

PENTECOSTAL ASSOCIATION FOR THEOLOGICAL ACCREDITATION (PATA)

ON-SITE VISIT GUIDELINES

1. Purpose of the On-Site Visit

The on-site visit is a critical component of PATA's accreditation process within **India and South Asia**.

It provides an opportunity for the Visiting Team to:

- Verify information presented in the Self-Study Report
- Assess institutional compliance with PATA accreditation standards
- Engage with institutional leadership, faculty, staff, and students
- Provide constructive feedback and recommendations for improvement

PATA conducts on-site evaluations as part of its official accreditation process to ensure institutional quality, accountability, and integrity.

2. Preparation Before the Visit

For the Institution

- Ensure all required documents and evidence are readily accessible
 - Prepare facilities and arrange appropriate meeting spaces
 - Inform faculty, staff, and students about the visit schedule
 - Appoint a liaison officer to coordinate visit logistics
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For the Visiting Team

- Review the Self-Study Report and supporting documents thoroughly
 - Prepare key questions and areas for evaluation
 - Confirm travel, accommodation, and visit arrangements
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3. Composition of the Visiting Team

The Visiting Team shall consist of:

- A Chairperson (experienced evaluator)
- Experts in Pentecostal theological education
- Representatives with academic, administrative, and ministry experience

- Where appropriate, an external observer or consultant
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4. Schedule and Activities During the Visit

A typical on-site visit includes:

- Opening meeting with institutional leadership
 - Campus tour and review of facilities
 - Interviews with faculty, staff, and administrators
 - Meetings with students and alumni
 - Observation of classes, chapel services, or ministry activities
 - Review of institutional records and documentation
 - Daily internal team discussions
 - Closing meeting to present preliminary findings
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5. Roles and Responsibilities

Institution's Liaison Officer

- Coordinate logistics and scheduling
 - Facilitate communication between the institution and Visiting Team
 - Ensure availability of documents and personnel
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Visiting Team

- Conduct objective, thorough, and professional evaluation
 - Maintain confidentiality and ethical conduct
 - Provide balanced feedback identifying strengths and areas for improvement
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6. Code of Conduct for Visiting Team

Members of the Visiting Team shall:

- Maintain strict confidentiality of institutional information
 - Act with integrity, impartiality, and professionalism
 - Avoid conflicts of interest
 - Respect institutional context and mission
 - Provide constructive and respectful feedback
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7. Evaluation Criteria

The Visiting Team shall evaluate the institution based on:

- Alignment with Pentecostal mission and values
 - Academic quality and curriculum effectiveness
 - Faculty qualifications and development
 - Student services and spiritual formation
 - Governance and administrative effectiveness
 - Financial sustainability and resource adequacy
 - Commitment to continuous improvement
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8. Interaction with Institutional Stakeholders

The Visiting Team shall engage with:

- Institutional leadership (e.g., President, Dean, Board Members)
 - Faculty and academic staff
 - Administrative staff
 - Students and alumni
 - Community or ministry partners, where applicable
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9. Reporting and Feedback

Following the visit:

- The Visiting Team shall prepare a comprehensive evaluation report
 - The report shall be submitted to the Accreditation Commission
 - The institution shall receive formal feedback and notification of accreditation status
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The Accreditation Commission retains final authority over accreditation decisions.

10. Follow-Up After the Visit

- The institution shall address recommendations through a follow-up action plan
 - Progress reports may be required by PATA
 - Ongoing support and mentoring may be provided as needed
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11. Appendix: Sample Visit Schedule

Time	Activity	Participants
Day 1 Morning	Arrival and Orientation Meeting	Visiting Team, Leadership
Day 1 Afternoon	Campus Tour and Document Review	Visiting Team, Liaison
Day 2 Morning	Interviews with Faculty and Administration	Visiting Team, Staff
Day 2 Afternoon	Student Meetings and Class Observation	Visiting Team, Students
Day 3 Morning	Team Deliberation and Report Preparation	Visiting Team
Day 3 Afternoon	Closing Meeting and Feedback	Visiting Team, Leadership

