, the Executive Board conveys the complaint and relevant information to the Appeal and Complaint Commission to be reviewed. The commission makes its decision with reasons behind within 15 days at the latest, and reports it to the TEPDAD Executive Board. Final decision is made by the Executive Board and notified to the complainant and the institution that is the subject of the complaint.

13.4. All of the appeals and complaints in national and international accreditation processes are evaluated by the same commission (Appeal and complaint commission).

13.5. In case, a clear decision cannot be made on the basis of available information and documents, an additional site-visit may be organized by a new team appointed by the Executive Board, if the appeal or complaint is found associated with accreditation status..

13.6. In order to prevent potential conflict of interest in appeal and/or complaint processes, the members of the commission must not have any relation with the appealing or complained school. If any member of the commission has a relation with the school, the Executive Board will propose another member outside of UTEAK to evaluate the appeal process.

ARTICLE 14. Suspension of the accreditation process

14.1. 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

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

14.3. 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.

14.4. 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.

14.5. Institutions have to pay accreditation application fees valid for the year in which the process started again. For the institutions that have already paid, if any difference exists in the fee valid on the date of payment and the fee valid on the date of restarting the process, this difference will be charged to the institution

ARTICLE 15. Failure to comply with the calendar due to appeals, deficiencies or out-of-control reasons

15.1. In case, UTEAK/UATEAK 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.

15.2. 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.

15.3. During the accreditation processes, all objections of the institutions are evaluated by TEPDAD-YK and Appeal and Complaint Commission, resolved and conveyed to the relevant parties as soon as possible to prevent significant delays in accreditation process.

ARTICLE 16. Enforcement and Execution

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

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