

MIAK-MAK ACCREDITATION PROCESSES DOCUMENT (2025)

(For Bachelor of Architecture Programs)

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1. FOREWORD

This document, together with the “MiAK-MAK Accreditation Conditions,” defines the requirements that the architecture program to be accredited is expected to fulfill, and the minimum conditions and process steps that must be followed by the Visiting Team and Program Coordinators. For this reason, “MiAK-MAK Accreditation Conditions” and “MiAK-MAK Accreditation Processes” must be evaluated together, taking the scope of the other into consideration.

MiAK-MAK, the Visiting Team, and the Architecture Program involved in the accreditation process are obligated to know and implement, in addition to the MiAK-MAK Regulation, MiAK-MAK Working Principles, and MiAK-MAK Accreditation Conditions, the steps described in the current version of the MiAK-MAK Accreditation Processes, and the MiAK-MAK Accreditation Calendar and MiAK Payment Calendar for the relevant application period.

The formation, definitions, and descriptions of the bodies and terms mentioned in the MiAK-MAK Accreditation Processes document are included in the MiAK-MAK Working Principles.

All headings of the document other than “Accreditation Types” do not differ depending on whether it is an initial accreditation application, an application for maintaining accreditation continuity, or a re-accreditation application; they cover the processes applicable to all of these.

2. ACCREDITATION APPLICATION

2.1 Application Conditions

Programs wishing to be assessed for accreditation must satisfy the following qualifications:

- Being recognized by the Council of Higher Education (YÖK) and included in central placement by the Measurement, Selection and Placement Center (ÖSYM) of the Republic of Turkey,
- Being a Bachelor and/or Graduate Architecture Program,
- The language of application and correspondence for accreditation being Turkish or English,
- The program having a sufficient number of students to allow assessment and comparison at every level. (This condition does not apply to programs in the process of closing..)
- Having provided uninterrupted education for at least 6 (six) years with the current or equivalent course curriculum and having graduated at least 60 students.

2.2 Letter of Intent

The Program submits its application to MiAK-MAK with a “letter of intent” bearing a wet or electronic signature and approved by the Dean of the faculty to which it belongs. The following elements relating to the Program are clearly stated in the letter of intent:

- Full name of the program,
- Full name of the institution and faculty to which the program belongs,
- Language of the program,
- For how many years the program’s current course curriculum has been in operation,

- For how many years and with what number of graduates the program has been operating,
- The name and contact information of the program and the “Program Coordinator” who will maintain communication with MiAK-MAK on behalf of the Program.

2.3 MiAK-MAK Response to the Letter of Intent

The “letter of intent” is responded to *within at most 1 month* after the last application date specified according to the MiAK-MAK Accreditation Calendar announced by MiAK-MAK.

If the program satisfies the required application conditions, the application is answered positively by MiAK-MAK and the accreditation process is initiated; if not, a negative response is given. Positive or negative responses are valid only for the year in which the application was made. New applications may be submitted in subsequent years.

If the letter of intent does not contain sufficient information, additional information may be requested.

3. PRE-VISIT (PRELIMINARY EVALUATION)

3.1 Preparation of the Self-Evaluation Report and Remote Access Folder

3.1.1 Self-Evaluation Report is a single document prepared by the Program in accordance with the *MiAK-MAK Accreditation Conditions* document that is valid on the date of application. It presents the characteristics, institutional structure, and resources of the Program.

The Self-Evaluation Report shall cover the two academic years preceding the submission date, including the most recent academic term. It serves as the basis for the Visiting Team’s preparation before the visit, its evaluations during the visit, and its preliminary understanding of the Program. Due to the significant role of the Self-Evaluation Report in the accreditation process, all faculty members, students, and academic, professional, and institutional representatives are expected to contribute to the preparation of the report.

The Remote Access Folder is a restricted-access shared folder (cloud-based system) that enables the Visiting Team to have uninterrupted access to institutional documents. The institution to be visited shall prepare a separate Remote Access Folder for each Program. If more than one undergraduate program from the same institution (e.g., Turkish and English programs) applies for accreditation, a separate folder shall be prepared for each program. Documents shall be organized in a manner that enables easy review by the Visiting Team and shall be presented at the level of detail required for accreditation. All document files shall be in PDF format; where necessary, additional documents may be accessed through HTML links.

The areas to be included in the Remote Access Folder for review by the Visiting Team are as follows:

a. Reports: The folder shall include the Institutional Self-Evaluation Report and its appendices, the Visiting Team Preliminary Report, MiAK-MAK correspondence, documents related to previous accreditation processes (if any), annual reports, and Visiting Team reports. (*See: MiAK-MAK Accreditation Conditions (2025) – Appendices 5, 6, and 7.*)

b. Course Files and Student Work: Student work shall be organized according to the sequence of courses in the curriculum. A course file shall be prepared for each required and elective course in a format that allows easy review by the Visiting Team. Each course file shall include the document describing the knowledge and skills

intended to be acquired by graduates, the course content, weekly course schedule, activities and assignments, bibliography, quizzes and examination samples, together with examples of related student work. Each course file shall contain one example representing a passing level and one example representing the highest grade achieved. (See: *MiAK-MAK Accreditation Conditions (2025) – Appendix 3.*)

c. Photo CVs of Academic Staff: The curriculum vitae of each academic staff member shall be prepared in a maximum of two pages. All photo CVs shall be compiled into a single PDF document and included in the folder. (See: *MiAK-MAK Accreditation Conditions (2025) – Appendix 1.*)

d. Matrix: A legible/high-resolution copy of the *Knowledge, Skills and Competencies / Courses* matrix included in the Self-Evaluation Report shall be provided. (See: *MiAK-MAK Accreditation Conditions (2025) – Appendix 2.*)

e. Statistical Information: Information covering the previous two years regarding students, academic staff, research and publications, and financial resources shall be included. (See: *MiAK-MAK Accreditation Conditions (2025) – Appendix 4.*)

- 3.1.2** The Program shall submit the Self-Evaluation Report and the Remote Access Folder electronically to the official MiAK e-mail address specified by MiAK-MAK, in the form of a link, by the deadline stated in the MiAK-MAK Accreditation Calendar for the relevant application period. When deemed necessary, printed copies of the Self-Evaluation Report shall also be sent by post for delivery to the Visiting Team members.

Failure to submit the report on time, except in cases of force majeure, shall result in the termination of the accreditation process. Programs unable to submit their reports due to force majeure shall notify MiAK of their intention to continue in the next MiAK-MAK Accreditation Calendar by means of a written petition. Upon approval, the Program may continue the process under the current MiAK-MAK Accreditation Processes and Accreditation Conditions documents, subject to payment of any fee difference applicable to the new period.

- 3.1.3** The Program Coordinator, Accreditation Coordinators, and other relevant personnel are expected to participate in the Self-Evaluation Report Preparation Workshops organized by MiAK-MAK for Architecture Programs.

3.2 Formation of the Visiting Team and Conflict of Interest Query

- 3.2.1** The Visiting Team is formed by MiAK-MAK within the framework of the conditions specified in the “MiAK-MAK Working Principles.” The Visiting Team consists of a Chair designated by MiAK-MAK and at least 2 (two) Members.

In cases where more than one program is to be assessed within the scope of the visit, MiAK-MAK may increase the number of Visiting Teams if deemed necessary.

- 3.2.2** MiAK-MAK assigns at least one, or 2 (two) MiAK Observers, one of whom is a student. The Program proposes one Institution Observer.

The Institution Observer must not hold a permanent academic or administrative position at the institution during the evaluation periods covered by the Self-Evaluation Report or at the time of the evaluation. It is also recommended to nominate an individual who is familiar with the institution and holds a bachelor's degree in architecture.

- 3.2.3** Visiting Team Members and Observers are notified to the Program before the Self-Evaluation Report submission date and are asked to conduct a conflict of interest query.

The Program may object to Visiting Team Members and MiAK Observers only on the grounds of conflict of interest.

For the proposed Institutional Observer, approval is obtained from the MiAK-MAK Visiting Team Chair.

- 3.2.4** The Visiting Team Chair and members are obligated to review the self-evaluation report, carry out the visit and assess the institution in a manner consistent with MiAK-MAK conditions and processes, and submit an accreditation proposal. The VT Chair ensures communication between MiAK-MAK and the VT and manages the operation of the VT.

- 3.2.5** Observers participate in all assessment meetings but do not have voting rights in decision-making and do not sign the accreditation proposal decision. The MiAK Observer is expected to monitor the process in terms of compliance with MiAK documents and processes. The MiAK Student Observer, as a core component of architecture education, monitors the process from a student perspective. It is recommended that the Institution Observer be familiar with the program, convey information about the program to the VT when necessary, and take on a facilitating role in helping the VT understand the program's reports and documents during the visit.

3.3 Review of the Self-Evaluation Report and Remote Access Folder and Preparation of the Preliminary Report of the Visiting Team

- 3.3.1** The Visiting Team Chair, Visiting Team Members, and Observers review the Self-Evaluation Report and Remote Access Folder in terms of information gaps and clarity of expression.

- 3.3.2** The Visiting Team prepares a wet or digitally signed Visiting Team Preliminary Report in accordance with the MiAK-MAK Accreditation Calendar and submits one of the following recommendations:

- a. Acceptance of the Self-Evaluation Report and Remote Access Folder, arrangement of the Institution Visit Schedule;
- b. Acceptance of the Self-Evaluation Report and Remote Access Folder, arrangement of the Institution Visit Schedule, but requesting additional information from the Program to be completed before the visit;
- c. In cases where the Self-Evaluation Report and Remote Access Folder are found to be incomplete, requesting additional information to be forwarded to MiAK-MAK; if the additional information received in accordance with the MiAK-MAK Accreditation Calendar is found sufficient, forming the Institution Visit Schedule;
- d. If the Self-Evaluation Report and Remote Access Folder are found insufficient and/or unacceptable, the accreditation process ends. A re-applying institution's application fee rights are reserved, and the re-application is made taking into account the current MiAK-MAK Accreditation Processes document, MiAK-MAK Accreditation Calendar, current fees, and MiAK Payment Calendar.
 - The Team Chair submits the grounds for rejecting the Self-Evaluation Report in writing to MiAK-MAK. MiAK-MAK's decision is based on the grounds provided by the Visiting Team Chair.

- If the program fails to prepare and submit the Self-Evaluation Report again at the specified date in the following application year, MiAK-MAK sends a written notification to the Program stating that the accreditation process has been terminated.

4. INSTITUTION VISIT PREPARATIONS

4.1 Formation of the Institution Visit Calendar and Program

- 4.1.1** The institution visit is carried out in accordance with the announced MiAK-MAK Accreditation Calendar.
- 4.1.2** At least 4 (four) weeks before the visit, the Program Coordinator prepares the Visit Program and forwards it to MiAK-MAK for submission to the Visiting Team Chair for approval. The program is finalized following the Visiting Team Chair's comments and approval. (See: APPENDIX C: DRAFT PROGRAM FOR A TYPICAL IN-PERSON DEPARTMENT VISIT)

4.2 Visit Organization and Expenses

- 4.2.1** The visited institution organizes and covers all necessary expenses of the Visiting Team during the visit, including travel, meals, accommodation, etc.

Communication on behalf of the institution is maintained by the Program Coordinator. Program Coordinator must provide the Visiting Team Members with information about the place and type of accommodation no later than 2 (two) weeks before the visit.

The Program Coordinator may communicate directly with the Visiting Team without the mediation of MiAK-MAK in order to make the visit organization quick and effective, but should inform MiAK-MAK.

If the Visiting Team wishes to hold a meeting among themselves before the visit process, the Program is notified by MiAK-MAK and the meeting expenses are covered by the Program.

Mandatory expenses documented by the Visiting Team Members are covered by the Program.

Activities outside the scheduled program—such as gift-giving, sightseeing, entertainment, and the like—are avoided throughout the visit.

4.3 Preparation of the Remote Access Folder and Working Room for the Visiting Team

- 4.3.1** The documents to be reviewed during the visit must be compiled in a folder that is accessible for remote access by Visiting Team members and is consistent in content and organization with the Work Room. The compiled folder is made accessible upon submission of the Self-Evaluation Report and remains accessible for 4 weeks after the visit is completed. The visited Institution informs the Visiting Team about the environments to be used in accordance with the Visit Schedule and provides the necessary technical support.
- 4.3.2** A secure, quiet room that is easily accessible to Visiting Team Members is arranged as the Visiting Team Working Room. Before the visit, the Program Coordinator and Visiting Team Chair discuss the content, equipment, and arrangement of the working room.

The Visiting Team working room contains a meeting table and seating for all team members. The Visiting Team working room contains a telephone, computer, internet connection, printer, one data projector, and a sufficient number of electrical connection points.

A working space is also provided in the accommodation facility for the Visiting Team when requested.

4.3.3 The Visiting Team's areas of review include the following:

- a. **Student Studio Works Exhibition:** Projects representing studio work, conducted by different faculty members, are presented together with the information, documents, and resources provided to students. The exhibition includes examples from projects receiving the lowest, average, and highest grades. In addition to final products, all project process work is expected to support this presentation.
 - To enable Visiting Team Members to establish the relationship between courses and studios, course and studio work are expected to be exhibited together.
- b. **Course Files and Student Work:** Student works are filed in the order in which courses appear in the course plan. A course file is provided for each required and elective course. The course file includes the document showing the knowledge/skills the course aims to impart to graduates, the course content, weekly course scope, activities and assignments, bibliography, and examples of quizzes, examinations, and student work relating to these. Course files contain a borderline passing example and a highest-grade example.
- c. **Exhibition of Academic Staff Work:** An exhibition of academic staff work is organized for the purpose of evaluating the quality and development potential of the Program. This exhibition covers publications, applied work, research, grants, and creative activities carried out by academic staff. During ongoing accreditation, work carried out since the last visit is exhibited. The academic staff member's title and status (full-time, part-time, per-credit-hour, etc.) and different programs and campuses are indicated. The exhibition includes brief summaries of projects, research, and all work, along with the academic staff member's contributions.
- d. **Photo CVs of Academic Staff:** An album of photo CVs of academic staff is placed in the Visiting Team working room.
- e. **Institution Visit Program and CVs of Visiting Team Members:** It is preferred that the Visit Program and the CVs of Visiting Team Members be posted in a location on the outside of the Visiting Team working room that is visible from outside. The CV format is communicated by MiAK-MAK.
- f. **Matrix:** A large copy of the "Knowledge, Skills, and Competencies / Courses" matrix in the Self-Evaluation Report is kept posted in the Visiting Team working room.

5. INSTITUTION VISIT

5.1 Purpose of the Visit

The institution visit enables the Visiting Team to conduct an on-site examination of what is set out in the Self-Evaluation Report and Remote Access Folder, and to obtain information about the Program that cannot be expressed in writing. The institution visit aims to accurately reveal the identifiable potential of the program for students, the institution, the profession, and society.

Visiting Team Members examine the Program's role within the institution, the exhibitions of student and academic staff work, conduct interviews, and gather and examine other spatial and

equipment-related information not included in the Self-Evaluation Report. The Visiting Team Chair may, at the request of faculty members or students, arrange meetings without observers.

5.2 Typical Visit Program Activities (may be combined in some cases):

- a. **Team Orientation:** The Visiting Team conducts a mandatory orientation session. During this session, the Visiting Team Chair reminds the team of their duties and the MiAK-MAK Accreditation Conditions and Processes; the visit procedures are collectively reviewed and finalized.
- b. **Review of the Self-Evaluation Report:** The Visiting Team briefly reviews and discusses the Self-Evaluation Report together within the framework of the findings and issues highlighted in the Preliminary Report prepared through pre-visit review.
- c. **Meeting with the Department Chair and Program Coordinator:** This meeting is based on discussing issues relating to the strategic plan arising from the Self-Evaluation Report, self-evaluation processes, and developments that have occurred since the previous visit. At this meeting, the Visiting Team's possible suggestions for changes to the visit program and requests for additional documents needed by the team are also discussed.
- d. **Introduction Meetings with the Faculty Dean, Institution Coordinators, Faculty Members and Academic Staff, and Students:** These separate meetings aim to discuss the Program's strengths as well as issues requiring attention that are likely to be identified during the visit. The meeting with academic staff must be open to faculty members from every unit, including auxiliary units. All meetings are conducted as interactive discussions; no pre-prepared presentations are given.
- e. **Campus Tour and Inspection of Physical Facilities:** The Institution organizes a tour to introduce the campus on which the Program is located and to demonstrate the physical facilities it uses on-site. During this tour, studios, classrooms, laboratories, libraries, workshops, and audio-visual centers are inspected.
- f. **Meeting with Staff:** Meetings are held with administrative staff, workshop staff, librarians (including architecture librarians and visual media coordinators if available), career planners, advisors, secretaries, and other personnel serving the Program at the Institution. These meetings, which may also be conducted during the campus tour, are not attended by administrators.
- g. **Meeting with Student Representatives:** This is an informal small group meeting. Only student representatives participate.
- h. **Meeting with Graduates and Local Architects:** This meeting takes place as a social event. Former and recent graduates, local architects (preferably those who know the institution or have worked/are working with the institution's students/graduates), and representatives of the Chamber of Architects attend.
- i. **Review of Student and Academic Staff Exhibitions:** Visiting Team Members review student and academic staff exhibitions individually or together.
- j. **Observations Regarding Studios, Courses, and Seminars:** Visiting Team Members review courses and studios by distributing themselves among them. They may also participate in studios held outside the program if necessary.
- k. **Review of General Courses, Elective Courses, and Related Programs:** This includes the review of general courses, prerequisite courses, minor courses, specialization courses, other Program courses supporting the Program, and Double Major Programs.

- l. **Evaluation Regarding Program Records and Credit Transfers:** The Team Chair may request documents about student records from the Program Coordinator with the name section redacted.
- m. **Visiting Team End-of-Day Meetings:** During the visit, the Visiting Team comes together each evening to evaluate the day's work, identify additional information needs, and review the next day's program.
- n. **Visiting Team Final Report Draft and Accreditation Type Proposal:** At the end of the visit, the Visiting Team internally discusses and evaluates the extent to which the Program satisfies the MiAK-MAK Accreditation Conditions. A consensus is sought on the accreditation type considered appropriate for the Program's conditions in the MiAK-MAK Accreditation Processes and on the draft Visiting Team Final Report. The draft Final Report is submitted to MiAK-MAK within the first 7 to 15 days after the visit is completed. Correction and finalization of the draft Final Report is the responsibility of the Visiting Team under the leadership of the Visiting Team Chair. Observers may contribute to and express opinions on the preparation of the report draft, but may not participate in the accreditation type proposal decision.
- o. **Farewell Meeting with Institution Coordinator, Faculty Dean, Department Chair, Program Coordinator, Academic Staff, and Students:** The farewell meeting is held with the Program and Institution management and with broad participation from academic staff and students. At this meeting, the Visiting Team Chair provides summary information on the findings and assessments to be included in the Final Report regarding the Program. The Visiting Team Chair **does not announce the Team's accreditation type proposal decision**. Questions and comments are not raised at this meeting. The meeting concludes with the personal opinions of Visiting Team Members and Observers about the visit and the Program. If deemed necessary, a separate private meeting with the University Rector may be arranged.

6. POST-INSTITUTION VISIT

6.1 Program's Evaluation of the Process

Immediately after the visit, a written evaluation is requested from the Program regarding the institutional visit process and the Visiting Team's approaches. The evaluation may also cover suggestions and criticisms regarding MiAK-MAK Accreditation Conditions and Processes. (See: APPENDIX D: MiAK-MAK PROGRAM ACCREDITATION PROCESS EVALUATION FORM -1)

6.2 Preparation of the Visiting Team Final Report

6.2.1 The Visiting Team Final Report is required for MiAK-MAK to issue the accreditation decision.

This report may also be used for the purpose of strengthening the Program's position within the institution and improving its standing, and for informing current/prospective students.

6.2.2 The Visiting Team Final Report covers the assessment of the quality of education and the educational environment as determined by student performance. The information contained in the Self-Evaluation Report together with the Visiting Team's observations and assessments are prepared taking into account the MiAK-MAK Final Report Guide.

6.2.3 The Visiting Team Chair sends the Visiting Team Final Report, accepted by Team Members, to MiAK-MAK within 30 calendar days from the completion of the visit.

6.2.4 The Visiting Team Chair may delay submission of the Visiting Team Final Report to MiAK-MAK by at most 15 days by applying to MiAK-MAK with a valid excuse.

6.3 Review of the Visiting Team Final Report and Factual Error Query

- a. MiAK-MAK makes corrections it deems necessary in the Visiting Team Final Report in cooperation with the Visiting Team Chair.
- b. MiAK-MAK sends the Visiting Team Final Report, **which does not include the assessment relating to the accreditation period**, to the Program to receive any suggestions for factual error corrections.
- c. The Program is given 10 days to submit factual error corrections to MiAK-MAK. No corrections other than factual errors are accepted. For programs that do not respond within the specified period, it is assumed that there are no factual errors in the Final Report.
- d. Factual errors submitted to MiAK-MAK by the Program are presented to the Visiting Team. In case the Visiting Team objects to the corrections submitted by the Program, the Program may write a response requesting that the matter be discussed at the MiAK-MAK meeting at which the Accreditation decision will be made. This response may also be forwarded by MiAK-MAK to the Visiting Team if deemed necessary.
- e. No correspondence or discussions other than those mentioned will affect the formation of the Visiting Team Final Report.
- f. The MiAK Consistency Committee reviews the Visiting Team Final Reports each period in accordance with the Consistency Committee Directive and ensures that accreditation decisions are consistent.

7. ACCREDITATION DECISION AND TYPES

In forming its accreditation decision, MiAK-MAK evaluates the Visiting Team Final Report and the accreditation type recommended by the Visiting Team Chair and members in the context of relevant information and documents.

After the accreditation decision is made, MiAK-MAK forwards to the Program, together with the Visiting Team Final Report, the MiAK-MAK Decision Rationale and the original wet-signed accreditation certificate. Copies are sent to all members and observers of the Visiting Team for informational purposes.

Three different accreditation types are listed below:

7.1 Six-Year Accreditation

The “Six-Year” accreditation type indicates that the Program is problem-free or that it has initiatives to easily address the small number of issues present.

7.2 Three-Year Accreditation

The “Three-Year” accreditation type indicates that the program has fundamental issues affecting its quality and requires the accreditation process to be conducted again at the end of three years.

Following “Three-Year Accreditation,” a program may receive “Three-Year” accreditation at most one more time in the immediate renewal process. A program that has received “Three-Year Accreditation” twice consecutively (without interruption) may receive “Six-Year” or “Two-Year” accreditation following the visit after its renewal application.

7.3 Two-Year Accreditation

The “Two-Year Accreditation” type indicates that the program’s issues are adversely affecting its quality and that it is not possible to address these issues in a short time.

Programs receiving “Two-Year Accreditation” must clearly express their intention to continue accreditation activities.

In the first accreditation application following this process, the program is expected to receive at least “Three-Year Accreditation.” Otherwise, the program is given “Two-Year Accreditation” once more. During the first year of this period, the program is expected to submit a letter of intent to MiAK-MAK together with its Annual Report, indicating that it will continue in the accreditation process and will renew its application.

The Annual Report submitted by the program at the end of the first year is forwarded by MiAK-MAK to the Visiting Team Chair. The Visiting Team Chair submits the assessment result to MiAK-MAK for consideration. With MiAK-MAK’s approval, the program submits a Self-Evaluation Report at the end of two years and the re-application process is initiated according to the MiAK-MAK Academic Calendar.

7.4 Termination of Accreditation

Two consecutive “Two-Year Accreditation” periods without achieving at least “Three-Year Accreditation” results in the **termination of the Program’s accreditation process**.

If a program fails to submit its Self-Evaluation Report and Remote Access Folder on time, or if errors that do not conform to the accreditation process and cannot be remedied are identified during the accreditation process, the accreditation process is terminated by MiAK-MAK decision.

8. APPEALS AGAINST THE ACCREDITATION PROCESS AND REASSESSMENT

8.1 Appeals Regarding a Program Within the Scope of MiAK Accreditation Processes

Written appeals regarding statements by a program that can be or has been assessed within the scope of MiAK Accreditation processes that do not comply with the current MiAK Accreditation regulations must be submitted to MiAK-MAK. The submitted appeal or complaint is sent to the Program with the applicant’s name kept confidential. After the Program’s written response is received, both documents are evaluated together at the next MiAK-MAK meeting.

8.2 Program’s Appeal Against the Accreditation Decision

Programs may request Reassessment regarding the accreditation type decision issued by MiAK-MAK. The following matters must be taken into account when submitting a reassessment request:

- a. The documents on which MiAK-MAK's accreditation period decision is based (the decision/appeal being supported by an adequate level of documentation/evidence).
- b. The compliance of MiAK-MAK or Visiting Team Members' practices with the processes and methods defined in the accreditation processes.

Within 14 days of MiAK-MAK's decision reaching the Program, the Dean of the Faculty to which the Program belongs submits a written request for reassessment to the MiAK-MAK Chairmanship. This application must also indicate the elements that the Program finds missing or erroneous and that affect the MiAK-MAK accreditation type decision.

Appeals against the assessment results of Self-Evaluation Reports or Annual Reports are not permitted.

Appeals against consequences arising from the Program's failure to submit adequate information and documents to MiAK-MAK on time are not permitted.

Applications are forwarded by MiAK-MAK to the MiAK Appeals Committee.

8.3 Reassessment

8.3.1 The Reassessment request is reviewed and decided upon by the MiAK Appeals Committee.

- a. Upon acceptance of a reassessment application, MiAK-MAK suspends its decision regarding the accreditation period.
- b. The reassessment process is conducted by MiAK-MAK.

8.3.2 The reassessment process must include the following actions:

- a. MiAK-MAK establishes a Reassessment Commission consisting of three persons from the Visiting Team Pool.
- b. The Reassessment Commission completes its work within at most 30 days.
- c. The Reassessment Commission reviews the Reassessment letter, the Self-Evaluation Report, the Visiting Team Report, and its appendices. The MiAK-MAK Chair calls the Visiting Team Chair and Program Coordinator to a meeting to obtain their opinions.
- d. At the meeting, what is written in the Self-Evaluation Report regarding the matters forming the basis of the appeal in the Visiting Team Report and the findings in the Visiting Team Report are compared. The opinions of the Visiting Team Chair and the Program Coordinator on these matters are obtained. Finally, all opinions and information obtained are compared by the Commission with the Reassessment Letter and a final decision is reached.
- e. The final decision and accreditation type are sent by MiAK-MAK to the Program Coordinator.

9. CONTINUITY OF THE ACCREDITATION PROCESS – ANNUAL REPORTS

9.1 Content of Annual Reports

Programs of all accreditation types submit their Annual Reports to MiAK-MAK within the date range specified in the MiAK-MAK Accreditation Calendar. Annual Reports contain the following four sections:

- Section 1:** Contains the statistical table. (See APPENDIX B: ANNUAL REPORT STATISTICAL TABLE) This statistic shows the situation as of June of each year. In years when an Institutional Self-Evaluation Report is written, it must be a part of the Self-Evaluation Report.
- Section 2:** Contains the program's responses to the issues identified in the most recent Visiting Team Report.
- Section 3:** Covers the solutions proposed by the Program to the issues in the Visiting Team Report.
- Section 4:** Covers changes that have occurred on the Program side. This section may also include work on compliance with updates in the MiAK-MAK Accreditation Conditions, if any.

9.2 Evaluation of Annual Reports

Annual Reports are reviewed by at least 2 members of MiAK-MAK, obtaining support from the relevant Visiting Team members if deemed necessary, within the following framework:

- a) If it is determined that an issue identified in the previous Visiting Team Report has been resolved, it is not expected to appear in subsequent Annual Reports.
- b) If it is determined that the solutions produced for issues are insufficient, the Program is expected to address the resolution of those issues in subsequent Annual Reports.

Following the review of the annual report, an Annual Report Evaluation Letter is submitted to the program.

9.3 Submission Process for Annual Reports

Failure to submit the annual report on time, except in cases of force majeure, results in the termination of the accreditation process. (The date by which the annual report is to be submitted is published each year in the MiAK-MAK Academic Calendar on the MiAK official website.)

The decisions to send the Annual Report Evaluation Letter and to terminate the process in case the report is not submitted apply to 2026 and subsequent years, including programs whose applications were accepted and accredited within the scope of the 2026 accreditation calendar.

10. WITHDRAWAL FROM THE ACCREDITATION PROCESS

An accredited program submits its written application to MiAK-MAK stating its intention to withdraw from the accreditation process and the reasons. Students who are enrolled during the accreditation withdrawal process are counted as graduates of the accredited Program.

Programs whose accreditation application is ongoing but wish to withdraw from the process notify MiAK-MAK in writing with their reasons, and, with the paid application fee reserved, waive their place in that period's processes. If they re-apply, they are assessed in the following period upon payment of any fee difference and provided they satisfy the applicable conditions.

Programs whose accreditation application is ongoing but do not comply with the calendar of the application period they are in lose their place in that period's processes, with the paid application fee reserved. If they re-apply, they are assessed in the following period upon payment of any fee difference and provided they satisfy the applicable conditions.

11. COMMUNICATION RULES

11.1 Communication Between the Program - Visiting Team - MiAK-MAK

- 11.1.1** All communication at every stage of the accreditation application process and visit planning is conducted via electronic mail through MiAK-MAK.
- 11.1.2** In correspondence with MiAK-MAK, the Visiting Team Chair acts on behalf of the Team, but may also request support from the MiAK-MAK Secretariat in this regard.
- 11.1.3** No direct communication is established between the Visiting Team and the Program except for visit.

11.2 Principle of Confidentiality

- 11.2.1** The purpose of all work conducted throughout the accreditation process is to make a correct accreditation decision. The information obtained in the work conducted during this process is used solely for the assessment of the Program and the writing of the Visiting Team Report. It may not be used for any other purpose.
- 11.2.2** No report, information, document, or correspondence relating to the Program may be sent to or announced to other persons by MiAK-MAK, the Visiting Team, or the Program before the accreditation process is completed.

11.3 Archiving and Public Announcement of Accreditation Outputs

- 11.3.1** Following the accreditation decision, the Program must keep the Self-Evaluation Report (excluding appendices), the Visiting Team Final Report, the MiAK-MAK accreditation decision notification and its appendices (accreditation certificate and decision rationale) in the program's archive in a manner accessible to interested parties, and must publish them as accessible on the institutional website. This obligation is expected to be fulfilled within 15 days of the accreditation decision being announced and to remain accessible until accreditation ends. Non-compliance with this may result in the termination of accreditation and is subject to MiAK-MAK's follow-up and decision.
- 11.3.2** The Program informs its academic staff and all newly admitted students about "Knowledge, Skills, and Competencies to be Acquired by Graduates" in the "MiAK-MAK Accreditation Conditions" document.
- 11.3.3** At the MiAK-MAK Secretariat, the Self-Evaluation Reports, Visiting Team Reports, and their appendices of all accredited, candidate-accepted, and concluded programs, as well as all official correspondence, are archived.
- 11.3.4.** The names of all accredited programs and the accreditation types they have received are communicated to MiAK-MAK's stakeholders for publication in bulletins and on websites.

APPENDICES

APPENDIX A: An Example MiAK-MAK CALENDAR and ACCREDITATION PROCESS

MiAK-MAK CALENDAR - 2026*		
October, 2025	PROGRAM	Delivery of ANNUAL REPORT to MiAK-MAK
November 22nd, 2025	MiAK-MAK	Self-Assessment Report Preparation Workshop
February 2, 2026	PROGRAM	Delivery of the letter of intent to MiAK-MAK
February, 2026	MiAK-MAK	Notifying the PROGRAM of the positive/negative response to the letter of intent
March, 2026	MiAK-MAK	Program Information Workshop
April, 2026	PROGRAM	Delivery of SELF-ASSESSMENT REPORT and links of the REMOTE ACCESS FOLDER to MiAK-MAK
May, 2026	MiAK-MAK	Establishing Visiting Teams and obtaining approvals
May, 2026	MiAK-MAK	Delivery of SELF-ASSESSMENT REPORT and links to the REMOTE ACCESS FOLDER to Visiting Team
June, 2026	MiAK-MAK	Visiting Team Workshop
June, 2026	VISITING TEAM	Delivery of VISITING TEAM PRELIMINARY REPORT to MiAK-MAK
June-July, 2026	MiAK-MAK	Delivery of the VISITING TEAM PRELIMINARY REPORT to the PROGRAM
July, 2026	PROGRAM	Submission of deficiencies in the SELF-ASSESSMENT REPORT, if any, to MiAK-MAK
July-August, 2026	PROGRAM and VISITING TEAM	Notification of visit schedule and flow to MiAK-MAK
September-October-	VISITING TEAM	PROGRAM Visit
November-December, 2026 (Within 1 month from the visit)	VISITING TEAM	Delivery of VISIT TEAM RESULT REPORT to MiAK-MAK
November-December, 2026 and January, 2027 (Within 1 month from the delivery of the report)	MiAK-MAK	Submission of the Visiting Team Result Report to the PROGRAM for material error inquiry
Within 10 days from the notification of the Report	PROGRAM	Submission of material error inquiry to MiAK-MAK
December, 2026 and January-February, 2027 (Within 2 months from the delivery of the Visiting Team Result Report)	MiAK-MAK	Notification of the Accreditation Decision to the PROGRAM and Visiting Team -digital-
January-February, 2027 (Within 1 month from the delivery of the report - digitally)	MiAK-MAK	Delivery of the Accreditation Certificate to the PROGRAM - with wet signature -
* Applicable to Programs applying in 2026. Indicates the latest dates.		

APPENDIX B: ANNUAL REPORT STATISTICAL TABLE

(The table should show the one-year status as of the end of the academic year — as of June — that is the subject of the Self-Evaluation Report.)

Program Student Profile						
	Previous Period Values			Latest Period Values		
	Female	Male	Total	Female	Male	Total
New entering student						
2nd year student count						
3rd year student count						
4th year student count						
Total						

Program Academic Staff Profile - 1						
	Previous Period Values			Latest Period Values		
Full-time	Female	Male	Total	Female	Male	Total
Professor						
Associate Professor						
Asst. Prof.						
Lecturer						
Research Asst.						
Subtotal						

Part-time	Female	Male	Total	Female	Male	Total
Professor						
Associate Professor						
Asst. Prof.						
Lecturer						
Research Asst.						
Subtotal						
Total						

Per-credit-hour	Female	Male	Total	Female	Male	Total
Professor						
Associate Professor						
Asst. Prof.						
Lecturer						
Research Asst.						
Total						

Program Academic Staff Profile - 2						
	Previous period values			Latest period values		
	Student count / Full-time faculty count*	Student count / Full-time + Part-time Faculty**	Student count / Full-time + part-time faculty + research asst. ***	Student count / Full-time faculty count*	Student count / Full-time + Part-time Faculty**	Student count / Full-time + part-time faculty + research asst. ***
Undergraduate						
Graduate (all programs)						
Doctoral (all programs)						
TOTAL Average						

* Full-time salaried ** Part-time + academic staff assigned on per-credit-hour basis

*** Must be included if they contribute to courses.

	Previous period values			Latest period values		
TIME TO GRADUATION (last year)	Female	Male	TOTAL	Female	Male	TOTAL
Less than 4 years						
4 years						
4.5 years						
5 years						
5.5 years						
6 years						
6.5 years						
7 years						
TOTAL						

GRADUATION GPA	Female	Male	TOTAL	Female	Male	TOTAL
3.50-4.00						
3.00-3.49						
2.50-2.99						
2.00-2.49						

Student Count / Space		
	Previous Period	Latest Period
Total undergraduate student count / total classroom area ratio		
Total undergraduate student count / total design studio area ratio		
Total undergraduate student count / library area ratio		
Total undergraduate student count / total laboratory area ratio		

Program Academic Staff Profile - 3

Weekly Undergraduate/Graduate/Doctoral Teaching Load Table (Per Faculty Member)

APPENDIX C: DRAFT PROGRAM FOR A TYPICAL IN-PERSON DEPARTMENT VISIT

(UNIVERSITY, Faculty and Program Name)

MIK-MAK VISITING TEAM DETAILED VISIT PROGRAM EXAMPLE

Visit Location and dates: *(Faculty, campus, and other locations, and Dates must be specified)*

Notes:

- ❖ The Visiting Team's (VT's) arrival to the city where the program is located, reception, transportation to the guesthouse/hotel, accreditation coordinators who will accompany them during the visit flow, and organizational details such as the VT's departure after the active visit flow is completed must be specified along with the program flow, including time-venue-names of accompanying persons. All should be specified with time, venue, and names of accompanying persons.

For example;

- Review of the Self-Evaluation Report - VT Working Room - Visiting Team
- Meeting with the Rector - Rector's Office - Prof. Dr. ..., VT Team, Program accreditation coordinator.
- Breakfast - Guesthouse Breakfast Hall - VT Team, Program accreditation coordinator.
- ❖ Visit flow: if transfers between different venues are required, travel times must be added to the schedule.
- ❖ When planning visit days, free working hours for the VT must be added to the end of each day.
- ❖ When planning the visit flow, 10–15 minute break times must be built in at appropriate intervals.
- ❖ The Visit Flow below has been prepared as an example. The Program should arrange the flow according to its own organizational structure and availability. The visit, according to the MiK-MAK Accreditation Processes Document, must be at least 3 days. (Generally, the Visiting Team arrives the evening before the visit and departs on the last day of the visit.)
- ❖ The Detailed Visit Flow Plan must be submitted at least 2 weeks in advance to the MiK Coordinator (info@miak.org) for Team approval.
- ❖ The names, titles, and phone numbers of persons responsible for the visit must be added to the end of the visit flow.

DAY 1: (Date – Day must be specified)

- **08:00** VT picked up from accommodation for breakfast, transportation (Titles and names of accompanying persons – guests –must be specified)
- **08:00-08:45** Breakfast (Venue information and titles and names of accompanying persons must be specified; accompaniment is not mandatory, breakfast may also be at the accommodation)
- **08:45-09:00** Transportation to meeting venue (Titles and names of guests must be specified)
- **09:00-10:00** Introduction meeting (Meeting venue, titles, and names of guests must be specified)
- **10:00-10:30** VT Orientation Meeting (Meeting venue, titles, and names of guests must be specified)
- **10:30-12:00** Review of the Self-Evaluation Report (Meeting venue and titles and names of participants must be specified)
- **12:00-12:30** Meeting with Faculty Dean, Department Chair, and Program Director (Meeting venue and titles and names of guests must be specified)
- **12:30-12:45** Transportation to lunch (Titles and names of guests must be specified)
- **12:45-13:45** Lunch (Venue information, titles, and names of guests must be specified)
- **13:45-14:00** Transportation to campus (Titles and names of guests must be specified)
- **14:00-15:00** Campus Tour and Inspection of Physical Facilities (Titles and names of guests must be specified)
- **15:00-15:30** Rector's Office (Meeting venue and titles and names of guests must be specified)
- **15:30-16:00** Break

- **16:00-17:00** Meeting with Faculty Members and Academic Staff (*Meeting venue, titles, and names of participants must be specified*)
- **17:00-17:45** VT End-of-Day Review Meeting (*In the Working Room*)
- **17:45-18:00** Transportation to dinner (*Titles and names of guests must be specified*)
- **18:00** – Dinner (*Venue information and titles and names of guests must be specified*) and VT's transportation to accommodation (*Titles and names of guests must be specified*)

DAY 2: (Date – Day must be specified)

- **08:00** VT picked up from accommodation for breakfast, transportation (*Titles and names of accompanying persons must be specified*)
- **08:00-08:45** Breakfast (*Venue information and titles and names of guests must be specified; accompaniment is not mandatory, breakfast may also be at the accommodation*)
- **08:45-09:00** Transportation to meeting venue (*Titles and names of guests must be specified*)
- **09:00-10:00** Meeting with Administrative Staff (*Meeting venue, titles, and names of participants must be specified*)
- **10:00-10:30** Meeting with Students and Student Representatives (*Meeting venue, titles, and names of participants must be specified*)
- **10:30-11:00** Break
- **11:00-12:30** Review of Student and Faculty Exhibitions (*Exhibition venue and titles and names of accompanying persons must be specified*)
- **12:30-12:45** Transportation to lunch (*Titles and names of accompanying persons must be specified*)
- **12:45-13:45** Lunch (*Venue information, titles, and names of accompanying persons must be specified*)
- **13:45-14:00** Transportation to studios (*Titles and names of guests must be specified*)
- **14:00-15:30** Observations of Studios, Courses, and Seminars (*Course details, titles, and names of accompanying observers must be specified*)
- **15:30-16:00** Break
- **16:00-17:45** VT's free working time in the Working Room
- **17:45-18:00** Transportation to dinner (*Titles and names of accompanying persons must be specified*)
- **18:00** – Dinner (*Venue information and titles and names of accompanying persons must be specified*) and VT's transportation to accommodation (*Titles and names of accompanying persons must be specified*)

DAY 3: (Date – Day must be specified)

- **08:00** VT picked up from accommodation for breakfast, transportation (*Titles and names of accompanying persons must be specified*)
- **08:00-08:45** Breakfast (*Venue information and titles and names of accompanying persons must be specified; accompaniment is not mandatory, breakfast may also be at the accommodation*)
- **08:45-09:00** Transportation to Working Room (*Titles and names of accompanying persons must be specified*)
- **09:00-11:00** VT's free working time in the Working Room
- **11:00-12:30** Observations of Studios, Courses, and Seminars (*Course details, titles, and names of accompanying observers must be specified*)
- **12:30-12:45** Transportation to lunch (*Titles and names of accompanying persons must be specified*)
- **12:45-13:45** Lunch (*Venue information, titles, and names of accompanying persons must be specified*)
- **13:45-14:00** Transportation to meeting venue (*Title and name of visitors must be specified*)

- **14:00-15:30** Meeting with Graduates and Local Architects (*Meeting venue, titles, and names of participants must be specified*) - Generally planned as a social event.
 - **15:30-16:00** Final meetings (*Venue information, titles, and names of accompanying persons must be specified*)
 - **16:00-18:00** VT Farewell Address and team's departure from the active visit. *The accreditation decision is not expected to be announced at this stage; however, the Visiting Team presents its general views and impressions. The Accreditation Decision is communicated after the submission of the Final Report to MiAK, the Consistency Committee Decision, and the Accreditation Board Decision.*
- Visit Coordinator # Title-Name-Surname — Mobile Phone — Email
- Visit Coordinator # Title-Name-Surname — Mobile Phone — Email

APPENDIX D: MiAK-MAK PROGRAM ACCREDITATION PROCESS EVALUATION FORM
-1

In order to assist the work of the Architecture Accreditation Council, we kindly request that you complete the evaluation form below and submit it to the Architecture Accreditation Council within two weeks following the visit. Thank you for your contributions.

Program (Department) _____ Date _____

Name and Surname of the Evaluator _____

(It is preferable that the evaluator be the Program Director or the Head of the Department.)

1. Please evaluate the performance of the Visiting Team according to the criteria below:

	Very Successful	Successful	Moderate	Unsuccessful	Very Unsuccessful
The relationship between the Chairman of the Visiting Team and the Program prior to the visit					
The Visiting Team's approach to the review of documents					
The diligence demonstrated by the Visiting Team members in preserving the uniqueness of the Program					
The approach of the Visiting Team members in addressing issues encountered during the visit					
The approach of the Visiting Team members during the exit meeting					
Overall quality of the visit					

2. Please elaborate, to the extent you consider necessary, on your evaluations above and provide your written comments regarding the performance of the Visiting Team.

3. Please provide a written evaluation of your correspondence and communications with MiAK-MAK.

4. Please provide a written evaluation of the MiAK-MAK Documents.

5. Please state in writing the aspects of the accreditation process that you found positive.

5. Please state in writing the aspects of the accreditation process that you found negative.

6. If any, please state your other suggestions in writing.

APPENDIX E: MiAK-MAK Visiting Team ACCREDITATION PROCESS EVALUATION FORM -2

As a member of the Visiting Team, we would like to thank you for your dedicated efforts and valuable contributions. The form below is intended to obtain feedback on the evaluation of accreditation processes and to enhance the performance of visiting teams. Please complete the form and submit it to the ARCHITECTURAL ACCREDITATION BOARD within two weeks following the delivery of the Visiting Team Final Report.

Name and Surname of the Evaluator _____

Role in the Visiting Team _____

Evaluated Program (Department) _____

Date of the Visit _____

1. Please evaluate the Visiting Team members by giving a score between 1 (lowest) and 5 (highest) according to the criteria below.

	Chairman (Team Leader)	Member	Member	Observer (MiAK)	Observer (Institution)	Student Representative
	Name Surname	Name Surname	Name Surname	Name Surname	Name Surname	Name Surname
Level of knowledge about the accreditation process						
Working in accordance with MiAK's evaluation criteria within the accreditation process						
Contribution to the studies during the visit						
Communication and collaboration during the document review						
Approach to meetings with program stakeholders during the visit						
Participation in the preparation of the visit schedule and agenda						
Attitude towards the opinions and suggestions of Program stakeholders						
Willingness to express own opinions						
Sense of responsibility						
Willingness to work more with other team members in future visits, if needed						

	Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
I was adequately informed about my roles and responsibilities at the beginning of the process					
As a member of the Visiting Team, I am satisfied with my own performance					
As a member of the Visiting Team, I am satisfied with the overall performance of the team					
I am satisfied with the fairness and impartiality of the program's accreditation process					
I am satisfied with the accreditation process as a whole					

3. What can be done to improve the quality of cooperation and communication within the Visiting Team?

4. What criteria do you think were most beneficial in the formation of Visiting Teams?

5. Please provide a written evaluation of the MiAK-MAK Documents.

6. Please provide a written evaluation of your correspondence and communications with MiAK-MAK.

7. If any, please state your other suggestions in writing.