

HOW TO APPLY TO BECOME A PROVISIONAL MEMBER OF THE SEOUL ACCORD

● Instructions

1. Applications must be received by the Secretariat no later than 120 days before the commencement of a meeting of the Accord at which the application is to be considered.
2. The secretariat must distribute the application to all signatories no later than 90 days before the commencement of the Accord meeting at which the application will be considered.
3. Any signatory may provide written questions to the secretariat no later than 60 days before the Accord meeting, in which case the applicant has until 30 days prior to the meeting to provide written answers to the secretariat for distribution of both the questions and answers to all signatories so that they can be considered before the Accord meeting.
4. An applicant's representative must appear in person at the Accord meeting to formally present the application and answer questions.
5. Applicant is advised to read **Governance Documents (Section A)**, **Rules and Procedures (Section B)**, **Guidelines (Section C)**, and **Graduate Attributes (Section D)** comprising the **Seoul Accord Documents (20 Feb 09)**.
 - All applications must be provided in the English language and, in particular, Application Form must be completed in the English language.
 - Provisional Status is normally granted for a period of four years, but may be extended for one or more periods of two further years if in the view of signatories, as attested by a two-thirds majority vote at a meeting, sufficient progress towards becoming a signatory is being made.

● Application Form

The applicant must meet all the requirements set out in **Rules and Procedures (Section B)** of the **Seoul Accord Documents (20 Feb 09)**.

I. ACCREDITING/RECOGNISING ORGANIZATION

Provide the name of the organization. List the names of the officers of the organization with brief CVs. Define the applicable jurisdiction for the organization, and describe the affiliations of the organization with other computing and IT-related bodies, government, and industry within the jurisdiction.

II. INTRODUCTION

Provide general information about the jurisdiction and the context of computing and IT.

III. EDUCATION

Provide a description of primary, secondary, and tertiary education. Describe the nature of programmes, including admission standards. Provide the number and type of institutions offering computing and IT-related programmes. Indicate whether the institutions are public or private.

IV. STRUCTURE OF THE COMPUTING AND IT-RELATED COMMUNITY

Describe the context of computing and IT-related practice and the degree of regulation (i.e., registration or licensing). Describe if there is a protected title and scope of practice. Describe any differing categories of computing and IT-related practitioners and their academic requirements. Describe the relationship of the organization to licensing, registration, or certifying agencies, and the extent to which the organization can influence the acceptance of accreditations/recognition by those agencies.

V. ROLE OF ACCREDITATION/RECOGNITION

Describe the role of accreditation/recognition within the jurisdiction. Given that accreditation is normally voluntary, describe the degree of participation.

VI. ACCREDITATION/RECOGNITION SYSTEM

Describe the development of the accreditation/recognition system and its maturity. Provide a description of the accreditation/recognition board including its composition and authority. List the objectives of accreditation/recognition. Provide the criteria for accreditation/recognition (general, program specific; curriculum content – technical and non-technical; incorporation of practical experience; length of the program; naming of the program; faculty requirements). Provide details for conducting the accreditation/recognition evaluation and making the accreditation/recognition decision; include relevant documentation (initiation of visit; selfevaluation questionnaire; selection of evaluation team; organization of the visit; due process).

Provide a list of currently accredited/recognised programs and a schedule of upcoming evaluations. Describe relationships with external computing and IT-related organizations including any agreements.

● Guidelines to Assist in Evaluation of Applications

Assessing equivalence of professional preparation is a complex matter. The experience of the existing signatories is that an assessment based on documentation is only a first step – necessary but not sufficient. Confidence can be achieved only through a detailed evaluation, including close interaction and planned visits to observe accreditation/recognition procedures.

In particular, it is difficult to define on paper the standard to which graduates must be able to exercise the required attributes. The same words can embrace a wide range of standards. Documentation can describe criteria and procedures; but standards can be reliably judged only by experienced people through live interaction. Therefore applicants must give the opportunity for the nominators, and some other signatories, to be present at key decision points where the quality of student learning is evaluated against accreditation/recognition criteria.

Ultimately, the applicant must demonstrate that the level and content of the studies of accredited/recognised programmes are equivalent to those of the current signatories in preparing graduates to enter a computing or IT-related profession. Therefore, the program must be offered at an appropriate tertiary-level institution. The duration of academic formation will normally be at least sixteen years.

Accreditation/recognition systems should adhere to the following general characteristics:

1. The signatories to the Accord are authorities, agencies, or institutions that are representative of the computing and IT-related community and that have statutory powers or recognized professional authority for accrediting/recognition programs designed to satisfy the academic requirements for professional computing and IT-related practice within a defined jurisdiction (e.g. country, economy, geographic region).

2. Any such authority, agency or institution must be independent of the educational providers delivering accredited programs within their jurisdiction and should also be free from influence or control over accreditation/recognition decisions by other organizations.

3. An accreditation/recognition system must be in place with well-documented accreditation/recognition procedures and practices. Accreditation/recognition of programmes is expected to conform to generally accepted principles such as:

a. The system must operate at all times in accordance with high standards of professionalism, ethics and objectivity;

b. The process must be transparent and consistent and the activities in relation to individual programs must be conducted in confidence;

c. Those involved in the accreditation/recognition process must have access to knowledge and competence in matters related to computing and IT-related accreditation/recognition, computing and IT-related education and computing and IT related practice.

d. Accreditation/recognition is of individual programmes or of coordinated groups of programmes quality-assured as a whole.

e. Evaluations of programs are conducted by peer reviewers and include a self-evaluation and site visit.

f. The criteria for accreditation/recognition should include requirements for:

i. a suitable environment to deliver the program;

ii. adequate leadership for the program;

iii. suitably qualified computing and IT-related professionals teaching in the program;

iv. a curriculum providing a broad basis for computing and IT-related practice;

v. appropriate entry and progression standards;

vi. adequate human, physical and financial resources to support the program.

g. The process should include periodic re-evaluation to maintain accreditation/recognition status.