

Application Form for Accreditation Agencies (Re-)Authorisation to award the EUR-ACE® Label

I. Background

1. **Precise the purpose of this application:**

Bachelor: Authorisation or Re-Authorisation

Master: Authorisation or Re-Authorisation

2. **Please list below the official designation**

In case the name of the agency was modified since the last authorisation, please indicate it clearly and the address of the agency applying for (Re-)Authorisation and the name, position, phone number and e-mail address of the person to whom any questions should be addressed:

3. **History and development of the agency**

(for re-authorisation: including data on the authorisation you should refer to the EUR-ACE® authorisation received and attach the relevant documentation, including the Authorisation Report and the List of Recommendations.)

<...>

Appendices__

4. **For re-authorisation: Agency's detailed responses and relevant changes enforced as follow-up of the Recommendations of the previous review process.**

II. Accreditation Standards and Procedure

For Re-Authorisation: Put in evidence modifications/variations with respect to previous authorisation and other changes. Otherwise, indicate “See Authorisation Report” and quote the page number.

Please provide information and evidence below (including, where possible, any existing documentation 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 outcomes and requirements in Section 2 of the “EUR-ACE® Framework Standards and Guidelines [EAFSG 2021].

You may use as evidence English versions of existing publications provided there is clear referencing to relevant sections.

<...>

2. In particular, how does the agency require the HEIs to provide evidence of the actual achievement of the Programme Outcomes?

<...>

Continuous Improvement

3. How does the agency require the HEIs provide evidence for the use of the results of the systematic assessment process for continuous improvement?

<...>

Programme Organisation

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

<...>

Accreditation Procedure

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

<...>

6. Demonstrate that the procedures for programme assessment and accreditation published as a standard fully comply with the procedures for [programme assessment and programme accreditation as set out in Section 2 of the “EUR-ACE® Framework Standards and Guidelines \(EAFSG 2021\)”](#)

<...>

7. 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. a self-assessment or equivalent procedure by the subject of the accreditation process;
- b. an external assessment by a group of experts, including, as appropriate, (a) student member(s), and site visits as decided by the agency;
- c. a follow-up procedure to review actions taken by the subject of the accreditation
- d. process in the light of any recommendations contained in the report;
- e. procedures for selection and training of reviewers;
- f. any other processes and procedures.

<...>

8. Explain how accreditation decisions are reached and which committee(s) participate(s) in the decision making process.

<...>

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

<...>

III. Institutional Information

Please provide information and evidence (including where possible any documentation in English) **about how your agency meets each of the following criteria and under each heading also highlight** (for re-authorisation: any changes that have occurred since the previous review and explain in detail the reasons for the changes).

Official status

10. What is the legal context of accreditation and external QA in Higher education in the country in which the agency is based? What is the legal basis for your accreditation role? Has any change occurred in the legal status of the Agency since authorisation?

<...>

11. How do you demonstrate degree of compliance with ESG, (as described in http://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf). If there are elements in the ESG for which there is no full compliance, please explain.

<...>

Activities

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

<...>

13. Does your agency undertake transnational accreditations as defined in the Transnational Accreditation Procedure ([see link](#))?
- If so, where and how many?
 - Are there adjustments to the procedures or particular procedures in this case?
 - If your agency does not undertake transnational accreditations for the moment, is it planned to do so in the future?

As Transnational Accreditation shall comply in any case with every overarching set of standards and guidelines officially adopted within the EHEA, any information on this compliance must be provided. (cf. *In particular the quality requirements indicated in the UNESCO/OECD Guidelines for degrees provided by HEIs based in different countries, the principles reflected in the UNESCO/Council of Europe "Code of good practice in the provision of transnational education" and the "European Approach for Quality Assurance of Joint Programmes" document approved by EHEA ministers in May 2015*)

<...>

If your agency does not undertake transnational accreditations for the moment, is it planned to do so in the future?

<...>

14. The Agency must ensure pro-active collaboration between Academia, Professional Bodies, Industry and other relevant stakeholders. Describe details of all such collaboration.

<...>

Appendix(es) n.:__

Resources

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

<...>

Appendix(es) n.:__

Mission statement

16. Attach your agency's mission statement.
- Is it publicly available?
 - Did it change since Authorisation?
 - What are its central points?

<...>

Appendix(es) n.:__

Independence

17. How is the independence of your agency ensured?

<...>

Appendix(es) n.:__

Accountability and Quality Assurance

18. Which procedures do you have in place for securing the accountability of your agency?
<...>
19. Describe in detail how the Quality Assurance Procedures of the Agency are managed and maintained.
<...>
20. 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 (confirm that consistency checks were applied for the procedures applied and conclusions reached by different review teams).
<...>
21. Were there external assessments of the Agency performed by bodies other than ENAAE?
– If yes, which ones and when.
– Are the reports available?
<...>

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 ENAAE's EUR-ACE® Label Committee.

In furtherance, this application is supported by the enclosed documentation of the applying 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.