



EUR-ACE[®]

Label Authorisation Process

Online Procedure for

Agencies Accrediting

Online

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EUR-ACE® Label Authorisation Process

1. General Introduction

- 1.1 ENAAEE 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 ENAAEE in respect of these matters are authorised by ENAAEE to award the EUR-ACE® labels to the engineering degree programmes which they accredit.
- 1.2 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.
- 1.3 If an engineering accreditation agency based outside EHEA applies to ENAAEE for authorisation to award the EUR-ACE® label, the rules outlined in the “[Standards and Procedures on Transnational Accreditation for ENAAEE Authorised Agencies](#)”.
- 1.4 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.
- 1.5 Each applicant agency is required to declare in advance, its willingness and intention to sign the [ENAAEE 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 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 Authorised 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 “[Standards and Procedures on Transnational Accreditation for ENAAEE Authorised Agencies](#)” 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 authorised 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.

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 ENAAEE 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](#) (contact secretariat@enaee.eu for word template) and send it to ENAAEE by email (secretariat@enaee.eu). On June 1st of every year, the ENAAEE Secretariat informs all authorised agencies that are to be re-authorised 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 authorisation, the ENAAEE Secretariat informs all agencies with Conditional Authorisations 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 authorisation.

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 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 the 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 wishes, an agency that is being reviewed by ENAE for authorisation may be given the status of Candidate Agency, provided that the submitted application is complete in accordance with ENAE 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 ENAE 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 ENAE website as a Candidate Agency.

5.3 Composition of the ENAE Review Team (ERT)

5.3.1 The LC appoints an ENAE Review Team (ERT) composed of the Chair and two 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. The 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 online evaluation

- a) The ERT assesses the application and prepares an agenda for online evaluation
- b) The CRT will contact the applicant agency and propose suitable dates of online evaluation
- c) The CRT will confirm the dates of online evaluation



5.4 The ERT Evaluation

The online procedure is restricted only for the re-authorisation. For the new agency authorized for the first time, the standard EUR-ACE® Label Authorisation Process physically (face-to-face) procedure applies.

- 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 face to face or online evaluations (if the evaluation is organised in this way) of 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 face to face or online evaluation 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 online evaluation observed will be done, at least for 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, physically or online if the meeting is organised in this way

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

- 5.4.4 At the end of the online evaluation, 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 authorisation or for rejection will be sent in writing (email acceptable) by the Chairman of the LC to the AC of ENAAE. 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 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 ENAAE statutes states

“The working language of ENAAE is English.”

Therefore, ENAAE requires applicants to submit documentation in English. However, ENAAE 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, ENAAE has established a policy on language for reviews.

In case of audits carried out in a language other than English, the agency arranges for the members of the ERT to be in direct contact with a translator (translator available) while receiving the images from the audited university. The same practice applies for the CRT participation in the meeting on the agency’s accreditation decision, if this meeting is organised online.

8. Report of ERT

- 8.1 The ERT prepares a report on the application and online evaluations. The 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 authorised).
- 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 fifth year following the original AC decision.



- 9.6 In authorising for the first time, an Agency to award the EUR-ACE® label, ENAAEE can restrict the operations of the newly authorised Agency - for the purpose of granting the EUR-ACE® label to that Agency's national territory for a period determined by ENAAEE 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 authorisation signing the ENAAEE 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.

11. Costs

Authorised agency must first become a full member before it can become ENAAEE accredited agency. Authorised agencies are full members of ENAAEE and pay the annual membership 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.

The travel and accommodation expenses incurred by the members of the review teams formed by the LC are covered by the applicant agency concerned.

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



Activities to do for the online assessment

1. The CRT receives a copy of all e-mails relating to the organisation of the online evaluation sent by the Agency to the universities.
2. The CRT receives all the necessary information for ERT's online connection. This information will be distributed in time to all ERT members.
3. A deontology chart must be signed between the agency and the ERT.
4. In the case of audits carried out in a language other than English, the agency arranges for the members of the ERT to be in direct contact with a translator while receiving the images from the audited university. The same practice applies to the CRT participation to the meeting of the agency's accreditation decision, if this meeting is organised online.

Recommendations for the ERT for an adequate observation of an online evaluation

- A. At the beginning of each new sequence of the audit, the LC Chair briefly introduces the members of ERT and their mission.
- B. ERT ensures that evaluation procedures comply with the guidelines on programme self-assessment review by HEI and accreditation requirements of agency (Appendix 1 of EAFSG).
- C. ERT ensures that evaluation procedures comply with the guidelines on programme accreditation process (Appendix 2 of EAFSG).
- D. ERT ensures in particular that learning outcomes are evaluated in an appropriate manner, even though the audit takes place online; this concerns in particular the review of student work.