



Canberra Accord on Architectural Education

Operational Rules and Procedures

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www.canberraaccord.org

Note on Revised Edition (2021)

The terms “accreditation,” “validation,” and “recognition” are used in different domains and contexts to describe a quality assurance process or system. They have different shades of meaning although are sometimes used interchangeably. Despite the semantic differences, for ease of reading, the single word “accreditation” is generally used in this edition of the Rules and Procedures to embrace all three terms, as it was in the 2014 edition (rather than “accreditation/validation/recognition,” as used in 2009).

In the 2009 edition, “program/me” was written to indicate the two versions of spelling used by different signatories to the Accord. In subsequent editions of the Rules and Procedures (2014 and 2021), the spelling is shown simply as “program,” again, for ease of reading but also recognizing that this is the spelling used by the majority of existing signatories.

Previous editions of this document bore the title “Canberra Accord — Rules and Procedures.” In the interest of greater clarity, the title of the 2021 edition has been expanded to “Canberra Accord on Architectural Education — Operational Rules and Procedures,” hereafter referred to as the “Rules and Procedures.”

The first revision to the Rules and Procedures took place in 2014 and involved minor changes of text. This, the second revision, is more substantial. It includes expanded text aimed at providing greater clarity regarding membership, meetings, finances and payment of costs, and proposals for some new aspects in support of the administration of the Accord, including arrangements for an Executive Committee and an Accord Adviser.

The underlying principles that define "substantial equivalency" and the main procedures for periodic review remain unchanged, although references to the key documents that underpin the Accord and define internationally recognized standards have been updated to reflect the latest editions, i.e., INQAAHE *Guidelines for Good Practice* (rev. ed. 2016) and UNESCO-UIA *Charter for Architectural Education* (rev. ed. 2017).

Some terminology has been modified: a signatory with full voting rights is now referred to as a "signatory member," having "signatory status" and "signatory membership" of the Accord; an accreditation agency that has been accepted for "provisional status" or "provisional membership" of the Accord, and which has no voting rights, is now referred to as a "provisional member."

Systems applying to become a provisional member of the Accord are now required to submit a "Demonstration of Compliance" proforma in addition to existing documentation, as part of the initial desktop review (see Appendix A). What was previously called a "provisional status review" is now referred to as a "provisional member review."

Acknowledgments

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Contents

1.0–THE CANBERRA ACCORD	01
1.1 Head Office	01
2.0–MEMBERSHIP OF THE ACCORD	02
2.1 Signatory Members	02
2.2 Provisional Members	02
2.3 Observers	03
2.4 Signatory Member Status Maintenance and Periodic Review	03
2.5 Exclusion from the Accord	04
2.6 Applying to Rejoin the Accord	04
2.7 Voluntary Withdrawal from the Accord	05
2.8 Change of Name	05
2.9 Implementation of the Accord	06
2.10 Dissolution of the Accord	06
3.0–ADMINISTRATION OF THE ACCORD	07
3.1 Chair	07
3.2 Secretariat	07
3.3 Accord Adviser	08
3.4 Executive Committee	08
4.0–MEETINGS OF THE ACCORD	09
4.1 Meetings Notice	09
4.2 General Meetings	09
4.3 Interim Meetings	10
5.0–FINANCES OF THE ACCORD	12
5.1 Secretariat’s Finances	12
5.2 Nonpayment of Annual Subscription Fee	12
5.3 Invoicing Procedures and Requirements	12
5.4 Fiscal Year	13
6.0–COMMUNICATIONS AND PROMOTION OF THE ACCORD	14
7.0–REQUIRED CHARACTERISTICS, PRINCIPLES, AND CRITERIA TO BECOME A SIGNATORY	15
7.1 General Characteristics	15
7.2 Common Principles	15
7.3 Criteria for Accreditation	15
7.4 INQAAHE <i>Guidelines of Good Practice</i> (GGP)	16
7.5 UNESCO-UIA <i>Charter for Architectural Education</i>	17
8.0–PERIODIC REVIEWS OF SIGNATORY SYSTEMS	19
8.1 Periodic Review Processes and Timetable	19
8.2 Review Teams: Composition and Responsibilities	19
8.3 Periodic Review Documentation	20
8.4 Periodic Review Visit	21
8.5 Periodic Review Report	21
8.6 Possible Outcomes of Periodic Review Visits	21
8.7 Requests for Reconsideration	22
8.8 Costs	24

9.0–BECOMING A PROVISIONAL MEMBER OF THE ACCORD	25
9.1 Application Process for Provisional Membership	25
9.2 Provisional Member Review Visit	26
9.3 Provisional Member Review Documentation	27
9.4 Provisional Member Review Report	27
9.5 Possible Outcomes of Provisional Member Reviews	27
9.6 Requests for Reconsideration	28
9.7 Costs.....	28
9.8 Participation During Provisional Membership Period	28
9.9 Transfer from Provisional to Signatory Membership	28
10.0–MENTORING, ADVISORY REVIEWS, AND OTHER SERVICES	30
10.1 Mentoring New Systems	30
10.2 Advisory Reviews	30
10.3 Secretariat Advice	30
10.4 Visit to Observe a Signatory System	30
10.5 Costs	30
11.0–REVIEW TEAMS	31
11.1 Nominating and Selecting Reviewers	31
11.2 Composition of Review Teams	31
12.0–REPORT POLICIES AND TEMPLATES	32
12.1 Periodic and Provisional Member Reviews	32
12.2 Advisory Reviews	32
Appendix A: Demonstration of Compliance	
Appendix B: Periodic Review Report Template	
Appendix C: Provisional Review Report Template	
Appendix D: Advisory Review Report Template	
Appendix E: Definitions/Glossary of Terms	

1.0–THE CANBERRA ACCORD

Signed in April 2008 and operational from January 2010, the Canberra Accord is a multilateral agreement between organizations with established systems for the accreditation of architectural education programs that have been agreed are substantially equivalent. It is intended to facilitate the international mobility of graduates in architecture and the portability of educational credentials between signatory domains, and contribute to improving architectural education through benchmarking.

The Accord is a transparent, peer review system for determining substantial equivalency between accreditation systems in architectural education. Educational qualifications in architecture accredited by one of the signatories should be accepted as substantially equivalent and recommended for recognition by all signatories, subject to additional requirements imposed by local regulations.

Accreditation is a quality assurance mechanism to recognize those programs in which graduates acquire certain competencies. The signatories to the Canberra Accord have concluded that their accreditation systems for academic programs in architecture have comparability and that such programs are substantially equivalent in terms of satisfying the academic requirements for the practice of architecture at the professional level.

The signatories to the Canberra Accord operate within internationally accepted guidelines for good practice. Graduates with qualifications from accredited programs in architecture recognized by the Canberra Accord are expected to have commonly held attributes including the ability to

1. apply the acquired knowledge for the design, operation, and improvement of systems, processes, and environments;
2. formulate and solve complex architectural problems;
3. understand and resolve the environmental, economic, and societal implications of architectural work;
4. communicate effectively with clients, peers, and community;
5. engage in lifelong learning and professional development following graduation;
6. act in accordance with the ethical principles of the profession of architecture;
7. make the case publicly for better human environments in contemporary society.

The Accord embraces the key principles of the International Network of Quality Assurance Agencies in Higher Education (INQAAHE) *Guidelines of Good Practice* (GGP) (rev. ed. 2016) as its benchmark for international good practice for quality assurance agencies (see summary at 7.4 below); and core principles of the UNESCO-UIA *Charter for Architectural Education* (rev. ed. 2017) (see 7.5 below) and relevant sections of the *UIA Accord on Recommended International Standards on Professionalism in Architectural Practice* (amended 2014) as international benchmarks for satisfying the academic requirements for the practice of architecture at the professional level.

1.1 Head Office

The Accord's operations are managed by a Secretariat, whose location is determined by resolution by the signatory systems. See www.canberraaccord.org.

2.0—MEMBERSHIP OF THE ACCORD

2.1 Signatory Members

A signatory member of the Accord is an architecture accreditation agency that operates within internationally accepted guidelines for good practice and which, through peer review, has demonstrated it operates in a comparable way to other signatories.

Signatory status is normally preceded by a period of up to two years as a provisional member (see below), and is maintained by being successfully subjected to periodic reviews at intervals of not more than six years. The general characteristics, principles, and criteria for accreditation required of a signatory system, which are assessed through periodic review, are stated in section 7.0 of this document.

Programs accredited by a signatory member of the Accord are accepted as being substantially equivalent to those of other signatory members, in terms of satisfying the academic requirements for the practice of architecture at the professional level, and are recommended for recognition by all signatories, subject to additional requirements imposed by local regulations. Graduates with qualifications from programs in architecture accredited by a signatory member are expected to have commonly held attributes as defined in the Rules and Procedures.

Signatory membership of the Accord is maintained by paying an annual subscription fee agreed at each General Meeting, being subjected to successful periodic reviews, and by regular attendance at the Accord's meetings.

Signatory members agree not to accredit the education programs of other signatories without their acknowledgement and agreement.

2.1.1 Rights and responsibilities of signatory membership

- Full voting rights and representation at all meetings of the Accord (see section 4.0).
- Full access to all relevant Accord documents, including password-protected documents on the Accord website.
- Payment of an annual subscription fee (see section 5.3)
- Nominate suitably experienced representatives to join the Accord's pool of experts from which review teams are drawn (see section 11.1).
- Collaborate constructively with the Secretariat to facilitate periodic reviews of the signatory's accreditation system (see section 8.0).
- Eligible to host General Meetings as stated in section 4.2 of this document.
- Eligible to nominate the Accord Chair, as stated in section 3.1 of this document.
- Eligible to provide the Accord Secretariat, subject to the guidelines and safeguards stated section 3.2 of this document.
- Actively advocate for the ethos and tenets of the Accord: facilitating international mobility of graduates of architecture and the portability of architecture education credentials between signatory domains, and contributing to the improvement of architecture education through benchmarking (see sections 1.0 and 2.9).

2.2 Provisional Members

A provisional member of the Accord is an architecture accreditation agency that has been accepted for provisional status following a successful desktop review of its accreditation system, as stated in the Accord's Rules and Procedures (see section 9.1.3).

An application to become a provisional member shall be made in writing and supported by nominations from two existing signatory members. Evidence must be provided to demonstrate a record of accomplishment in architecture accreditation with a system that is comparable to those of existing signatories.

An aspirant provisional member will normally be required to observe an accreditation visit conducted by one of the existing signatory members.

A provisional member may send representatives to a General Meeting, as stated in the Rules and Procedures, and to receive relevant documentation, but shall not have voting rights. A provisional member shall not have access to password-protected documents on the Accord website.

A provisional member shall not normally be represented at Interim Meetings but will receive all relevant non-confidential documentation.

Provisional membership is usually for a period of two years, during which the applicant organization and its system are subjected to comprehensive review by the Accord, as stated in the Rules and Procedures (which includes observing an accreditation visit). Where a review is unsuccessful, provisional membership can be extended by a further two years, with the agreement of existing signatory members. The applicant organization may request the appointment of a mentor during this period. The scope of mentoring services and associated fees are agreed in advance with the Secretariat (see section 9.2).

The Chair may request provisional members to withdraw from meetings when confidential matters are being discussed.

Provisional membership in the Accord is maintained by paying an annual subscription fee agreed at each General Meeting.

2.3 Observers

The Canberra Accord is an open, transparent organization that welcomes observers at its General Meetings, subject to space availability and the prior agreement of the Secretariat and host organization. Individuals or representatives of organizations wishing to observe a meeting are requested, in the first instance, to contact the Secretariat.

Accreditation systems contemplating applying for Accord membership are encouraged to observe meetings of the Accord before deciding whether to make an application for provisional membership.

The Chair may request any observers present to withdraw from a meeting when confidential matters are being discussed.

No charge is made for observers attending a General Meeting.

2.4 Signatory Member Status Maintenance and Periodic Review

In order to maintain its signatory member status, the system must comply with the periodic review purposes and requirements. Maintenance of signatory status also requires payment of an annual subscription fee and attendance at annual meetings of the Accord (see 2.1).

2.4.1 Periodic review of signatory systems

- The purpose of the periodic review is to ensure that the signatory systems maintain the characteristics, principles, and criteria set forth in 7.0 and other requirements stated in these Rules and Procedures.
- The periodic comprehensive review by representatives of the other signatory systems shall take place at intervals of not more than six years. The proposed schedule of periodic reviews is available on the Canberra Accord website (canberraaccord.org).
- The Accord Secretariat shall maintain a schedule and set of procedures for the implementation of such reviews and reports, including a description of the documentation and self-assessment required for the review team visit.
- The adoption of, or amendment to, the schedule and procedures shall require a positive vote by at least two-thirds of the signatory systems. The signatory systems shall make every reasonable effort to comply with the schedule and documentation requirements.

2.5 Exclusion from the Accord

A signatory or provisional member is eligible for exclusion from the Accord on the following grounds:

- No longer having a mandate to conduct accreditation and/or remain a member.
- Non-payment of the annual subscription fee or other dues, within 60 days of being billed, without good cause.
- Non-attendance at two consecutive meetings of the Accord (including Interim and General Meetings), without good cause.
- Operating overtly below the standards and outside the operational guidelines established in the Rules and Procedures.
- Bringing the Accord into disrepute.

Exclusion from the Accord is dependent upon a unanimous vote of signatory members (less any signatory member being considered for exclusion), following a review of the evidence at an Interim or General Meeting. If exclusion is agreed, the effective date of the exclusion shall be determined together with the dates within which the former member's accredited programs and academic qualifications shall be recognized by the Accord.

2.6 Applying to Rejoin the Accord

Any signatory or provisional member excluded from the Accord may apply to rejoin after a period of two years from the date of exclusion. A formal request to rejoin the Accord shall be made by writing to the Secretariat, describing what action has been taken to remedy the original problem/s that brought about exclusion. Such a request shall be tabled at the next meeting of the Accord. On the basis of a majority vote of signatory members in favor, the excluded agency shall be invited to rejoin the Accord, following a

desktop review by the Secretariat. While the process of rejoining takes place, a previously excluded member shall be permitted to attend Accord meetings as an observer.

Following a successful desktop review, a former provisional member shall be restored to being a provisional member, and a former signatory member shall be eligible to regain signatory status following a full periodic review, which shall take place at the earliest opportunity.

2.7 Voluntary Withdrawal from the Accord

If a signatory or provisional member wishes to leave the Accord, the agency shall write to the Secretariat, outlining the reasons and giving twelve months' notice.

Reasons for leaving the Accord voluntarily might include the following:

- No longer having a mandate to conduct accreditation and/or to remain a member.
- Not having sufficient resources to pay the annual subscription and/or other costs.
- Being unable to operate to the standards and within the operational guidelines laid down in the Rules and Procedures.

During the period of notice, the agency shall work with the Secretariat to ensure a smooth withdrawal. This shall include finishing any assigned tasks, payment of outstanding dues, and agreeing to the effective date of withdrawal (and thereby, the Accord's recognition of the agency's accredited programs and academic qualifications).

Any signatory or provisional member that voluntarily withdraws from the Accord may apply to rejoin after a period of two years from the agreed date of withdrawal. The process of rejoining is the same as that for agencies that have been excluded from the Accord (see 2.6).

While the process of rejoining takes place, a member that has previously withdrawn voluntarily shall be permitted to attend Accord meetings as an observer.

2.8 Change of Name

If a signatory or provisional member plans to change its name, the agency shall write to the Secretariat giving six months' notice of the effective date of the change along with details of the proposed new name. As long as there are no substantive, operational changes that go with the change of name, the Secretariat shall acknowledge the new details and inform the other members of the Accord. The Accord's website shall be updated to reflect the new name of the member agency, along with a note recording the old and new names and effective date of change.

Where a proposed change of name is to be accompanied by substantive operational changes, the relevant agency shall write to the Secretariat giving twelve months' notice and full details of the proposed changes. The Secretariat shall then undertake a desktop review to assess whether the changes planned, appear to fall below the standards and/or outside the operational guidelines laid down in the Rules and Procedures.

This being the case, the Secretariat shall prepare a short report for the other members to review at the next Interim or General Meeting of the Accord. If the other signatory

members are sufficiently concerned that the proposed operational changes are significant enough to warrant further scrutiny, they can agree, by a majority vote, to bring forward the next Periodic Review of the member agency, to a mutually agreed date.

2.9 Implementation of the Accord

Each signatory shall implement, within a reasonable time frame, appropriate processes and operations to facilitate mobility of its graduates and shall ensure that the bodies responsible for the registration/licensure of architects to practice in its country or territory, or the countries or territories of its members (in the case of multi-national organizations), recognize the substantial equivalency of both the accreditation/validation systems of the signatories and the academic qualifications accredited/validated by the signatories.

2.10 Dissolution of the Accord

In order to dissolve the Accord, the following actions shall take place:

- A written proposal, signed by at least two signatory members, shall be submitted to the Secretariat at least six months before a General Meeting, outlining reasons for wanting to dissolve the Accord.
- The written proposal to dissolve the Accord shall be presented to a General Meeting and discussed fully by signatory and provisional members.
- A vote in favor of dissolution by two-thirds or more of all signatory members shall take place. Any signatory member unable to send a voting representative to the General Meeting (assuming it is a face-to-face meeting), may vote in absentia or by video call.
- A formal date for dissolution shall be agreed, when all existing benefits of the Accord shall cease, including recognition of educational credentials between signatory members.
- Once all the Accord's debts have been settled by the Secretariat, agreement shall be reached on refunding any residual monies to signatory and provisional members. The refund of such monies shall be on a basis to be agreed at the General Meeting and be reflective of the formula used to calculate the annual subscription fee.
- The outgoing Secretariat shall agree to keep existing Accord records, files, and accounts for a period not less than seven years from the date of dissolution.

Once the decision to dissolve the Accord has been agreed and the arrangements have been formalized, the outgoing Secretariat shall release a press statement providing relevant details.

3.0–ADMINISTRATION OF THE ACCORD

3.1 Chair

At the conclusion of each General Meeting, a signatory system shall be appointed by the signatory systems to provide the Chair, and the person nominated by that system shall hold office until the conclusion of the next succeeding General Meeting. No system that has nominated the Chair for one period between General Meetings shall be responsible for nominating the Chair for the next period.

A signatory member responsible for nominating the Chair should select an individual who has adequate knowledge and experience of the Accord, is an active member of its organization's governance structure, and is capable of providing appropriate continuity and executive leadership during his/her period of office.

The role of the Chair is to lead Accord meetings and to ensure the business of these meetings is conducted in accordance with the Rules and Procedures. Between meetings, the Chair will act as a point of contact and sounding board for the Secretariat and others, in order to aid the proper running of the Accord. The Accord Chair is an ex-officio member of the Executive Committee (see 3.4 below).

In all circumstances, when the Chair is also acting as the representative of one of the signatory systems, he/she shall be entitled to one vote only and is not entitled to an additional casting vote, should there be a split vote on any matter. The Chair is only entitled to vote if he/she is representing a signatory system with voting rights.

Essential economy travel and lodging costs incurred by the Chair in attending General and Interim Meetings shall be supported by the Chair's signatory system.

3.2 Secretariat

In order to administer the business of the Accord, day-to-day administration is undertaken by a Secretariat. Such a Secretariat shall be provided by one of the signatories to the Accord, with the endorsement of a majority vote by other signatories taken at a General Meeting. The appointment shall be made to a system that has a mandate to take on the role and can show that it has access to adequate resources to fulfill the functions of the Accord Secretariat effectively.

The initial appointment shall be for a minimum period of four years. After four years, at the end of the General Meeting, the signatory systems shall decide, on the basis of majority vote, whether to renew the appointment of the same signatory system to provide the Secretariat for a further period of two years, renewable every two years, for up to a maximum of twelve years.

When there is a change to the signatory system appointed to provide the Secretariat, the appointment shall be as above, that is, for an initial period of four years, renewable every two years by majority agreement of signatory systems at the General Meeting, up to a maximum period of twelve years.

The Chair and the Secretariat may be from the same or different signatory systems.

The Secretariat shall be responsible for the following activities in support of the Accord:

1. Facilitate all meetings, including General and Interim Meetings and conference calls.

2. Maintain a record of the deliberations and decisions made at General and Interim Meetings and conference calls.
3. Facilitate and record exchanges of information between signatory systems.
4. Maintain the Accord website.
5. Undertake periodic evaluations and analyses of the conditions, criteria, and procedures used by signatory systems.
6. Undertake periodic analyses of the effect of the Accord on the profession within signatory systems.
7. Advise signatory systems and others as to the policies and procedures to be adopted to give effect to the terms of the Accord.
8. Advocacy and promotion of the Accord for the recognition, by regulators of architects, of the professional degree qualifications covered by the Accord.
9. Facilitate the process of new accreditation systems applying for provisional status in the Accord and proceeding to signatory status.
10. Manage the Accord budget, including calculating and collecting subscriptions and any other charges due from each signatory, and providing audited annual accounts.
11. Provide reports for General and Interim Meetings summarizing the activities of the Secretariat since the preceding meeting of the Accord signatories.

3.3 Accord Adviser

The Adviser is part of the Accord's leadership structure. Through his/her deep knowledge and experiences in the history, issues, and governance of the Accord, the Adviser provides assistance and guidance to both the Chair and the Secretariat in fulfilling their respective duties.

The Adviser is an honorary position with a renewable two-year term. The Adviser is nominated and approved by the signatories, who may determine at any time that this position is no longer necessary. The position is confirmed at each General Meeting of the signatories.

The Adviser's expenses (travel, lodging, meals) for attending General and Interim meetings shall be included in the annual subscription fee.

3.4 Executive Committee

Day-to-day running of the Accord shall be the responsibility of the Secretariat with advice from an Executive Committee. Ex-officio membership of the Executive Committee shall comprise the Accord Chair, the Secretariat administrator (the "Secretary"), the Adviser (if in place), and an optional nominated member representing the signatory members, when an Adviser is not in place. A nominated member of the Executive Committee can serve any number of years, subject to re-approval at each General Meeting and being the assigned representative of a signatory member.

The Executive Committee shall meet on a regular basis, the frequency to be agreed by the Secretariat, but not less than four times a year. Meetings shall be held by telephone or videoconference. The Secretariat shall circulate an agenda before the meeting and keep notes of the discussion and decisions made, which shall be made available to all signatory and provisional members.

4.0–MEETINGS OF THE ACCORD

Meetings of the Accord are normally held face-to-face. But other means, such as conference call or videoconference, could be used when deemed necessary by the signatories.

4.1 Meetings Notice

All signatory members, provisional members, and observers will receive notice of the dates of General and Interim meetings at least 60 days before the meeting is to take place.

4.2 General Meetings

A General Meeting of representatives of the signatory systems shall be held at least every two years at a time and place selected by a nominated host signatory, following appropriate consultation with the Accord Secretariat and other signatories.

At each General Meeting, signatories shall agree on a host signatory for the next General Meeting, unless they opt to hold the meeting via videoconference or other means. Items to be discussed at the meeting should be submitted to the Secretariat at least two months before the meeting, and the agenda and business papers should normally be distributed to the signatory systems at least one month before the meeting.

When agreement has been made to meet face-to-face, the time and place of the General Meeting shall, so far as practicable, be such as to minimize overall travel costs and carbon footprint for those representing the signatory systems. When convenient, the General Meeting may be arranged to follow or precede a major international conference or similar event.

Each signatory member will arrange for at least one representative, and a maximum of three, to attend the General Meeting. At a General Meeting, each signatory system shall have one vote on any decision, which should be exercised by one nominated representative. Signatory systems should recognize that substantive votes will be taken at the General Meetings and authorize their delegate to represent the interests of their system. A simple majority will suffice for a decision on any matter, unless otherwise stated in these Rules and Procedures.

In the interests of continuity and consistency, signatory systems are expected to nominate at least one representative who will attend at least three consecutive General Meetings, rather than sending different individuals to each meeting.

When a General Meeting is to be hosted by a signatory member, arrangements for the meeting will be agreed between the Secretariat and the host organization. The costs of long-distance travel and local accommodation for representatives attending the General Meeting shall be borne by the relevant representatives' organizations; the main costs of hosting the meeting (local travel, meeting rooms, related refreshments, administrative support, and other incidental expenditures) shall be borne by the host agency.

Signatory members, provisional members, and observers are expected to attend General Meetings.

Location

- Determined by resolution at the previous General Meeting.
- Within easy access of a major international hub airport.
- Generally hosted by one of the signatories.

Duration

- At least two days, depending on the business agenda.

Lodging Standard

- Host signatory is responsible for organizing General Meetings.
- Hotel with minimum 4-star rating.
- Accessible by persons with disabilities.

Meeting Room

- Host signatory works closely with the Secretariat to ensure adequate meeting spaces with windows and conference-standard amenities: sound amplification and projection systems, Internet connection, black-out facilities, electrical charge points, provision for meals and refreshments, and convenient access to local transportation, as necessary.

Meeting Costs

- Attendees are responsible for all expenses related to their travel, lodging and meals.
- Host signatory is responsible for all costs related to the meeting space and equipment.
- Essential economy travel and lodging costs incurred by the Secretariat in attending a General Meeting shall be supported by the Accord budget.
- Essential economy travel and lodging costs incurred by the Chair in attending a General Meeting shall be supported by the Chair's signatory organization.
- Essential economy travel and lodging costs incurred by the Accord Adviser in attending a General Meeting shall be shared equally by the signatory members, as invoiced by the Secretariat.

4.3 Interim Meetings

An Interim Meeting shall take place biennially, between General Meetings. Normally, such meetings shall be held face-to-face but may be held by conference call or similar means should the signatories so decide.

In the interests of minimizing costs, Interim Meetings should be held in a convenient location, normally in the country of the Secretariat, and attended by not more than two representatives per signatory). Whenever possible, the business of an Interim Meeting should be completed within one working day.

The costs of long-distance travel and local accommodation for representatives attending an Interim Meeting shall be borne by the relevant representative's organization. The costs involved in hosting the meeting (local travel, meeting rooms, related meals and refreshments, administrative support, and other incidental expenses) shall be borne by the Accord budget and shall include the essential economy travel and lodging costs of the Secretariat.

Signatory members only are expected to attend the Interim Meeting.

Location

- Determined by resolution at the previous General Meeting.
- Normally in the country of the Secretariat.
- Central location for all signatories in terms of flight duration.
- Convenient access to a major international hub airport.

Duration

- Normally one business day, depending on the agenda and business to be accomplished

Lodging Standard

- Secretariat is responsible for planning Interim Meetings.
- Hotel with a minimum 4-star rating.
- Accessible by persons with disabilities.

Meeting Room

- Secretariat is responsible for arranging adequate meeting spaces with windows and all required audio/video equipment and other amenities.

Meeting Costs

- Attendees are responsible for personal expenses for travel, lodging, and meals.
- Cost of the meeting is borne by the Accord budget (see details in section 4.3 above).
- Essential economy travel and lodging costs incurred by the Secretariat in attending an Interim Meeting shall be supported by the Accord budget.
- Essential economy travel and lodging costs incurred by the Chair in attending an Interim Meeting shall be supported by the Chair's signatory organization.
- Essential economy travel and lodging costs incurred by the by the Accord Adviser in attending an Interim Meeting shall be shared equally by the signatory members, as invoiced by the Secretariat.

5.0–FINANCES OF THE ACCORD

5.1 Secretariat's Finances

Arrangements for financial support by the signatory members for the Secretariat shall be agreed at each General Meeting. The Secretariat shall ensure the judicious management of its finances. Accord funds shall be held in an allocated account from which expenditures shall be related to agreed budget headings. The Secretariat shall manage the Accord budget and will oversee the preparation of audited annual accounts, showing income and expenditure, for presentation at Interim and General Meetings.

Day-to-day arrangements for running the Secretariat shall be at the discretion of the host signatory, having been agreed with the other signatories. Arrangements may include identifying an individual from within the host agency to act as Accord secretary or the appointment of a competent individual from outside who is familiar with accreditation procedures and protocols.

Time allocation and any financial remuneration for managing the Secretariat shall be agreed in advance by the host signatory and the individual acting as secretary. All costs related to running the Secretariat shall appear in the Accord's annual accounts, including any cross-charging when an individual from within the host signatory is appointed to run the Accord Secretariat.

The Secretariat acts on behalf of, and is answerable to, the Accord signatories and may consult the Chair, Adviser, and/or other signatory representatives on matters related to the Secretariat and its finances.

5.2 Nonpayment of Annual Subscription Fee

Any signatory or provisional member that fails to pay its approved subscription and other charges within 90 days of the invoice date will be suspended and lose all benefits of membership to the Accord, unless there are exceptional extenuating circumstances agreed with the Secretariat. Notice of suspension shall be issued in writing by the Secretariat, and the other signatories will be informed of the suspension.

During any such period of suspension, the accreditation agency that is in arrears shall not be eligible to attend Accord meetings; shall lose voting rights; and the programs it accredits shall no longer be accepted as substantially equivalent to those accredited by Accord signatories, from a date to be approved by all signatories at the next General or Interim Meeting, or by email or videoconference call.

Any agency that has had its signatory or provisional status suspended because of late or nonpayment of dues shall be eligible for reinstatement on full payment of back-dated arrears, to be confirmed in writing by the Secretariat. Although normal signatory benefits will be reinstated for signatories, qualifications accredited by the agency during the period of termination shall not be accepted as substantially equivalent.

5.3 Invoicing Procedures and Requirements

To maintain membership in the Accord and contribute to the costs of its day-to-day functions, each signatory and provisional member is required to pay an annual subscription fee. Invoices for the annual subscription fee are sent via email in January of each year, and the payment is due at the Secretariat's office within 30 days of the date on the invoice.

The annual fee for provisional members is 50 percent of the fee that will be charged when they transfer to signatory membership. Payment of the full subscription fee becomes effective on 01 January of the year following the signatories' decision to transfer a provisional member to signatory membership.

Annual subscription fees are approved at General Meetings and are based on the size of a signatory system (i.e., number of accredited programs) and the United Nations Human Development Index for the country in which the system operates.

5.4 Fiscal Year

The Accord's fiscal year begins on 1 January and ends on 31 December of each year.

6.0–COMMUNICATIONS AND PROMOTION OF THE ACCORD

The Secretariat shall be responsible for maintaining an Accord website. This website shall provide all current Accord documentation; details of signatory systems; an up-to-date list of all professional degrees currently accredited by signatory systems and recognized by the Accord; contact details; and any other relevant information and web links deemed appropriate.

The normal method of communication between members of the Accord and the Secretariat shall be by electronic mail. Meetings (between General and Interim Meetings) on specific matters best dealt with by dialogue shall normally be by videoconference or similar means.

The Accord Secretariat shall be responsible for communication with the media, through press releases and other means as appropriate; and shall ensure that the global community of organizations responsible for architecture education and its accreditation are made aware of the Canberra Accord, its principles and objectives and the processes for the admission of new signatory systems to the Accord.

The Accord Secretariat will be expected to take on the role of advocate for the recognition, by regulators of architects, of the professional degree qualifications covered by the Accord. Guidance on the nature and level of this activity should be agreed by the signatory systems at General Meetings.

All communications shall be in English.

7.0–REQUIRED CHARACTERISTICS, PRINCIPLES, AND CRITERIA TO BECOME A SIGNATORY

7.1 General Characteristics

Canberra Accord signatories are expected to have the following general characteristics:

- a. be named organizations (authorities, agencies, or institutions) that are representative of the architecture profession and which have statutory powers or recognized professional authority for accrediting, validating, or recognizing programs designed to satisfy the academic requirements for admission to the profession in the locality where accreditation, validation, or recognition takes place, subject to additional requirements imposed by local regulations and practice requirements;
- b. be independent of the academic institutions, professional organizations, and government agencies delivering accredited programs within their jurisdiction;
- c. have an active, robust accreditation system in place, with established processes, procedures, and practices that are well documented;
- d. have a record of accomplishment in accreditation with sufficient experience and magnitude of operation (see section 9.1.2.3).

7.2 Common Principles

Systems for the accreditation of architecture programs shall be underpinned by common agreed principles including:

- a. the system must operate at all times in accordance with a high standard of professionalism, ethics, and objectivity;
- b. the process must be transparent and consistent;
- c. the activities must be conducted in relation to individual programs in confidence and with firmly established procedures and conditions for objective and consistent evaluation;
- d. those involved in the accreditation process must be knowledgeable and competent in matters related to architecture accreditation, education, and practice;
- e. accreditation is of individual programs, academic awards, or qualifications and not of institutions;
- f. evaluations of specified academic programs are conducted by peer reviewers and must include review of the program's self-evaluation documents, a site visit, and inspection of student work;
- g. the standard of students' work should be the main criterion in determining accreditation;
- h. levels of physical, financial, human, and information resources should be appropriate to the context of the institution.

7.3 Criteria for Accreditation

The criteria for accreditation should address the following:

- a. a suitable environment to deliver the program;
 - b. adequate leadership for the program;
 - c. a suitable team of qualified people teaching in the program;
 - d. a curriculum providing broad preparation for architecture practice;
 - e. appropriate entry, progression, and exit standards;
 - f. adequate human, physical, financial, and information resources to support the program;
- and shall include:
- g. periodic reevaluation to maintain accreditation status;
 - h. a period of academic study at, or in association with, a university/tertiary-level institution sufficient to demonstrate skills, abilities, attitudes, and knowledge at a

defined standard adequate for initial entry to the architecture profession. In order to gain the balanced acquisition of subjects and capabilities, this period of academic study should normally be not less than the equivalent of five years of full-time studies.

7.4 INQAAHE *Guidelines of Good Practice (GGP)*

As external quality assurance agencies (EQAA), signatory systems should embrace the key principles of the *Guidelines of Good Practice* (rev. ed. 2016) published by the International Network of Quality Assurance Agencies in Higher Education. These are summarized as follows:

The EQAA

- a. is a recognized, credible organization, trusted by higher education institutions (HEIs) and the public;
- b. has adequate mechanisms to prevent conflict of interest in the decisions it makes;
- c. has staff with the necessary skills to carry out the functions associated with external quality assurance;
- d. has the physical and financial resources needed to carry out the activities that emerge from its mission statement and objectives;
- e. has a written mission statement and a set of objectives that explicitly provide that external quality assurance of higher education is its major concern and describe the purpose and scope of its activities;
- f. has in place policies and mechanisms for its internal quality assurance, which demonstrate a continuing effort to improve the integrity and quality of its activities, its response to the changes to the context in which it operates and its links to the international community of quality assurance;
- g. collaborates with other quality assurance agencies where possible, in areas such as exchange of good practices, capacity building, review of decisions, joint projects, or staff exchanges;
- h. is mainly concerned with the promotion of quality education and student achievement;
- i. recognizes that quality is primarily the responsibility of the HEIs themselves, and supports this principle in its criteria and procedures;
- j. has criteria and procedures that promote internal quality assurance and provide HEIs with clear guidance on the requirements for self-assessment and external review;
- k. has standards and criteria that have been subject to reasonable consultation with stakeholders and are revised at regular intervals to ensure relevance to needs;
- l. has criteria or standards and procedures that take into account follow-up mechanisms;
- m. specifies the way in which criteria will be applied and the types of evidence needed to demonstrate that they are met;
- n. carries out an external review process that is reliable and based on published criteria and procedures. It follows a self-assessment or equivalent, and includes an external review, normally including a site visit and a consistent follow-up of the recommendations resulting from the external review;
- o. has published documents, which clearly state what it expects from HEIs, in the form of quality criteria or standards and procedures for self-assessment and external review;
- p. has an external review process that is carried out by teams of experts consistent with the characteristics of the institution or program being reviewed. Experts can provide input from various perspectives, including those of institutions,

- academics, students, employers or professional practitioners.
- q. provides HEIs with an opportunity to correct any factual errors that may appear in the external review report.
- r. makes public its policies and decisions about institutions and programs, discloses the decisions about its own performance and disseminates reports on outcomes of quality assurance processes;
- s. has policies and procedures in place that ensure a fair and independent decision-making process in the final review of the institution or the program. It provides effective procedures to deal with appeals and complaints;
- t. makes decisions about an institution or program that take into consideration both the institution's self-assessment process and the external review.

7.5 UNESCO-UIA Charter for Architectural Education

In any system of accreditation, it is of prime importance to establish the standards of achievement to be attained and the means of assessment through peer group review. Of equal importance is the need to encourage diversity, innovation, and development. This balance between benchmarking appropriate international standards and encouraging a variety of approaches is central to the principles of the Accord. To this end, signatory systems are expected to be reflective of the core principles of the UNESCO-UIA *Charter for Architectural Education* (rev. ed. 2017). In particular, signatory systems should ensure the acquisition of generic student skills, knowledge, and competencies including the following, identified in the UNESCO-UIA *Charter*:

- a. ability to create architectural designs that satisfy both aesthetic and technical requirements.
- b. adequate knowledge of the history and theories of architecture and the related arts, technologies, and human sciences.
- c. knowledge of the fine arts as an influence on the quality of architectural design.
- d. adequate knowledge of urban design, planning, and the skills involved in the planning process.
- e. understanding of the relationship between people and buildings, and between buildings and their environment, and of the need to relate buildings and the spaces between them to human needs and scale.
- f. understanding of the profession of architecture and the role of the architect in society, in particular in preparing briefs that take into account social factors.
- g. understanding of the methods of investigation and preparation of the brief for a design project.
- h. understanding of the structural design, construction, and engineering problems associated with building design.
- i. adequate knowledge of physical problems and technologies and of the function of buildings so as to provide them with internal conditions of comfort and protection against the climate.
- j. design skills necessary to meet building users' requirements within the constraints imposed by cost factors and building regulations.
- k. adequate knowledge of the industries, organizations, regulations, and procedures involved in translating design concepts into buildings and integrating plans into overall planning.
- l. awareness of responsibilities toward human, social, cultural, urban, architectural, and environmental values, as well as architectural heritage.
- m. adequate knowledge of the means of achieving ecologically sustainable design and environmental conservation and rehabilitation.

- n. development of a creative competence in building techniques, founded on a comprehensive understanding of the disciplines and construction methods related to architecture.
- o. adequate knowledge of project financing, project management, cost control, and methods of project delivery.
- p. training in research techniques as an inherent part of architectural learning, for both students and teachers.

The UNESCO-UIA *Charter for Architectural Education* (rev. ed. 2017) also lists a number of objectives and general considerations regarding architecture education. Of particular note is the following list of goals which, given the growing concerns about climate change, rapid urbanization, and the need for more sustainable development, all signatories are encouraged to embrace:

The vision of the future world, cultivated in architecture schools, should include the following goals:

- a. a decent quality of life for all the inhabitants of human settlements;
- b. a technological application which respects the social, cultural and aesthetic needs of people and is aware of the appropriate use of materials in architecture and their initial and future maintenance costs;
- c. an ecologically balanced and sustainable development of the built and natural environment including the rational utilization of available resources;
- d. an architecture which is valued as the property and responsibility of everyone.

8.0–PERIODIC REVIEWS OF SIGNATORY SYSTEMS

8.1 Periodic Review Processes and Timetable

8.1.1 Timetable: The signatory systems to be reviewed shall be given at least nine months' notice of the intended action and shall be invited to work with the Secretariat to establish a process, schedule, and practical arrangements that suit both the signatory and the review team.

If there are exceptional circumstances that could seriously affect the efficacy of a periodic review visit, such as a pandemic, severe weather event, or civil unrest, the signatory member to host the review can submit a request, in writing, to the Secretariat for a postponement of the visit. Such a request shall be placed before the Executive Committee of the Accord, which, having reviewed all the evidence available, shall decide whether the visit should take place. The decision of the Executive Committee shall be final. In the event of a postponed periodic review visit, the signatory member and the Secretariat shall confer and agree a mutually acceptable new date for the review visit to take place.

8.1.2 Elements of a visit: The review process shall include observing an accreditation visit to an educational institution offering a professional degree program in architecture that has been accredited, validated, or recognized by the signatory system, and, whenever feasible, attending the meetings at which the outcomes of such a visit are discussed and recommended.

The review process should allow the review team sufficient opportunity to observe the normal processes and procedures of the accreditation system being reviewed, with access to related documentation, in order to enable an understanding of how academic outcomes and standards are evaluated.

8.1.3 Significant changes: Significant changes to a signatory system's accreditation criteria, policies, or procedures shall be reported, in writing, to the Accord Secretariat. The other signatory systems may require that the next scheduled review be brought forward.

8.2 Review Teams: Composition and Responsibilities

8.2.1 Accord representatives: Periodic reviews of signatory systems will be conducted by two people representing the Accord (one educator and one practitioner). The reviewers must be fluent in English.

8.2.2 Local facilitator: The signatory system to be visited will nominate a local facilitator. The local facilitator must be approved by the Accord reviewers before the visit and be fluent in both English and the local language, and suitably familiar with the professional and educational context within which the review is to take place. The local facilitator must not be currently in the employ of the system being reviewed and must be free of conflicts of interest (see section 8.2.4).

The role of the facilitator is to assist the Accord representatives locally and observe the process, as appropriate. The facilitator shall not participate in the review team's deliberations or the formulation of its final recommendation.

During the review visit, in appropriate circumstances, the Accord reviewers may opt to have a private discussion without the facilitator being present, as long as the overall transparency of the process is maintained. The local facilitator shall observe the signing of the review report by the two Accord reviewers and shall sign below to authenticate the signatures. This is intended to confirm the signatures and not indicate the facilitator's endorsement of the report decisions and content.

8.2.3 Periodic review report: The Secretariat will provide a report template to the reviewers. Within 30 days of the end of the visit, the reviewers will submit a report of their assessment to the Secretariat. The Secretariat will edit the report and then return it—without the reviewers' confidential recommendation—to the host signatory system for corrections of errors of fact. See section 8.5 for more information about periodic review reports.

8.2.4 Conflicts of interest: The Accord Secretariat shall submit the curriculum vitae and/or résumé of the reviewers to the system to be visited. The signatory system may challenge no more than one proposed reviewer on the basis of a conflict of interest (see below). In the event that such an objection is made, the Secretariat shall take the necessary steps to resolve the situation.

Conflicts of interest include the following:

1. graduation from an institution with a degree accredited by the system being visited;
2. close association with administrative or faculty personnel in a program accredited by the system being visited;
3. having held a position associated with the system being visited (e.g., part-time teaching, external examiner, studio critic, etc.);
4. having relatives or associates associated with a program accredited by the system being visited;
5. having been shown to hold a preconceived opinion based on the type or location of the system to be reviewed, its reputation, the underlying philosophy of the system, or the extent to which programs accredited by the signatory system are offered at the undergraduate or graduate level, and so on.

8.3 Periodic Review Documentation

Periodic review documentation must be submitted to the Secretariat at least 16 weeks before the review visit begins. The Secretariat will review the documentation for completeness and ensure that the review team receives the documentation at least eight weeks before the visit begins.

The Secretariat will provide a template for submission of the documentation, including the self-evaluation report (see below). The total file must be submitted as an Adobe Acrobat PDF and may not exceed 7MB.

The review visit will include evaluation of the following:

1. Self-evaluation report
 - documents the system's adherence to the characteristics, principles, and criteria of the Accord as identified in section 7.0 of these Rules and Procedures;
 - notes recent changes as well as challenges to the system (legal or otherwise) and the signatory's response;
 - identifies critical issues the system will face in the near future (one to five years).
2. Current criteria, policies, and procedures

- evidence that the system complies with Canberra Accord criteria (e.g., arrangement for visits, selection and training of visiting teams, ratification processes, etc.).

All documentation and communication related to the periodic review must be in English.

8.4 Periodic Review Visit

The Accord reviewers and the local facilitator will accompany a visiting team from the host signatory system as it reviews a program accredited by its system.

The host signatory system must demonstrate with exhibits of student work available to the Accord's reviewers that the level and content of studies of its accredited programs continue to be substantially equivalent to those of the current signatory systems.

Both reviewers and the facilitator will visit the administrative office for the signatory system and review its procedures, and, should be provided access to minutes of meetings in which accreditation decisions are made.

8.5 Periodic Review Report

Reports written by the Accord reviewers will follow a template (see Appendix B), appropriate to the type of visit, which will be provided by the Secretariat. The review team will make a confidential recommendation to the members of the Accord based upon the team's review of the documents submitted and their observations on the visit.

Timeline for completion of the report

1. The team must submit its report to the Secretariat within 30 days of the end of the visit.
2. The Secretariat has 30 days to edit the document and send it (without the confidential recommendation) to the signatory system visited for corrections of errors of fact only. The signatory system has 14 days to return the report with corrections of errors of fact and any response to the Secretariat.
3. The Secretariat will submit the completed report to the signatory members for consideration at the Accord's next meeting.

8.6 Possible Outcomes of Periodic Review Visits

The recommendations open to the review team shall be as follows:

1. That the accreditation system in question be accepted by the other signatory systems, for a period of six years, as leading to outcomes substantially equivalent to those from the other systems; or
2. That the accreditation system in question has minor deficiencies, be accepted by the other signatory systems for a period of not more than three years. This recommendation depends upon the responsible system providing, within six months, a report which satisfies the other signatories that adequate steps are being taken to address the specific deficiencies or concerns identified by the review team. These deficiencies should not materially affect the comparability of the accreditation outcomes of the system being reviewed. The report must provide details of actions to be taken and a timetable for implementation of such actions, and be approved by a unanimous vote of support from the other signatories at an Interim or General Meeting.

3. Following a successful review within the three-year period referred to above, the system in question can be reinstated as a signatory member for a period of six years, or where concerns remain, for a further period of three years. If, at the end of a second period of three years deficiencies remain unresolved, the other signatories have the option, following a unanimous vote, to withdraw signatory status for a period of not less than three years, during which the accreditation agency in question will revert to provisional status. After three years, the accreditation agency can reapply for signatory member status.
4. Where a periodic review results in an accreditation system being accepted for a three-year period, the relevant signatory may request mentoring assistance to be arranged by the Accord Secretariat. Details of the mentoring service to be provided and charges applied must be agreed in writing, in advance, by the Secretariat and the accreditation agency seeking help.
5. That the accreditation system in question has such serious deficiencies with respect to the characteristics, principles, and/or criteria required of signatory systems (see Section 7.0) that the signatory reverts immediately to provisional membership. The relevant signatory may request mentoring assistance to be arranged by the Accord Secretariat. Details of the mentoring service to be provided and associated fees must be agreed in writing in advance by the Secretariat and the accreditation agency seeking help. In such circumstances, a further review visit is arranged, involving at least one of the original reviewers, within a period of not more than two years after the date of the original review visit. On the basis of this follow-up visit, the review team shall recommend to the other signatories either (i) reinstatement of the signatory system from provisional to signatory membership, or (ii) termination of provisional membership and exclusion from the Accord.

Decisions on recommendations from the reviewers are made by all signatories to the Accord except the one that is the subject of the recommendations. Votes may be taken by voice, teleconference, videoconference, email, or in face-to-face meetings. In all cases, these votes will be coordinated by the Accord Secretariat. The decision shall be communicated to the reviewed signatory system as one reached by consensus.

8.6.1 Termination of Membership: A motion for termination of provisional membership and exclusion from the Accord shall require support from two-thirds of the signatory systems. No such termination shall, of itself, affect the status of the academic qualifications gained by any graduate who has completed the professional degree program in architecture prior to that termination. A decision to terminate a system's membership in the Accord shall require an affirmative, unanimous vote, less one, by the signatory systems.

Following a period of two years, the system whose membership has been terminated may reapply for provisional member status. The system may request mentoring assistance to be arranged by the Accord Secretariat. The scope of the mentoring service to be provided and associated fees must be agreed in writing in advance by the Secretariat and the agency seeking help.

8.7 Requests for Reconsideration

A signatory member may request reconsideration of an action regarding a review visit. When making a request for reconsideration, the signatory system must be prepared to present evidence that demonstrates either of the following is true:

- the decision is not supported by factual evidence cited in the record or
- the review team failed to comply substantially with established rules and procedures and any such departure significantly affected the decision.

Reconsiderations may not be requested on the grounds of the failure of the signatory system to provide information to the Secretariat and/or the review team in a timely manner.

Reconsiderations are conducted by the full membership of the Accord. The filing of a request for a reconsideration automatically delays implementation of the review decision. All reconsiderations are conducted on the record and without a hearing.

8.7.1 Initiating a reconsideration

- The reconsideration must be requested by the chief executive officer of the signatory system within 30 calendar days of receiving the Accord's review decision.
- The request must be sent by email to the Accord Secretariat.
- The request must identify the incorrect or insufficient factual information cited by the Accord in support of the decision and/or evidence of the review team's failure to comply with established rules and procedures and that such failure significantly affected the review decision.
- All days refer to regular calendar days.

8.7.2 Reconsideration sequence

- a. Upon receiving the request, the Secretariat appoints an individual from a signatory system, not represented on the review team, as the Accord representative to oversee the reconsideration until its conclusion at the next regularly scheduled General or Interim Meeting. Other than having participated in the review decision, the signatory representative shall have had no prior involvement with the signatory system.
- b. The Accord representative sends the request for reconsideration to the review team and requests a written response to the assertions of incorrect or insufficient evidence and/or failures of the review team to comply with established procedures.
- c. The Accord representative, using the Periodic Review Report, the signatory system's self-evaluation, the system's request for reconsideration, and the review team's response, shall prepare a written analysis of the issues.
- d. The written analysis is sent to the signatory system and the review team and then the request for reconsideration is added to the agenda for the next regularly scheduled meeting or for a special teleconference meeting.

The agenda item will include the following background material:

1. Periodic Review Report
2. Signatory system's self-evaluation
3. Signatory system's request for reconsideration
4. Review team's response
5. Accord representative's analysis

If a member of the review team is a signatory representative, he/she is excused from the deliberations.

The signatory representatives review the record and determine whether to reconsider the review decision. At least a majority of members of the Accord must vote in favor of a motion to reconsider the decision.

8.7.3 Reconsideration of the review decision

- If the motion to reconsider is approved, a new motion on the review action will be made.
- Any new motion regarding the review decision must be based only on materials provided in the record.
- Any new motion regarding a reconsidered review decision must have an affirmative unanimous vote, less one, in favor to pass.
- Not less than seven calendar days after the meeting where the membership decision was reconsidered, the Accord Secretariat shall send the signatory system the decision. This letter will include reasons supporting it as recorded by the Accord representative.
- The decision is final and may not be reconsidered further.

8.8 Costs

All costs will be borne by the signatory system to be visited. Costs for the signatory system being visited will include round-trip transportation from each reviewer's home country, local travel (based on the practices of the system being visited), lodging, and meals.

9.0–BECOMING A PROVISIONAL MEMBER OF THE ACCORD

9.1 Application Process for Provisional Membership

9.1.1 Overview

The following is an overview of the process for obtaining provisional membership of the Accord and, later, transferring from provisional to signatory membership.

1. Submission of a letter of application for provisional membership to the Secretariat. The letter of application must be supported by nomination letters from two of the existing signatory members.
2. Submission of documentation for the Secretariat's desktop review of the applicant's conditions, procedures, and criteria (see section 9.1.2).
3. The application and all documentation for the desktop review must be submitted to the Secretariat at least 16 weeks before the next General Meeting.
4. Before submitting the application, an applicant may be required to observe an accreditation visit conducted by one of the existing signatory systems.
5. Following a successful desktop review, the signatories, at the next regular meeting of the Accord, will vote on whether to grant provisional membership to the applicant. The decision must receive an affirmative unanimous vote, less one, by the existing signatories.
6. The applicant agency may request the appointment of a mentor. The scope of the mentor's services and the associated fees must be agreed in writing in advance with the Secretariat. The appointment of a mentor does not guarantee acceptance of the applicant agency to provisional membership.
7. During the period of provisional membership (usually two years), the applicant agency begins preparing for a visit by a review team composed of two representatives from Accord signatories. Neither of these representatives may have previously served as a mentor to the applicant agency. This comprehensive review includes observation of an accreditation visit to an architecture program accredited by the applicant system.
8. The review team issues a report on its findings and makes a recommendation to the signatories regarding transfer to signatory status.
9. Signatories vote on the transfer from provisional to signatory membership.

9.1.2 Evidence of achievement and compliance

1. Applications for provisional membership must conform to the requirements laid down in section 9.0.
2. Applicants must provide evidence that their processes, policies, and procedures for granting accreditation, validation, or recognition to academic programs in architecture adhere to the characteristics, principles, and criteria of the Accord as identified in section 7.0 of these Rules and Procedures.
3. The applicant agency must have achieved a record of accomplishment in accreditation over a period of five years of operation.

9.1.3 Documentation for initial desktop review

Preliminary reviews of systems seeking provisional membership will include a desktop review by the Secretariat of the following documentation:

- the Accord's Demonstration of Compliance (see template in Appendix A);
- strategic planning documents, including vision, mission, and values statements;
- conditions, procedures, and criteria documents currently in use;
- any other documents that help the signatories understand how the applicant's system is substantially equivalent to those of current signatories.

Documents for the desktop review must be combined in one Adobe PDF, along with a table of contents indicating the PDF page number for each component. The documentation and all communication related to the Accord must be in English.

The application and all documentation must be received by the Secretariat at least 16 weeks before the next General or Interim Meeting of the signatories

The precise nature of the initial documentation submitted as part of the application for provisional membership may be agreed in consultation with the Secretariat. In many cases, existing standing documents may be used as long as they describe in sufficient detail the accreditation procedures, policies, and criteria of the applicant, the context within which the operation takes place, and a list of current programs accredited.

9.2. Provisional Member Review Visit

During the period of provisional status (normally two years), the accreditation criteria, policies, and procedures established by the applicant, and the effectiveness with which they are implemented, are subject to comprehensive review. The review shall follow the same general procedures used in periodic reviews for monitoring the performance of signatory systems.

9.2.1 Timetable, team, and process

(a) Timetable: The applicant agency shall be given at least nine months' notice of the intended action, and will be invited to work with the Secretariat to establish a process, schedule, and practical arrangements that suit both the agency and the reviewers. Provisional member review visit documentation must be submitted to the Accord Secretariat at least 18 weeks before the proposed provisional member review visit.

If there are exceptional circumstances that could seriously affect the efficacy of a provisional member review visit, such as a pandemic, severe weather event, or civil unrest, the provisional member to host the review can submit a request, in writing, to the Secretariat for a postponement of the visit. Such a request shall be placed before the Executive Committee of the Accord, which, having reviewed all the evidence available, shall decide whether the visit should take place. The decision of the Executive Committee shall be final. In the event of a postponed provisional member review visit, the provisional member and the Secretariat shall confer and agree a mutually acceptable new date for the review visit to take place.

(b) Team: The visit will be conducted by a team of two people (one educator and one practitioner) representing the Accord. Reviewers must be fluent in English. The accreditation system of the provisional member being visited will nominate a local facilitator, who must be fluent in English and the language of the country. The local facilitator must be approved by the Accord's reviewers.

No one who has previously served as a mentor to the applicant system being reviewed may serve on the review team.

The Secretariat assembles a review team from the Accord's pool of experts nominated by signatory members. The applicant agency may challenge one of the nominees on the basis of conflict of interest (see section 8.2.4).

(c) Process:

- 1) The Accord reviewers will accompany a visiting team from the applicant system as it reviews a program accredited by its system;
- 2) Student work must be available to the Accord reviewers to assess whether the level and content of studies of the applicant's accredited programs are substantially equivalent to those of current signatory systems;
- 3) When possible, the Accord reviewers shall attend the meetings at which these decisions are discussed and recommended;
- 4) The reviewers and the local facilitator will visit the administrative office of the provisional member to assess its procedures and should be provided access to minutes of meetings at which accreditation decisions were made.

9.3 Provisional Member Review Documentation

- A self-evaluation report that (1) documents the system's adherence to the characteristics, principles, and criteria of the Accord identified in section 7.0; (2) identifies recent challenges (legal or otherwise) to the system and its response to those challenges; and (3) identifies the critical issues the system will face in the near future (one to five years).
- Current, relevant documentation that describes the criteria, policies, and procedures of the system being reviewed and provides evidence of how the system complies with Canberra Accord criteria; such documents should include arrangements for visits, selection and training of visiting teams, the ratification process, etc.
- All documentation and communication with the Secretariat must be in English.
- All documentation must be combined and submitted in an Adobe PDF, not to exceed 7MB.

9.4 Provisional Member Review Report

- Reports written by the Accord review team will follow a template (see Appendix C) provided by the Secretariat.
- The report will include a confidential recommendation to the signatory members of the Accord based on the team's evaluation of documentation and observations of the visit.
- The report will be sent to the Secretariat within 30 days of the end of the visit.
- The Secretariat will review and edit the report and send it, without the confidential recommendation, to the provisional member visited for correction of errors of fact. The provisional member may also write a response to the report, although it is not mandatory.
- The provisional member has 14 days to return this draft to the Secretariat, who will then assemble a final report for submission to the signatory members of the Accord.

9.5 Possible Outcomes of a Provisional Member Review

The recommendations open to the review team shall be as follows:

1. That the accreditation system of the provisional member being reviewed should be accepted by the signatory members as leading to outcomes substantially equivalent to those of existing signatory systems, and that the system be transferred to signatory status for a period of six years.
2. That the accreditation system of the provisional member being reviewed should not be accepted by the signatory members as being substantially equivalent to the existing signatory systems and that the system should continue to have provisional

membership for a further period of two years. The system may request mentoring assistance to be arranged by the Secretariat. The scope of the mentor's services and the associated fees must be agreed in writing in advance with the Secretariat.

Where transfer to signatory membership is not recommended, details should be provided of the actions required by the system before it will be considered for further review by the Accord. These may include the appointment of an independent mentor who is familiar with the Rules and Procedures of the Accord to advise the applicant system, and/or specific help to be provided by the Secretariat, which may include a visit to the offices of the applicant system. All related costs, agreed in advance, shall be borne by the provisional member seeking signatory membership.

There shall be no limit to the number of times a provisional member may apply to become a signatory member. However, where there is evidence that insufficient progress has been made by the system seeking signatory membership to address deficiencies identified in a provisional member review, the Secretariat, in consultation with the Chair, can agree to extend the further period of provisional membership beyond two years. Such a decision shall be relayed to the signatories and reported to the next meeting of the Accord.

9.6 Requests for Reconsideration

The process for initiating and conducting the reconsideration of an action regarding a provisional member review visit is the same as that for a periodic review visit (see section 8.7).

9.7 Costs

All costs will be borne by the system of the provisional member to be visited. Costs for the system being visited will include round-trip transportation from each reviewer's home country, local travel (based on the practices of the system to be visited), lodging, and meals.

9.8 Participation During Period of Provisional Membership

Organizations holding provisional status are required to accept the same commitment to interaction and exchange as the signatory systems. They will receive copies of appropriate correspondence and reports, and will be invited to send representatives to all General Meetings of the Accord. Representatives of organizations holding provisional status will have the right of audience and debate at such General Meetings, but are not permitted to vote.

9.9 Transfer from Provisional to Signatory Membership

Decisions on the transfer to signatory status are made by all signatory members of the Accord. Votes may be taken by voice, teleconference, videoconference, email, or in face-to-face meetings. In all cases, these votes will be coordinated by the Secretariat. The decision shall be communicated to the provisional member being reviewed as one reached by consensus.

Where such transfer of status is approved, the recommended recognition by the other signatory systems of the substantial equivalency of the academic qualifications/programs concerned shall become effective 01 January in the year in which the new signatory system is admitted to signatory membership.

Where transfer from provisional to signatory membership is not approved, but significant progress has been made toward meeting the requirements, the signatory

members may, following a two-thirds positive vote, invite the organization concerned to retain provisional status for a further period of two years. Any such resolution must be accompanied by a statement of the requirements to be satisfied by the relevant organization during that period and a schedule for completion.

10.0–MENTORING, ADVISORY REVIEWS, AND OTHER SERVICES

10.1 Mentoring New Systems

Organizations seeking to develop a new accreditation system or with a nascent system may apply for mentoring and advice from the Secretariat and/or signatory members of the Accord. Organizations may make connections with any of the agencies represented in the Accord for informal mentoring.

10.2 Advisory Reviews

Organizations may request an advisory review by applying through the Secretariat for an expert from the Accord pool of reviewers to visit the applying agency, review appropriate documents, and write a report on its current compliance with the conditions required for provisional and signatory membership. The Accord reviewer should be teamed with a facilitator, competent in the local language and in English, chosen by the system and acceptable to the Accord. Such a visit is optional and is not a prerequisite for eligibility to apply for provisional membership. A charge will be made for undertaking an advisory review, and all related costs will be borne by the system seeking advice.

10.2.1 Advisory review report: The outcome of an advisory visit and review is a report (see Appendix D for template) written by the reviewer and/or Secretariat staff for the use of the system visited. The report will describe the degree to which the required conditions for provisional/signatory membership have been demonstrated. Such reports are advisory in nature and not a prerequisite for eligibility to apply for provisional status; however, the organization being reviewed can opt to use the report in a future application for provisional membership, in which case the report would be circulated to existing signatory members for information.

10.3 Secretariat Advice

Organizations may request Secretariat staff to visit their system to explain the rules, procedures, and conditions required for application for provisional and/or signatory membership. Such a visit is optional and not a prerequisite for eligibility to apply for provisional membership. A charge will be made for this service, and all related costs will be borne by the system seeking advice.

10.4 Visit to Observe a Signatory System

Organizations intending to apply for provisional membership of the Accord should send a representative to observe at least one accreditation visit conducted by one of the signatory systems. Arrangements should be made directly between the two systems involved. Such a visit is normally a prerequisite for eligibility in applying for provisional membership unless such a visit has already taken place in the two years before making an application for provisional membership. All related costs will be borne by the system seeking provisional membership.

10.5 Costs

All costs incurred by a reviewer and the Accord Secretariat in providing advice and/or conducting an advisory visit, including staff time and Secretariat expenses, will be borne by the system seeking advice. The Secretariat will provide an estimate of charges and such costs before undertaking advisory work.

11.0–REVIEW TEAMS

11.1 Nominating and Selecting Reviewers

Upon receipt of a written request from the Accord Secretariat, each signatory member shall nominate two representatives, one from an educational background and one from a professional practice background, who are suitably experienced in architecture accreditation and available to join a pool of experts. Reviewers shall be drawn from this pool in order to form review teams to undertake provisional member and periodic reviews, as well as individuals to undertake advisory reviews (see 11.2 below).

All costs involved in providing reviewers to undertake a review will be borne by the accreditation system being visited. These costs will include round-trip transportation from each reviewer's home country, local travel, lodging, and meals (see 8.8, 9.7, and 10.5).

Nominees must demonstrate that they have experience in, and subject knowledge relevant to, architecture accreditation systems. They must be fluent in English for oral and written communications in the review process. In order to maintain clear lines of responsibility for actions, signatory members should not nominate individuals responsible for voting on Accord decisions for their system. No signatory shall be required to provide more than one such representative to undertake a review visit in a calendar year.

The Secretariat shall take all reasonable steps to ensure that none of the individuals selected through this process has a conflict of interest with the accreditation system being reviewed; see section 8.2.4.

11.2 Composition of Review Teams

Periodic reviews of signatory systems: Two-person team composed of one educator and one practitioner, aided by a local facilitator nominated by the system to be visited and acceptable to the Accord. The role and requirements of the local facilitator are described in 8.2.2.

Provisional member reviews: Two-person team composed of one educator and one practitioner, aided by a local facilitator nominated by the system to be visited and acceptable to the Accord. The role and requirements of the local facilitator are described in 8.2.2.

Advisory reviews (optional): One person selected from the Accord pool of experts and a local facilitator nominated by the system to be visited and acceptable to the Accord. The role and requirements of the local facilitator are described in 8.2.2.

12.0–REPORT POLICIES AND TEMPLATES

All discussions concerning a review undertaken in accordance with these Rules and Procedures shall be held in confidence. At the conclusion of each review, the review team shall forward its report and recommendations to the Secretariat as soon as reasonably practicable and no later than 30 days after the completion of the review visit. Report templates are shown at Appendices B–D.

12.1 Periodic and Provisional Member Reviews

Following a periodic review or a provisional member review, the recommendation of the team is to be reported only to the signatory members, not to the system visited.

The Secretariat shall provide a copy of the report and recommendation to each signatory member.

An affirmative unanimous vote, less one, of the signatory members is required to ratify the recommendations of the review team. Provisional members do not have voting rights (see section 9.8).

12.2 Advisory Reviews

Following an advisory review, the report is furnished to the system visited, not the signatory members. If at a later date an applicant opts to use the advisory visit report as part of the evidence presented when applying for provisional membership, then the report will be circulated by the Secretariat to the signatory members.