

EUR-ACE®

Label Authorisation Process

Edition: March 14, 2017



EUR-ACE® Label Authorisation Process

I GENERAL INTRODUCTION

- I.1 ENAAE carries out its mission by evaluating quality assurance and accreditation agencies in respect of their standards and procedures when accrediting engineering degree programmes. Those agencies which satisfy ENAAE in respect of these matters are authorised by ENAAE to award the EUR-ACE® labels to the engineering degree programmes which they accredit.
- I.2 Authorisation to award the EUR-ACE® label may be granted to:
 - (a) accreditation agencies, within the [European Higher Education Area \(EHEA\)](#), dealing only with the accreditation of engineering programmes, and
 - (b) quality assurance agencies, within the EHEA, which deal with institutional reviews and accreditation of programmes in engineering and other academic disciplines.
- I.3 If an engineering accreditation agency based outside EHEA applies to ENAAE for authorization to award EUR-ACE label, the rules outlined in the “Transnational Accreditation by ENAAE Authorized Agencies: A Good Practice Guide” document applies.
- I.4 The [Standards and Guidelines for Accreditation Agencies](#) describe the standards and guidelines for agencies applying for authorisation or re-authorisation to award the EUR-ACE® label to accredited degree programmes in engineering.
- I.5 Each applicant agency is required to declare in advance, its willingness and intention to sign the [ENAAE Mutual Recognition Agreement](#), if authorisation is granted.



- 1.6 In the authorisation process, the agency will need to provide evidence that its standards, procedures and practices comply with the [Standards and Guidelines for Accreditation Agencies](#); and the programmes which it accredits fulfil the programme requirements as set out in the [Standards and Guidelines for Accreditation of Engineering Programmes](#).

Please note that

- (a) [ENAAEE membership](#) is *not* a prerequisite for authorisation.
- (b) **Higher Education Institutions (HEIs) seeking the EUR-ACE® label for their engineering degree programmes should contact an authorised agency in their own country/jurisdiction where one exists, or if not, in another country/jurisdiction.**

Click here for [List of current Authorised Agencies](#)

- 1.7 Accreditation (including the award of the EUR-ACE label) by an ENAAEE Authorized Agency, of an (engineering) degree programme run by a Higher Education Institution (HEI) based in a country different from the Agency's country shall conform to the rules outlined in the "Transnational Accreditation by ENAAEE Authorized Agencies: A Good Practice Guide" document.
- 1.8 The process described here applies to both the authorisation and re-authorisation of agencies.

2 ROLE OF EUR-ACE® LABEL COMMITTEE (LC)

The role of the LC is to make recommendations to the Administrative Council (AC) of ENAAEE in relation to the granting to accreditation and quality assurance agencies, which accredit engineering programmes, the authorisation to award the EUR-ACE® label to engineering degree programmes accredited by those agencies. The LC is a permanent committee, composed of one representative of each accreditation agency authorized to award the EUR-ACE® label. Each agency nominates a representative to be appointed by the AC for a period of three years, renewable



normally once. Administrative Council (AC)

The Chair of the LC is nominated by the members of the committee and appointed by the AC. Click here for the current membership of the [LC](#).

3 TERMS OF REFERENCE FOR LC

At its meeting held on 17th November 2006, the ENAAE AC established Terms of Reference for the LC.

4 CRITERIA FOR LC MEMBERSHIP

Candidates for election to membership of the LC must have the following qualifications:

- An engineering or engineering-related qualification,
- Fluency in English,
- Extensive experience as an evaluator on audit teams accrediting engineering degree programmes,
- Should be professionally active within or hold office in a professional or academic engineering organisation.

5 REVIEW PROCESS FOR APPLICANT AGENCIES

5.1 The Application Process for Full Authorisation or Re-Authorisation

5.1.1 Applicant agencies should fill in the [application form \(link\)](#) - contact secretariat@enaee.eu for word template and in four paper copies. On June 1st of every year, the ENAAE Secretariat informs all authorized agencies that are to be re-authorized in the following year. The process of re-authorisation should be initiated by the relevant authorised agency and an application



submitted to ENAAEE at least one year in advance of the expiry of the existing authorisation.

5.1.2 Nine months before the end of the conditional authorization, the ENAAEE Secretariat informs all agencies with Conditional Authorizations to send documents for the fulfilment of the conditions. The deadline for handing in the documents is 4 months before the end of the conditional authorization.

5.1.3 The secretariat will send an acknowledgement of receiving the application form to the applicant agency within 2 weeks of receiving the application.

5.1.4 The secretariat will distribute electronic copies of the application form to the members of the LC.

5.1.5 If application is from an Agency in a country in which an authorized Agency already exists, the existing Agency should be informed by the LC Chair when the process is started and a possible agreement between the two Agencies encouraged and facilitated. Duplication between the two agencies should be avoided and a complementary way of working should be sought.

5.1.6 LC will appoint a Chair of the Review Team (CRT), who must have been a member of LC for at least one year or be an ex LC member and participated as a member of ERT and who will have responsibility for taking the application through the necessary stages; the secretariat will send one hard copy to the CRT.

5.2 **Candidate Agency Status**

5.2.1 If it so wishes, an agency that is being reviewed by ENAAEE for authorisation may be given the status of Candidate Agency, provided that the submitted application is complete in accordance with ENAAEE requirements.

5.2.2 Establishment of Candidate Agency Status

(a) The CRT reviews the application for completeness.

(b) If it is incomplete, the CRT drafts a reply to be sent to the applicant agency by the ENAAEE secretariat as soon as possible and no later than 6



weeks after CRT was appointed by LC, setting out what additional material is required. When and if the application is complete, the CRT summarizes the evidence for Candidate Agency status which is circulated to the members of the LC to decide on a recommendation to be made to the AC.

- (c) The AC makes a decision and informs the agency in a letter which will make clear that Candidate Agency status does not imply any decision about the outcome of the final review.
- (d) The agency will then be listed on the ENAAEE website as a Candidate Agency.

5.3 Composition of the ENAAEE Review Team (ERT)

5.3.1 The LC appoints an ENAAEE Review Team (ERT) composed of the Chair and three members selected for their expertise and experience. However, if one member is absent from any of the activities, the process will still be valid. Review Team Chair is nominated by the LC Chair and approved by the LC. Rest of the members of Review Team are normally nominated by the LC Chair, ERT Chair or members of the LC and should be approved by the LC.

5.3.2 The members of the ERT will be completely independent of the applicant agency and will have the necessary knowledge, experience and expertise to conduct the review. Team members should come from different countries and conflict-of-interest issues should be taken into consideration during their selection. Ideally, at least one member of the ERT should have industrial experience. A Mentor of an agency should not become a member of the ERT to visit that agency. However, the ERT should consult with the Mentor(s) prior to participating in the review.

5.3.3 The CRT will ask the applicant agency if it has any grounds to object to the inclusion of any members of the ERT. In such an event, the LC may replace the Review Team member.

5.3.4 Preparation for ERT visits

- (a) The ERT assesses the application and prepares an agenda for the visit.
- (b) The CRT will contact the applicant agency and propose suitable dates of



visits.

- (c) The CRT will confirm the dates of visits and ask the agency to provide details of the arrangements for accommodation and local transport.

5.4 The ERT Visit

- 5.4.1 If an applicant agency is seeking authorisation or re-authorisation to grant the EUR-ACE® label *at one level only* (Bachelor or Master), then the ERT will observe two site visits in two different HEI's, each for the accreditation of at least one programme.
- 5.4.2 Where an applicant agency has applied for authorisation or re-authorisation to grant the EUR- ACE® label to Bachelor and Master degree or integrated Master degree programmes which it has accredited, the ERT will observe site visits for the accreditation of at least one degree programme at each programme level covered by the agency (Bachelor degree, Master degree and/or Integrated Master degree programmes). The site visits observed will be located in, at least two different HEI's.
- 5.4.3 The CRT will also attend as an observer at *one meeting* of the agency's accreditation decision- making body.

Please note that the programmes of the HEI where the onsite visit takes place are *not* under review by the ENAAEE RT (ERT). The ERT will simply observe the way the applicant agency carries out the visit and the evaluation of these programmes.

- 5.4.4 At the end of the visit, the CRT will outline to the applicant agency its opinions on the strengths and weaknesses of the application but will not communicate the recommendations it will be making to the LC.
- 5.4.5 The official representing the agency under review should be asked by CRT to fill out the "Assessment of Review Process Form" and to send it directly to the LC Chair.
- 5.4.6 The recommendation of the LC for authorization or for rejection will be sent in writing (email acceptable) by the Chairman of the LC to the AC of ENAAEE.



Normally the decision on an application for authorisation or re-authorisation will be made within one calendar year from the date of receipt of the application form to the date of communication of the AC decision to the applicant agency.

6 CRITERIA FOR MENTORING APPLICANT AGENCIES

If an applicant agency so wishes, mentors can be nominated to assist the agency towards fulfilling the requirements. For more information, contact secretariat@enaee.eu.

7 LANGUAGE/TRANSLATION ISSUES

Article S4 of the ENAAEE statutes states ***“The working language of ENAAEE is English”***

Therefore, ENAAEE requires applicants to submit documentation in English. However ENAAEE recognises that English may not be the first language in the jurisdictions of applicant agencies. To facilitate applicants and ERT’s in carrying out their work, ENAAEE has established a policy on language for reviews.

8 REPORT OF ERT

- 8.1 The ERT prepares a report on the application and visits. CRT has the responsibility for coordinating the report with the support and consent of the other members of the Review Team. The report should be in accordance with the EUR-ACE® Report Template and be agreed by all the members of the ERT.
- 8.2 When finalised by the ERT, the report, excluding the recommendations to the LC, will be sent to the applicant agency for correction of any factual errors and to provide the agency with an opportunity to submit a “Statement of the Reviewed Agency” to include its comments on the review process and the



review report.

- 8.3 A template for the report of the ERT is provided. Contact secretariat@enaee.eu.

9 PROCESSING BY LC OF ERT REPORT AND RECOMMENDATION

- 9.1 ERT report should be sent to the LC no later than 2 weeks prior to the LC meeting at which the recommendation to the AC shall be formulated. The recommendation (to the AC) of the LC will be based on the ERT report and recommendation.
- 9.2 All recommendations in relation to the authorisation or re-authorisation of the EUR-ACE® Label for any period of time must be unanimous with all LC members voting. Agencies not present in a decision-making meeting, should be asked for their concurrence with the recommendation in writing before communicating decision to AC (or proxy to another LC member could be authorized).
- 9.3 The recommendation of the LC will be sent in writing to the AC.
- 9.4 Where unconditional authorisation is being recommended, the duration of authorisation is for five years, plus the remaining months of the year in which the AC has made its decision, terminating on the 31st December of the fifth year.
- 9.5 The recommendation “recommended for authorisation with requirements” is for two years, plus the remaining months of the year in which the AC has made its decision, terminating on the 31st December of the second year. No later than six months before the end of this two year period, the applicant agency must provide evidence for fulfilling the requirements. When the LC is satisfied that the evidence provided demonstrates that these requirements have been satisfactorily fulfilled, the LC may recommend to the AC that the



authorisation may be extended to the 31st December of the fifth year following the original AC decision.

- 9.6 In authorizing for the first time, an Agency to award the EUR-ACE label, ENAE can restrict the operations of the newly authorized Agency - for the purpose of granting the EUR-ACE label to that Agency's national territory for a period determined by ENAE LC.

10 ROLE/FINAL DECISION OF AC

- 10.1 The AC takes the final decision on authorisation and re-authorisation.
- 10.2 All decisions in relation to the authorisation or re-authorisation of the EUR-ACE® label for any period of time must be by two thirds majority, with all AC members voting.
- 10.3 All authorisation decisions are conditional upon the agency for authorization signing the ENAE Mutual Recognition Agreement.
- 10.4 If the AC decides not to accept the LC recommendation, it may not change the recommendation but must refer, outlining its reasons, the report and recommendation back to the LC, for further consideration.
- 10.5 The decision “recommended for authorisation with requirements” is for two years, plus the remaining months of the year in which the AC has made its decision, terminating on the 31st December of the second year.
- 10.6 The decision “recommended for authorisation” is for five years, plus the remaining months of the year in which the AC has made its decision, terminating on the 31st December of the fifth year.
- 10.7 On the recommendation of the LC, an authorisation period may, at any time, be extended by decision of the AC.
- 10.8 In the event of an application for authorisation being rejected by the AC, the applicant agency may request a re-examination of its application.



10.9 In the event of a positive decision by the AC, the agency will be listed as an authorised agency on the ENAAEE website.

10.10 A letter including the decision, the final report, and if applicable, the authorisation certificate is presented to the applicant by the ENAAEE President, at a formal event.

II COSTS

There is an annual authorisation fee payable to ENAAEE by authorised agencies which are not Full Members of ENAAEE. Authorised agencies which are members of ENAAEE are not required to pay an annual authorisation fee. A fee per EUR-ACE® label awarded is to be paid to ENAAEE by all authorised agencies.

ENAAEE currently does not charge for the review process but applicant agencies are expected to cover the travel and subsistence costs of the ERT during the on-site visits.

[Click here for current set of fees.](#)