

**BYE-LAWS for the ACCREDITATION COMMISSION of the ISEKI-Food
Association**

Version of January 27, 2011

1. The Accreditation Commission (hereafter the Commission) shall be comprised of up to 10 members who will be members of the Association plus from time to time other persons to enable to Commission to carry out its work. However, the Board of the Association may vary this number according to the level of work required of the Commission.
2. The Commission must be composed of appropriate representatives from higher education, industry and students.
3. Members of the Commission shall be nominated by the Board for a 2 years term. The members of the Commission shall work on a honorary basis. The Board shall have powers to fill any vacancies that may arise and to remove or suspend any member of the Commission deemed unfit to serve or inappropriate to the work of the Commission, such as where there may be a conflict of interest. The Commission may make recommendations for membership to the Board.
4. The Commission shall elect a chairman and secretary from amongst its own members.
5. The Commission shall meet as and when necessary. Meetings may be face-to-face or conducted on-line synchronously or asynchronously. Minutes of decisions made shall be kept of all such meetings and presented to the Board.
6. The competencies, powers and working methods of the Commission ('Standing Orders') are described in separate procedural documents to be approved by the Board.
7. The Accreditation label (as defined in the Association Bye-laws) will be awarded for a period of five (5) years to the study programme/s that have undergone a successful assessment as defined in the framework. At the end of the five year period, institutions shall either (a) submit for a further Accreditation or (b) surrender the use of the Accreditation label.
8. Institutions whose programmes have been awarded the Accreditation label shall be permitted to use it to promote those programme(s) in prospectuses, web pages and advertising.

9. The Association shall charge institutions a fee for the assessment and re-assessment of their programme(s) and for the use of the Accreditation label. Such fees shall be approved by the Board. A table of fees shall be appended to these bye-laws.
10. The Commission may establish temporary working groups in order to achieve its objectives. Such groups shall comprise members of the Commission but it may also co-opt other members of the Association, or non-members as experts or advisors.
11. The Commission will establish a panel of appropriate representatives from higher education, industry and students who will be available to act on behalf of the Commission as reviewers of the HE institutions applying for Accreditation. For each Accreditation review, the Commission will select members of the panel to form a Peer Review Team. Before undertaking any such review, these persons will be trained in the procedures defined by the Commission.
12. Members of Peer Review Teams shall be entitled to remuneration of their work and travel expenses at rates approved by the Board.
13. The details of the Accreditation review and its outcome shall be communicated to the institution concerned on completion of the review and will also be published via the IFA web pages.
14. The Commission will publish annually a report of its activities that will be presented to the Board of the Association for comment and adoption. Such report will include, *inter alia*, details of the reviews undertaken and the outcomes, Review Team members who undertook these reviews, financial accounts of activities, names of members of the Commission and of the Review Panel members.