

Document Code ABDE	Release Date 31.08.2022	Revision Date 29.08.2022	Revision No Revision 01	Page No 1 / 16
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DENTISTRY EDUCATION PROGRAM

ACCREDITATION APPLICATION AND

ASSESSMENT PRINCIPLES DIRECTIVE

Version 2. 29.08.2022

ARTICLE 1- Basis, Objective, and Scope

- 1.1. This directive has been prepared in accordance with the relevant articles of the Association for Accreditation of Dental Education (AADE)
- 1.2. Its objective is to determine the principles regarding the National and International Dentistry Education Accreditation application and evaluation processes and the functioning of AADE boards and commissions in these processes.
- 1.3. This directive covers the issues that need to be determined by the decision of the Board of Directors regarding the operation of the dentistry education accreditation process.

ARTICLE 2-Definitions and Abbreviations

In this directive;

AADE: Association for Accreditation of Dental Education

Board of Directors / AEADEP BOD: Association for Evaluation and Accreditation of Dentistry Education Programs Board of Directors

NDEAB: National Dentistry Education Accreditation Board

SER: Self Evaluation Report to be prepared by the Faculty of Dentistry

I-SER: Interim Self Evaluation Report

PR: Progress Report

EP: Evaluator Pool

ET: Evaluation Team

Organization: Higher education organization (Faculty) to which the accreditation application is made.

ARTICLE 3. Objectives of AADE Accreditation

The accreditation of dentistry programs by AADE is a voluntary process, and AADE evaluates only the programs that apply for the purpose of accreditation. AADE accreditation aims to achieve the following objectives to contribute to improving the quality of dental education in Turkey:

- (a) To identify among applicant dentistry programs those that meet the evaluation criteria
- (b) By announcing accredited programs, to inform the society, student candidates, student counselors, parents, educational organizations, professional organizations, potential employers, and government organizations about the programs that meet the AADE evaluation criteria.
- (c) To guide the continual improvement of dentistry education programs

ARTICLE 4. Accreditation Application

- 4.1. Applications are made to the AADE Secretariat between January 1st and February 15th of each year.
- 4.2. The applicant organization must have completed all of its education on its campus, graduated at least one semester and still continue to provide education.
- 4.3. The accreditation application is made by completing the "**application forms**" announced on the website of AADE, signed by the dean of the relevant faculty, and delivered to the AADE secretariat. Applications with electronically filled forms are accepted, but the original application document with a wet signature must be delivered to the AADE secretariat within 10 working days from the application date. If the original application document is not received, the application will not be processed.
- 4.4. Faculties that implement more than one education program (for example, in different languages) apply separately for each program.
- 4.5. Applications are evaluated at the first NDEAB meeting held after the application deadline and presented to the Board of Directors. Agendas and documents related to the process are sent to organizations whose applications are accepted by the Board of Directors. Organizations whose applications are rejected are notified of the reasoned decision.
- 4.6. Institutions whose applications are accepted shall deposit half of the application fee determined for the relevant year to DEPAD account within 30 days after they receive the acceptance letter. Institutions that do not deposit the application fee within the deadline are considered to have abandoned the application. The second half of the fee is deposited into the DEPAD account simultaneously with the submission of the Self-Evaluation Report (SER).
- 4.7. Organizations whose accreditation application has been accepted by AADE BOD and whose evaluation process for accreditation purposes continue are given the status of "**accreditation candidate**". Candidate status is maximum of three years from the date of application, excluding the 1-year freezing period accepted by AADE BOD. Programs that cannot be fully or conditionally accredited within this period must reapply within the framework of current standards.

ARTICLE 5. Information Training

- 5.1. "**Information Training**" is the program designed and updated by the Education Commission to inform the applicant organizations about the standards, accreditation process, and the preparation of SER.

5.2. Information training dates and teams for all applicant organizations are determined at the first meeting where the applications are evaluated.

5.3. Information training takes place within three months of the date of application acceptance. Organization support required for the program and its implementation (invitation of the team, educational environments, materials, tools, and equipment, etc.) is notified to the organization. The organization is obliged to meet the requested support and the expenses of the team members such as transportation, accommodation, travel, and daily wages.

5.7. Among the members of the board and commission, information training is carried out by a team of at least three persons determined by the Board of Directors, one of whom is a reporter.

5.8. The reporter prepares the profile of the participants, feedback, suggestions, and other necessary data in accordance with the “**post-event report form**” and submits it to the AEADep secretariat within 15 working days after the training. The relevant part of the report is published on the website within the framework of the “AADE Annual Report”.

5.9. These are the programs that are carried out for a fee determined by the Board of Directors every year, to increase the knowledge and understanding of the accreditation process and standards and the SER preparation processes of the participants in the organizations that have requested “**pre-application information training**” and have not yet applied for accreditation.

5.10. How and by whom the pre-application information training will be implemented is decided by the Board of Directors.

ARTICLE 6. Organizational Training Programs

6.1. The purpose of the organization’s training programs is to increase the general knowledge and understanding of the standards in line with the demands of the organization. In organization training, the scope of the standards, their use, their equivalents in the training program, related practices, and examples are presented and discussed under maximum of two main titles. In these programs, there is no discussion and no document is created through organization-specific data or information, and documents to be used within the framework of the accreditation process.

6.2. Organizational training programs are developed by the Education Commission and approved by AADE BOD. AADE BOD determines who will conduct the organization training, and it can be applied face-to-face, remotely or with hybrid models.

6.3. Faculties submit in writing which standards they want training for. The requests are evaluated and decided by the Board of Directors and submitted to the organization in writing.

6.4. Organizational training is carried out on dates determined by the Board of Directors, with priority to organizations that have applied for accreditation that year.

6.5. The necessary organizational support for the implementation of the organization's training program (invitation of the team, training environments, materials, tools, and equipment, etc.) is notified to the organization. The organization is obliged to meet the requested support and the expenses of the team members such as transportation, accommodation, travel, and daily wages.

6.6. The training team prepares the profile of the participants, feedback, suggestions, and other necessary data in accordance with the “**post-event report form**” and conveys it to the AEADEP secretariat within 15 working days after the training. The relevant part of the report is published on the website within the framework of the “**AADE Annual Report**”.

ARTICLE 7. Preparation of the Self Evaluation Report (SER)

7.1. SER is prepared by the applicant organization in accordance with the current “**SER Preparation Guide**” and is approved by the Faculty Board and Faculty Administrative Board. It is recommended that the prepared and approved report be announced within the organization by the organization management and placed on the organization's website.

7.2. Except for the members of the EP, the persons assigned to the AADE boards and commissions cannot take part in the SER preparation commissions of their organizations.

7.3. The SER is uploaded digitally with a specific username and password until the end of the working hours on the first business day of September of the applied year, unless another method is recommended by DEPAD-EC. In addition, 1 printed copy with its annexes and 1 copy saved on a portable memory stick shall be delivered to the DEPAD secretariat by the end of the working hours on the first working day of September of the applied year. The applicant institution is informed about the date of receipt of the SER and the documents received.

7.4. SERs are pre-evaluated by the AADE secretariat through the “**SER pre-control list**” and if there is a deficiency, it is requested to be completed within 30 working days.

7.5. If the Institution does not submit its SER at the specified time, its application will be deemed rejected and the fee paid will be forfeited.

7.6. The institution may request to freeze the accreditation process. The freeze is applied for 1 year. The institution has to submit its SER on the SER submission date 1 year later. If there is an increase in the accreditation fee in the following year, the institution pays the difference. There is no freeze for the second time.

ARTICLE 8. Evaluation and decision of SER

The SER of the organizations is evaluated by an evaluation team over the file according to the evaluation guide. Then, the NDEAB decision is created by discussing in the NDEAB evaluation panel and presented to the AADE BOD.

8.1. Evaluation team's evaluation of SER

8.1.1. Evaluation of the file is made by a team of three persons, one of which is the team leader, according to the SER evaluation guide.

8.1.2. The SER evaluation team is determined among the members of the AADE board and commission by discussing at the joint meeting. Persons who have a conflict of interest or conflict with the organizations to be evaluated do not take part in the evaluation of the SER of the relevant organization by declaring their status.

8.1.3. The AADE secretary conveys the SER and its annexes, as well as the contact information of the team leader and the current version of the evaluation guide, to the SER evaluation team members.

8.1.4. Evaluators evaluate the SER within one month at the latest after the report and its annexes reach them and deliver their opinions to the team leader.

8.1.5. The team leader aggregates the opinions within a week, makes a joint report in accordance with the guide, and transmits it to the AADE secretary and team members in hard and electronic copy. In case of differences of opinion among the evaluators, while the joint report is being created, the team leader tries to reach a consensus on the decision. In the evaluation areas where consensus cannot be reached, the rationale of each evaluator is added to the report in writing to be discussed at the NDEAB meeting.

8.1.6. The team leader orally presents the report containing the evaluation and justification for each standard at the NDEAB meeting, and answers the questions asked.

8.2. NDEAB's assessment of SER

8.2.1. The final decision on the organization's eligibility for a visit is made by the NDEAB evaluation panel and approved by the AADE BOD.

8.2.2. The evaluation panel begins with the presentation of the team leader. In cases where the team leader does not attend the meeting, one of the members assigned by the team leader makes the presentation.

8.2.3. Each main title and then the entire report are voted on and one of the following is decided on the organization's eligibility for visitation

.Decision	Status and Process
1. Suitable for Organization Visit	1.1. It is understood from the SER that the standards have been met at a level that can be evaluated with a visit to the organization. <i>No additional information or documents are required.</i>
	1.2. It is understood from the SER that the standards have been met at a level that can be evaluated with the organization visit, but there are a few points that cannot be interpreted through the report under a few titles, which can be evaluated with the visit, or there is a lack of information and documents that need to be completed during the visit.
2. Not Suitable for Organization Visit	2.1. Due to the lack of information and documents that are thought to be completed quickly in the SER regarding the fulfillment of a few standards, an evaluation cannot be made. <i>If the information and documents and a short supplementary report are received within one month at the latest, the organization can be evaluated with a visit.</i>
	2.2. It is understood from the SER that the standards are not met at a level that can be evaluated with a visit to the organization, and there are deficiencies in the SER that can be corrected in a maximum of one year. <i>An additional report should be prepared for the SER.</i>
	2.1. SER has not been arranged in such a way that evaluation can be made or it is understood from the SER that the Standards have not been met at a level that can be evaluated with a visit to the organization. The organization must complete its deficiencies and submit its new SER within one year at the latest. <i>In the event that the organization does not submit its new SER within one year, it must re-apply.</i>

8.2.4. Visiting process correspondence is initiated with the faculties found suitable for the organization visit.

8.2.5. For the faculties that are not suitable for the organization visit, a draft report is prepared by the team leader, which includes the results and feedback that were decided in the NDEAB evaluation panel. The draft is finalized after being discussed by the Board of Directors and the "**SER Result Report**" is sent to the faculty.

8.2.6. Organizations can object to the decision and the report with justification within 15 working days after they receive the SER Result Report. Objections are resolved by the Board of Directors.

ARTICLE 9. Organization Visit

9.1. The organization visit is made in accordance with the "**Organization Visit Principles and Report Preparation Guide**" to see, discuss and evaluate the infrastructure and applications of the programs that are found to meet the standards at the end of the SER evaluation, or to understand whether the programs that have been given conditional accreditation status fulfill the conditions.

9.2. At the NDEAB meeting, where the SER is accepted, a 6-person visiting team and an alternate member are determined for each organization from the AADE Boards and Commissions as defined below. Team members declare that they have no conflict of interest or conflict with the organization they will evaluate.

9.3. The organizational visit team consists of 6 people, including 1 NDEAB representative, 4 dentistry faculty members, and 1 dentistry senior student. One person from the evaluator pool is determined as a substitute.

9.4. The head of the team is chosen from among the members who have served as rector, vice-rector, dean, and/or vice-dean. In obligatory cases;

1. A member of the Board and the Commission assigned by the Board of Directors may preside over the team.
2. The visiting team can consist of at least 3 people, excluding the student member.

9.5. For the organization visit, the two most suitable visit dates are determined and conveyed to the organization. The organization chooses the most suitable visit date for itself and notifies it within five working days.

- 9.6. The identities and contact information of the visiting team members are sent to the organization. The organization may object to the members in writing within five working days by stating the reason. The objections are evaluated by the Board of Directors and if found appropriate, new members are appointed.
- 9.7. The organization to be evaluated contacts the organization visit team and the team leader within 10 working days after the date is determined, and learn the necessary infrastructure and program details for the visit. The organization to be visited sends the visiting team the SER report and its annexes, which the organization has prepared before, in a printed and/or digital copy according to the preferences of the team members. Members make individual evaluations by examining the SER and its annexes.
- 9.8. The expenses of the visiting team members such as transportation and accommodation are covered by the organization to be visited.
- 9.9. The evaluation team meets the day before the visit, reviews their individual evaluations, and prepares for the visit.
- 9.10. The team performs the evaluation visit in accordance with the "Organization Visit Principles and Report Preparation Guide" and at the end of the visit, presents the exit report to the organization orally and delivers it in writing.
- 9.11. The "Organization Visit Report" prepared in accordance with the guide is delivered to AADE BOD by the head of the visiting team, in print and electronically, within 15 working days at the latest after the end of the visit.
- 9.12. The evaluated organization submits any objections or opinions regarding the exit report to AADE BOD within 15 working days.

ARTICLE 10. Accreditation Decision

10.1. NDEAB takes a decision by evaluating the SER and organization visit reports together with the objections of the organizations regarding the exit report for all applications whose evaluation process has ended.

10.2. The decision regarding the accreditation of the program is taken by evaluating the report submitted by the organization visit team leader at the NDEAB meeting and voting on each title separately and then all together.

10.3. NDEAB takes one of the following decisions on accreditation and proposes the accreditation status of the program to AADE BOD.

10.3.1. Full Accreditation: It is the status given when it is determined that the education program meets all the basic standards. It is valid for **six years**, provided that it is determined that the basic standards are met in the interim evaluation made in the third year from the first day of the year the decision is taken and that the progress reports are regularly submitted to AADE. The "**accreditation result report**" of the program is prepared and sent to the faculty and published on the AADE website. For uninterrupted continuation of status in accredited programs, re-application must be made at the end of the fifth year of accreditation.

10.3.2. Conditional Accreditation: It is the status given when it is determined that a few of the basic standards in the education program are within the limit of the meeting as a result of the evaluation and it is considered that these standards can be fully met by the faculty within 18 months.

Evaluation of the organization after conditional accreditation is based on one of the following results as notified to the organization in the previous decision on accreditation, 1) additional report only containing evidence 2) on-site evaluation of missing points by the visiting team in which the team leader is included, or 3) visiting team including the team

leader with an additional report containing evidence

The conditional accreditation period cannot be extended. If the education program passes to full accreditation status, it is valid for six years, provided that the basic standards are met in the interim evaluation made in the third year starting from the first day of the year the accreditation status decision is taken and the progress reports are regularly submitted to AADE.

If the conditions specified by AADE in the faculty education program are not fulfilled within the given time, the organization does not have any status related to accreditation and must apply again.

10.3.3. Not eligible for accreditation: It is the status of the education programs that are determined by NDEAB as a result of SER evaluation or organization visit that does not meet the basic standards and does not comply with any of the above-mentioned conditions. These organizations must reapply to become accredited.

10.4. Within two months following the decision meeting, the "result report" and the decision letter, which are finalized by the chairperson and secretary of the AADE Board, are sent to the faculty.

10.5. The Accreditation Certificate is presented to the faculties where programs with full accreditation status are carried out by the AADE BOD representative at a meeting, preferably attended by faculty members and students.

ARTICLE 11. Interim Evaluation

11.1. Interim evaluation is made to evaluate whether fully accredited education programs continue to meet the basic standards in the third year and to evaluate whether they fulfill the recommendations sent to them in writing by AADE BOD from the previous final report.

Interim Evaluation Final Report is prepared after evaluating Interim Self-Evaluation Report (ISER) and making "Interim Institutional Visit" by evaluation team and final decision is made in UDEPAK discussion panel.

11.2. Institutions that are due for interim evaluation deposit %50 of the accreditation application fee determined for the relevant year between January 1 and February 15 to DEPAD account, and submit their interim evaluation application signed by the Dean of the Faculty to

DEPAD Secretariat.

11.3. The applicant institutions prepare the interim self-assessment report and upload it digitally until the end of working hours on the first business day of September of the applied year; and sends 1 copy of the report, printed with its annexes and 1 copy saved on a portable memory stick to the DEPAD secretariat. Institutions are informed about the date of receipt of the digital and printed documents when received. Any deficiencies determined are requested to be completed within 30 working days by the institution.

- 11.4. For the interim evaluation, at least three members, preferably from the previous visit team, excluding the student, are assigned and the team leader is appointed. In cases of necessity, a Board or Commission member appointed by DEPAD-EC may chair the team; the visiting team may be formed without student members. The visiting team declares that there is no conflict of interest or overlap with the institution to be evaluated.
- 11.5. The identity and contact information of the members of the visiting team shall be disclosed to the institution to be visited. The institution may object to the members within five working days in writing and by stating the reason. The objections are evaluated by DEPAD-EC and if deemed appropriate, new members are assigned.
- 11.6. DEPAD secretary informs the team members about the contact information of the team leader and the current version of the evaluation manual.
- 11.7. The evaluators evaluate the SER within 1 month from the digital upload of SER and, make preparations for the interim institutional visit.
- 11.8. The interim institutional visit is conducted between October-December of the relevant year in accordance with the "Institutional visit guide".

11.9. The two most suitable visit dates for the interim organization visit are determined and conveyed to the organization. The organization chooses the most suitable visit date for itself and notifies it within five working days.

11.10. The identities and contact information of the visiting team members are disclosed to the organization to be visited. The organization may object to the members in writing within five working days by stating the reason. If the objections evaluated in the AADE BOD are found appropriate, new members are appointed.

11.11. The organization to be evaluated contacts the interim organization visit team and the team leader within 5 working days after the date is determined, and learns the necessary infrastructure and program details for the visit. All expenses related to the visit, such as transportation, accommodation, travel, etc. are covered by the organization to be visited.

11.12. At the end of the visit, the team presents the Interim Evaluation Exit Report to the organization orally and delivers it in writing.

11.13. The "Interim Evaluation Result Report" prepared in accordance with the guide is delivered to AADE BOD by the head of the visiting team, in print and electronically, within ten working days at the latest after the end of the visit.

11.14. The evaluated organization submits its objections or opinions regarding the exit report to AADE BOD within 15 working days.

ARTICLE 12. Updating the Accreditation Status after Interim Evaluation

12.1. After the interim evaluation, the accreditation decision is updated at the NDEAB meeting, by voting on the report submitted by the organization visit team leader.

12.2. NDEAB decides by evaluating together with the I-SER result reports and the objections of the organizations regarding the exit report for all applications whose interim evaluation process has ended.

12.3. NDEAB takes one of the following decisions on accreditation and proposes the updated accreditation status of the program to AADE BOD.

12.3.1. **Continuation of Full Accreditation:** Status granted when the education program continues to meet all basic standards. The interim evaluation report of the program is prepared and sent to the organization and published on the AADE website.

12.3.2. **Reduction of Status to Conditional Accreditation:** This is the status given when almost all of the basic standards are met in the education program, but it is determined that a few of them have decreased to the limit of fulfillment, and the visit and evaluation team states that these standards can be fully met by the faculty within 18 months. The decision is made as specified in 10.1. at the latest 18 months after the decision is taken.

12.3.3. **Reduction of Status to Not Suitable for Accreditation:** This is the status of the education programs that are determined to be unable to meet the basic standards by NDEAB, accompanied by the Interim Evaluation Result Report. The status of these organizations is terminated. They must reapply to become accredited.

12.4. The final report and the decision letter, which are finalized by the Chairperson and secretary of the AADE Board, are sent to the organization within two months after the decision.

ARTICLE 13. Progress Report (PR)

13.1. Progress Report; It is prepared for the purpose of notifying the activities carried out, changes, and developments, including the improvement areas suggested in the "Evaluation/Interim Evaluation and Final Report" of fully accredited dental faculties.

13.2. Progress Report; It is a report prepared by fully accredited dentistry faculties in accordance with the "**PR**" **preparation** guide and submitted to the AADE Board of Directors every year in January, except for the year in which the interim evaluation will be made.

13.3. Organizations that need to prepare a Progress Report are informed by sending a letter and "PR preparation guide" in its annex in December of the previous year, and the organizations are requested to deliver the hard copy and electronic copy to the AADE secretariat by the end of January.

13.4. The AADE Secretary examines the GRs and communicates with the organization to complete the deficiencies, if any.

13.5. GRs are discussed and evaluated at the next NDEAB meeting. When necessary, feedback is given to the organization.

ARTICLE 14. Freezing the Accreditation Process

14.1. The organization may request the freezing of the process for a maximum of one year at any time between the application date and the start of the organization visit. For this purpose, it delivers the application letter containing the reason for freezing to the AADE secretariat. The AADE BOD discusses the request at the first meeting after the freezing request is received, makes a decision, and notifies the organization of the result.

14.2. The accreditation process of an education program cannot exceed one year.

14.3. Every year, when the applications are opened, the AADE secretariat asks the frozen organizations whether they will continue with the process. The applications of organizations that do not respond in writing will be canceled.

14.4. Organizations that are willing to continue with the process start from the stage where they stayed, but organizations that have not yet been determined to be eligible for visits prepare SER again if the standards are updated.

14.5. Organizations have to cover the fees and similar payment differences for the year the process starts again.

ARTICLE 15. Failure to comply with the calendar due to objections, deficiencies or reasons beyond control

15.1. In case NDEAB or the applicant organization does not comply with the calendar due to reasons beyond control or unforeseen reasons (disaster, organizational structure changes, etc.), a special calendar can be created for the accreditation process of the applicant organization.

15.2. When the special scheduling is determined, if the accreditation process extends to the next evaluation year, the standards within which the evaluation will be made are determined by mutual agreement, but the application year fees and similar payments are taken as a basis.

15.3. During the accreditation processes, all objections of the organizations are evaluated by AADE BOD and resolved and forwarded to the relevant parties.

ARTICLE 16. Enforcement and Execution

16.1. This Directive is valid from the date it is accepted by AADE BOD. The chairperson of AADE BOD and NDEAB are responsible for the execution of the processes described in its scope.

16.2. All matters other than this directive are decided by the AADE Board of Directors in accordance with the AADE Bylaw and Working Regulations.