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**KAA Methodology**

**on**

**Follow-up and Post-accreditation Procedures**

**Prishtina**

**September, 2021**

In accordance with the Law No. 04/L-037 on Higher Education in the Republic of Kosovo, the Administrative Instruction 15/18 on Accreditation of Higher Education Institutions and KAA Accreditation Manual, KAA will organize post-accreditation procedures and follow-up procedures for higher education institutions and their study programs.

This document will serve as a guide for the KAA, higher education institutions, international experts and public at large to implement fair and transparent post-accreditation and follow-up procedures.

The document is in compliance with the Standard 2.3 of the European Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), which requires quality assurance agencies to complete the accreditation cycle with post-accreditation procedures, aiming to continuously improve quality of higher education institutions. According to Standard 2.3., post-accreditation procedures depend on the design of the external quality assurance, therefore, with this document, KAA introduces follow-up procedures that are entirely relevant to Kosovo context and quality assurance system and in accordance with the local legislation applicable.

1. **Post-accreditation procedures**

Post-accreditation procedures are part of HEI’s external quality assurance process and they complete the accreditation cycle. Their implementation is described below:

* 1. **Organization of post-accreditation procedures by KAA**
		1. KAA organizes post-accreditation procedures at least once within the duration of accreditation at institutional and/or study program level for each accredited higher education institution in the Republic of Kosovo.
		2. To ensure coherence in its actions, KAA initiates post-accreditation procedures for study programs accredited within the same period of time.
		3. Respective higher education institution is officially informed by KAA about the initiation of the post-accreditation procedure at institutional level and/or study program level.
		4. Post-accreditation procedures will only verify and confirm to what extent the recommendations have been met by higher education institution and do not include any re-evaluation of standards of the Accreditation Manual.
		5. KAA will engage an international accreditation expert for the post-accreditation procedures implemented for each study program and/or institutional level for each accredited higher education institution in the Republic of Kosovo.
		6. The international accreditation expert engaged may be the same international accreditation expert who carried out the evaluation of institution and/or respective study program and/or a different expert, depending on their engagement with the KAA.
		7. Post-accreditation procedures will be conducted in distance with the documentation exchanged electronically. An online or physical visit may take place at higher education institution premises subject to KAA or international expert request.
		8. The report drafted by the international expert stating to what extent recommendations have been met by higher education institution will be reviewed and approved in the SCQ meetings.
		9. Post-accreditation procedures report along with the SCQ decision about the respective higher education institution will be published on the KAA official website.
		10. Post-accreditation procedure report is part of documentation for future re-accreditation procedure for the respective higher education institution.
		11. Post-accreditation procedure cost is regulated with the Administrative Instruction on Accreditation of HEIs.
	2. **Submission of initial improvement report**
		1. Within 90 days of receiving the decision on accreditation and/or re-accreditation at institutional and/or study program level, each HEI will submit to KAA an initial improvement report.
		2. Improvement report is drafted in Albanian and English, in electronic format, as defined by the KAA.
		3. Improvement report is an official document addressing individually each of the recommendations given by international accreditation experts in the external evaluation report per each standard in the general area of the Accreditation Manual.
		4. Improvement report contains a substantial, non-affirmative, evidence-based elaboration and real planning of actions to be taken by higher education institution to individually address recommendations by experts.
		5. In addition, the improvement report specifies a period of time, as decided by HEI or suggested by international accreditation experts in the evaluation report, within which the recommendations will be met.
	3. **Submission of final improvement report**
		1. To allow for the HEIs to appropriately meet recommendations and create evidence about the recommendations addressed by HEI, KAA carries out post-accreditation procedures at least one year after the SCQ accreditation decision has been issued.
		2. One year following the institution and/or study program accreditation and/or re-accreditation, HEI submits to KAA a complete improvement report presenting the progress achieved and activities to be implemented to fully comply with the experts’ recommendations.
		3. In addition to the improvement report, the institution may submit other relevant evidence that prove that the respective recommendations have been met.
		4. Improvement plan is initially reviewed by the KAA to ensure the document meets the requirements defined in this document.
		5. KAA may ask the institution to complement the document if considered that the report does not meet post-accreditation procedure requirements. The document is considered final after the improved version is submitted.
	4. **Involvement of an international accreditation expert**
		1. KAA will forward the institution’s improvement plan to the international accreditation expert, including any relevant evidence, if available, external evaluation report and any other document necessary for post-accreditation procedure.
		2. Whenever a different international accreditation expert is engaged, KAA provides all the contextual information about the institution and/or study program.
		3. The international expert will only review the documentation to verify and to confirm that recommendations have been met by higher education institution.
		4. If the international expert considers that the improvement report is incomplete and therefore it is not possible to verify whether the recommendations have been met, KAA may require additional information from higher education institution.
		5. The higher education institution will send the additional information required within 7 days from the KAA request. Additional information is limited to evidence relevant to verify whether recommendations given in the evaluation report have been met.
		6. Within 14 calendar days following the receipt of additional information from KAA, the international accreditation expert drafts a written report based on the template applied by KAA (Annex 1) confirming the extent to which the recommendations have been met by the respective institution.
		7. The report from the international expert is sent to respective institution to comment the factual situation verified by the expert.
		8. The institution is allowed to send the comments about the post-accreditation procedure within 7 calendar days from the receipt of the report from the KAA.
		9. Following the receipt of comments from the institution, KAA will forward the written comments to the international expert to finalize the post-accreditation procedure.
		10. The international expert finalizes the post-accreditation procedure within 7 calendar days from the receipt of comments from the institution.
		11. The final post-accreditation procedure report drafted by the international expert is submitted to SCQ members and is reviewed in one of the SCQ meetings.
	5. **Arrangement of post-accreditation physical visit to higher education institution**
		1. If the KAA or the international expert considers that it is not possible to have the post-accreditation procedure implemented in distance, respectively to verify whether the recommendations have been met, then it is possible to proceed with a physical or online post-accreditation procedure visit.
		2. The online or physical visit is organized in compliance with the principles stipulated in the Accreditation Manual in regards to accreditation visit.
		3. The international accreditation expert, in consultation with the KAA, decides about the duration of the visit and the agenda of the meetings.
		4. KAA sets the time and the agenda of the visit in consultation with the higher education institution.
		5. The post-accreditation visit agenda is limited only to participants who are relevant to meet the post-accreditation procedure visit needs.
		6. Post-accreditation procedure visit will only verify and confirm to what extent recommendations have been met by higher education institution and does not include any re-evaluation of standards of the Accreditation Manual.
		7. After the post-accreditation procedure visit, the expert will ask for the additional evidence that was presented during the post-accreditation visit but not included in the initial report sent by higher education institution.
		8. Higher education institution will have 2 calendar days to submit the additional evidence to KAA. Such evidence is limited only to documentation that is considered relevant by the expert to verify whether the recommendations have been met by institution.
		9. Within 14 calendar days following the receipt of additional evidence from KAA, the international accreditation expert drafts a report, using the template applied by KAA, confirming the extent to which the recommendations have been met by the respective institution.
		10. The report drafted by international expert is sent to respective institution to comment the factual situation verified by the expert.
		11. The institution is allowed to send the comments on post-accreditation procedure within 7 calendar days from the receipt of the report from the KAA.
		12. Following the receipt of comments from institution, KAA will forward the comments to the international expert to finalize the post-accreditation procedure.
		13. The international expert finalizes the post-accreditation procedure report within 7 calendar days from the receipt of comments from the institution.
	6. **Confirmation of post-accreditation procedure report by SCQ**
		1. The final post-accreditation procedure report drafted by international accreditation expert for respective higher education institution is submitted to SCQ members to be reviewed.
		2. SCQ reviews the findings from the post-accreditation procedure report by making an observation, which if positive is included in the minutes of the meeting.
		3. If the post-accreditation procedure report confirms that higher education institution has not met the recommendations from the international expert within the period recommended in the external report, SCQ may require the initiation of an early accreditation procedure in compliance with the Law on KAA, sub-legal acts and Accreditation Manual.
		4. If the SCQ concludes that KAA has committed any violation while conducting the post-accreditation procedure, SCQ returns the case for re-examination.
		5. The higher education institution is officially informed by KAA about the finalization of institutional and/or study program post-accreditation procedure.
		6. The higher education institution is entitled to appeal the SCQ decision, in compliance with the KAA legal basis and general laws applicable.
1. **FOLLOW-UP PROCEDURES**

In addition to post-accreditation procedures which complete the accreditation cycle, KAA conducts follow-up procedures aiming to verify and confirm whether accreditation conditions and standards of the Accreditation Manual continue to be implemented by accredited higher education institutions. These procedures are implemented at institutional and/or study program level and they do not duplicate post-accreditation procedures which are specifically focused on recommendations given in external evaluation reports. Follow-up procedures are divided into:

* General follow-up procedures;
* Follow-up procedures according to Accreditation Manual standards;
* Special follow-up procedures.
	1. **Organization of follow-up procedures by KAA**
		1. KAA organizes follow-up procedures at least once in 6 (six) months at institutional and/or study program level for each accredited higher education institution in the Republic of Kosovo.
		2. To ensure coherence in its actions, KAA implements its follow-up procedures with higher education institutions and their study programs subject to accreditation within the same time-period.
		3. Follow-up procedures verify and confirm to what extent accreditation conditions and/or Accreditation Manual standards are being maintained by higher education institution at institutional and study program level.
		4. Follow-up procedures may take place in distance with documents exchanged electronically and/or physical visits organized to higher education institution premises.
		5. Follow-up visits are carried out by KAA officials.
		6. KAA officials will perform the follow-up visit in line with the ethical principles for public officials as per the legislation applicable.
		7. The higher education institution is officially informed by the KAA about the initiation of the procedure in distance, whereas, subject to KAA discretion, physical follow-up visits may take place with or without a prior notice.
		8. If the follow-up visit is organized without a prior notice to institution, KAA officials will disclose the purpose of the visit to institution’s authorized representative at the time they arrive at the institution.
		9. KAA officials may keep notes and take pictures during the visit at higher education institution.
		10. When the follow-up visit is over, KAA officials will draft a report about the maintenance of accreditation conditions and/or Accreditation Manual standards by higher education institution; the report will be reviewed and approved in the SCQ meeting.
		11. Follow-up procedure report along with the SCQ decision about the respective higher education institution is published on the KAA official website.
		12. Follow-up procedure report is part of documentation for the future re/accreditation procedure of the respective higher education institution.
	2. **General follow-up PROCEDURES**

General follow-up procedures include activities initiated by KAA that are related to constant implementation of accreditation conditions given in the SCQ decision and/or other formal criteria stipulated in the legislation applicable. General follow-up includes, but is not limited to:

* 1. **Follow-up of study program bearers**
		1. At least once in 6 (six) months, KAA will perform a follow-up of study program bearers for each program accredited in the Republic of Kosovo.
		2. Follow-up of study program bearers may be conducted in distance, by verifying the schedule of lectures which is required to be published on the institution’s website and/or organizing a physical visit to higher education institution premises by KAA with or without a prior notice to institution.
		3. Higher education institution is obliged to officially inform KAA when the contractual relationship with any of the bearers approved by SCQ is terminated, at least 14 days after the termination.
		4. Higher education institution is obliged to substitute the study program bearer with a new bearer who officially complies with the criteria defined in the Administrative Instruction on Accreditation of HEIs, at least 90 days after the termination.
		5. KAA verifies the documentation of the replacing study program bearer to confirm the compliance with the formal criteria applicable.
		6. KAA formally informs SCQ about the termination of the relationship and replacement of a study program bearer in HEI and SCQ decides to approve/refuse the new staff.
		7. If the new bearer approved by SCQ is not declared in the e-accreditation platform, SCQ, with the decision to approve the bearer, authorizes KAA to declare the respective bearer in the system.
		8. If the KAA staff with reasonable evidence confirms that the study program bearer is not present in the higher education institution and the same has no contractual relationship anymore with the respective institution as per the legislation applicable, KAA, with an official request, requires the institution to replace the bearer within 90 days, from the day the relationship with the former staff was terminated.
		9. If the institution fails to substitute the bearer within the time-period of 90 days, KAA notifies SCQ in the next SCQ regular meeting.
		10. Following the receipt of the official notification by KAA about the failure by institution to have a study program bearer, SCQ may proceed with the withdrawal of accreditation for the respective study program.
		11. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.
		12. SCQ decisions to withdraw study programs accreditation are published on the KAA official website.
	2. **Follow-up of accredited HEI official websites**
		1. At least once in 6 (six) months, KAA performs a follow-up of official websites of each accredited higher education institution in the Republic of Kosovo.
		2. HEIs official website follow-up is done to ensure that information published by HEIs in regards to the accreditation of study programs is correct and does not create any confusion among students, parents and public at large. KAA also verifies whether the institution continues to have the documents and the data published as required with the Accreditation Manual (respectively study program data, academic staff CVs, documents, etc.).
		3. Follow-up of HEIs official websites is conducted in distance only by KAA staff and is limited to information within KAA legal scope.
		4. If by reasonable evidence, the KAA staff confirms that higher education institution has published information which within the KAA legal scope are not correct, including, but not limited to, advertisement of study programs that are not accredited by the SCQ, introduction of specializations as independent study programs in contradiction with the SCQ accreditation decision, presentation of institution name in contradiction with the SCQ accreditation decision, the KAA director will officially request the institution to remove the information and correct them in compliance with the SCQ decisions within 2 working days.
		5. If the institution fails to correct the information within the time-period defined by the KAA Director, KAA notifies the SCQ in the next SCQ regular meeting.
	3. **Follow-up ACCORDING TO Accreditation Manual STANDARDS**

Follow-up based on Accreditation Manual standards includes, but is not limited to:

* 1. **Follow-up of academic staff**
		1. At least once in 6 (six) months, KAA performs a follow-up of academic staff for each program accredited in the Republic of Kosovo.
		2. Follow-up of academic staff is done to ensure that a higher education institution is offering study programs with the academic staff presented in its Self-Evaluation Report (SER), respectively Chapter 3) in the Accreditation Manual.
		3. Follow-up of academic staff may be conducted in distance, by verifying the schedule of lectures which is required to be published on the website of institution and/or organizing a physical visit to higher education institution premises by KAA with or without a prior notice to institution.
		4. KAA officials will initially compare in distance the compliance of data presented in the SER with the schedule of exercises and lectures published by higher education institution. It is on KAA officials’ discretion to carry out a physical visit to higher education institution premises to confirm that the lectures and exercises are delivered by academic staff presented in the SER.
		5. If the follow-up visit is organized without any prior notice, KAA officials will disclose the purpose of the visit to institution’s authorized representative at the time they arrive at the institution.
		6. The follow-up visit is limited only to information and evidence that contributes to the purpose of the visit.
		7. If during the physical visit or distance follow-up, KAA confirms that there is reasonable evidence that more than 50% of academic staff, based on whom the study program was positively evaluated by international accreditation experts, are not present in the higher education institution and the same have no contractual relationship any more with the respective institution, KAA requires a written reasoning to be provided with the reasons of their termination.
		8. Higher education institution is required to submit the reasoning to KAA within 3 working days, as required by KAA.
		9. After the follow-up physical visit and/or after the written reasoning from the institution has been received, KAA officials draft a report with the findings from the follow-up procedure. The report reflects the factual situation only, as verified by KAA officials, and does not include any final recommendation for the SCQ.
		10. SCQ in its next meeting reviews the KAA officials’ report along with the reasoning received from the higher education institution. If the SCQ considers that the reasoning provided by the institution is grounded and the institution has taken all the necessary actions to ensure the academic staff is replaced with new staff with similar qualifications as the previous ones, SCQ may formally confirm the replacement of higher education institution academic staff.
		11. If the SCQ considers that the reasoning provided by the institution is not grounded and the institution has severely violated the accreditation conditions with the actions taken, SCQ formally requires the institution to improve the situation within a time-period defined by SCQ.
		12. Higher education institution offers to KAA grounded evidence within the time-period defined by SCQ that the situation is improved and may ask for a formal consultative meeting with the KAA Director and/or SCQ members.
		13. If, even after the additional time-period given, the institution fails to submit relevant evidence that the situation is improved, SCQ decides to withdraw its accreditation.
		14. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.
		15. SCQ decision for study program accreditation withdrawal is published on the KAA official website.
	2. **Follow-up of lectures and exercises schedule**
		1. At least once in 6 (six) months, KAA performs a follow-up of lectures and exercises schedule for each study program accredited in the Republic of Kosovo.
		2. Follow-up of lecture schedules is done to ensure the compliance of accredited syllabus presented in the Self-Evaluation Report, respectively Chapter 4) Learning Content in the Accreditation Manual (Compulsory and facultative subjects, lectures and exercises, practice work and respective subject bearer) with the lecture and exercise schedule published by higher education institution.
		3. Follow-up of lecture and exercise schedules may be conducted in distance, by verifying the schedule of lectures and exercises published on the institution’s website and/or organizing a physical visit to higher education institution premises by KAA with or without a prior notice to institution.
		4. KAA officials will initially compare in distance the compliance of data presented in the SER with the schedule of exercises and lectures published by higher education institution. It is in KAA officials’ discretion to perform a physical visit to higher education institution premises to confirm that the lectures and exercises are delivered as indicated in the SER.
		5. If the follow-up visit is organized without a prior notice, KAA officials will disclose the purpose of the visit to institution’s authorized representative at the time they arrive at the institution.
		6. The follow-up visit is limited only to information and evidence that contribute to the purpose of the visit.
		7. If during the physical visit or distance follow-up, KAA officials confirm that there is reasonable evidence that more than 50% of academic staff are not present in lectures and/or exercises and/or practical work and the learning process is not taking place in line with the lesson hours presented in the SER, KAA requires a written reasoning to be provided by the institution with the reasons of staff absence or changes in the learning process.
		8. Higher education institution is required to submit the reasoning to the KAA within 3 working days, as required by KAA.
		9. After the follow-up physical visit and/or after the written reasoning from the institution has been received, KAA officials draft a report with the findings from the follow-up procedure. The report reflects the factual situation only, as verified by KAA officials, and does not include any final recommendation for the SCQ.
		10. SCQ in the next meeting reviews the KAA officials’ report along with the reasoning received from the higher education institution. If the SCQ considers that the reasoning provided by the institution is grounded and the institution has taken all the necessary actions to compensate missed lessons hours and/or adapt the syllabus, SCQ may formally confirm the higher education institution reasoning.
		11. If the SCQ considers that the reasoning provided by the institution is not grounded and the institution has severely violated the accreditation conditions with the actions taken, SCQ formally requires the institution to improve the situation within a period of time defined by the SCQ.
		12. Higher education institution offers to KAA grounded evidence within the time defined by the SCQ that the situation is improved and may ask for a formal consultative meeting with the KAA Director and/or SCQ members.
		13. If, even after the additional deadline, the institution fails to submit relevant evidence that the situation is improved, SCQ is entitled to proceed with the withdrawal of its accreditation.
		14. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.
		15. SCQ decision for study program accreditation withdrawal is published on the KAA official website.
	3. **Follow-up of infrastructure and study resources**
		1. At least once in 6 (six) months, KAA performs a follow-up of infrastructure and study resources of each accredited higher education institution in the Republic of Kosovo.
		2. Follow-up of infrastructure and study resources is done to ensure the higher education institution continues its compliance with the standards of the Accreditation Manual indicated in the Self-Evaluation Report, respectively Chapter 7) Infrastructure and study resources, especially in study programs that include practical work and lab activities.
		3. Follow-up of infrastructure and study resources is performed by organizing a physical visit to higher education institution premises, with or without a prior notice.
		4. If the follow-up visit is organized without a prior notice to institution, KAA officials will disclose the purpose of the visit to institution’s authorized representative at the time they arrive at the institution.
		5. The follow-up visit is limited only to information and evidence that contribute to the purpose of the visit.
		6. If the KAA officials confirm that there is reasonable evidence that more than 50% of labs, practice work facilities and/or lab equipment are not functional and/or not used for learning purposes, KAA requires a written reasoning to be provided by institution stating why the physical infrastructure is not functional.
		7. Higher education institution is required to submit the reasoning to the KAA within 3 working days, as required by KAA.
		8. It is on KAA discretion to ask for assistance from a third party, such as from an international accredited expert, to verify lab equipment not familiar to the KAA official.
		9. After the follow-up physical visit and/or after the written reasoning from the institution has been received, KAA officials draft a report with the findings from the follow-up procedure. The report reflects the factual situation only, as verified by KAA officials, and does not include any final recommendation for the SCQ.
		10. SCQ in the next meeting reviews the KAA officials’ report along with the reasoning received from the higher education institution. If the SCQ considers that the reasoning provided by the institution is grounded and the institution has taken all the necessary actions to have the physical infrastructure functional, SCQ may formally confirm the higher education institution reasoning.
		11. If the SCQ considers that the reasoning provided by the institution is not grounded and the institution has severely violated the accreditation conditions with the actions taken, SCQ formally requires the institution to improve the situation within a period of time defined by the SCQ.
		12. Higher education institution offers to KAA grounded evidence within the time-period defined by the SCQ that the situation is improved and may ask for a formal consultative meeting with the KAA Director and/or SCQ members.
		13. If, even after the additional deadline, the institution fails to submit relevant evidence that the situation is improved, SCQ decides to withdraw its accreditation.
		14. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.
		15. SCQ decision for study program accreditation withdrawal is published on the KAA official website.
	4. **Special follow-up PROCEDURES**

Special follow-up procedures include, but are not limited to:

**Follow-up procedures initiated following a complaint from external parties**

* + 1. At any time KAA may receive complaints from individuals or organizations that highlight a decline in the quality of higher education institution and/or their study programs.
		2. Complaints submitted to KAA will be considered anonymous and the identity of persons filing the complaint will not be disclosed.
		3. Complaints should be limited to parties’ concern with regard to compliance of the higher education institution with the Accreditation Manual standards and should not include other reasons outside the scope of work of KAA.
		4. Complaints submitted to KAA should be substantial, evidence-based, and reliable so that KAA proceeds them in any of the coming SCQ meetings.
		5. If the SCQ considers that the complaint submitted to KAA is grounded, SCQ will require the respective institution to submit a report within a certain period of time, presenting their standing towards the complaint.
		6. In the next regular meeting, the SCQ reviews the institution’s report. If the SCQ considers that the reasoning of the institution is grounded and there is no decline in the quality of the respective institution, SCQ will not initiate any procedure with the institution.
		7. If the SCQ considers that the reasoning of the institution is not grounded, SCQ formally requires the institution to improve the situation within a specific period of time as defined by the SCQ and/or organizes a follow-up visit by KAA officials.
		8. Within the period defined by SCQ, the higher education institution provides evidence to KAA electronically or during the follow-up visit performed by KAA officials. In addition, the institution may require a formal consultative meeting with the KAA Director and/or KAA members.
		9. If, even after the additional deadline given, the institution fails to submit relevant evidence that the situation is improved, SCQ proceeds with an early accreditation visit at institutional and/or study program level.
		10. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.
	1. **Submission of false evidence to KAA**
		1. If the KAA is made aware that higher education has provided false information to attain the accreditation at any time during evaluation and accreditation process, KAA officially notifies the SCQ in the next meeting.
		2. If the SCQ considers that the KAA notice is grounded, SCQ will require the respective institution to submit a report within a certain period of time, presenting their standing towards the KAA notice.
		3. In the next regular meeting, the SCQ reviews the institution’s report. If the SCQ considers that the reasoning of the institution is grounded and no false evidence was provided by institution to attain accreditation, SCQ will not initiate any procedure with the institution.
		4. If the SCQ considers that the reasoning of the institution is not grounded, SCQ formally requires the institution to improve the situation within a specific period of time as defined by SCQ and/or organizes a follow-up visit by KAA officials.
		5. Within the period defined by SCQ, the higher education institution provides evidence to KAA electronically or during the follow-up visit performed by KAA officials. In addition, the institution may require a formal consultative meeting with the KAA Director and/or KAA members.
		6. If, even after the additional period of time given, the institution fails to submit relevant evidence that the situation is improved, SCQ is entitled to proceed with an early accreditation visit at institutional and/or study program level.
		7. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.
	2. **Joint follow-up procedures with the Education Inspectorate**
		1. KAA may receive a request from the Education Inspectorate to have a follow-up physical visit to a higher education institution accredited in the Republic of Kosovo.
		2. Such follow-up visits, with the KAA officials’ participation, are limited to verification of accreditation conditions and/or standards of Accreditation Manual.
		3. The physical visit schedule and agenda is set in cooperation with the Education Inspectorate’ officials.
		4. KAA officials participating in such follow-up visit will take notes and draft minutes of the meeting or assist in drafting joint minutes of the meeting with the Education Inspectorate officials.
		5. If according to the minutes of the follow-up visit, the accreditation conditions given on the SCQ decision were violated, KAA will send the minutes to SCQ to be reviewed.
		6. Following the minutes review, SCQ will require the respective institution to submit a report, presenting its standing, within a specific period of time.
		7. If the SCQ considers that the reasoning of the institution is grounded, SCQ will not initiate any procedure with the institution.
		8. If the SCQ considers that the reasoning of the institution is not grounded, SCQ formally requires the institution to improve the situation within a specific period of time as defined by SCQ.
		9. Higher education institution electronically provides the KAA with the evidence within the period of time specified by SCQ. In addition, the institution may require a formal consultative meeting with the KAA Director and/or KAA members.
		10. If, even after the additional period of time given, the institution fails to submit relevant evidence to improve the situation, SCQ is entitled to proceed with an early accreditation visit at institutional and/or study program level.
		11. Following the SCQ decision, higher education institution may file an appeal as per the KAA legislation and general applicable laws.