



European Network for Accreditation of  
Engineering Education

## Application Form for Accreditation Agencies – Authorisation to award the EUR-ACE<sup>®</sup> Label

### I. Background

1. **Please list below the address of the agency applying for authorisation, and the name, position, phone number and e-mail address of the person to whom any questions should be addressed:**

<...>

2. **History and development of the agency** (be sure to describe the founders of the agency and their motivation; the higher education context in which the agency operates; participation in the development of engineering-specific accreditation criteria; types of degree programmes accredited)

<please limit this description to 1 page>

3. **Motivation of the application**

<please limit this description to 1 page>

### II. Accreditation Standards and Procedure

*Please provide information and evidence below (including, where possible, any existing documentation<sup>1</sup> in English) about how your agency meets each of the following criteria:*

#### Programme Outcomes

1. Provide detailed evidence how the output standards you use to judge the academic standard of accredited programmes comply with each of the six outcomes in Section 1 of the “EUR-ACE Framework Standards for the Accreditation of Engineering Programmes”. You may use as evidence English versions of existing publications provided that there is clear referencing to relevant sections.

<...>

Appendix(es) n.: \_\_\_\_

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<sup>1</sup> Please number the documents and mark their reference number under each paragraph.

**Programme Organisation**

2. How do you assess if the teaching programme is organised, managed and maintained in order to ensure that the Programme Outcomes are achieved?

<...>

Appendix(es) n.: \_\_\_\_

**Accreditation Procedure**

3. Describe how your accreditation procedures are developed, updated and publicised.

<...>

4. Demonstrate that the procedures for program assessment and accreditation published as a standard fully comply with the procedures for programme assessment and programme accreditation as set out in the "EUR-ACE Framework Standards for the Accreditation of Engineering Programmes" (Section 3).

<...>

5. Document which of the processes listed below the agency normally uses. Please mark down and document which of the processes your agency is using.

- a self-assessment or equivalent procedure by the subject of the accreditation process;
- an external assessment by a group of experts, including, as appropriate, (a) student member(s), and site visits as decided by the agency;
- publication of a report, including any judgements, recommendations or other formal outcomes;
- a follow-up procedure to review actions taken by the subject of the accreditation process in the light of any recommendations contained in the report;
- any other processes and procedures.

<...>

6. Explain how accreditation decisions are reached and which committee(s) participate(s) in the decision making process. (Note: Minutes of the committee(s) should be available to the visiting panel during its visit.)

<...>

7. If the agency makes formal accreditation decisions, or judgments which have formal consequences, demonstrate that it has an appeals system.

<...>

Appendix(es) n.: \_\_\_\_

**III. Institutional Information<sup>2</sup>**

Please provide information and evidence below (including, where possible, any existing documentation in English) about how your agency meets each of the following criteria:

**Official status**

8. What is the legal basis for your accreditation role, and how do you demonstrate compliance?

<...>

Appendix(es) n.: \_\_\_\_

**Activities**

9. Is the undertaking of accreditation processes at programme level part of the core functions of your agency?

<...>

Appendix(es) n.: \_\_\_\_

**Resources**

10. What resources does your agency have at its disposal to carry out its accreditation process(es)? What provisions have you made for the development of the processes and procedures?

<...>

Appendix(es) n.: \_\_\_\_

**Mission statement**

11. Is your agency's mission statement publicly available? What are its central points?

<...>

Appendix(es) n.: \_\_\_\_

**Independence**

12. How is the independency of your agency ensured?

<...>

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<sup>2</sup> Based on the "European Standards and Guidelines for External Accreditation Agencies" adopted by the Bergen Conference of European Ministers Responsible for Higher Education, 19-20 May 2005, which in turn is based on the ENQA Report "Standards and Guidelines for Quality Assurance in the European Higher Education Area", 2005, <http://www.enqa.net/files/ENQA%20Bergen%20Report.pdf>.

Appendix(es) n.: \_\_\_\_

### **Accountability procedures**

13. Which procedures do you have in place for securing the accountability of your agency?  
<...>

Appendix(es) n.: \_\_\_\_

### **Miscellaneous criteria**

14. Show that the agency pays careful attention to its declared principles at all times, and ensures both that its requirements and processes are managed professionally and that its judgements and decisions are reached in a consistent manner, even if the judgments are formed by different groups.  
<...>

Appendix(es) n.: \_\_\_\_

Please confirm by the signatures of both the Managing Director and the Chair of your agency that the agency seeks an authorisation to award the EUR-ACE Label and agrees to abide by the regulations of the ENAAE's EUR-ACE Label Committee.

In furtherance, this application is supported by the enclosed documentation of our agency by way of copies of legal statements, mission statement, strategic and business plans and policies etc.

Date:

Signed:

Name and position:

Name and position:

### **List of appendices:**

- 1.
- 2.