

MANUAL OF RULES AND PROCEDURES FOR ACCREDITATION OF SCIENCE-BASED ENGINEERING PROGRAMS

VERSION 3.0
SEPTEMBER 2020

Version	Date	Change	Made by	Approved by
1	12/4/2018	Readjustment under international criteria	Alex Vega	Jessica Pizarro
2	9/30/2020	Settings and glossary	Jessica Pizarro	Technology Council
2.1	3/15/2021	Add snapping mechanisms to documentation	Jessica Pizarro	Administration
2.2	3/24/2021	Incorporates fortuitous event or force majeure in the deadlines	Alex Vega	Administration
3.0.	6/14/2022	Unifies Rules and Procedures for Science-Based Engineering in general	Alex Vega	Administration

This Manual of Rules and Procedures for the Accreditation of Science-Based Engineering Programs is complementary to the following documents:

- Master Manual for the Accreditation of Science-based Engineering programs.
- Self-assessment guide for the accreditation of science-based engineering programs.
- External Evaluation Guide for the accreditation of science-based engineering programs.

INDEX

1.	INTRODUCTION	3
2.	STANDARDS OF CONDUCT, CONFLICT OF INTEREST POLICY AND CODE OF ETHICS.....	3
3.	THE SCIENCE-BASED ENGINEERING PROGRAM	6
4.	INCORPORATION OF A PROGRAM TO THE ACCREDITATION PROCESS	7
4.1.	REQUIREMENTS TO ACCESS THE ACCREDITATION PROCESS	7
4.2.	MODALITIES OF INCORPORATION INTO THE PROCESS	7
4.3.	SPECIAL CASES	7
5.	DEADLINES OF THE ACCREDITATION PROCESS.....	8
6.	THE PROCEDURE OF INCORPORATION TO THE PROCESS.....	8
7.	STAGES OF THE ACCREDITATION PROCESS	9
7.1.	PROJECT START.....	9
7.2.	SELECTION OF THE PEER EVALUATORS COMMITTEE	11
7.3.	THE SELF-EVALUATION REPORT.....	13
7.4.	DEFINITION OF THE DATE OF VISIT	15
7.5.	PREPARATION OF THE VISIT: PREPARATORY MEETINGS.....	15
7.6.	VISIT TO THE PROGRAM.....	16
7.7.	END OF THE VISIT.....	17
7.8.	ACCREDITATION DECISION	19
7.9.	ACCREDITATION RESOLUTION UNDER INTERNATIONAL CRITERIA	21
7.10.	APPEAL TO THE DECISION OF NO ACCREDITATION.....	22
7.11.	OF THE REVOCATION OF THE ACCREDITATION GRANTED.....	23
7.12.	SUBSTANTIVE CHANGES DURING THE VALIDITY OF THE ACCREDITATION	24
8.	ADJUSTMENTS TO THE DOCUMENTATION	25
9.	OF THE COFIDENTIALITY OF THE INFORMATION	26
10.	INTELLECTUAL PROPERTY.....	26
11.	OF THE DISSEMINATION OF ACCREDITATION	26
	ANNEX 1	27
	ANNEX 2	31
	ANNEX 3	35

1. INTRODUCTION

Acredita CI makes the following Manual available to higher education institutions, which establishes the rules and procedures for the development of accreditation processes for science-based engineering programs in Chile under international quality criteria.

This document is complemented by the following documents, which together constitute the fundamental framework of Acredita CI for the development of the processes:

- a. Master manual for the accreditation of science-based engineering programs.
- b. Self-evaluation Guide for the accreditation of science-based engineering programs.

Accreditation is a certification of the quality that is awarded to the program after a process of review and evaluation of the education it imparts. For a program to be accredited, it must demonstrate that it meets the Acredita CI evaluation criteria.

Accreditation ensures that program graduates are prepared to enter the professional practice of engineering and that they are capable of designing and / or developing solutions to complex engineering problems. To this end, the program demonstrates that the graduate attributes established by the Agency are included in its graduation profile and that they are based on the educational competences defined by the Washington Accord.

The design and / or development of solutions to complex engineering problems refers to the design of systems, components, or processes that satisfy specific needs, duly considering public health and safety, cultural, social, and environmental issues, when appropriate.

Acredita CI's mission is to contribute to quality assurance in higher education programs through the development of processes supported by international agreements that ensure the quality of engineering education, maintaining excellence, independence of opinion, transparency in its decisions and its leadership to national level. Acredita CI's work is based on the Code of Ethics document and on a Conflict of Interest Policy that guides the Agency's actions, these characteristics being the hallmark of its work and that has accompanied it throughout its history.

2. STANDARDS OF CONDUCT, CONFLICT OF INTEREST POLICY AND CODE OF ETHICS

Standard of Conduct

Acredita CI requires the highest standards of conduct from its directors and employees and from external professionals who participate in the accreditation processes of engineering programs entrusted to this Agency. All those who participate on behalf of Acredita CI in these processes must sign the texts of the Conflict of Interest Policy and the Code of Ethics, which appear below. Acredita CI requires an ethical conduct on the part of each of the members of its organization and of the external professionals involved in fulfilling the mission of Acredita CI. The organization requires that each member and each external professional show the highest standards of professionalism, honesty and integrity. The services provided by Acredita CI require quality, impartiality, fairness and

efficiency. Acredita CI will only use its own personnel and suitable external professionals to fulfill the different functions that this Agency must perform.

Policy of Conflict of Interests of Acredita CI

Acredita CI will maintain rules and procedures that ensure proper professional and ethical behavior of its staff and collaborators, who must disclose possible conflicts of interest that may exist, and must refrain from participating in the corresponding deliberations or decisions, in order to guarantee the credibility of the accreditation processes and the confidence in the decisions of the counselors, committee members, committee chairs, peer evaluators or employees.

Some conflicts of interests can arise: in the last 5 years there has been a narrow and active relationship with the program or Institution that has requested the opinion of Acredita CI. A narrow and active relationship includes: employment as an academic, administrative, or consultant at the institution or program; have applied for a job at the institution or program; have been a student at the institution; have received an honorary degree from the institution; have relatives with up to three degrees of consanguinity or two degrees of affinity who study or are employees of the institution or program; or an official ad honorem relationship with the institution, such as a member of a board of the institution..

For the purposes of handling potential conflicts of interests, the Agency will use the procedure that is detailed next:

1. Those that represent Acredita CI will sign a declaration of conflict of interests and confidentiality, indicating that they have read and understand both these policies and the standards of the Code of Ethics of this Agency, that they accept them and that they formally commit to respect them in full. This declaration will contain a list of the potential conflicts of interests that could arise.
2. This declaration will be evaluated by the Council of Accreditation of the Agency in order to decide, on a case by case basis, whether a disqualification is reasonable or not.
3. The directors of Acredita CI S.A. and the employees of the Agency could be entitled to act as observers in an evaluation visit, but not as evaluators or presidents of committees.
4. A member, Counselor of this Agency, may not participate as an evaluating peer in the same Agency or in another private Accrediting Agency of the system.. The Counselor may act as an evaluator of the CNA.
5. A record of conflict of interests will be kept for all those that are related with the accreditation, quality certification or external evaluation processes.
6. Any person shall refrain from comprising the corresponding party and attending any meeting of Acredita CI that may touch upon topics or decisions where a conflict of interests exists.
7. A record will be kept of the names of people who have excused themselves from a meeting of deliberation or decision due to a conflict of interests.

Code of Ethics of Acredita CI

The directors and employees of Acredita CI and the external professionals who participate in the accreditation processes of higher education programs that are entrusted to this Agency, must carry out their activities in accordance with the ethical behavior guidelines detailed below.:

1. They agree to accept the responsibility of making decisions consistent with the criteria approved by Acredita CI. Programs will not receive accreditation if they do not meet the criteria established for that purpose by this Agency for a specific program.
2. All those involved in the activities of Acredita CI will take on specific tasks only if they are qualified in the specific field under consideration..
3. They agree to act on behalf of Acredita CI avoiding any conflict of interests and informing them, if any, to the corresponding bodies of this Agency. All those involved in Acredita CI activities:
 - a. Will avoid any conflict of interests when they represent Acredita CI in any situation.
 - b. Will reveal any potential or known conflict of interests that could influence their decisions or the quality of their services.
 - c. Will avoid taking charge of assignments or participating in discussions that knowingly could create a potential conflict of interests between them and Acredita CI, or between them and the institutions that require program accreditation.
 - d. Will avoid procuring or accepting a favorable direct or indirect treatment, from the people or institutions in charge of programs.
 - e. Must inform Acredita CI if they have served as consultants in quality assurance matters corresponding to a program or institution.
4. They agree to:
 - a. Treat as confidential the information they receive in the course of their interventions as agents of Acredita CI, and under no circumstance will they make use of this information as a means to obtain any personal profit.
 - b. If they must make any declarations, either public or private, these should only be made in an objective and truthful way.
 - c. Behave according to the most demanding norms regarding honesty, responsibility, competency and education.
 - d. Help in the professional development of their peers and collaborators and support them in the execution of the Code of Ethics.
 - e. Continue their personal development throughout their services with Acredita CI and facilitate and participate in activities for the professional and ethical development.
5. For its part Acredita CI accepts the following commitments:

- Acredita CI will facilitate the wide spreading of the Code of Ethics among its directors and employees and external professionals that participate in the evaluation and accreditation processes of programs.
- Acredita CI will provide training in the use and understanding of the Code of Ethics to all its directors, employees and external professionals.
- Acredita CI will maintain a procedure that allows a quick and fair decision in the event of complaints for the violation of the Code of Ethics.

2.1 Complaints procedure in case of violation of the Code of Ethics

In the event that the Agency's administration receives a claim or complaint for violation of the Code of Ethics from any of the evaluators who are members of the Agency's registry while carrying out activities on behalf of Acredita CI, the administration will analyze the information and present the case to the Board of the Agency, who will decide accordingly.

2.1.1. Complaints will be treated as confidential matter.

2.1.2. Three members of the Agency's Board of Directors will be selected, who will review the claim and its grounds.

2.1.3. The directors will decide and issue a mandate to management to respond to the complainant about actions taken when appropriate.

2.1.4. The actions to be taken, depending on the decision, will be:

2.1.4.1. The elimination of the Agency's registry of evaluators.

Acredita CI will ensure that this action is made effective in all records related to social or similar networks in which information that relates the evaluator to the Agency could be found.

2.1.4.2. Written warning.

In order to take improvement measures on the behavior that has been reported, when appropriate.

3. THE SCIENCE-BASED ENGINEERING PROGRAM

This Manual applies to the accreditation process for science-based engineering programs.

Engineering is an activity that is essential to satisfy the needs of people, economic development and the provision of services to society. Engineering involves the purposeful use of mathematics and the natural sciences, and of a body of knowledge of engineering technologies and techniques. Engineering seeks to produce solutions whose effects are expected in often uncertain contexts. While it brings benefits, engineering activity has potential adverse effects. Consequently, engineering must be carried out in a responsible and ethical manner, using available resources efficiently. In addition, it must be economically sustainable, it must safeguard health and safety, be environmentally friendly and sustainable, and generally must manage risks throughout the life cycle of a system.

4. INCORPORATION OF A PROGRAM TO THE ACCREDITATION PROCESS

Higher education institutions that choose to present their science-based engineering programs to the accreditation process under international quality criteria conducted by Acredita CI, will take into consideration the following requirements:

4.1. Requirements to access the accreditation process

The programs may be submitted to the accreditation process when they have two cohorts of graduates and graduates practicing the profession, and are taught in daytime, with regular admission in face-to-face mode. In addition, if the program is taught in more than one location or in the evening schedule (either face-to-face, online or blended) or in a graduation special program, all these locations, schedules and modalities must be presented to the process simultaneously.

The program must be taught by an autonomous Higher Education Institution as established by Chilean legislation.

4.2. Modalities of incorporation into the process

For Acredita CI, the accreditation process must present the Academic Units as a whole, that is, with the entire offer of science-based engineering programs simultaneously. However, other alternatives exist and are recognized:

4.2.1. The Unit presents two or more programs for accreditation simultaneously.

The methodology that Acredita CI privileges, is the presentation of a set of programs of the Unit to the accreditation process.

This methodology is based on the efficient use of the Institution's resources and on the fact that the result of the process has a positive impact on the quality assurance mechanisms of the Unit as a whole, on the programs themselves, and as a contribution to the assurance of institutional quality.

4.2.2. The Unit presents a program to the accreditation process.

The Unit may submit a single program to the process, following the rules and procedures detailed here.

4.3. Special cases

In the event that the Unit has a set of programs accredited under this model and a new program is opened that the Institution wishes to incorporate into the process, the Institution may request Acredita CI to carry out the accreditation process of the program without graduates, when it has an advance of at least 50% of its curriculum and when the period of renewal of the accreditation of the group of programs is greater than one year. If the term for the renewal of the accreditation of the group of programs is less than one year, the new program may be integrated into the process of renewal of the accreditation together with the rest of the programs in the official renewal period. This option will allow the program to join the set of accredited programs (when it meets the evaluation criteria according to its level of progress), to be integrated into the Unit's joint work..

5. DEADLINES OF THE ACCREDITATION PROCESS

Milestone	Deadlines	Observations
Formalize the incorporation into the process	December– January	Sending the Application for Incorporation to the Agency
Generation of the Service Provision Contract	December– January	That formalizes the conditions of the Service
Definition of the peer evaluators committee	January	Committee is constituted
Delivery of the Self-Evaluation Report	June	Self-Evaluation Report and Annexes The date of the visit is defined.
Preparation of the visit	July – August	The peer evaluators committee prepares the visit reviewing the information in detail and, if required, additional information will be requested from the programs. The visit program is prepared.
Peer Evaluators visit	September October	
Accreditation Decision	Second / third week of November	Delivery of Certificate and Accreditation Resolution under international criteria
	First / Second week of December	
Appeal	20 calendar days to appeal the accreditation decision	Only in case the program (s) does not accredit (s)
Decision after appeal	End of January of the following year	Accreditation Resolution under international criteria
Process end	December / January of the following year	

6. THE PROCEDURE OF INCORPORATION TO THE PROCESS

In all cases, the Institution that presents its programs to the process, must take into consideration the following procedure:

6.1. The Institution must complete an Application for Incorporation detailing the programs that are submitted to the process. (Annex 1 of this Manual).

6.2. The Application (s) for Incorporation will be submitted to the Agency within the deadlines indicated in point 5 of this Manual.

6.3. The higher education institution will send the applications for incorporation to the accreditation process to the e-mail incorporacion@acreditaci.cl. The form of the application for incorporation is available on the Agency's website (Menu / Engineering Accreditation) and is an integral part of this Manual (Annex 1).

6.4. Each Request is reviewed to verify compliance with the requirements indicated in point 4 of this Manual.

6.5. Within 10 calendar days, Acredita CI will inform each of the Higher Education Institutions of the approval (or rejection) of the incorporation into the process for those programs that meet the requirements and will proceed with the formalization stage of the process through the contract for the provision of services.

6.6. If it is the renewal of the accreditation for a period of 7 years, the program must submit the Application for Incorporation under the same conditions as detailed here, six months before the expiration of the accreditation.

6.7. Force majeure or fortuitous event

In the event that the program that must be presented for the renewal of its accreditation cannot present the information within the defined period, it may request the Agency the extension of its presentation, only in the case of unforeseen circumstances or force majeure for which the program will present irrefutable evidence. In this case, the accreditation of the program could be extended in the term decided by the Technology Council, where the application will be processed.

It will be understood as force majeure or fortuitous event¹:

6.7.1. An unforeseen event that cannot be resisted such as a shipwreck, an earthquake, the arrest of enemies, acts of authority exercised by public officials, etc.

6.7.2. The fortuitous event or force majeure must be unimputable, that is, it comes from a cause entirely beyond the control of the parties;

6.7.3. The fortuitous event or force majeure must be unpredictable, that is, it could not have been foreseen within the ordinary and current calculations;

6.7.4. The fortuitous event or force majeure must be irresistible, that is, it could not have been avoided, not even in the event of opposing the ideal defenses to achieve such objective.

7. STAGES OF THE ACCREDITATION PROCESS

7.1. Project start

The start of the project considers the following phases:

7.1.1. Application for incorporation

- a. The project begins with the receipt of the application for incorporation, as indicated in point 6 of this Manual.
- b. In the case of programs taught by state higher education institutions, the awarding of the process may be made through public bidding or direct treatment. The project begins with the decision to award the process, awarded to Acredita CI, reported on the website www.mercadopublico.cl. - Or similar.
- c. The processes can be carried out individually, that is, each program on its own. However, Acredita CI will encourage the Units to present themselves to the process with all their science-based engineering programs simultaneously, with the purpose of motivating the incorporation of mechanisms to improve the educational processes in the Unit and in each program in particular, helping to ensure the quality of the whole through a process of joint self-evaluation and permanent external verification.
- d. Upon receipt of the Application for Incorporation, Acredita CI will make a preliminary design of the on-site visit depending on the number of locations, schedules and modalities in which the

¹ Article 45 of the Civil Code of Chile.

program is taught. This milestone allows to establish the number of peer evaluators that the process will need.

- e. The design of the visit, the number of programs and the number of peer evaluators could suggest modifications to the standard fee if necessary, which will be reviewed with the Institution for its information and approval.

7.1.2. *Sign of the service provision contract*

To formalize the start of the process, the Service Provision Contract is signed, the content of which will be agreed between the parties for the design and duration of the visit in number of days, number of evaluators to participate and fee.

7.1.3. *Standard fees*

Acredita CI establishes two types of standard fees for the development of processes.

- a. A standard visit will apply to the process that includes a visit made to a regular program which is taught at one location, in daytime and face-to-face or semi-face-to-face mode, for which the committee will be made up of three peer evaluators and a visiting secretary. The duration of the visit is three days. If the program is also taught in the evening schedule, either in the classroom or in the blended mode², the standard fee will be maintained.
- b. A standard fee will apply if the visit is to two or more programs of a Unit, regular programs, which are taught at one location, in daytime and in face-to-face or blended mode. The visit lasts for three days. This model considers a committee made up of an evaluator per program accompanied by a visiting secretary and is directed by a transversal evaluator. The values are public and are reported on the Agency's Website, in the section Engineering Accreditation, Fees.

The standard fee varies in the following cases:

- a. If the programs are taught in two locations, more than 300 km apart from each other, the value of the transfer by plane of the peer evaluators committee will be incorporated if this value warrants it and while the visit is designed to take place in three days.
- b. If the programs are taught in more than two locations, in order to carry out the visit in three days, the incorporation of additional evaluators and visiting secretaries will be required. In this case, the value of the fee will increase due to the costs of including the evaluator and additional visiting secretary.
- c. In general, the fee will vary when the conditions of the visit are different from the standard, including additional costs to the standard.

7.1.4. *Contract.*

The format of the Service Provision Contract is an integral part of this Manual and is presented in Annex 2.

Acredita CI will complete the document and once the content is agreed, it is signed by Acredita CI and by the institution of higher education.

The Service Provision Contract includes a specific detail about the programs under process according to information in the Application for Incorporation (among others):

² See Glossary in the final section of this Manual, for definition of Location, Schedule and Modality.

- a. Formal identification of the programs that enter the process.
- b. Characteristics and specific requirements of the particular process: duration and design of the visit and requirement of peer evaluators who will participate.
- c. Fee and billing details.
- d. Confidentiality clause.
- e. Arbitration Clause.
- f. Commitment of the Institution, the program and the Agency with the development of the process based on the Master and Rules and Procedures Manuals of the Agency.

7.2. Selection of the peer evaluators committee

The accreditation process includes an on-site visit by a committee of external peer evaluators.

The committee is proposed to the program by Acredita CI. The committee of peer evaluators is made up of teachers, academics or professionals who understand the scope of the program.

The Selection and composition of the committee of peer evaluators is carried out according to the following procedure, after formalizing the process with the signing of the service provision contract:

7.2.1. Selection procedure of the peer evaluators committee

The evaluators are selected from the Register of Peer Evaluators of science-based engineering programs. The selection considers:

- a. The discipline to evaluate.
- b. The purposes and characteristics of the University.
- c. The regional characteristics of the institutions, when applicable.
- d. The number of locations and the modality in which the program is taught.
- e. Conflicts of interest declared by the evaluator.
- f. The competences profile of the evaluator.

7.2.1.1. The Chair of the Committee or Transversal Evaluator of the process is the person who meets the following requirements:

- a. Has experience as a peer evaluator.
- b. It has been well evaluated in complying with the evaluator's competences profile.

7.2.1.2. The proposal of peers, including who would serve as committee chair or as transversal evaluator, is sent to the Technology Council for ratification or correction. In case of correction, the procedure is repeated until approval by the Council.

7.2.1.3. The proposal approved by the Technology Council is sent to the Institution by means of a guiding letter to which is attached the summary curricular background of the committee members.

7.2.1.4. The Institution can approve or veto any member, in which case the previous steps are repeated until the final formation of the Committee. The veto of the formation of a committee may be expressed up to three times by the Institution. After that, Acredita CI will present a fourth alternative without the right to veto.

7.2.1.5. The program has a period of seven calendar days to respond to the Agency on the proposal. In the event that the program does not respond to the Agency within that period, a formal response will be requested once only. If after the same period has elapsed, the program has not expressed its opinion, Acredita CI will finalize the composition of the committee.

7.2.1.6. If the program wishes to incorporate an international evaluator to the committee, it will cover all costs associated with their participation.

7.2.1.7. Without prejudice to what is indicated in point 7.2.1.4. The policy of Acredita CI is to form a committee of peer evaluators in consensus with the Institution, so it is expected to maintain an expeditious communication with the program at this stage of the process.

7.2.1.8. Once the committee is defined, Acredita CI will invite the evaluators, through a formal letter, to participate in the process in order to check their availability.

7.2.1.9. The evaluators should respond if they accept the invitation, by electronic means, to achieve a more efficient process.

7.2.1.10. In the event that the evaluators are not available to participate, they will be replaced with the same procedure described.

7.2.2. The visiting secretary is the person who supports the committee throughout the process. He participates in the preparatory meetings supporting the committee with the information review process. Technically, the secretary is being trained to support the committee with the interpretation of the evaluation criteria.

During the visit, he ensures that it is carried out in accordance with the program and standards of conduct established by Acredita CI. His activities also include logistics and direct communication with the program.

The secretary is trained to ensure that the committee maintains objective and impartial behavior during the evaluation. In case of detecting any infraction in the behavior of the committee, it must inform the evaluator and this behavior should be corrected together.

The secretary keeps in contact with Acredita CI to inform them about the evaluation and any other changes. In the event that any situation leaves the established program, the visiting secretary must review the situation with the committee and inform the Acredita CI process coordinator about it. Together, they will find a solution to the situation.

During the visit, the secretary can support the committee by seeking information, recording new evidence, or contributing to the writing of reports. The secretary does not participate in the evaluation of the program.

The relationship between the evaluators, the committee members and the secretary should be one of mutual respect.

The visiting secretary will evaluate the performance of each evaluator in accordance with the guidelines established by Acredita CI in the Evaluator's Competencies document, through the Survey at the end of the process.

The visiting secretary signs a Service Provision Agreement with the Agency, in which he agrees to participate for the duration of the process and is subject to the regulations established by the Standards of Conduct and Conflict of Interest Policy established by the Agency.

7.2.3. *From the visit of a Unit with more than one program*

The committee will be made up of a transversal evaluator, whose purpose is to verify the aspects that provide the operating context for the programs, and an expert evaluator in the discipline of each of the programs in process. Each one of the evaluators for program will be accompanied by a visiting secretary.

The number of peer evaluators may increase in relation to the number of locations and modalities in which the programs are taught, as well as in relation to the geographical terms of the locations to be evaluated.

7.2.4. From the visit of a Unit with a program in development

The committee will be made up of three evaluators and will be accompanied by a visiting secretary. One of the evaluators will be Chair of the Committee.

The number of peer evaluators may increase in relation to the number of locations or modalities in which the program is taught, as well as in relation to the geographical location of the locations to be evaluated.

7.3. The self-evaluation report

To apply for the process, each program must present the documentation required by Acredita CI. The set of documentation is called the Self-Evaluation Report.

The Self-Evaluation Report is made up of (detail in point 7.3.6. below):

- a. The Self- Evaluation Report
- b. The annexes to the Self- Evaluation Report that support the arguments
- c. Mandatory annexes
- d. The specific annexes requested by the Agency

7.3.1. The Self- Evaluation Report is the document where the program presents its arguments to account for the achievement of the evaluation criteria, citing the evidence that supports the evaluative judgment it makes about their compliance. The arguments and evidence must clearly and explicitly reflect the situation of the program in each location, schedule or modality in which it is taught. The Self- Evaluation Report may present strengths and weaknesses that result from the reflection made by the program, separated by location, schedule and modality when appropriate. As a conclusion of its reflection, the program is committed to establishing actions to maintain its strengths and overcome its weaknesses. The commitment to overcome weaknesses will be explicit in the Improvement Plan³, clearly indicating the location, schedule or modality in which it applies, when appropriate. The Improvement Plan is a guide for future actions, which can be incorporated into the Program Development Plan to ensure its achievement. Acredita CI provides the format for the Self- Evaluation Report through the document “*Self- Evaluation Guide for the accreditation of science-based Engineering programs*” published on its website.

7.3.2. The Self- Evaluation Report is unique for each program that is submitted to the process. Each program may incorporate common elements to each report, when they depend on the same Unit.

In the same way, the improvement plans for each program may incorporate common elements that arise from the analysis of compliance with the evaluation criteria at the Unit level.

7.3.3. The Information will be presented in digital format to the Agency.

As long as Acredita CI does not define a specific platform to make this presentation, the programs will send the documentation using the Internet and the means that technology provides: email;

³ See details in the Glossary attached to this Manual

Dropbox; Drive; WeTransfer, among others. Acredita CI will not accept the sending of documentation on printed paper.

7.3.4. A formal letter sent to the e-mail of Acredita CI will inform the sending of the information with a detail of what has been sent.

7.3.5. Acredita CI will check that the information received is the one that the program reported that it sent, and will issue a communication via email to give approval of it.

7.3.6. The information that the program sends must, at least, contain the following documents, as reported in the Self-Evaluation Guide for the Accreditation of Science-Based Engineering programs, version 2.0, September 2020:

7.3.6.1. Self-Evaluation Report

Document that informs the analysis and conclusions of compliance with the evaluation criteria prepared according to the Acredita CI Self-Evaluation Guide, for each of the programs that are submitted to the process.

7.3.6.2. Annexes to the Self- Evaluation Report

Supporting evidence that the program uses to demonstrate the Self- Evaluation Report statements for each of the evaluation criteria.

Acredita CI requests to present the evidence separated in folders for each of the evaluation criteria referred to.

7.3.6.3. Mandatory Annexes

The details of which can be found in the Self- Evaluation Guide provided by Acredita CI.

7.3.6.4. Requested Annexes

Table 1: Contribution matrix of the subjects to the graduation profile and the graduate attributes.

Table 2: Evidence of the achievement of the graduate attributes in the student.

Table 3: Enrollment, retention and graduation table for the last 10 years by cohort.

Table 4: Crossing matrix between the Graduate Attributes and the subjects that contributes to the attribute in the educational process (C), which measure the attribute achieved (M) and which presents those attributes that could have recently been incorporated (I) into the educational process: C, M, I.

7.3.7. Acredita CI will receive the self-evaluation report (s) in June of the current year.

7.3.8. The program must report the self-evaluation separated by location, schedule and modality when appropriate. The evidence system will be organized according to this requirement.

7.3.9. The Report will make a critical analysis of the evaluation and measurement mechanisms of the attributes, in each location, schedule and modality, when appropriate. And of the organization and planning of improvement actions if the results are not as expected. In general, the program will analyze the achievement, measurement and evaluation of its graduation profile and the graduate attributes in particular, presenting this evidence as an annex to the Self- Evaluation Report.

7.3.10. If the program has the result of a previous accreditation process in a different model than the one defined in this Manual, then it must include a brief analysis of a maximum of two pages (through a table, for example), informing whether or not the weaknesses of that process have been solved, if any.

7.4. Definition of the date of visit

7.4.1. The dates for the on-site visit will be defined once the Self- Evaluation Report has been received.

7.4.2. The date will be established in conjunction with the program through a proposal made by Acredita CI.

7.4.3. Once defined, the date is immovable.

7.4.4. To carry out the visit, the program must be fully operational, that is, with face-to-face classes and the presence of teachers and students. Visits to the field are excepted during vacation periods or institutional breaks.

7.4.5. The visits will be organized to take place between the months of August and September of the current year and on fully justified occasions, this date may be defined beyond 90 days after receipt of the Self- Evaluation Report.

7.4.6. In the event of force majeure, the visit may be carried out in videoconference mode, in which case Acredita CI will propose a replacement system for the review of the infrastructure.

7.4.7. The scheduling of the accreditation processes under international quality criteria is subject to a specific calendar, which includes the proper scheduling of the sessions of the Accreditation Councils to make the decision on the accreditation of programs, a subject that the Agency will ensure that comply as scheduled.

7.4.8. The calendar that establishes the planning of the processes is public and is reported on the Agency's Website, Engineering Accreditation section, Deadlines option and is formalized in point 5 of this Manual.

7.4.9. Once the date has been defined, Acredita CI will invite the peer evaluators previously selected for the process to participate. In the event that any of the evaluators cannot participate due to availability issues, they will be replaced following the procedure described in point 7.2.1.

7.4.10. Once the participation of the peer evaluators committee is confirmed, the preparation of the external evaluation visit is organized.

Acredita CI will prepare the Service Provision Contracts of the evaluators and request their signature for their participation in the process, which formalizes this participation. In the same way, the respective visiting secretaries will be appointed and the contract for the provision of services of the secretaries will be signed. This process will be carried out during the month of June of each year.

Acredita CI accepts as valid the signature of the Contracts with digital signature protected in pdf format and sent through the email of the evaluator who signs. Once the document is received, the legal representatives of Acredita CI will proceed with their signature, thus formalizing the commitments assumed and leaving each of the parties with an original copy of the document.

Acredita CI will propose a calendar for holding the preparatory meetings of the process, which once agreed upon, will allow the preparation work to begin.

7.5. Preparation of the visit: preparatory meetings

7.5.1. According to the established calendar, the committee of peer evaluators will meet to prepare for the visit.

7.5.2. Acredita CI will hold at least three preparatory meetings per process, each lasting 2 hours.

7.5.3. Acredita CI will hold 100% of the preparatory meetings in videoconference mode.

7.5.4. The first of the meetings will be held no more than 15 calendar days after receiving the Self-Evaluation Report of the program (s) and will allow to verify:

7.5.4.1. That the information presented is complete according to what was reported by the evaluators, according to the requirements of the Agency. If it is found that this is not the case, it will be requested to complete it. However, it is the responsibility of the program to send all the information requested. The lack of it can negatively impact the outcome of the process.

7.5.4.2. That each evaluator has correct access to the evaluation instruments designed by Acredita CI and that the evaluator should use as a guide for the evaluation during the process.

7.5.4.3. That the scope of the external evaluation process is agreed between the members of the committee, according to the requirements of the evaluation criteria requested by Acredita CI so that each evaluator begins the individual work of reading and analyzing the information, while incorporating in the indicated format, their first impressions as a result of this analysis.

7.5.4.4. The first visit program will be defined⁴, seeking to collect the best evidence that the Agency requires, through relevant interviews defined by the committee of peer evaluators. A detail of the visit program is suggested in the Master Manual.

7.5.5. The following preparatory meetings will have the purpose of deepening the analysis of the background of the programs.

In general, from these meetings, the evaluators will conclude on the level of compliance with the evaluation criteria as a result of the documentary analysis.

The possibility of holding meetings with the program authorities before the visit is not ruled out, in order to advance the documentary evaluation with greater efficiency and depth.

7.5.6. From the preparatory meetings comes the first Report of the peer evaluators committee called the Final Report of Peer Evaluators version 1, as a result of the documentary review. This document is sent to the Agency, as part of the process.

7.6. Visit to the program

The visit is carried out strictly following the program defined and agreed between the parties. The visit, by definition, is face-to-face.

The visit is carried out according to a protocol established by Acredita CI and that considers:

- a. The process of visiting external peer evaluators is a significant event for the program and for the purposes of Acredita CI.
- b. During the visit, the committee will verify and decide on those aspects and criteria established in the Final Report version 1.
- c. The program is responsible for organizing the visit according to the previously defined program and planning.
- d. The program will make available to the committee that information that is required by the committee during the visit, in order to facilitate the verification process that the committee intends to carry out. However, this requirement must be authorized by Acredita CI, because the preparation process is designed so that the evaluator requests

⁴ Master Manual for the Accreditation of Science-Based Engineering Programs, point 10. The visiting program for the accreditation process, Page 21.

- and analyzes the information required, prior to the visit, during the preparatory meetings.
- e. The evaluators will present themselves to the process in formal dress, understanding as such the use of a tie and jacket for men.
 - f. During the visit, the peer evaluators committee will maintain an impeccable conduct and will conduct itself with the highest standards of professionalism, in accordance with the Standards of Conduct defined by the Agency.
 - g. The committee will interview the related community, review background information and tour the facilities and laboratories at the times established for this in the visit program, however, it may invite the authorities of program to an extraordinary meeting, in the event that consider it necessary during the visit.
 - h. The committee may carry out activities separately, whenever it deems it necessary to make efficient use of time in order to achieve its purposes.
 - i. The committee will have the mission of agreeing on the evaluation during the visit. To do this, they will meet at the end of the day of interviews for that purpose.
 - j. The committee is exclusively dedicated to the process for the duration of the visit.
 - k. In the event that unexpected situations arise during the interviews, the evaluators will use their best efforts to solve the situation when appropriate. In an extreme case, this could include requesting the Agency to finish the visit, a decision that in any case Acredita CI will take in conjunction with the program, if applicable. In this case, the visiting secretary will contact the Administration to decide.
 - l. The last activity of the committee during the visit is the presentation of the findings with the authorities of the program, in which a preliminary vision of the main results of the external evaluation is made known to the program.
 - m. In the case of a simultaneous visit to more than one program in the same academic unit, the presentation of the findings will be sequential and for each program. In the same way, in the case of evaluation by location or by different modalities, the findings must be specified by location or by modality, when appropriate.
 - n. During the visit and throughout the process, in general, Acredita CI and its peer evaluators will maintain a cooperative posture with the program, with the purpose of achieving a process that is perceived as a contribution to the continuous improvement that Acredita CI expects with carrying out the process.

7.7. End of the visit

At the end of the visit, the milestones and deadlines are as follows:

7.7.1. Issuance of the peer evaluator report

Once the visit is over, the committee issues a Final Report that contains the evaluation agreed upon between the committee of each of the evaluation criteria. The evaluation may be Meets, Does not meet-in development, Does not meet-inexistent.⁵

This report is sent to the Technology Council for their knowledge.

⁵Master Manual for the Accreditation of Science-Based Engineering Programs, page 15.

7.7.1.1. Indications for the issuance of the final report of peer evaluators

The committee issues a Final Report per program, version 2.0.

The Report must specifically indicate the locations, schedules and modalities in which the program is taught.

The evaluation of student learning achievement must be specified for each location, schedule and modality, when appropriate.

The committee of peer evaluators will send to the Process Coordination Area of the Agency, the Final Report resulting from the visit, 15 calendar days from the end of the visit. It is the responsibility of the chair of the committee to comply with the deadlines established by the Agency.

7.7.1.2. On the content of the Committee's Final Report

The Final Report contains arguments based on the evidence reviewed during the process, to justify the level of compliance with the evaluation criteria.

In the event that the committee detects that there are aspects to evaluate as In Development or Inexistent, it must cite explicit evidence that clearly identifies the existence of this weakness.

7.7.2. The preliminary report and observations

7.7.2.1. The Agency's administration receives the Final Report version 2.0. and request a Counselor from the Technology area to participate in the revision of the edition, prior to sending it to the program. Editing review allows the Agency to ensure that de arguments in the Report adequately support the evaluative judgements of the committee.

7.7.2.2. The Report that results from this review in the Final Report that is sent to the program.

7.7.2.3. The Administration of the Agency will send the Final Report to the Institution within a maximum period of 10 calendar days from when it is sent to the Agency by the committee of peer evaluators.

7.7.2.4. The program could make comments and observations on the report. These observations can be:

- a. Evidence that was available to peer evaluators, but was not considered in the Final Report, at the discretion of the program.
- b. New evidence generated as a result of the external evaluation.

7.7.2.5. The program will send its comments and observations to Acredita CI through a formal letter signed by the highest authority of Academic Unit on which the program depends, sent via email to the process coordinator within 20 calendar days from receipt of the final report.

7.7.2.6. The process coordinator sends the comments and observations to the Committee of Peer evaluators for their analysis and in-depth review. The committee's review and its conclusions will be sent to the process coordinator 5 days after receipt, by letter addressed to the Technology Council.

7.7.2.7. The Secretary of the Technology Council sends the observations of the program and the conclusions of the committee resulting from its analysis to the Technology Council, who in the session called for that purpose make the accreditation decision according to the procedure described in point 7.8 below.

- 7.7.3. The committee will respond to the performance evaluation survey that the Agency sends it upon delivery of the Final Report. In the survey, the committee evaluates each other, sending the survey response to the Agency. In the same way, the committee is asked to answer the survey about the performance of the Institution at the time of the visit and the work of Acredita CI.
- 7.7.4. Acredita CI, as a mechanism for continuous improvement of its processes, requires evaluating the external evaluation process and analyzing the participation of each of the members of the peer evaluating committee, in order that these experiences can be enriched for the future. For this purpose, it sends the Institution a survey that is used by the Agency's Administration as an instrument for feedback on the work carried out.

7.8. Accreditation Decision

The Technology area Council meets to make the accreditation decision on the dates indicated in point 5 of this Manual.

7.8.1. The activities of the accreditation decision under international criteria begin with the summons to a meeting of the Technology Council to the counselors who do not present a conflict of interest with the programs under evaluation. The secretary of the Council analyzes the possible conflicts of interest that the counselors may have, prior to the summons. Along with the summons, all the information about the accreditation process is sent to the counselors who are not disqualified.

7.8.2. The secretariat of the Council will summon the President of the Committee of peer evaluators to participate in the session of the Council where the program in which he participated as evaluator will be discussed in order to review with the counselors, those aspects on which the program has submitted comments and observations on the final report sent to the program. The chair of the committee will inform his opinion about accepting or not accepting the arguments, depending on the previous analysis carried out and if they produce a change in the result of the evaluation. Once the arguments have been reviewed, the committee chair leaves the session.

7.8.3. The accreditation decision is made by the Acredita CI Technology Council and depends on the assessment that this council makes of each of the evaluation criteria, for which it is based on the following information:

- a. The self-evaluation report,
- b. The evaluator peers committee Final Report,
- c. Comments and observations of the program (if any),
- d. The result of the analysis of the comments and observations of the program in conjunction with the president of the peer evaluators committee.

When the program is taught in different locations, schedules and modalities, all of them will be evaluated as a whole. The accreditation decision will consider the weakest evaluation, to decide.

7.8.4. Level of compliance with the evaluation criteria

A criterion is **met** when there is evidence that policies and mechanisms are known and applied systematically, showing results that are periodically reviewed.

Otherwise, we are in the presence of a weakness: the criterion **does not met** and will be valued either as **in development** or as **inexistent**. A criterion that is not met is in development when there is evidence that the policies and mechanisms are known and applied, with preliminary results, but there is no evidence yet that it is systematic. A criterion that is not met is inexistent when the program has

defects in its design or does not have formal or systematic policies or mechanisms in its educational process, or there are only statements, but without evidence of its application.

7.8.5. The process leads to one of the following three results:

- a. **Accredited**
- b. **Not Accredited**

The program is accredited and this accreditation is for the total period of 7 years:

The program demonstrates that it meets the Acredita CI evaluation criteria. The program includes in its design the Graduate Attributes, which are incorporated through its graduation profile. It has mechanisms for continuous improvement to achieve the committed education, with evidence that the policies and mechanisms are known and applied systematically, showing results that are periodically reviewed.

The program is accredited but shows some weaknesses valued as Does not met – In development:

The program will be visited in three years. In this case, it meets with the evaluation criteria of Acredita CI, presenting some criteria with weaknesses in the category "does not met – in development". The program contemplates in its design the graduate attributes, which are incorporated through its graduation profile. There is evidence that learning outcomes are achieved. However, the evidence is recent, lacking verify its permanence in time.

When it is necessary to visit at 3 years because it has some criteria as Does not met – In Development:

- a. Prior to the expiration of the term granted in the 3-year accreditation, the process contemplates, by definition, that the program present a report to the Agency with substantive evidence that the detected weaknesses have been overcome. The report will be submitted within six months prior to the expiration date.
- b. In the Report, the program must also present evidence that those criteria that were considered as met in the original evaluation are maintained and projected to continue at that level of fulfillment.
- c. From the review of this report, the Technology Council will determine if it is necessary to visit the program in the field to verify the progress or the evidence presented in the report is sufficient to decide, based on the documentary review.
- d. In any of these cases and verifying progress in overcoming weaknesses and that all the criteria are met, the accreditation of the program will be extended in 4 years.
- e. In the event that the weaknesses are not overcome, the accreditation will not be extended to the program, losing its accredited status and it must be submitted to the process again in two years from that date.
- f. In the event that it is verified that the weaknesses have been overcome, but there is evidence that any of the criteria that were met in the original process, has lost that condition, Acredita CI will grant the program two additional years to present evidence that all the criteria are fully met. Once the term has elapsed, Acredita CI will request that explicit evidence from the program on those elements that should be resolved that demonstrate that the weakness has been overcome, in which case the accreditation will be maintained. Otherwise and if evidence is found that this is not the case, the program will lose its accreditation.
- g. If the program does not present the Report before the six months indicated in point a. precedent or simply does not present it yet at the request of the Agency, loses its accredited status.

The program is not accredited.

The program does not accredit when it has one or more evaluation criteria with weaknesses in the category "does not met-inexistent", because it presents defects in its design, does not contemplate the graduate attributes or does not have formal or systematic policies or mechanisms in its educational process, or there are only statements, but without evidence of their application.

7.8.6. To make the accreditation decision, the Counselors from the Technology area will seek consensus.

In the event that consensus is not achieved, the decision will be adopted by majority and if the quorum does not allow it, the President of the Council will decide.

7.9. Accreditation Resolution under international criteria

Once the accreditation decision has been made:

7.9.1. Sending information to the program

Acredita CI will inform the program of the decision by means of a formal letter issued for that purpose sent via email the same day the decision was made.

If the program accredits, Acredita CI will issue a **Certificate** which it will attach to the letter, a certificate that formalizes the accreditation decision under international criteria indicating the expiration date of the accreditation granted, in which it must be submitted again to the process. The program will be able to publicize the decision immediately, making use of this certificate.

7.9.2. Accreditation Resolution under international criteria

7.9.2.1. The Technology Council will proceed to draft and issue the Accreditation Resolution, a document through which it informs the program in detail about the educational offer that has been accredited, identifying the name of the program, the academic degree granted, locations, schedules and modalities accredited and it will inform the grounds on which the decision was based, related to the compliance of the evaluation criteria, recommendations for improvement offered to the program in those cases where appropriate and the expiration date of the accreditation.

7.9.2.2. In the event that the program accredits and must be visited after three years, the Resolution will inform the deadlines in which the program must present evidence of overcoming the reported weaknesses, for the next review, according to what is indicated in point 7.8.5.

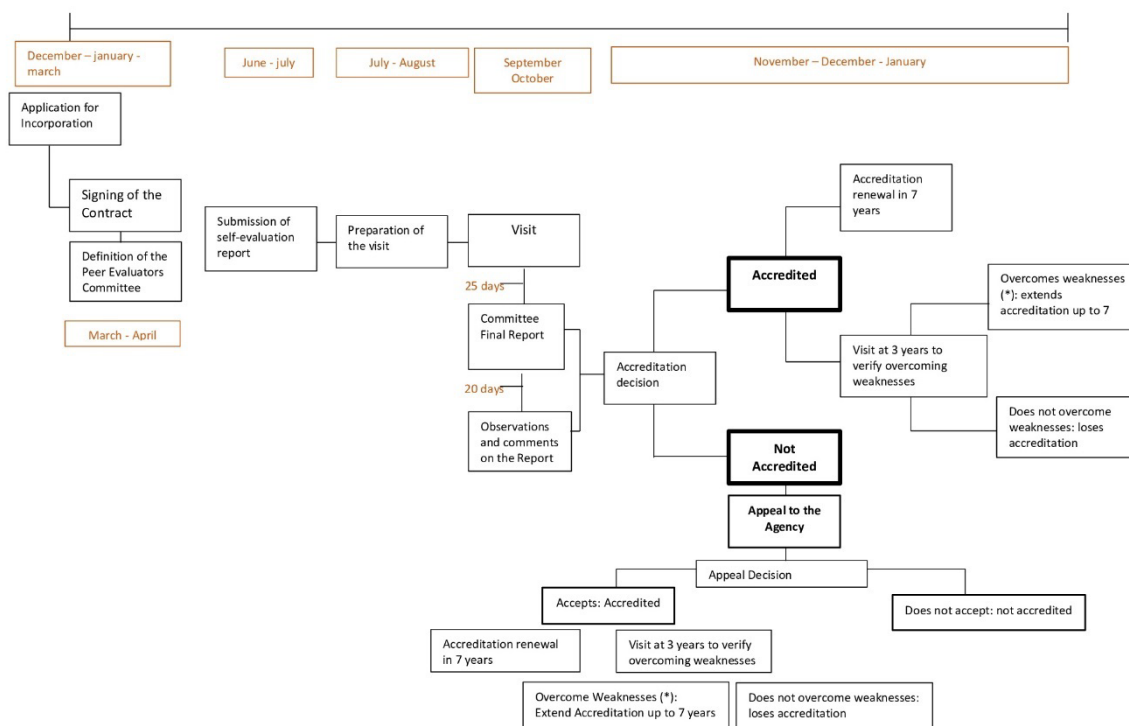
7.9.2.3. The costs of developing the process after three years of accreditation will be fully covered by the program. The fee will be reviewed depending on the documentary or field review, as decided by the Council of the Technology area.

7.9.2.4. The Accreditation Resolution document will be sent to the institution within 30 calendar days after the session of the Technology Council in which the decision was made.

Figure 1: Flowchart of the Science-Based Engineering Accreditation Process under international criteria

Flowchart of the Science-Based Engineering Programs Accreditation Process under international criteria

The preparation of the visit is essential in the process. For this reason, availability of time is required between delivery of the Self-Evaluation Report and the Visit. The schedule below is the ideal schedule to carry out the processes. It implies that the program should have some progress in the Self-Evaluation Report at the time of joining the process. Acredita CI hopes that the processes in Chile will gradually adjust to these deadlines. In the meantime it is understood that these could vary.



(*) And it maintains the conditions that allowed granting the accreditation

7.10. Appeal to the decision of No Accreditation

Only in the event that the program does not accredit, it may file an appeal of the decision to the Agency.

7.10.1. If the program wishes to appeal the decision, it must inform it in a formal letter sent by email to the Administration of the Agency, letter signed by the highest authority of the Academic Unit on which the program depends, within a maximum period of 3 calendar days from the receipt of the Resolution that notified the decision of non-accreditation. The purpose of this is for Acredita CI to be properly organized to provide a timely response to the program.

7.10.2. The appeal consists of a document in which the program presents additional information as substantive and documented evidence to refute the arguments that resulted from the process and that are presented in the Accreditation Resolution. The Appeal will present evidence for each of the arguments presented by the Agency, if applicable.

7.10.3. The evidence presented by the program must be substantive and will be previously reviewed by the Administration of the Agency to verify that it contains additional information that has not been previously presented in the process, but that was current at the time of sending the observations to the Final Report of the committee. If the information submitted is verified to be after that date, it will not be considered as part of the appeal and will have no impact on the review.

7.10.4. The program has 30 calendar days to present its appeal from the moment it receives the Accreditation Resolution under international criteria.

7.10.5. The appeal will be analyzed by an Appeals Committee arranged for this purpose, who will make a final decision. The Committee will endeavor to make the decision by consensus. If this is not possible, the decision will be made by simple majority.

7.10.6. *The Appeals Committee*

The appeals committee will be made up of three members of the Board of Directors of Acredita CI. The members will be named each time it warrants.

For its action, the Appeals Committee will have the following information:

- Self-Evaluation Report
- Final report with comments and observations
- Accreditation Resolution under international criteria
- Appeal document with comments and evidence

The result of this stage of the process is definitive.

Acredita CI will inform the program of the decision of the Appeals Committee by means of a formal letter issued for the purpose sent via email the same day the decision was made.

If the program accredits, Acredita CI will issue a **Certificate** which it will attach to the letter, a certificate that formalizes the accreditation decision under international criteria indicating the expiration date of the accreditation granted, in which it must be submitted again to the process. The program will be able to publicize the decision immediately, making use of this certificate.

The program will receive an Accreditation Resolution under international criteria informing the reasons for the appeal decision, within a maximum period of 30 days from the decision made.

7.11. *Of the revocation of the accreditation granted*

The causes and / or modifications for which a program would lose its accredited status are defined in the points below.

7.11.1. A program will lose its accredited status if:

- a. The term for the renewal of the accreditation expires and it has not been presented again to the process.
- b. Acredita CI receives substantiated information that allows it to ensure that the program lost the conditions on which it was granted accreditation.
- c. The program undergoes substantial changes and does not report them to the Agency, according to the procedure described below.
- d. The program does not submit the report six months prior to the expiration of the three-year term to demonstrate that it has overcome the weaknesses detected in the original process.
- e. The evidence presented by the program in the three-year review stage to resolve them does not ensure that it has overcome the weaknesses detected in the original process.
- f. There is evidence that the criteria that were met in the original process are no longer met, what is detected in the three-year review and even when it is granted a longer period of two years to resolve them, it continues to present those weaknesses.

In any of these cases and from that moment on:

7.11.2. The program will be removed from the Acredita CI website.

- 7.11.3. This means that the program is no longer recognized as substantially equivalent for the purposes of the Washington Accord.
- 7.11.4. Its graduates from that moment on will not be able to benefit from the recognition of their professional titles in the member countries of the Accord.
- 7.11.5. Acredita CI will verify that all advertising associated with the program does not contain the advertising associated with the accreditation with recognition of the Washington Accord. In the event that this persists, it will contact the institutional authorities to resolve.

7.12. Substantive changes during the validity of the accreditation

The program requires maintaining the conditions under which accreditation was granted, during the period in which it is accredited.

In any of the cases detailed below, in which Acredita CI decides to revoke the accreditation, the program may appeal to the Agency on the decision adopted, according to the appeal procedure described in point 7.10 of this Manual.

7.12.1. In the event that the Agency's administration has information provided by a third party or by the Institution itself, which shows changes or modifications to the conditions under which the accreditation was granted, the information will be made available to the Technology area Council.

7.12.1.1. The counselors will review the information in a session and in case there is substantive evidence that the conditions have changed or no longer exist and this affects compliance with the evaluation criteria or the achievement of the graduation profile, the Technology area Council will request to verify the situation in the field, if it warrants it or request information from the program authorities.

7.12.1.2. From the result of this action, the Technology area Council will determine if the accreditation is maintained or revoked. In the event that the decision is to revoke the decision, the Institution will be informed through a new Accreditation Resolution under international criteria, according to what is indicated in point 7.9. The application of what is indicated in points 7.11.2, 7.11.3, 7.11.4 and 7.11.5 will proceed.

7.12.2. The changes that occur in a program while the Accreditation period is in force under international criteria and that can potentially be incorporated into the Resolution that informs the accreditation of the program, are the following:

7.12.2.1. Creation of academic offer in locations or new installation of a location; new schedules and / or modalities. See point 4.3. of this Manual.

7.12.2.2. Modification of locations, schedule and / or modality of the educational offer.

7.12.2.3. Suppression of the academic offer in any location, schedule and / or modality.

Once any of the aforementioned changes have been produced, the institution will inform Acredita CI, accompanying a self-evaluation report, which must contain the details of the studies that led to the adoption of the decision to create, modify or suppress the academic offer in a location, schedule and / or modality, as well as the evaluation of the impact that this new element implies in the context under which the accreditation to the program was granted. This requirement will allow the precautionary Agency to ensure that the conditions under which the accreditation was granted are maintained.

7.12.3. The Technology area Council will analyze said self-evaluation report together with the background of the accreditation process, being able to make a field visit to the program by means

of peer evaluators and a visiting secretary to verify the information. The costs associated with this on-site visit are borne by the Institution.

7.12.4. In the case of incorporating a new academic offer, proceed as indicated in point 4.3. The field visit will be mandatory. The Technology Council will determine whether or not to incorporate the change informed into the current decision of the program. The change, if approved, will be reported in a Complementary Accreditation Resolution and the corresponding Certificate of Accreditation will be issued, once it is assured that the new offer meets the evaluation criteria. In this case, the accreditation will be extended to the expiration period of the accreditation of the other programs of the Unit.

7.12.5. Institutions may request that in the event of a change in the name of the accredited program, the validity of the accreditation granted be maintained. Acredita CI may authorize these changes if in its opinion:

- a) Indeed there are no other substantial modifications and the new name is relevant.
- b) The name change is part of a broader change process, incorporated into the improvement plan that was presented in the process of Accreditation of the program.

The highest institutional authority must certify the occurrence of any of the aforementioned situations.

7.12.6. The decision to incorporate the changes will be adopted by the Technology area Council, a decision that will be complementary to the document that granted accreditation to the program, by agreement of the majority of the Council.

7.12.7. The procedure for reporting substantive changes will be available at the Agency for the programs that request it.

8. ADJUSTMENTS TO THE DOCUMENTATION

As a process of continuous improvement in the Agency's regulations, in the month of January of each year the Agency's Administration will review the Documents of Rules and Procedures, Master Manual, Self-Evaluation Guide, External Evaluation Guide, Glossaries and Mandatory Annexes, which govern the accreditation process, with the purpose of incorporating the necessary adjustments that may arise as a result of the work carried out during the year, including here the possible updates to the Agency's evaluation criteria, Graduate Attributes or elements specific to the engineering specialties that should be considered in the documentation, as well as the proposed adjustments that arise from the relationship with the international accrediting agencies that are members of the Accreditation Accords to which the Agency is a party.

8.1. To report on the proposed adjustments, the Agency's administration will summon the counselors of the Technology area Council to an annual meeting in the month of March of each year, the table of which includes:

- Performance evaluation of the previous year.
- Analysis of the results of the processes.
- Analysis of adjustments to the documentation, when appropriate.

8.2. Changes in the documentation must be recorded indicating the date of their incorporation, the reason for the adjustment, the name of the person who incorporates the adjustment and the name of the person who approves it.

- 8.3.** The documentation with the adjustments will be reported on the Agency's Website and will be reported via Informational sent by mail, to each Higher Education Institution, for its knowledge, when this is necessary.
- 8.4.** On the other hand, changes or adjustments will be reported in each of the dissemination or training activities carried out by the Agency during the year.
- 8.5.** The documentation with its adjustments will govern the processes to be developed for the year following the one in which they were implemented.

The Administration of the agency will verify that the documentation has been duly informed to the entire community related to the development of the processes.

9. OF THE COFIDENTIALITY OF THE INFORMATION

All the antecedents of the process that are used and made available to the professionals of the Agency for their task, are reserved and confidential. Therefore, in no case may the information received be publicized, allow third parties access to them, and in general, make any use of said information for purposes other than those required by the process. The committee of peer evaluators may not disclose the evaluation report it issues to third parties.

In the event that in any of the stages of the process or any of the related professionals infringes the obligations of reserve and confidentiality of the information, will be notified of this and will be liable for any damage that may arise from said infringement, because it will imply a violation of the Code of Ethics of the Agency.

10. INTELLECTUAL PROPERTY

All the documentation or forms in general used by Acredita CI for the development of the accreditation process, is subject to Intellectual Property, so it may not be used or reproduced by third parties without previously requesting authorization from the Agency.

In the event that it is verified that the documentation is being used without due authorization, whoever is found responsible will be liable for any damage arising from the fact.

11. OF THE DISSEMINATION OF ACCREDITATION

As long as the Agency is a provisional member of the Washington Accord, the programs will not be recognized as substantially equivalent, however they will be recognized for their quality among the member countries of the Accord because they meet the quality criteria of the Agency.

11.1. The program may include in its advertising the logo of the Agency and the Washington Accord that will be provided by the Agency, indicating explicitly that the Agency is a provisional member of the Washington Accord.

11.2. If the program has not renewed its accreditation, it is prevented from using both the Agency and the Washington Accord logos.

The program can use the means it deems appropriate to disseminate its accreditation under international criteria, through the rules of use of the ISOLOGO of Acredita CI and the Washington Accord, while the program maintains current accreditation, which Acredita CI will systematically supervise.

11.3. The accreditation under international criteria of Acredita CI is not recognized by the National Accreditation Commission of Chile. This accreditation will be recognized by the Washington Accord and its member countries for the purpose of promoting professional mobility to those countries of engineers graduated in Chile from programs accredited under this model and facilitating their professional habilitation process. The evaluation criteria used by Acredita CI are comparable to the evaluation criteria used by the accrediting agencies of the member countries of the Washington Accord, which is why the accredited programs may be recognized as substantially equivalent by these countries, once Acredita CI is a full member of the Accord.

ANNEX 1

Application for Incorporation to the Accreditation Process of Science-Based Engineering Programs

	Exclusive use Accredita CI
No.	

The unit on which the program / s depends must complete the following form to request their incorporation into the accreditation process.

Once complete, send the form to the following email: incorporacion@acreditaci.cl indicating in the matter: Incorporation to the engineering accreditation process

1) Unit Data

Institution:	
Name of the unit: <small>(Faculty, School, Area, other as appropriate)</small>	
Address:	
Name of the unit's top authority:	
Position:	
Name of the person in charge of the accreditation process: <small>(For further communication)</small>	
Email address:	
Telephone number of the person in charge of the accreditation process:	

2) Detail of the program (s) to present to the process:

(Repeat this information as many times as necessary, depending on the program (s) that are presented to the process)

Name of the program	
Professional title to which it leads	
Academic degree that awards <small>(Bachelor Program)</small>	
Mentions in which it is taught <small>(if appropriate)</small>	
Creation Decree No.	

Name of the program according to the Information System for Higher Education (Database of www.mifuturo.cl)	
Does it has previous Accreditation? (If the answer is affirmative, indicate the name of the Accreditation Agency and the expiration period of the accreditation)	
Estimated date of presentation of the Self-Evaluation Report ⁶	
Cut-off date of the information presented in the Self-Evaluation Report. (Example: Fall semester year XXXX / Spring semester year XXXX, to December XXXX)	
Related Higher Education Institutions ⁷	

Details of Locations, Schedules and Modalities⁸ in which the program is taught
(Repeat as many times as necessary)

No.	Location Name	Schedule (Daytime / Evening)	Modality (Face-to-face / Blended / online)	SIES code ⁹	Start year of the Program at the location	Observations
1						
2						
3						
6						
8						

⁶ Date required for the purposes of working on the definition of the committee of peer evaluators in a timely manner.

⁷ In order to prevent possible conflicts of interest when proposing the Committee of Peer evaluators to the program, Acredita CI requests the Institution to report the name of any Higher Education Institution with which it may share or have ownership or management relationship.

⁸ You must inform all the days and modalities in which the program is taught and that are in force or in the closing process as long as it has students studying, which can be: day or evening sessions in face-to-face or blended mode, regular programs.

⁹ This Code is obtained from the Database provided by the Website www.mifuturo.cl indicated as unique code. The program that is submitted to the accreditation process, as well as each of the locations, schedules and modalities that are reported in this Application, must be those in force at the time of this presentation and at the same time this information must coincide with the information that presents the database of the Information System for Higher Education (SIES). In the event that the current offer does not coincide with what is indicated in SIES (SIES presents another offer in addition to the current one or the offer is not reported in SIES), specify the reasons why this information does not coincide as well as the steps to follow for the Institution to solve it. Please indicate this in the "Observations" column.

Complete the information indicated, for each location, schedule and modality reported. This information will be referred to through the serial number assigned to each one.

Details of the program for each venue and modality:		
1	Total number of students enrolled to date:	
	Nominal duration of the program expressed in semesters:	
	Total number of graduates to date:	
	Number of cohorts with graduated students to date:	
	Indicate the system for measuring student workload: Example: transferable credits / teaching units / credits / other.	
	Indicate total credits / units of student workload	

3) Billing Data

Business name	
RUT	
Address	
Business activity	
Legal Representative who will sign the Contract	
Proof of Legal Representation	
Identity card	
Date (dd / mm / yyyy)	

The undersigned declares the commitment, of the program / s, to carry out the accreditation process, under the criteria established in the Master Manual for the Accreditation of Science-Based Engineering Programs of Acredita CI. Also, agrees to consider the results of this Accreditation in the future development of the program.

Signature and Stamp Legal Representative

Exclusive use of Acredita CI SA		
Accreditation Council that authorizes	Signature President of the Council	Date

ANNEX 2

CONTRACT FOR THE PROVISION OF INSTITUTION SERVICES

In Santiago, on XX of XXX, 20XX, between the Agencia Acreditadora Colegio de Ingenieros de Chile SA, RUT 76.584.290-5, represented by Mr. / Mrs. XXXXXX, Chairman of the Board, national identity card No. XXXX and Mr. / Mrs. XXXX, General Manager, national identity card N ° XXXXX, all domiciled at Avenida Santa María number 0506, 2nd floor, Providencia, Santiago de Chile, hereinafter "Acredita CI", on the one hand and on the other, the Mr. / Mrs XXXXX, national identity card No. XXXX, domiciled at XXXX, Santiago, Chile, who hereinafter will be called "The Institution", duly represented by its Rector Mr. / Mrs. XXXXX, national identity card No. XXXX, the following Service Provision Agreement has been agreed upon,

CONSIDERING THAT:

1. **Acredita CI** Its attribution, among others, is to enter into contracts, with natural or legal persons, for the performance of the tasks or functions of certification of the quality of programs taught by Higher Education Institutions.
2. The accreditation process under international criteria will be governed by the "Master Manual for the Accreditation of Science-Based Engineering Programs" issued by Acredita CI and by the Agency's Manual of Standards and Procedures.
3. **Acredita CI** is a member of the Lima Accord and a provisional member of the Washington Accord. Both entities administer the engineering program accreditation agencies in more than 30 countries. This membership is evidence that the accreditation process conducted by Acredita CI is comparable to that of the member countries and is carried out considering the best practices in accreditation processes worldwide.
4. **Acredita CI** develops the accreditation process with a focus on strengthening the mechanisms of continuous improvement of the educational process, to ensure its quality, focused on verifying the learning of students to comply with the graduation profile from the program and the Graduate Attributes from the Washington Accord detailed in its Master Manual for the Accreditation of Science-Based Engineering Programs; keeping in mind the consistency of purpose.

AGREE TO THE FOLLOWING:

FIRST:

The Institution has asked Acredita CI to carry out the accreditation process for the program (s) listed below, according to information in the Application for Incorporation into the Process that is considered an integral part of this Contract, a process that Acredita CI accepts make:

Name of the program

Location in which it is taught:

Schedule:

Modality:

SECOND:

The responsibilities of Acredita CI will be:

- a) Carry out the process in strict adherence to the definitions established in the Master Manual for the Accreditation of Science-Based Engineering Programs and the Acredita CI Rules and Procedures document, in the program accreditation process.
- b) Appoint, in agreement with the Institution, the external evaluation team called "Committee of Peer Evaluators", hereinafter "Committee", required to evaluate the program (s) indicated in the FIRST clause.
- c) Appoint a Technical Secretary by Acredita CI to accompany the Committee during the visit.
- d) Carry out the evaluation visit on dates agreed upon by mutual agreement, according to the terms established in the Manual of Rules and Procedures for Science-Based Engineering Programs.
- e) Make sure that the Committee prepares a written evaluation report of the corresponding program, which contains a detailed analysis of the activities carried out during the visit, including conclusions and recommendations.
- f) Send the Preliminary Report to the program and receive the observations or comments that the program deems necessary to inform the Agency within the defined deadlines.
- g) Take charge of all the expenses of the Committee.
- h) Adopt the accreditation decision under international criteria through the Technology Council and report it according to the Acredita CI Rules and Procedures.
- i) Receive and resolve, when appropriate, the Appeal of the accreditation decision and decide as indicated in the Rules and Procedures.

THIRD:

The Institution's responsibilities will be:

- a) Deliver to Acredita CI the Self-Evaluation Report of the program within the defined deadlines, developed based on the Criteria established in the Master Manual for the Accreditation of Science-Based Engineering Programs, which are reported in the Self-Evaluation Guide for Accreditation and that is specified in the Manual of Rules and Procedures for Science-Based Engineering Programs.
- b) Deliver the additional information required by Acredita CI during the visit preparation process.
- c) Participate in the meetings prior to the visit, and that they be specifically scheduled to review the background, at the request of the committee.
- d) Deliver the information required by the committee in the visit, when requested and feasible to deliver.
- e) Assign an Administrative Support Coordinator for the Committee. Said coordinator will not participate in the deliberations of the Committee.
- f) Have the necessary resources to successfully complete the external evaluation visit carried out by the Committee.
- g) Know the accreditation procedure that is established in the Acredita CI Norms and Procedures Manual, which essentially indicates that the program (s) enter a process of continuous improvement, committing to permanently renew the accreditation, in such a way to keep in force the advantages that the process offers to the graduates of the program, to the Unit and to the Institution that imparts it.

FOURTH:

The institution assumes the commitment of the program to carry out the accreditation process under international criteria, in accordance with the provisions of the Master Manual for the Accreditation of Science-Based Engineering Programs of Acredita CI and the provisions of the Manual of Rules and Procedures for Science-Based Engineering Programs of the Agency.

Likewise, it undertakes to consider the commitments assumed in its Self-Evaluation and the recommendations emanating from the accreditation, in the future planning of the program.

FIFTH:

The date to carry out the external evaluation visit will be set by mutual agreement between The Institution and Acredita CI, once the program (s) deliver the respective Self-Evaluation Report in June of the year XXXX. No visit may be made without the presence of authorities, academics and students from the program (s) indicated in the FIRST clause.

SIXTH:

The fee of Acredita CI for the provision of the services covered by this Contract will be the single and total sum of \$ XXXXXXX.- (XXXXXXXXXXXXXXXXXXXX pesos), equivalent to UF XXXXX at the exchange rate \$ / UF XXXXXX for which Acredita CI will issue invoices exempt from Value Added Tax, for "Internationally Recognized Accreditation Services", on the dates indicated below. Said invoices will be paid within 30 days from their date of issuance by The Institution, and will be issued as indicated below:

- a) 30% (\$ XXXXXXXXXXXXXXX) upon receipt of the Self-Evaluation Report at the agency.
- b) 30% (\$ XXXXXXXXXXXXXXX) at the end of the visit, and
- c) 40% (\$ XXXXXXXXXXXXXXX) against delivery of the accreditation resolution.

SEVENTH:

Without prejudice to the claim and appeal mechanisms related to the accreditation process that is the subject of this Contract, the parties agree that any difficulty or controversy that may occur between the contracting parties regarding the application, interpretation, duration, validity or execution of this contract or any Any other reason directly or indirectly related to this contract and with those that are concluded because of this contract, will be solved by following the following procedure:

- a. First, the parties will do their best to find an amicable solution.
- b. In case of not being successful in achieving a direct solution, the parties expressly agree to submit the difficulty or controversy to the jurisdiction of the Ordinary Courts of Justice, for which purposes both parties establish domicile in the city of Santiago.

EIGHTH:

All the information that the Institution provides to Acredita CI is strictly confidential, and cannot be used except for the purposes assigned to it by this process and in accordance with the provisions of the Manual of Rules and Procedures for Science-Based Engineering Programs in this regard.

NINTH:

The legal status of the legal representatives of Acredita CI is recorded in the minutes of the Board of Directors Meeting of the company reduced to a public deed before the Notary Public XXXXXX. The legal status of Mr. / Mrs. XXXXXXXXXXXXX, to appear on behalf of The Institution, consists in the public deed dated xxxxx of xxxxxx of two thousand xxxxxx, signed before the Notary of xxxxxxxx Mr. / Mrs. xxxxxx xxxxxxxxx xxxxxx.

ELEVENTH:

This contract is signed in two copies of the same content and legal value, with one copy remaining in the possession of each of the parties.

XXXXXXXXXXXXXXXXXX
Rector
Institution XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX
Legal representative
Acredita CI

ANNEX 3

GLOSSARY OF TERMS FOR ACCREDITATION CRITERIA

Academic: professional or graduate linked to a university or others established by law, who in their work integrates teaching, research, involvement with the environment and / or management.

Universal accessibility: It is the condition that the infrastructure, the learning resources and the services provided by a higher education institution to its students, administrative personnel, faculty and anyone who makes use of it must meet in accordance with Law 20.422 that Establishes Norms on Equality of Opportunities and Social Inclusion of People with Disabilities.

Curricular activities: each of the actions or tasks that students must develop within the framework of the program's curriculum.

External agent or expert: member of the significant environment, external to the Institution of Higher Education who, either due to his experience or his certified training, becomes a benchmark in the area.

High dedication and permanence of faculty: considers the physical presence of faculty in a minimum of 22 hours per week, which allows compliance with the responsibilities, functions and attributions established in the institutional regulations, and the timely attention of students.

Knowledge areas:thematic classification that considers the following areas: Administration and Commerce, Art and Architecture, Science, Social, Law, Education, Armed Forces, Order and Security, Humanities, Natural Resources, Health and Technology. These correspond to the UNESCO CINE historical classification with CNA adaptations.

Educational areas: curricular space, where content, teaching-learning and evaluation strategies are selected, organized according to the development of capacities identified in the different areas of competence of the graduation profile. These are:

- **General:**It is the basic in the integral formation of a professional, and that could be found in function of the institutional seal, for example: culture, sustainability, citizenship, among others. Oral and written communication, critical thinking, problem solving, development of interpersonal relationships, self-learning and personal initiative, teamwork and use of information technologies. Ethical behavior, social and individual responsibility, the construction of citizenship and democracy, inclusion, respect for diversity, human rights and the environment.
- **Disciplinary:** correspond to the theoretical foundations of the disciplines that make up the curriculum of the program.
- **Professional:** the educational activities that lead to the exercise of the profession in the country, and that do not correspond to the disciplinary activities of the program.

- **Complementary:** corresponds to education that is not directly related to the graduation profile, such as languages, art, sports, etc. (If the program is in languages, sports, or arts, these become disciplinary).

Quality assurance: ability of the programs to incorporate formal and systematic mechanisms that ensure the achievement of the evaluation criteria in the accreditation process under international criteria.

Critical subjects: subjects that make up the curriculum that, due to their high failure rate (according to the standards of the program), cause a delay in curricular progress.

Self-Evaluation: evaluation process through which a unit or program gathers and analyzes substantive information about itself based on its stated purposes and in light of evaluation criteria, in order to strengthen the unit's management capacity and lead to a systematic planning of improvement actions and their follow-up in such a way that the results of said evaluation serve as feedback to the improvement processes or actions to achieve the graduation profile (as a purpose to be achieved). Self-evaluation leads to a continuous improvement of the quality of the educational process, strengthening the capacity for self-regulation of the program.

Quality of the educational process: It is the program's ability to satisfy the expectations of the students and the professional performance environment, through ensuring the achievement of the graduation profile and educational objectives.

Self-regulation capacity: ability of the program to incorporate continuous improvement mechanisms into its processes in order to systematically evaluate its results, validate them, evaluate their impact on education and introduce improvements when necessary, depending on the achievement of the graduation profile.

Program: set of curricular activities organized in a curriculum leading to a higher-level technical program or a professional program.

Program closure: the officially decreed closure; the closure of vacancies indefinitely for the program throughout the institution in each of its locations, schedules and modalities.

Cohort: set of students who start their studies in the same year.

Competence: corresponds to the ability of an individual to mobilize both their internal resources (knowledge, skills and attitudes), as well as those external resources available in the environment of their performance area, to solve complex problems that arise in the development of their profession or activity.

Transversal or generic competences: integrated set of knowledge, skills and attitudes, transferable to a great variety of functions and tasks, without corresponding to a particular discipline. As

transversal competences, oral and written communication skills, problem solving, teamwork, ethical commitment, teamwork, creativity, leadership, among others, are identified.

Unit Council: corresponds to the collegiate body of support to the senior authority of the unit. For example: Faculty Council, School Council, Academic Council.

Technology Council: decision-making body of the highest technical level that makes Accreditation decisions for engineering programs. It is made up of at least 7 academics and / or professionals with relevant experience, who remain in their positions for up to 8 years, with partial renewal mechanisms every 4 years. They are elected by the Board of the Agency on the basis of a shortlist.

SCT-Chile credit: the unit of assessment or estimation of the volume of academic work that students must dedicate to achieve the learning outcomes or competences, in which both the hours of direct teaching (or face-to-face) and the hours of autonomous work (or not face-to-face) are integrated). One credit represents between 24 and 31 hours of academic work.

Evaluation criteria: they define the expectations about the way in which the unit and the program are organized to fulfill the established graduation profile, which includes the graduate attributes. Compliance with the graduation profile and, therefore, the graduate attributes, as well as the educational objectives, is essential for accreditation. Meeting the evaluation criteria is synonymous with quality.

Qualified Board of Directors: Dean, Director / Head of Unit, Head of Program who, in addition to their academic-professional competencies, possess basic competencies of Management and Direction of organizations, either for positions previously held or for certified training.

Sufficient Dedication of Executives: It considers the physical presence of Executives (Dean, Director / Head of Unit, Head of Program), in a minimum of 22 hours per week, which allows compliance with the responsibilities, functions and attributions established and the timely attention of students.

Sufficient Dedication of the Core of the Program: considers the physical presence of the faculty who are part of the core of the program, in a minimum of 22 hours per week, which allows them to fulfill the responsibilities, functions and attributions established and the timely attention of students.

Teacher: professional, from various disciplines, who teaches in Higher Education Institutions.

Evaluation: systematic activity of collection, processing and analysis of information and its contrast with previously defined evaluation purposes and criteria, to support decision-making.

Evaluator: highly specialized academic and / or professional staff who perform the functions of Evaluator Peer, in charge of the development of the external evaluation of the programs. The evaluator has the mission of internalizing the institutional purposes of the institution where the program to be evaluated is taught and knows the national and international standards of the

discipline and the profession. Firstly, they verifies the mechanisms that the program has implemented so that the graduation profile advances in consistency with those institutional purposes and with the graduate attributes and verifies the strength of the control mechanisms that the program has arranged to make available from the achievement of that graduation profile, all the minimum resources and processes to guarantee its fulfillment and, therefore, evaluate

Evidence: concrete and irrefutable information that supports the certainty of the evaluative judgment.

Academic management: assume and exercise responsibility for the processes, results and impact of the student educational process, through the administration of human, financial and material resources, within a Higher Education Institution.

Inclusion: Incorporation of the diversity of people in the work of higher education institutions in order to safeguard the achievement of the graduation profile of each program or program and the institutional mission, regardless of ethnicity, nationality, socioeconomic situation, language, ideology or opinion politics, religion or belief, union or participation in union organizations or the lack of them, sex, sexual orientation, gender identity, marital status, age, affiliation, different abilities, personal appearance and illness.

Indicator: it is data that relates two or more variables to measure or assess quality aspects that apply to an institution, unit or program. The quality indicators, both quantitative and qualitative, allow to know the program of adjustment to the objectives and quality criteria.

- Process indicators: allows you to measure or assess progress or progression, which is concentrated in the development of activities.
- Result indicators: allows to measure or value the products or achievements obtained from the development of activities.
- Impact indicators: allows to measure or evaluate the variation experienced between an initial and final state of a process or activity.

Self-Evaluation Report: It is a relevant and fundamental document for the accreditation process, since it describes the mechanisms that the Unit and the Program have implemented (their program of formality and systematization) to carry out the teaching-learning process and achieve the graduation profile, also describing the mechanisms that ensure its consistency with the institutional purposes, the validation of the relevance of the graduation profile and how it is organized for the continuous improvement of the quality of the educational process. In this document, the program also details the strengths and weaknesses that it has detected in the self-evaluation process and through the Improvement Plan that is part of the document, it commits to the necessary actions to overcome them.

Institution: corresponds to the University or Professional or Technical Institute, which offers the program submitted to the accreditation process. The institution must be autonomous and have an institutional mission and purpose statement.

Schedule: corresponds to the schedule in which a program is taught. In this way, daytime, evening or other schedules defined by the institution are distinguished.

- **Daytime:** it refers to the type of schedule that concentrates the teaching and non-teaching activities mainly during the morning and afternoon.
- **Evening:** it refers to the type of schedule that concentrates the teaching and non-teaching activities mainly during the afternoon and evening (after 6:00 p.m.).

Educational materials: corresponds to materials and resources that develop and advance new interpretations, content and methodologies that impact learning.

Mechanisms: elements that are part of a procedure or actions that are developed systematically and constantly over time, whose objective is to put institutional policy guidelines into practice at different levels of the institution's operation.

Continuous improvement: The evaluation of the results serves as feedback to the processes (formal and systematic) to ensure the achievement of the graduation profile and the graduate attributes, the achievement of the objectives defined by the Unit and the achievement of the evaluation criteria.

Goals: statement of the partial results on the way to achieving the objectives; expressed as observable, measurable or quantifiable achievements. They are short-term definitions that are expressed in terms of expected results.

Unit Mission: reason that justifies the existence, identity and personality of the Unit on which the program depends. It defines the basic purposes towards which its activities point based on the Institutional Mission.

Mission: reason that justifies the existence, identity and personality of the institution of higher education at the present and future time. An approach that expresses the fundamental purposes of the organization and its social commitment.

Modality: corresponds to the different forms of organization of the curriculum or the pedagogical offer. Therefore, the face-to-face, online or blended offer are different modalities; regular programs, program regularization programs or special program programs and terminal cycles.

Educational Model: The Institutional Educational Model is the general framework that establishes a global conceptual base for the teaching of the Higher Education Institution and contains the representation of the design, the structure, the essential curricular components of the educational process and the relationships between them. It incorporates the institutional seal. Therefore, it is the basis through which the institution provides the guidelines for the planning and development of teaching, that is, it establishes a guide for curricular management and to offer relevant, coherent and feasible training. To do this, it considers the set of its own characteristics that differentiate it from other higher education institutions, in relation to the objectives derived from its mission and takes into account the development of society and the environment.

Number of members of the core of the program: in order to safeguard the sustainability of the educational project and meet the needs of the curriculum, each program must consider, for the definition of its minimum number of members of the core in each location, schedule and modality of the program, the following factors:

- representativeness of the educational areas of the curriculum.
- total number of students in the program.

Educational objectives: the educational objectives, are medium-term, refer to the expected professional performance of the engineers some years after (3 or more years) they have graduated from the Institution. This performance reflects the institutional purposes expressed through its Mission, allowing its consistency to be verified through consultation with graduates.

Graduation Profile: set of knowledge, skills and attitudes that the student of the program will have internalized at the time of their graduation, and constitutes the frame of reference for the application of the evaluation criteria.

Curriculum: It is a structured explanation that defines the times and the subjects corresponding to the areas that are part of the educational process leading to the achievement of the graduation profile in the students of the program. Normally this includes: entry profile, educational areas, curriculum and subject programs.

Improvement Plan: is understood as a document that formalizes the actions that the program undertakes to develop, to overcome the weaknesses that it detected at the conclusion of its self-evaluation process. There are duly prioritized actions for which it is considered:

- ✓ The weakness to overcome
- ✓ Actions to implement
- ✓ Responsible for guiding each of these actions
- ✓ Specific deadlines for achieving them: start and end of the action
- ✓ Monitoring indicators
- ✓ Explicit goals where applicable
- ✓ Resources that will be involved (\$ - HR)

The Improvement Plan will be realistic: the committed actions can be specified; and verifiable: the monitoring indicators and goals make it possible to periodically control the progress in the implementation of these actions. Furthermore, the person responsible for its achievement must be a visible, explicit person (or group of people).

Unit budget: will be understood as the amount of money assigned to the academic unit during a given year, considering its income and expenses, specifying the information for each of the programs that depend on it.

The gloss must indicate, at least, the amounts assigned to the teaching, research / creation and extension activities, developed by the program.

Formal process: duly documented process.

Systematic process: that is applied with a defined regularity and permanently over time.

Purposes: statement of educational and organizational intentions of an institution. The intention of a program to achieve the training of a professional with a specific graduation profile.

Regulation of the Program: It is considered as regulation of the program all those regulations that, due to their particularity or precision, it has developed for itself. The foregoing includes the existing regulations at the institutional level, which apply to the program and which it does not require to establish additionally.

Accreditation Resolution: Formal document that expresses the agreement of the Accreditation Counselors about the accreditation or not of the program under evaluation, stating in the document the number of years of accreditation and the term for its expiration, in which it is also expressed and summarized the quality of the educational process, the capacity for self-regulation of the program, the level of compliance with the evaluation criteria and the main strengths and weaknesses. The Accreditation Resolution explicitly recognizes the advances in the program between one accreditation process and another, although it is understood that these advances are part of the expected dynamism of the educational process.

Location: enclosure circumscribed to a determined city, in which educational activities are carried out and programs are dictated. For example, two or more addresses in the same city correspond to a single location, unless the institution of higher education defines otherwise. Locations are understood as the premises and facilities of a higher education institution in which teaching, research or extension activities are carried out, which are located in a specific city.

Evidence system: consists of mechanisms by which information is identified, collected and prepared, which is a selection of all individual, group, laboratory work, tests, exams, capstone projects, practical activities, among others, that the teacher designed to measure the graduate attribute (s), and that the student responded or performed in the subject; to subsequently assess the achievement of the student's learning outcomes.

Bologna Accord: is the name given to the process that began with the Bologna Declaration, an accord signed in 1999 by the Ministers of Education of various European countries, in the Italian city of Bologna. It is a joint declaration that started a convergence process that aimed to facilitate the exchange of graduates, adapting the content of university studies to social demands, improving its quality through greater transparency. In addition, consider quantified student-based learning through a unified credit system. The Bologna process considers a standardization of programs to create a common space for higher education in Europe.

Academic Unit: corresponds to the academic - administrative instance, within the organizational structure of the institution, to which the program submitted to the accreditation process belongs. The unit, for identification purposes, is one that has: identifiable directive authorities, assigned human and material resources, and an operational budget. For the purposes of this document, the

unit to which the program belongs may correspond to a faculty, school, department, institute, or other instance, as defined by the institutional structure.

Linked units: corresponds to the units that provide some type of service to the development of the program. For example: other faculties, areas or departments of the Institution.

Values: they are the foundations or principles that guide the effort of the Higher Education Institution in its educational process. It states the basis of a desirable education with which the stakeholders of a Higher Education Institution are committed. For example: Christian formation, committed to society, to the environment, among others.

Vision: statement about what the Institution of Higher Education aspires to be and about its expectations for the future.

External validation of the Graduation Profile: adaptation of the graduation profile to the disciplinary and professional context.

Internal validation of the Graduation Profile: consensus and socialization of the graduation profile in the community related to the program.