



# **The National Accreditation Council of Guyana**

## **INSTITUTIONAL ACCREDITATION**

### **ELIGIBILITY FOR PRE-CANDIDACY INTERVIEW FOR INSTITUTIONAL ACCREDITATION**

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An institution desirous of becoming a Candidate for Institutional Accreditation shall at the time of submission of the Letter of Intent have:

- (a) been conferred three (3) years registered status and have a minimum of two (2) years remaining on the status with the National Accreditation Council of Guyana (NAC)
- (b) graduated at least one (1) cohort of students or had conferred an approved qualification or award in its own name or jointly with an accredited or recognised institution or awarding body at a Level 3 qualification or higher on the National Qualifications and Credit Framework]
- (c) been granted the permission to carry the respective protected title, where applicable

The self-study process is an intensive initiative. A Comprehensive self-study can be completed in a two-year period. As a result, applicants must have sufficient time remaining on their registered status to complete the initial institution accreditation process.

The evaluation of the effectiveness of the systems implemented is informed by data collected by the graduating cohort of students. Programmes offered may be developed internal or external to the institution. The institution shall demonstrate that it utilised rigorous systems for development (where applicable), approval, monitoring, review and evaluation of programmes. The qualifications awarded, which should be a minimum of Level 3, shall bear the institution's title.

Conferment of Institutional Title is the approval for the use of a proposed title where any of the following protected titles are to be used: university, college, tertiary college, polytechnic, community college, technical college, technical institute, or technical university, as enshrined in the National Accreditation Council Act, Chapter 17:02.

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## **REQUIREMENTS FOR PRE-CANDIDACY INTERVIEW FOR INSTITUTIONAL ACCREDITATION**

Candidacy for Institutional Accreditation may be granted for a maximum period of three (3) years, but must not extend beyond the expiration of its period of registration. In an effort to determine whether the institution has the capacity to undertake institutional accreditation, it is invited by the Council to a Pre-Candidacy Interview. The Pre-Candidacy Interview will be scheduled no less than one (1) month after the submission of the Self-Study for Candidacy for Institutional Accreditation.

Candidacy for Institutional Accreditation does not replace an institution's registered status. If an institution does not achieve accredited status before its period of registration expires, it must engage in the Continuing Registration process.

At the Pre-Candidacy Interview, the Council reviews the evidence contained in the institution's Self-Study for Candidacy to determine if it has satisfied all of the following requirements:

- (a) provide a comprehensive listing of, and the relevant approvals to offer, its post-secondary and tertiary educational programmes
- (b) implement an effective systematic mechanism for internal programme approval
- (c) demonstrate that it has engaged qualified academic personnel essential to assure effective programme development, delivery, review and evaluation
- (d) publish and make available to students and the broader public, statements of mission approved by its governing board defining clearly the nature and purpose of the higher learning and or training provided by the institution and the students for whom it is intended
- (e) provide students with electronic or print documents that outline educational programme requirements in terms of length, content and required learning outcomes for the qualifications awarded
- (f) document governance and administrative structures and policies that legally enable the institution to carry out its operations in such a way to protect its organisational and educational integrity
- (g) demonstrate the ownership of or responsibility for assuring access to plant, property and equipment to facilitate continuity of student learning.
- (h) demonstrate that it has mechanisms to facilitate the sustainability of existing and future financial capacity and a record of responsible fiscal management, including appropriate



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debt levels. The institution must have undergone an external audit by an accounting agency for the past 24 months

- (i) document that it presents itself to the public and prospective and enrolled students fairly and accurately with up-to-date information published electronically or in print about admissions, credit transfer, costs and refunds, financial aid, and the registration status of the institution and its programmes
- (j) document that it provides students, administrators, faculty, and staff with the policies and procedures informing them of their rights and responsibilities within the institution
- (k) the institution demonstrates that it engages in planning with regard to its current and future business and academic operations
- (l) the institution has no history of inappropriate and unethical dealings with its students, the business community, and agencies of government or partnering institutions. The institution complies with all legal requirements (in addition to authorisation of academic programmes) whenever it does business

Along with narratives and evidence related to each requirement, the institution shall provide approved documents which include but are not limited to:

1. Its strategic plan
2. Ownership or lease agreement that cover the duration of Candidacy for Institutional Accreditation
3. Policy Booklet
4. Audited financial statements for the two (2) years preceding the application for Candidacy
5. Tracer study reports of graduate students
6. Copies (if applicable) of certificates showing the title(s) of the award and the awarding institution(s)

**N.B.** NAC reserves the right to periodically revise these requirements if and when deemed necessary.

The template for the development of the Self-Study for Candidacy for Accreditation is shown in the following section.

**SELF-STUDY REPORT TEMPLATE**

**SELF-STUDY REPORT**

**FOR**

**CANDIDACY FOR INSTITUTIONAL ACCREDITATION**

**FOR**

**THE NATIONAL ACCREDITATION COUNCIL OF GUYANA**

**<<NAME OF INSTITUTION>>**

**<<DATE>>**



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