

**"Criteria for Mentoring Applicants  
for Authorisation to Grant the EUR-ACE Label"**  
as approved by the ENAAEE Administrative Council on 13/09/2010  
+ addition 'mentoring fee' as approved by the AC meeting on 08/06/2011

## **1. General**

The European Network for Accreditation for Engineering Education (ENAAEE) recognizes that the full benefits associated with its mission can only be realized satisfactorily if the authority to grant the EUR-ACE Label is granted to as wide a range of accreditation agencies as possible. To this end, ENAAEE offers a mentoring or advisory service to all new intending applicants for this authority.

## **2. Purpose of Mentoring**

The purpose of the mentoring process is to advise and mentor an intending applicant in relation to the establishment and/or the further development of an accreditation agency so that it can satisfy the EUR-ACE Framework Standards for the Accreditation of Engineering Programmes (EAFS). It may be that mentoring is required in relation to the establishment of an accreditation agency where no such agency exists. Mentoring may also be offered in relation to the further development of an existing accreditation agency so that it can satisfy the EAFS.

## **3. The Mentors**

The EUR-ACE Label Committee (LC), when requested by the Administrative Council of ENAAEE, shall appoint a mentoring team which will consist of a member or former member of the LC and one other experienced assessor with experience of acting on an accreditation panel of an agency which has been granted the authority to grant EUR-ACE labels.

The members of the mentoring team shall not participate in any way in the later evaluation of an applicant for authorization to grant the EUR-ACE label. Neither shall an evaluation team be bound in any way by any advice or statements offered or made by the mentoring team.

Mentors must perform their duties in a professional and timely manner and must keep the LC informed of the progress of the mentoring process.

#### **4. The Mentoring Process**

Mentoring relationships are set up for a set purpose and for a set period of time and must be suspended once an application has been submitted. It may be resumed only with the agreement of the Label Committee. The time period should be negotiated between the mentoring team and the intending applicant and agreed in advance of the mentoring process.

Mentoring is separate from the process of applying for authorization to grant EUR-ACE labels. Having participated in a mentoring process will not guarantee an applicant success in the application process.

The LC and/or the mentoring team may request documentation as it sees fit from the intending applicant for the use of the mentoring team.

The mentoring team may visit the intending applicant agency as required in order to carry out its duties.

There will be free and unfettered disclosure to each other by both the mentoring team and the applicant. The advice provided by the mentoring team is confidential to the applicant and the mentors.

#### **5. Mentoring Fee**

A mentoring fee of EUR 2.000,- applies.

#### **6. Costs**

All costs, including the travel and expenses of the mentoring team shall be borne by the intending applicant.