

**ST. CHRISTOPHER AND NEVIS ACCREDITATION BOARD**

**Application For Accreditation**

**Guidelines**

The Accreditation Process is shown in Figure 1.

Institutions that are applying for accreditation for the first time must submit information and documents required under the following:

- Section A:       **Basic Information to be provided**  
Section B:       **Matters to be considered by the Board** – 3 Copies are required  
Section C:       **Institutional Self-Study**  
Section D:       **Site Visit** is optional for the first application. However, they will be required for follow-up review exercises.

**Fees**

1. In view of the international concerns regarding money laundering, all institutions applying for accreditation will be subjected to a due diligence check on its principal officers and/or Board Members. Each institution will be required to pay **US \$5,000.00** to cover the costs of the due diligence check.
2. Initial applications for accreditation: **US \$2,000.00** should be submitted along with the application.
3. Review and site visit: All expenses for the site visit will be met by the institution. An appropriate budget will be prepared by the Board and submitted to the institution.

A cheque (for **US \$7,000.00**), should be made payable to: **Accountant General for Accreditation Board** and sent to the Chairman, Accreditation Board at the address below:

**Ministry of Education  
Church Street  
P.O. Box 333  
Basseterre  
St. Kitts**

**Figure 1**

**THE ACCREDITATION PROCESS**

**1. Application**

The registered institution applies to the Board then submits completed application form, self study and supporting documentation.

**2. Response**

The Board Reviews application and responds to the institution. Provisional accreditation may be granted; subject to the fulfilment of certain conditions.

**3. Preparation and Team Selection**

A date is set for the second review to include a visit to the Institution. A team of professionals is selected by the Board to evaluate the programme.

**4. Visitation**

The institution is visited by the evaluation team

**5. Evaluation and Institutional Response**

The team makes an appraisal of the programme and submits a written report to the Board. A team report is presented to the institution for a response.

**6. Review**

The team report and Institution's response are reviewed by the Board.

**7. Decision**

The Board decides on a recommendation of accreditation or makes additional requests from the institution. The recommendation is communicated to the Hon Minister of Education. The decision is then communicated to the institution.

**A. Basic Information to be Provided**

**When applying for accreditation, the institution shall submit the following information in a folder with each section (a) to (o) clearly included:**

- a. the name of the institution, the degree title(s) and areas of study available;**
- b. type of level of previous education required for admission to the programme;**
- c. Academic credit policy for prior learning or with experience;**
- d. Academic credit policy regarding standardized achievement tests;**
- e. the number of semesters, terms or quarter hours required to receive a degree;**
- f. the minimum on-campus time for study in order to complete the programme;**
- g. type of instructions for off-campus learning;**
- h. student support services provided;**
- i. information materials such as programme catalogues;**
- j. the grading system used to evaluate students' work while enrolled in the programme;**
- k. projected enrolment;**
- l. the number of degrees conferred per annum or to be conferred;**
- m. commencement of academic programme;**
- n. the institution's policy on admission of local, regional and international students;**
- o. proposed mechanisms or available mechanism to enable continued self-improvement at the institution.**

**B. Matters to be Considered by the Board**

**The Board shall, in considering an application submitted to it take into account the following matters. Relevant documentation should be provided by the institution where necessary.**

- (a) the mission of the institution and any specialized programme the institution intends to offer or offers;**
- (b) clearly defined and educationally appropriate goals and objectives of the institution or programme;**
- (c) conditions under which the goals and objectives are to be achieved;**
- (d) expected standards and how such standards are to be maintained;**
- (e) list of programmes or courses to be offered and policies regarding course credits;**

- (f) links with other accredited institutions;**
- (g) a student registry, and the admissions policy which shall be in conformity with the objectives set out in the paragraphs of this section;**
- (h) maintenance of student records;**
- (i) student counselling services and the procedures for monitoring student performance;**
- (j) in case of recruitment of students into a faculty;**
  - (i) the recruitment procedures,**
  - (ii) curriculum vitae for the staff**
  - (iii) the general productivity measures relating to staff performance;**
- (k) examination regulations and procedures with particular emphasis on,**
  - (i) how written exams are set, marked, and how student appeals are dealt with,**
  - (ii) how oral exams such as research proposals are conducted,**
  - (iii) the grading systems as a basis of evaluating students' performance;**
- (l) procedure for selecting approved external examiners and how such examiners function;**
- (m) library and research facilities with particular emphasis on,**
  - (i) the adequacy of such facilities, and**
  - (ii) their linkages with other libraries in Universities and other tertiary institutions in the Caribbean and outside the Caribbean;**
- (n) the proposed local physical location of the campus with particular emphasis on,**
  - (i) projections regarding student enrolment and staff size,**
  - (ii) provisions for classrooms, laboratories (types, equipment) offices, student residency;**
- (o) proposals relating to the financing and management of the institution with particular emphasis on,**
  - (i) the charter of the institution,**
  - (ii) the governing body of the institution, and**
  - (iii) costs and efficiency of the institution;**
- (p) benefits which are to accrue to the local economy.**

### C. Institutional Self-Evaluation

Adapted from document: “*Eastern Caribbean States: Establishment of a National Accreditation Body. Analyses and Recommendations*”. Prepared for the CARICOM Secretariat by Marie Levens. December 1999.

Institutions applying for accreditation will be required to submit a Self-Evaluation Report either as part of the initial application or as part of a follow-up review. The Self-Evaluation should give insight into the goals and aims of the educational program and to the extent they are realized.

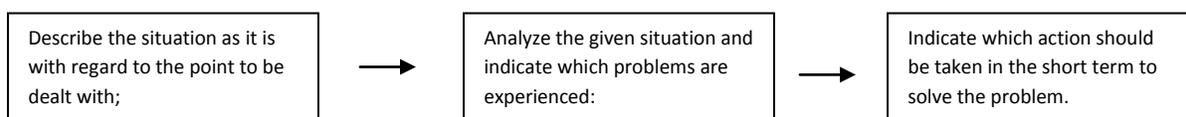
A Self-evaluation concerns the following key questions:

- Why do we do what we do?
- Do we do the right things?
- Do we do the right things in the right way?
- Do we have a thorough command of the process to realize actually what we want?
- Do we really achieve what we want to?

#### **The Content of the Self-Evaluation**

As the self-evaluation report not only serves an internal purpose but also an external one geared to an external review committee, it is desirable that a self-evaluation report be formulated on established lines. That is why every self-evaluation report will have a fixed chapter division (see table 1).

The guidelines of the self-evaluation are as follows:



- It is no use describing the situation only, neither to describe the situation better than it is. Self-evaluation benefits from critical consideration of the faculty/department and the direction in which the solutions should be sought for.

Table 1 Suggested Chapter divisions of a self-evaluation report.

<p>Introduction          Executing the self-evaluation          Organization Structure of the institution and course</p> <p>1. Philosophy of education and objectives          1.1 Philosophy of education          1.2 Objectives of the course          1.3 Translation of objectives in the program</p> <p>2. Program          2.1 Evaluation of the program          2.2 Description of the course          2.3 Instruction formats          2.4 Testing</p> <p>3. Final paper/Final project and practical training          3.1 Place of final paper/final project          3.2 Place of practical training during the course</p> <p>4. Student          4.1 Intake          4.2 Output          4.3 Average duration of the course</p> <p>5. Study          5.1 Study load          5.2 Student counselling and educational guidance          5.3 Factors obstructing study</p> <p>6. Facilities/ infrastructure          6.1 Education accommodation          6.2 Educational tools</p>	<p>7. The graduates:          7.1 Where do graduates end up?          7.2 Unemployment among graduates          7.3 Contact with graduates</p> <p>8. The staff          8.1 Times-spending teaching          8.2 Teaching training of teachers          8.3 Personnel management</p> <p>9. Internal quality assurance          9.1 Boards involved          9.2 Monitoring system          9.3 Evaluation system          9.4 Involvement of students          9.5 Education innovation</p> <p>10. International contacts</p> <p>11. Strong/weak-analysis          11.1 Summary of strong points: points that the Institution are proud of          11.2 Summary of weak points          -points which the institution consider weak and need improvement; also indicate what the institution plans to do about them.</p> <p>APPENDIX</p>
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## **D. Review and Site Visit**

Adapted from document: *“Eastern Caribbean States: Establishment of a National Accreditation Body. Analyses and Recommendations.”* Prepared for the CARICOM Secretariat by Marie Levens. December 1999.

Institutions applying for accreditation will be subjected to a site visit by a Review Committee, either as part of the initial application or as part of a follow-up review. The review committee may include at least one (1) person from an external (regional or international) accredited institution.

Prior to a site visit, the institutional self-study should be made available to the Accreditation Board. The review and site visit will seek answers to questions under the following headings:

1. Philosophy of Education and Objectives
2. The program
3. Final Papers, Final Project, practical training
4. The student and his/her education
5. Study loan and counselling
6. Facilities
7. The Graduates
8. The staff
9. Internal Quality Assurance

The following phases will be evident in the work of the review committee involved in a site visit.

1. Preparation for the meeting to be held before the site visit(s)
  - (a) Studying the self-evaluation; (b) Evaluating final papers
2. The meeting of the Review Committee
3. The visit of the Review Committee (introduction to the board, program of visit – interviews with board, staff, coordinators, student panel, consultations, formulating the oral and written reports).

**Note:** The programme for the visit is finalised in consultation with the administration of the institution.

4. The Review Report
  - Departmental Report for the Accreditation Board
  - (Optional) A confidential management letter for the board of the institution

Issues relating to the information that should be made public would be addressed.