

**PROCESS OF ACCREDITATION OF THE SCHOOL OF MEDICINE OF THE  
UNIVERSITY OF XXXXXXXX XXXXXXXX**

**SCHEDULE AND WORK GUIDE FOR THE ACCREDITATION PROCESS**

Step	Description	Date	IAI	Univ
1	Sending of Official Communication to start the accreditation process			X
2	Signature of the agreement	7 days after receiving the communication	X	X
3	Payment of the first part of the accreditation fee	7 days after signature the agreement		X
4	Selection of the date for conducting the Induction Workshop for the Self-Assessment Commission from the Medical School	7 days after signature the agreement	X	X
5	Sending documents of the self-assessment process	2 week after signature the agreement	X	
6	Designation of the Self-evaluation Commission	2 week after signature the agreement		X
7	Preparation and sending of the agenda for the Induction workshop	2 week after signature the agreement	X	
8	Preparation of material for participants of the Induction workshop	1 week before to the workshop		X
9	Organization of logistics for workshop	1 week before to the workshop		X
10	Preparation of the workshop	1 day before to the workshop	X	X
11	Realization of the Induction workshop for the Self-Assessment Commission	2 to 4 days	X	X
12	Payment of the second part of the accreditation fee	7 days after of the workshop		X
13	Development of the Self-evaluation Process itself, data and documents recollection, completion of forms	6 months		X
14	Designation of the Peer Reviewers	1 months after to the workshop	X	
15	Sending to the University the list and curriculum of the Peer Reviewers	1 months after to the workshop	X	
16	Possibility of not accepting the University the selected evaluating peers	2 weeks after <b>step 15</b>		X
17	Selection of the date for the external evaluation visit	3 months after to the workshop	X	X
18	Technical support (online) to the Self-evaluation Commission during the whole process	During the 6 months that development of the self- Self-evaluation process	X	

<b>19</b>	Submit of the Self-evaluation Report and the Improvement Plan	6 months after of the workshop		<b>X</b>
<b>20</b>	Preparation and sending of the agenda for the Peer Reviewers visit	2 weeks after <b>step 19</b>	<b>X</b>	
<b>21</b>	Organization of logistics for the Peer Reviewers visit	1 week before the visit		<b>X</b>
<b>22</b>	Preparation of the work during the Peer Reviewers visit	1 day before the visit	<b>X</b>	
<b>23</b>	Realization of the Peer Reviewers visit	3 to 5 days	<b>X</b>	<b>X</b>
<b>24</b>	Payment of the third and last part of the accreditation fee	7 days after the visit		<b>X</b>
<b>25</b>	Submit of the Peer Reviewers report to the University	8 weeks after the Peer Reviewers visit	<b>X</b>	
<b>26</b>	View and response to the Peer Reviewers report by the University	3 weeks after <b>step 25</b>		<b>X</b>
<b>27</b>	Selection of the Academic Accreditation Council (avoiding any kind of interests conflict)	4 weeks after the Peer Reviewers visit	<b>X</b>	
<b>28</b>	Finalization of the deliberations of the Academic Accreditation Council	6 weeks after <b>step 26</b>	<b>X</b>	
<b>29</b>	Communication to the University of the decision of the Academic Accreditation Council.	1 weeks after the <b>step 28</b>	<b>X</b>	
<b>30</b>	Presentation of objections by the university on the decision adopted by the Academic Council Accreditation	2 weeks after the <b>step 29</b>		<b>X</b>
<b>31</b>	Final decision of the Academic Accreditation Council	2 weeks after the <b>step 30</b>	<b>X</b>	