

Accreditation journey map

Steps, clocks and thresholds from the ETA guideline. Fill in your own dates working back from the visit.

Step	What happens	Clock	Our date
1 Initiation	Institution informs the secretariat, confirms current documents, agrees plan, names a contact person. No direct contact with panel members		
2 Self assessment	Nine areas scored and narrated, report and documents submitted in soft and hard copy, receipt confirmed	12 to 16 weeks	
3a Assessors assigned	Balanced team, case officer as secretary, institution informed. Written objection with grounds	at least 4 weeks before the visit	
3b Desk review	Team studies the report and documents, may request clarification	within 6 weeks	
3c Site visit	Meetings, discussions, inspection. Preliminary findings shared at the end. Institution covers logistics	3 to 5 days	
3d Draft survey report	Shared with the institution	2 to 4 weeks after the visit	
3e Institution comments	Factual, referenced, with evidence	within 4 weeks	
3f Final report and decision	Team leader presents to the panel, panel reports to the board, decision in writing		
4 Cycle	Annual status report, substantial changes reported, conditions fulfilled, internal assessment every 3 to 4 months	annual	

Decisions

Full accreditation	75 to 100% of standards	5 years, certificate, route to international accreditation
Accreditation with conditions	50 to 75%	2 to 3 years, conditions to fulfil, statement on fulfilment
Denial	under 50%	reapply normally one year after the final report with evidence
Withdrawal	failure to maintain status or comply	made public

- Appeals and complaints in writing to ETA. Decisions are intended to encourage improvement rather than to sanction.

Based on the EAA Education Quality Assurance and Enhancement manual, the ETA accreditation guideline (January 2022) and the ERAS Africa EQA course, 2026. Free to copy and adapt with attribution.