

**MiAK APPEALS COMMITTEE DIRECTIVE (2023)**  
**(For Architecture Undergraduate Programs)**  
(Approved by MiAK Board of Directors on 21.07.2023)

**1. Article: Reference**

**1.1.** This guide is drafted by “MiAK-MAK Process Documents Article 8” and “MiAK-MAK Working Principles Article 11” under ‘MiAK (Association for Accreditation of Architectural Education-MiAK and Architectural Accreditation Board-MAK) standards and regulations.

**2. Article: Purpose and Scope**

**2.1.** The purpose of this guide is to determine the working principles of the Appeals Committee.

**2.2.** The scope of this guide includes the evaluation of appeals on MiAK-MAK decisions and applications, evaluation of complaints on architectural programs accredited by MiAK-MAK, and reporting to MiAK and MiAK-MAK to ensure consistency in terms of responses provided to similar appeals and complaints.

**3. Article: Definitions, Abbreviations**

MiAK: Association for Accreditation of Architectural Education,

MiAK-MAK or just MAK: Association for Accreditation of Architectural Education, Architectural Accreditation Board

General Assembly: MiAK General Assembly

Board of Directors: MiAK Board of Directors

VT: Visiting Team

VTFR: Visiting Team Final Report

**4. Article: Appeals Committee**

**4.1.** The Appeals Committee is established by 3 (three) members of MiAK, appointed by MiAK Board of Directors. The term of the committee is two years. Members can be re-appointed in consecutive terms. Members of the committee will select a chairman among themselves. If a member resigns or is sacked, the MiAK Board of Directors appoints a new member to replace this member.

**4.2.** The Appeals Committee evaluates complaints about the accreditation processes of architectural undergraduate programs and respective appeals of architectural undergraduate programs, submitted to the committee through the MiAK Board of Directors and MiAK-MAK. It reports the final result to the MiAK Board of Directors and/or MiAK-MAK after reviewing the appeal documents.

**5. Article: Responsibilities of the Appeals Committee**

**5.1.** The Appeals Committee reviews and evaluates complaints and appeals submitted to the committee through the MiAK Board of Directors and MiAK-MAK in terms of compliance with MiAK-MAK standards and regulations and finally issues a decree in the form of a detailed ruling.

**5.2.** The Appeals Committee reserves the right to request additional documents from the undergraduate program. The format and content of these documents shall determine the delivery terms.

**5.3.** The Appeals Committee shall not take into account amendments filed after the program is notified of the accreditation decision.

**5.4.** In case the Appeals Committee approves the re-evaluation request (appeal) of the respective program, the decree and final report shall be presented to the MAK and MiAK Board of Directors.

## **6. Article: Appeals Committee Working Principles**

**6.1.** The Appeals Committee reports to the MiAK Board of Directors.

**6.2.** The Appeals Committee Chairman is responsible for the executive decisions of the Committee.

**6.3.** The Appeals Committee Chairman is responsible for establishing communication between the Appeals Committee and the MiAK Board of Directors/MiAK-MAK.

**6.4.** The Appeals Committee Chairman is responsible for establishing communication between the members of the Appeals Committee.

**6.5.** The Appeals Committee shall convene when it is necessary.

**6.6.** Agenda, date, venue, and type (face-to-face or online) of Appeals Committee meetings are determined upon the suggestion of the Chairman and approval of the members.

**6.7.** Decisions of the Appeals Committee are taken either through unanimity or a majority.

**6.8.** In case a member of the Appeals Committee has a conflict of interest with the program or person filing the appeal or complaint, the vote of the respective member shall be void and this situation shall be included in the report.

## **7. Article: Decisions Subject to an Appeal**

**7.1.** Appeals could be filed on the accreditation type of the program, submitted by MiAK-MAK.

**7.2.** Appeals could be filed by programs only on the grounds of a process failing to adhere to the applicable standards and guidelines of MiAK and MiAK-MAK during the accreditation process of the program.

## **8. Article: Appeals on the Accreditation Process and Re-Evaluation**

### **8.1. Appeals Related to A Program Under the Scope of MiAK Accreditation Processes**

Written appeals related to a program subjected to or a potential subject to MiAK Accreditation processes in terms of incompliance with MiAK Accreditation standards and regulations shall be submitted to MiAK-MAK. Submitted appeals and complaints are then sent to the Program, without disclosing the true identity of the petitioner. Once the Program submits a response, both petitions are evaluated in the next MiAK-MAK meeting.

### **8.2. Appeal of the Program on Accreditation Decision**

Programs could file an appeal on the accreditation type issued by MiAK-MAK and demand a re-evaluation. The following shall be taken into consideration when filing an appeal:

**a)** Documents related to the MiAK-MAK accreditation period decision (decision/appeal must be supported with a sufficient amount of documents/evidence).

**b)** Compliance with the actions of the members of MiAK-MAK or the Visiting Team to processes and methods defined in the accreditation processes.

The Dean of the Faculty of the respective program shall inform his/her written request to the Presidency of MiAK-MAK within 14 days after the Program is informed of the decision of MiAK-MAK. Faulty or missing facts affecting the MiAK-MAK accreditation type decision shall also be indicated by the Program in the petition.

Evaluation results of the Self-Assessment Reports or Annual Reports are not subject to any form of Appeal. Decisions with unwanted results due to the failure of the program to deliver a sufficient amount of information and documents to MiAK-MAK promptly are not subject to any form of appeal. Appeal petitions are submitted to the MiAK Appeals Committee once received by MiAK-MAK.

### **8.3. Re-Evaluation**

**8.3.1.** Re-evaluation requests are evaluated and resolved by the MiAK Appeals Committee.

**a)** In case a re-evaluation request is accepted, MiAK-MAK suspends its decision on the terms of the previous accreditation decisions related to the respective program.

**b)** The Re-evaluation process is conducted by MiAK-MAK.

### **8.3.2. The Re-Evaluation Process Must Include the Following:**

- a) MiAK-MAK establishes a Re-Evaluation Commission consisting of three members selected from the pool of Visiting Team members.
- b) The Re-Evaluation Commission shall complete its work at most within 30 days.
- c) The Re-Evaluation Commission will evaluate the Re-Evaluation Petition, Self-Assessment Report, Visiting Team Report, and their appendices. MiAK-MAK President invites the Chairman of the Visiting Team and Program Executive to the meeting.
- d) At the meeting, what is written in the Self-Evaluation Report and the findings in the Visiting Team Report are compared regarding the issues that are the basis for the objection in the Visiting Team Report. Opinions of the Chairman of the Visiting Team and the Program Executive are collected. Finally; all opinions, collected information, and findings are compared with the Re-Evaluation Petition, and a final decision is made on the subject.
- e) The Program Executive is notified by MiAK-MAK on the final decision and type of accreditation.

## **9. Article: MiAK-MAK Accredited Programs and Complaints Against MiAK**

**9.1.** Complaints by individuals or institutions on MiAK-MAK accredited programs must be submitted to the MiAK Board of Directors in written form, together with supporting evidence.

**9.2.** The MiAK Board of Directors submits complaint letters and its annexes, if any, to the Appeals Committee along with a cover letter.

**9.3.** To make evaluations, the Appeals Committee reviews the corporate media platforms of the respective program and documents in the MiAK-MAK archive (catalog, website, etc.). The Appeals Committee then shall submit evaluations and suggestions to the MiAK Board of Directors.

**9.4.** Any complaints on a council, committee, commission, or organ within the MiAK corporate structure or on MiAK members and VT members shall be submitted to the MiAK Board of Directors in written form and along with supporting evidence and documents.

**9.5.** MiAK Board of Directors sends complaint letters and its annexes, if any, to the Appeals Committee along with a cover letter.

**9.6.** The Appeals Committee reviews the documents related to MiAK units or members subject to the complaint and conducts a thorough investigation. In case deemed necessary, the Committee can consult respective unit managers and other witnesses. The Appeals Committee then shall submit evaluations and suggestions to the MiAK Board of Directors.

## **10. Article: Amendments to the Directive**

**10.1.** This Directive is supervised by the MiAK Board of Directors.

## **11. Article: Effective Date**

**11.1.** This Directive is put into effect on the date approved by the MiAK Board of Directors.

**ANNEX:**

Appeals Committee Report Format:

Report on the Appeal Decision of the MiAK Appeals Committee on “Accreditation with 2 Years Probation” for “-----” in the year of 2022.

Rules indicated under MiAK Appeals Committee, MiAK Process Documents Article 8. include the following:

1. *“8.2. Appeal to the Accreditation Decision: Programs could request a re-evaluation of the accreditation-type decision given by MiAK-MAK. The Dean of the Faculty of the respective program shall inform his written re-evaluation request to the Presidency of MiAK-MAK within 14 days after the Program is informed of the decision of MiAK-MAK. Faulty or missing facts affecting the MiAK-MAK accreditation type decision shall also be indicated by the Program in the petition. Evaluation results of the Self-Assessment Reports or Annual Reports are not subject to any form of Appeal. Decisions with unwanted results due to failure of the program to deliver a sufficient amount of information and documents to MiAK-MAK promptly are not subject to any form of appeals.”*

A report drafted after evaluating the following documents under the scope of .....

- a) Self-Assessment Report (Architecture Program)
- b) ----- Architecture Program Appeal Petition (Architecture Program)
- c) Visiting Team Preliminary Report (Visiting Team)
- d) Visiting Team Final Report (Visiting Team)
- e) MiAK-MAK Process Document (MiAK-MAK)
- f) MiAK MAK Terms/Conditions Document (MiAK-MAK)

1. Evaluation of the execution of the accreditation process by the MiAK-MAK valid “Accreditation Processes” documents,
2. Inspection and Evaluation of the accreditation process based on the “Visiting Team Final Report” and the valid “MiAK-MAK Terms/Conditions Document”, program “Self-Assessment Report and Annexes” and program “Appeal Petition”,
3. Announcement of the final detailed ruling.

1. Evaluation of the execution of the accreditation process in terms of compliance to the MiAK-MAK valid “Accreditation Processes” documents,

Chart 1. Evaluation of the execution of the accreditation process in terms of compliance to MiAK-MAK valid “Accreditation Processes” documents,

Evaluation of the execution of the accreditation process in terms of compliance to MiAK-MAK valid “Accreditation Processes” documents,			
Process Definition	Completed	/ Incomplete	Applicable / Not Applicable
3.2. Establishment of the Visiting Team and Conflict of Interest Enquiry			
3.3. Evaluation of Self-Assessment Report and Visiting Team Preliminary Report Draft			
4.1. Creation of On-Site Visiting Calendar and Program			
5.2. Visiting Program Activities c) Head of Department and Meeting with the Program Executive:			

d) Introductions with the Faculty Dean, Administrative Manager, Faculty Members, and Academic Personnel:			
e) Campus Tour and Evaluation of Physical Conditions:			
f) Interviews with the Personnel:			
g) Meeting with Student Representatives:			
h) Meetings with Alumni and Local Architects:			
o) Closing Meeting with the Administrative Manager, Faculty Dean, Head of Department, Program Executive, Faculty Members and Students:			
6.3. Evaluation of Visiting Team Final Report and Fiscal Error Check			
8.2. Appeal to Accreditation Decision Related to the Program			
11.1. Communication between the Program – Visiting Team – MiAK-MAK			

2. Inspection and Evaluation of the accreditation process based on the “Visiting Team Final Report” and valid “MiAK-MAK Terms/Conditions Document”, program “Self-Assessment Report and Annexes” and program “Appeal Petition”,

Chart 2. Inspection and Evaluation of the accreditation process based on the “Visiting Team Final Report” and valid “MiAK-MAK Terms/Conditions Document”, program “Self-Assessment Report and Annexes” and program “Appeal Petition”,

Inspection and Evaluation of the accreditation process based on the “Visiting Team Final Report” and valid “MiAK-MAK Terms/Conditions Document”, program “Self-Assessment Report and Annexes” and program “Appeal Petition”			
Process Definition	Present / Not Present by the VT Final Report	Applicable / Not Applicable	Remarks
1.1.2. Mission and Vision of the Institute			
1.2.2. Mission and Vision of the Program			
1.3. Program-Institution Relation			
1.4 Program Self-Assessment Studies			
1.5. Reports on Progress			
1.5.1. Responses to Visiting Team Findings			
1.5.2. Responses to Updates in MiAK Accreditation Conditions			
1.6.1. Architectural Education and Academic Scope			
1.6.2. Architectural Teaching and Students			
1.6.3. Architectural Teaching and Professional Environment			
1.6.4. Architectural Teaching and Society			
1.7.1. Academic Personnel			
1.7.2. Student Count			
1.7.3. Administrative Personnel			
1.8.1. Physical Resources			
1.8.2. Information Resources			
1.9. Financial Resources			

2.1. Degrees of Education and Curriculum			
2.2. Learning Environment and Level of Success			
2.3. Learning Culture			
2.4. Information, Skills, and Competencies Expected from a Graduate			
Annexes: <b>Annex 1.</b> Resume Information of Full-Time and Part-Time Faculty Members			
<b>Annex 2.</b> Framework of Qualifications of Architectural Education			
<b>Annex 3.</b> Courses			
<b>Annex 4.</b> Statistical Information			
<b>Annex 5.</b> Visiting Team Report of the Previous Visit			
<b>Annex 6.</b> Annual Reports and MiAK Evaluations After the Previous Visit			
<b>Annex 7.</b> Annual Catalogue of the Institution			

3. Detailed final ruling:

Members of the Appeals Committee:

Date: