



Regulations
for
Accreditation of Medical Colleges,
Iraq

By
The National Council For
Accreditation of Medical Colleges
(NCAMC)

2022

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Regulations of the National Council for Accreditation of Medical Colleges

In accordance with the ministerial mandate no. (1456/5/k on 22/4/2015), the National Council for Accreditation of medical colleges is established to be the official reference for the accreditation of medical colleges in Iraq. In accordance with the ministerial mandate no. (203 on 9/3/2021), the National Council's Managerial Unit at the Accreditation Division of Accreditation Councils for humanitarian and scientific specializations is established , and official authorization is granted to the council in accordance with the ministerial ordinance No. (307 on 18/3/2021). Hence, the following regulations are issued to regulate the activities of the national council:

First// Terms:

It refers to the following terms whenever mentioned in the explained regulations:

- a) **The minister:** The minister of the Higher Education and Scientific Research
- b) **Accreditation:** Academic accreditation in accordance with the national criteria for accreditation of Iraqi medical schools
- c) **The Council:** the National Council for Accreditation of Medical Colleges.
- d) **Session/Sessions:** The council official gathering when the quorum is verified.
- e) **The president:** the president of the National Council for Accreditation of Medical Colleges.
- f) **The vice president:** The vice president of the National Council for Accreditation of Medical Colleges
- g) **The Rapporteur:** The Rapporteur of the National Council for Accreditation of Medical Colleges .
- h) **Member/members:** member/members of the National Council for Accreditation of Medical Colleges
- i) **The quorum:** half of the total members' numbers plus one.
- j) **The Majority:** half the number of attendees plus one(when the quorum is verified).
- k) **College/colleges:** Iraqi medical colleges (governmental- and non- governmental colleges).
- l) **Peers :** number of external experts visiting the college for a purpose of accreditation.
- m) **The Peers visit:** The external experts visit to give the needed advice & consultation for the college.
- n) **The National assessors' team:** It is an elite team of academics with an experience in the field of quality and accreditation who have attended courses and workshops in the field.
- o) **The self -assessment report :** the report the school prepares about its strengths & weaknesses before the beginning of the accreditation process.
- p) **The External Evaluation:** Evaluation carried out by experts from outside the college and under the supervision of the National Council for Accreditation of medical colleges.

Second // The linkage , authority and commitment of the National Council towards ministry of higher education :

- a) In accordance with the ministerial mandate no.203 at 3/9/2021, the council is considered as a part of the managerial structure of the Department of supervision and scientific evaluation/ Ministry of Higher Education and Scientific Research acting as a unit until the enactment of the council's law.
- b) The minister will authorize the council to act according to item 7 of these regulations and hence, the council's decisions are of legal base & has to be implemented by other stakeholders.
- c) To save time and effort, the council's readings & reports are directly referred to the president of the Department of supervision and Scientific Evaluation to subsequently notify the minister (The minister's comment at 4/3/2021 on the council's original report at 2/3/2021).
- d) The ministry [abided](#) to make available the items necessary for the regulation of item 4 of these regulations.

Third // The council structure

Third -1-

- a) The council is constituted of 15 members including the president and the vice president who have to meet the required qualifications.
- b) The required qualifications for council's members:
 1. 80% of the council members (12 members) are graduates of medical college.
 2. Has good academic, administrative & scientific experience.
 3. In accordance with the member's will, he/she can continue working as an official member of the council even after retirement from his/her job in the ministry of higher education or ministry of health but under any circumstances (50%)i.e 7-8 of council's members has to be non-retired.
 4. Two of the council's members have to be representatives of the Iraqi Ministry of Health.
 5. The member should hold the highest educational certificate in his field.
 6. The member has to be a professor or Assistant professor or a consultant physician.
 7. At least has 10 years of teaching experience in one of the Medical schools or 10 years of experience in institutions of ministry of health.
 8. Is serious & has a good experience in medical education, evaluation, quality and accreditation.
 9. Worked as a member of self-assessment committees at his/her college or as member of the national assessment team.

10. Able to continually update & follow up the duties & responsibilities of the council.
11. Professional at his/her conduct and behavior.
12. His/ her work history is devoid of any punishment or any criminal or administrative offense record.

c. The Council's Presidency Terms and Conditions:

1. **The Council's President:** must be a graduate of a medical school either fully freed or a retired professor or Assistant professor holding Ph.D. or its equivalent having at least 10 years experience in medical education at one of the Medical schools.
2. **The Council's vice president:** must be a graduate of a medical school either fully freed or a retired professor or Assistant professor holding Ph.D. or its equivalent having at least 10 years experience in medical education at one of the Medical schools.
3. **The Council's Rapporteur:** must be a graduate of a medical school either fully freed or a retired professor or Assistant professor holding Ph.D. or its equivalent having at least 10 years experience in medical education at one of the Medical schools.

Third -2-

The council has to have a group of employed professionals who are experts in medical education , evaluation, quality and accreditation, in addition to people with legal and financial expertise.

Third -3-

- a) The council has a team of assessors (the national assessors team) who works collaboratively & every member of this team has to have the criteria mentioned in the item B of these regulations .
- b) Terms and conditions of the national assessors team members:
 1. The medical college has to nominate the candidate & it's up to the council to reject or grant him/ her membership according to his/ her CV & his qualifications.
 2. On recommendation by the council, a ministerial mandate of the national assessors team members would be issued.
 3. The member has to be a professor or assistant professor.
 4. Has at least 5 years of experience in medical education in one of the Iraqi Medical schools.
 5. Of a good experience in medical education, assessment, quality and accreditation.
 6. Preferably had worked in self-assessment committees.

7. Well known for his competency , hard work, commitment & discipline.
8. Successfully Passing workshops and courses relevant to accreditation held by the Council to determine his/ her competency.
9. Professional at his conduct and behavior.
10. His/ her work history is devoid of any punishment or any criminal or administrative offense record.

Forth // The Infrastructure & human resources .

- a) The council's headquarters is to be at the main building of the Ministry of Higher Education and Scientific Research and consists of at least two appropriately furnished rooms and a meeting hall.
- b) The Council' has at a minimum three administrative staff who meet the following criteria :
 1. Has a Bachelor's degree .
 2. Has good computer and managerial skills .
 3. At least one of them is proficient in English.
- c) The Council has at least one service staff member.
- d) The council can make use of the infrastructures and Human Resources of the medical colleges once they agree to carry out his activities relevant to his duties & goals.

Fifth // The Council's Code of practice

- a) First session: The first session of the council is chaired by the member with the highest scientific title ; If there is more than one member with this title, the oldest of them will chair the session. During this session, the presidency of the council is elected, and both the president and the deputy will be elected by the principle of majority, and the time period for membership is determined during this session.
- b) The responsibility of the president and vice president continues for four years & is renewable only once.
- c) The president has to choose one of the members to work as Rapporteur within a period of time mentioned by the mandate.
- d) By the principle of the majority electoral system a member will be elected among three nominated members to represent the council or to do a specified job for the next four years.
- e) As Guest of Honor, the President of the council or his authorized representative shall represent the council on the Medical Colleges' Deans' Committee. In turn, the head of the Deans' Committee can attend the council meetings as a guest of honor.

- f) New or substituted members will be added according to the principle of majority & only when needed and according to certain regulations & has to have the criteria in b of item Third -1.
- g) Annually and as one of the agenda of the regular meetings, an evaluation of the members will be done in accordance with the council's regulations.
- h) The council has to hold periodic meetings not less than six a year chaired by the president or vice president (in case the president gives an appropriate excuse) & during these meetings the quorum must be complete.
- i) By the president's request, the council can hold special meetings & should be in accordance with the regulations of the regular meetings .
- j) Upon the president's request, the council can hold exceptional meetings without the need for quorum but no official decisions are to be made.
- k) Decisions are to be made according to the principle of the majority and in the event of equal votes, the decision will be in favor of the group of the president.
- l) The council's decisions related to granting accreditation are made in a series of special sessions involving the entire council's members. The council's final decision is made by at least two thirds of the total number of the members.
- m) In accordance with the working regulations, the council reports to his excellency the minister of Higher education about the councils' activities and progress periodically.

Sixth // Functions and Duties

Specific established terms relevant to the accreditation's guideline and official records.

a) The president's job description and duties:

1. In accordance with regular terms, proposing and putting to vote the council's annual plan and budget.
2. Chair the council's meetings.
3. Verifying all the council's decisions.
4. Following up the council's progress and the council's members' training.
5. In accordance with the regulations, receiving requests from the stakeholders and submitting them to the council.
6. Working collaboratively with the council's rapporteur, to phrase the recommendations, regulations and decisions of the council and addressing the relevant entities.

b) The vice president's functions and duties:

1. Acts on behalf of the president and performs his/her duties in his/her absence after the latter has officially assigned him.
2. Assists the President in the general conduct of the business of the Council.
3. Serves as one of the council members.

c) The council's rapporteur's functions and duties:

1. Is considered one of the principal members.
2. As per the president's request , invite other members for periodic meetings.
3. Setting the meetings agendas and sending it to the members in advance.
4. In cooperation with the president, writing down and circulating the minutes of the meetings.
5. In cooperation with the president, writing reports, summarizing achievements and progress of the council's activities.
6. Follow up the response to requests presented to the council, recommendations, and the decisions made by the council .
7. Follow-up the latest regional and global updates in accreditations and presenting it to the council.
8. update the council's members of the council's and its leadership periodic activities.
9. Follow up the council's main duties and the performance & accomplishments of the duties of different committees & according to the regulations.
10. Following up the council's office works and its secretaries.
11. Monitoring and updating the council's website.
12. Acting as one of the council's members.

d)The Council's General Functions and Duties:

1. Holding the council's (and when needed special and exceptional) periodic sessions and discussing the meetings agenda and writing down the reports.
2. Approval of the general & special annual council's plan relevant to its vision, mission & goals after being discussed.
3. Reviewing & approval of the president's and the committee's reports and taking the necessary steps in this regard.
4. Preparing, reviewing and updating the national standards for accreditation to cope with the global and regional standards taking the country's current and future circumstances into account.
5. Setting, revising, and updating the national guideline for accreditation; whenever required, to be the roadmap for the medical colleges to meet the national standards of accreditation and to get the accreditation.
6. Issuing the regulations that maintain its workflow including those related to appeals & complaints presented by the colleges, members & national assessors team.
7. Evaluate the current state of the colleges with supervision and follow up on the performance of the self-assessment carried out by the colleges.
8. Establishing the national assessors team by following the regulations.

9. Issuing books, brochures and handbooks to facilitate the accreditation as well as the colleges' self-assessment process.
10. Holding training courses, workshops and conferences relative to the council's functions.
11. Follow up and improve the knowledge, skills and competencies of those involved in medical education relevant to accreditation standards and its updates.
12. Follow up and develop the capabilities of council members, the national assessors team and members of accreditation committees in the colleges specified to implement the self-assessment and accreditation(each according to its location).
13. Direct supervision of the colleges' implementation of the prepared plans according to the time schedules prepared for this..
14. Periodic supervision of the colleges' implementation of the national standards.
15. Periodic supervision of the colleges' commitment to the accreditation guide prepared and approved by the Council.
16. Follow-up and monitor the accreditation stages in colleges, the self-assessment process, and how it is implemented locally.
17. Taking the necessary measures to assess the colleges that were meeting national accreditation standards.
18. Review the final assessment reports submitted by the national assessors team and take appropriate decisions regarding it.
19. Periodic monitoring on the accredited or conditional accredited colleges.
20. In cooperation with the Iraqi Ministry of Health, The Iraqi Medical Association and the Committee of Deans of Medical Colleges, setting the proper mechanism to assess Iraqi Medical schools outcomes.
21. Monitoring the peer visit in between Iraqi medical schools.
22. All members have to pledge to abide by the voted decisions of the Council, taking into account the confidentiality of certain decisions, especially those related to the process of granting accreditation to the medical colleges and according to the stipulated regulations, even after leaving the work in the Council and bearing the legal consequences.

E) The National Assessors Team General Functions:

1. The team undertakes visits the colleges, studying the self-assessment report, verifying documents (evidences) related to accreditation, and submitting detailed reports on that to the Council, and its overall work is under the supervision of the Council in accordance with the National Accreditation Guide.

2. Participating in the national and international workshops relevant to accreditation under the council's direct supervision.

Seventh // Authorities

A. The Council's president's Authorities:

1. Writing and signing the council's Official letters.
2. Issuing the decision of accreditation of a medical college after being voted by the council's members.
3. Issuance of decisions, regulations and necessary directives to carry out the duties of the Council after being voted upon by the members.
4. Issuing official administrative mandates, and official correspondence with institutions inside & outside Iraq.
5. Inform the rapporteur and the secretariat to call for meetings and to edit minutes and administrative orders and official correspondences with relevant institutions inside and outside the Republic of Iraq.
6. Representing the Council (or assigning a representative) in all forums related to the work of the Council.
7. Nominating a council's member to accomplish the council's related duties and tasks in accordance with item (d) of the fifth article.
8. Forming committees (permanent and temporary) related to the work of the Council, nominating their members and presenting them to vote according to the relevant paragraphs included in the workflow processes.
9. Assigning the member's technical and administrative functions in accordance with the related regulations.
10. Nominating to be adopted by vote the council's consultant staff's names in accordance with the related regulations.
11. Nominating to be adopted by votes the council's members for inside and outside of Iraq training courses in accordance with the related regulations.
12. Monitoring the member's functions and keeping them individually informed of the outputs.
13. Revising the council's members' requests and taking the necessary resolutions.
14. Submitting recommendations to grant ministerial letters of thank and appreciation to individuals, institutions and relevant departments as needed.

B. General Council authority:

1. Granting or withholding the national accreditation to Iraqi medical colleges in accordance with the related regulations of item eight and the ministerial authorization presented in b / item two, with the emphasis that the decision is

independent and professional, and also to be considered the officially recognized national certificate.

2. As necessary, revising, updating and adding to the present relevant regulatory items and articles.
3. Taking the necessary decisions, setting the needed regulations and directives to accomplish the council's duties.
4. Through the head of Department of Supervision and Scientific Evaluation, preparing and submitting recommendations and requests to His excellency the minister of HESR.
5. Get benefits from the material and human resources of the Ministry, universities and colleges to accomplish without adversely affecting the educational process and in coordination between the two parties.
6. Reviewing and taking the necessary resolutions about the colleges' appeals in accordance with the related regulations.
7. Any member has the authority to put his reservation on any of the items mentioned in the decisions or the directives issued by the Council and his reservation has to be recorded in the minutes of the meetings, taking into account the commitment to the final decisions of the Council in accordance with the regulations.
8. The council retains the authority to assign any financial, legal, academic, scientific experts on temporary or permanent bases.
9. The council retains the authority to assign an external expert for further consultations.
10. The council has authority to ask for part time or placement for any of his members or the national assessment team's members to the time needed and in accordance with the related regulations.
11. The council has the right to coordinate & requests the support from the official institutes inside the republic of Iraq like the Health and Environment Committee, the Higher Education Committee in the Iraqi Parliament, the Consultancy Board for the Presidency of the Republic and the Prime Minister, and the Iraqi Medical Association to accomplish its goals & support its work without conflict of interests
12. To achieve the council's objectives, in a way that does not cause conflicts of interest and through the Council's presidency, The council retains the authority of consulting, cooperating and exchanging of experiences with the health, medical and educational institutes inside and outside Iraq like The World Health Organization (WHO) and the World Federation of Medical Education(WFME).

Eighth // Accreditation Mechanism:

All the items, evidences, reports, discussions, meetings and regulations (mentioned below) must be compatible with the related articles and items taking into account schedules stated at the National Accreditation Guide (the updated version).

By any means, the council member who is academic at one of the Iraqi medical colleges is not to participate in the process of evaluation of his/her institution's; final decision taking, nor is informed of the special discussions & hasn't the right to look after any of the necessary steps taken by the national assessment team or the council's internal teams to assess his/her college.

a) Assessment Mechanism:

1. Post to self-assessment study, the college applies for accreditation attached with it the necessary documents including self-assessment study report (SAS report), the approved curriculum, the properly indexed evidences and documents.
2. The council preliminarily discusses the report to determine whether the College deserves to commence the accreditation procedures.
3. When the college deserves the accreditation process, the council officially passes the related preliminary self-assessment report to the national assessors team to be thoroughly investigated under the direct supervision of one of the council's members and then to make site visit to the college to verify the extent to which the college adopts & applies the national standards for accreditation.

After the site visit, the head of the team submits to the council the final report attached with it the necessary related documents.

4. Upon receiving the college's final report, the council's internal teams led by the supervisor for the national assessors team are to make the final stage of assessment. One team has to work vertically (on the whole areas) and the others to work horizontally (on the areas) to assure the participation of the entire council's members in the assessment and decision making process. By this, the council ensures a fair and credible decision making process .

b) Decision making Mechanisms:

1. In accordance with the assessment process mentioned in item (a) of the present article, the preliminary decision about the national standards in each area will be done by (3- 4) council's members. Each member has to submit his recommendations to the appointed team's leader individually. The decision is based on the fact that the standard has been fully filled or partially fully filled or not.
2. The team leader has to calculate the final average for each area and then presents the results to the teams for negotiation and agreement on the initial evaluation of the area allocated for them.
3. The team's leader is to present a summary of the areas' assessment to the council during a special meeting for that purpose in accordance of item (i)/article fifth of the regulations& the door will be opened for discussion when necessary especially with great divergence of views.
4. The council's final decision depends on three pillars (on the Quantum calculation of the total points in accordance with the decision of the council's team and Qualitatively on the council's member personal opinion and on a vote).

5. The final decision of the council is one of three (the college is fully accredited, conditioned accreditation, or not accredited) and as stipulated in the National Accreditation Guide.
6. The decision is binding on the college, and the college has the right to object, as will be shown successively in (c).
7. The college is formally informed through an official book stating the Council's final decision.
8. Such a decision is considered an approved official national document at the formal forums inside and outside Iraq.

C. Post the Council's Final Decision

1. In accordance with council's final decision, the colleges have to do its duties stated at the National Accreditation Guide taking into consideration the relevant timings and their respective status.
2. The Council forms a team to periodically follow up the accredited colleges, throughout the accreditation period (6 years). The team submits its periodic activity's reports to the council, including the appropriate recommendations based on the achievements of the college under the follow-up.
3. The council forms a team to follow up the colleges that have been granted conditional accreditation to ensure that the identified deficiencies are addressed within the time period specified by the council and stipulated in the national accreditation guide.
4. The effected colleges has the right to object to the council's decision by submitting an official request taking into account the stated special regulations and schedules at the National Accreditation Guide.
5. The council forms an interior committee to view the colleges' objection (appeal committee):
 - It is made of three council's members.
 - The members of this committee are not allowed to participate in the related college's assessment or to vote at the accreditation's decision making meeting.
 - The decision is taken according to the mechanism prepared for this purpose within the time period stipulated in the national accreditation guide.
 - After the council's ratification, the decision shall be final, binding and not subject to appeal.
6. In case the college is not getting the accreditation within the stated schedules, the council makes recommendation to the minister to take the necessary steps.

Ninth // The Financial System

- a) Following the legal rules, the ministry endeavors to finance the council through the Ministry of Higher Education and scientific Research fund.
- b) Part of the Department of supervision's budget, a section is assigned to The National Council for Accreditation of Medical Colleges.

- c) The benefiting colleges have to pay the costs of the different council's activities including: site visits, the college's specially requested lectures and training courses, and the national assessment team's visits.
- d) The council may dispose the fiscal revenue mentioned in item (a, and b) of the present article within the following:
 - 1. The international recognition's requirement.
 - 2. The sustainability of the council's specialized activities including (lectures, seminars, workshops,--etc.).
 - 3. The necessary important consultation to attain the council's objectives.
 - 4. The Foreign and local missions.
 - 5. The council's books and handbooks printings.
 - 6. Appropriately refurnishing the council's office.

Tenth // the Regulations Applications

A ministerial ordinance is issued to regulate the work of the Council and the entire previous instructions that conflict with these regulations are to be [repealed](#), providing that law and other legal acts of the Ministry of Higher Education and Scientific Research are applied in respect of any situation not mentioned in these regulations.