

REQUEST FOR ACKNOWLEDGEMENT^{1&2}

RFA Part 1 of an ABET Accreditation Visit and Review
IN THE COUNTRY OF _____



Institution's Authorizing/Recognizing Agency¹ or
ABET's MOU/MRA Partner²

Chief Executive Officer of the Listed Agency^{1&2}

Institution of the Below-Listed Program(s)³

President of the Institution

Dean of the Institution

Program(s)³ Requesting Evaluation

Evidence⁴ of Recognition, if applicable (List or Attach)

By signing this form, I acknowledge that the above-listed institution has informed our agency of their request for ABET accreditation review for the aforementioned program(s).

☐

We object ABET review activities at the above-listed institution because _____.

☐

We do not object ABET review activities at the above-listed institution. We understand that ABET will provide an opportunity for a member of our agency to join ABET's review team as an Observer⁵.

Signature of the Chief Executive Officer of
the aforementioned Agency^{1&2}

Date

For Electronic Submission:

REQUEST FOR ACKNOWLEDGEMENT^{1&2}

RFA Part 2

INSTITUTION'S AUTHORIZING AGENCY CONTACT INFORMATION



Agency

Mailing Address, Including ZIP & Country

Shipping Address (if different from above)

Phone

URL

Official notification will be addressed to the Chief Executive Officer of the agency.

Chief Executive Officer Full Name

Position

Title First Middle Last

Phone

Fax

Email

Address (if different from above)

Observer⁵ (if assigned) Full Name

Position

Title First Middle Last

Phone

Fax

Email

Address (if different from above)

☐

Please check this box if you would like to designate an observer⁵ but have yet to do so. By checking this box, you assure us that you will provide the name, biographical resume and contact information of the observer⁵ to ABET Headquarters at international-accreditation@abet.org no later than July 31. Any questions? Please feel free to contact us.

REQUEST FOR ACKNOWLEDGEMENT^{1&2}

RFA Part 3

INSTRUCTIONS



1. This Request for Acknowledgement (RFA) form applies to programs located outside of the U.S. ABET requires that programs requesting ABET review must be housed in a degree-granting institution which has been approved and recognized by the highest quality assurance agency for higher education or national education authority in the institution's country. Therefore, ABET requires that an RFA come from that agency in conjunction with a formal request for ABET evaluation. The RFA Parts 1 & 2 must be completed by each applicable national education authority, higher education quality assurance organization, recognition body, or accreditation agency. The institution must submit the completed forms to ABET together with a completed Request for Evaluation (RFE) form or shortly following submission of the RFE, but **no later than January 31**. *A separate RFA form is required for each applicable agency.*

Please note that ABET will consider a formal RFE only with acknowledgement from applicable national education authorities, recognition and accreditation agencies in that program's country or region. ABET reserves the right to waive the requirement for RFA submission.

2. ABET is involved in several international agreements with quality assurance organizations worldwide, such as Mutual Recognition Agreements (MRAs) and Memoranda of Understanding (MOUs). Participating organizations for these activities can be found at <http://www.abet.org/global-presence/mutual-recognition-agreements/> and <http://www.abet.org/global-presence/memoranda-of-understanding>.

Please note that if a program located outside the U.S. falls within the jurisdiction of one of our MRA/MOU partners, a complete RFA form for the applicable MRA/MOU partner should be submitted along with the formal Request for Evaluation (RFE). ABET reserves the right to waive the requirement for RFA submission.

Also note that mutual recognition through MRAs may not extend to programs physically located outside of the U.S. This recognition is dependent upon the specific MRA.

3. List the exact program name(s) (not the department name(s)) as appeared on your RFE. Program names should be identical to those on student transcripts and in your institution's literature.

Programs from the same institution but applied under different ABET Commissions may share one request form for each agency.

4. Present one piece of evidence (i.e. specify the agency's official webpage or attach a copy of the official letter/certificate) showing the institutional or program-specific recognition provided by the listed agency. Please indicate "NA" or "none" if obtaining recognition from the listed agency is not applicable or not mandatory in your country.

5. ABET welcomes a member of the agency to participate in the accreditation visit as an observer.

Please be advised that it is ABET's policy that all participating observers should have no real or perceived conflict of interest with respect to the institution being visited. Observers must be approved by ABET Headquarters (HQ), the Visit Team Chair and the visit institution. Therefore, we request a biographical resume (bio) with complete contact information from each observer candidate **no later than July 31**. Once the observer is accepted by ABET HQ and the Visit Team, the individual's bio will be forwarded to the institution for approval. Lastly, the Visit Team Chair will contact the observer with the visit information after the individual is accepted by the institution. The observer's information can be transmitted to ABET HQ by e-mail at international-accreditation@abet.org.

On-site visits outside the U.S. typically are held between

October and mid-December. We will notify the participating agency between June and July regarding the visit dates.