

EUR-ACE®

Label Authorisation Process

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EUR-ACE® Label Authorisation Process

I GENERAL INTRODUCTION - DEFINITION

- 1.1 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.
- 1.2 Authorisation to award the EUR-ACE® label may be granted to:
 - (a) accreditation agencies, within or outside the [European Higher Education Area \(EHEA\)](#), dealing with the accreditation of engineering programmes,
 - (b) quality assurance agencies, within the EHEA, which deal with institutional reviews and accreditation of programmes in engineering and other academic disciplines.

If an engineering accreditation agency operates outside its own country the rules for authorisation to award EUR-ACE® label, outlined in the “[Standards and Procedures on Transnational Accreditation for ENAAE Authorised Agencies](#)” have also to be applied.

- 1.3 ENAAE membership is a prerequisite for authorisation or re-authorisation. Click [here](#) for the List of current ENAAE 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 [Mutual Recognition of EUR ACE labelled engineering programmes](#), 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](#).
- 1.7 In principle, Higher Education Institutions (HEIs) seeking the EUR-ACE® label for their engineering degree programmes contact an authorised agency in their own country/jurisdiction where one exists, or if not, in another country/jurisdiction.
- 1.8 EUR-ACE® label accreditation by an ENAEE 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 ENAEE Authorized Agencies](#)".
- 1.9 The process described in this document applies to both the authorisation and re-authorisation of applicant agencies.

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

The EUR-ACE ® Label Committee (LC) is a permanent committee, composed of one representative of each accreditation agency authorized to award the EUR ACE ® label (see internal rules of ENAEE, Article B7, point B).

The role of the LC is to make recommendations to the Administrative Council (AC) of ENAEE in relation to the granting to accreditation and quality assurance agencies (who accredit engineering programmes) the authorisation to award the EUR-ACE®



label to engineering degree programmes accredited by those agencies.

The LC Chair is nominated by the members of the LC and appointed by the ENAAEE Administrative Council (AC).

Click [here](#) for the current members of the LC.

3 REVIEW PROCESS FOR APPLICANT AGENCIES

3.1 Application Process for Authorisation or Re-Authorisation

(Re) Authorisation can only be given following a procedure with physical visits and meetings.

For re-authorisation an online procedure can be followed in specific circumstances, as further determined in article 8.

3.1.1 Applicant agencies fill in the application form and send it to ENAAEE by e-mail (secretariat@enaee.eu).

All Authorised Agencies due for Re-Authorisation in the following year will be notified in June of the current year by the ENAAEE Secretariat and will be provided with the application form. The Re-Authorisation process will be formally initiated by the relevant Authorised Agency upon submission of the application form to ENAAEE, at least one year before the current Authorization expires.

3.1.2 The ENAAEE secretariat will send an acknowledgement of receipt of the application form to the Applicant Agency.

3.1.3 If an application is submitted by an agency in a country where an Authorised Agency already exists, the Authorised Agency should be informed by the ENAAEE secretariat when the process begins. A possible agreement between the two Agencies should be encouraged and facilitated. Duplication between the two agencies should be avoided and a complementary mode of operation should be pursued. If a compromise cannot be reached, the agencies will solve



this through a national mediation procedure.

3.1.4 The LC will appoint a Chair of the Review Team (CRT), see pt 3.2.1.

3.1.5 Review of the application

- (a) The CRT will review 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. The response will outline the the additional materials required.
- (c) The CRT will inform the ENAE secretariat about the completeness of the dossier and the AC will make a decision and inform the Applicant Agency.

3.2 Composition of the ENAE Review Team (ERT)

3.2.1 The LC will appoint an ENAE Review Team (ERT) composed of four members : the Chair and three other members selected for their expertise and experience.

The Chair of the ENAE Review Team (CRT) is nominated by the LC Chair and approved by the LC. The CRT must have been a member of LC for at least 3 years or have had normally 3 participations as a member of an ERT before taking the role of CRT.

The other members of the Review Team (ERT) are normally nominated by the LC Chair or the CRT and approved by the LC.

For Authorisation visits a minimum of three members, including the CRT, is required. A different composition of members (including the CRT) may be used for each of the two visits.

For Re-Authorisation visits, exceptionally, a minimum of two members, including the CRT, is accepted for one of the visits.

The appointed CRT must normally participate in all related visits.



All appointed members participating in the visits will be involved in the entire procedure.

- 3.2.2 The members of the ERT will be completely independent of the Applicant Agency and possess the necessary knowledge, experience and expertise to conduct the review. Team members should be from different countries and conflict-of-interest issues should be taken into consideration during their selection. Anyone appointed as a potential member of an ERT should proactively declare any conflict of interest at the beginning of their mandate (e.g. they cannot be an expert affiliated with the Applicant Agency).

At least one member of the ERT should have industrial experience.

- 3.2.3 The ENAE secretariat will notify the Applicant Agency of the composition of the ERT, provide their CV's and request the Applicant Agency to communicate any objections to the proposed members within 7 days.

- 3.2.4 Preparation for the ERT visits

- (a) The CRT will contact the Applicant Agency to propose suitable dates of visits.
- (b) The CRT will confirm the visit dates after receiving feedback from the ERT and will ask the Applicant Agency to provide details of the arrangements for accommodation and local transport arrangements.
- (c) The CRT will confirm the visit dates with the ERT and LC Chair.
- (d) Travel and accommodation expenses must be reimbursed within one month following the visit.

3.3 The ERT Visit

- 3.3.1 If an Applicant Agency has applied for Authorisation or Re-Authorisation to grant the EUR-ACE® label at one level only (Bachelor or Master), the ERT will observe two site visits in two different HEI's. Each visit must include the accreditation of at least one programme, applying for the EUR-ACE® label.

- 3.3.2 If an Applicant Agency has applied for Authorisation or Re-Authorisation to grant the EUR-ACE® label to Bachelor and Master degree and/or integrated Master degree programmes, 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). These site visits must take place at a minimum of two different HEI's. Each programme observed during each visit must be applying for the EUR-ACE® label.

3.3.3 The CRT will also attend as an observer one meeting of the Applicant Agency's accreditation decision-making body, corresponding to at least one of the programmes observed.

3.3.4 The programmes of the HEI where the onsite visit takes place are not under review by the ERT. The ERT will only observe how the Applicant Agency conducts the visits and evaluates the programmes.

3.3.5 Normally, at the end of the visit, the CRT will outline the ERT's opinions on the strengths and weaknesses of the application to the Applicant Agency, but will not communicate the conclusions and the recommendation it will be making to the LC.

4 LANGUAGE/TRANSLATION ISSUES

Article 4 of the ENAAEE statutes states ***“The working language of ENAAEE is English”***.

Therefore, ENAAEE requires Applicant Agencies to submit documentation in English. However, ENAAEE recognises that English may not be the first language in the jurisdictions of the Applicant Agencies. To facilitate Applicant Agencies and ERT's in carrying out their work, ENAAEE has established a [policy on language for reviews](#).
(Annex I)



5 REPORT OF ERT

- 5.1 The ERT will prepare a report on the application and visits. A template for the ERT report is provided, contact the secretariat@enaee.eu . The CRT has the responsibility for coordinating the report with the support and consent of the other members of the ERT. The report, prepared in accordance with the template, will be agreed by all the members of the ERT, normally one month either after observing the decision meeting corresponding to one of the programmes or following the final visit, whichever is last.
- 5.2 The ERT report, excluding the conclusions of the ERT, will be sent to the Applicant Agency for checking and correction of any factual errors. This also provides the Applicant Agency with an opportunity to submit within two weeks (excluding holidays) of receipt a “Statement of the Reviewed Agency” which may include comments on the review process and the ERT report.

6 RECOMMENDATION OF THE EUR-ACE® LABEL COMMITTEE (LC)

- 6.1 The ERT report will be sent to the LC no later than 2 weeks prior to the LC meeting at which recommendation of the LC to the AC shall be formulated. The recommendation of the LC to the AC will be based on the ERT report and the discussion within LC.
- 6.2 For Authorisation, the recommendation of LC to AC for any period of time must be unanimous with all LC members voting, excluding the representative of the Applicant Agency. For Re-Authorisation, a two-thirds (2/3) majority is sufficient, also excluding the representative of the Applicant Agency. In cases where it is impossible to reach unanimity of two-thirds (2/3) majority the LC will communicate this to the AC. LC members who are not present at a decision-making meeting must submit their consent to the ENAE secretariat



with their approval in writing before the LC meeting or give a proxy to another LC member.

- 6.3 The recommendation of LC to AC will be sent by the LC Chair through the minutes of LC.
- 6.4 The Authorisation or Re-Authorisation process may result in requirements or recommendations being made to the Applicant Agency. All requirements must be fulfilled. Recommendations are part of the process of continuous improvement.
- 6.5 When the “Authorisation” or “Re-Authorisation” is being proposed without requirements, the duration of the Authorisation Period is five years.
- 6.6 When Authorisation or Re-Authorisation is being proposed with requirements, the duration of the Authorisation Period is two years.

No later than six months before the end of this two-year Authorisation Period, the Authorised Agency must provide evidence that the requirements have been fulfilled. The ENAE secretariat will remind the Authorised Agency two months before this deadline.

When the LC is satisfied that the evidence provided demonstrates that the requirements have been satisfactorily fulfilled, the LC will recommend to the AC that the Authorisation Period is extended to five years, following the original Decision of the AC.

- 6.7 For Authorisation and Re-Authorisation, if recommendations are made, they should be considered and fulfilled, where possible, by the next Re-Authorisation. Recommendations that are not satisfactorily addressed may lead to one or more requirements at the next Re-Authorisation.



7 FINAL DECISION OF THE ADMINISTRATIVE COUNCIL (AC)

- 7.1 The AC takes the final decision on Authorisation and Re-Authorisation.
- 7.2 All Authorisation or Re-Authorisation decisions are conditional upon the Applicant Agency signing the Mutual Recognition of EUR ACE labelled engineering programmes.
- 7.3 When Authorisation or Re-Authorisation is given with requirements, the Authorisation Period is two years, plus the remaining months of the year in which the AC made its decision, terminating on 31st December of the second year. For example - Recommendation of LC to AC given on 26th May 2023 - Decision of AC made on 26th June 2023 => Authorisation Period expires at the end of two years on 31/12/2025.
- 7.4 When Authorisation or Re-Authorisation is given without requirements, the Authorisation Period is five years, plus the remaining months of the year in which the AC made its decision, terminating on 31 December of the fifth year. For example - Recommendation of LC to AC given on 26th May 2023 - Decision of AC made on 26th June 2023 => Authorisation Period expires at the end of five years on 31/12/2028.
- 7.5 On the recommendation of the LC, an Authorisation Period may be extended by decision of the AC. Before the extension can be considered, the concerned Authorised Agency must send a letter to the LC Chair requesting an extension and providing justification for the request.
- 7.6 If an application for Authorisation or Re-Authorisation is rejected by the AC, the Applicant Agency may request a re-examination of its application, to be conducted by another ERT.
- 7.7 In the event of a positive decision by the AC, the Applicant Agency will be listed as an Authorised Agency on the ENAE website.



- 7.8 A letter confirming the decision of AC, accompanied by the final report, and, where applicable, the Authorisation or Re-Authorisation certificate, signed by the ENAEE President will be sent to the Applicant Agency.
- 7.9 The decision of AC on an application for Authorisation or Re-Authorisation will normally be made within one calendar year from the date of receipt of the application to the date the decision of AC is communicated to the Applicant Agency.

8 ONLINE PROCEDURE FOR RE-AUTHORISATION

- 8.1 The online procedure is restricted to Re-Authorisation only.
- 8.2 For Applicant Agencies seeking Authorisation for the first time, the standard, face-to-face EUR-ACE® Label Authorisation procedure applies. This procedure remains applicable even if the Applicant Agency submits an Authorisation for another EUR-ACE® Label.
- 8.3 The online procedure follows the same steps as the face-to-face procedure with exception for the activities listed below:
- 1) The CRT will receive a copy of all e-mails related to the preliminary organisation of the online evaluation that are sent by the Applicant Agency to the universities.
 - 2) The CRT will receive all the necessary information for ERT's online connection. This information will be distributed in a timely manner to all ERT members.
 - 3) A deontology chart will be signed between the Applicant Agency and the ERT.
 - 4) In cases when audits are conducted in a language other than English, the Applicant Agency will arrange for the members of the ERT to be in direct contact with a translator while viewing the live feed from the audited university. The same arrangement applies to the CRT participation in the



Applicant Agency's accreditation decision meeting, if this meeting is held online.

8.4 Recommendations for the ERT to ensure effective observation of an online procedure for Re-Authorisation:

- 1) At the beginning of each new sequence of the audit, the CRT will briefly introduce the members of the ERT and outlines their mission.
- 2) The ERT will ensure that the evaluation procedures comply with the guidelines on programme self-assessment review provided by the HEI and meet the accreditation requirements of the agency (Appendix 1 of EAFSG).
- 3) The ERT will verify that evaluation procedures adhere to the guidelines on the programme accreditation process (Appendix 2 of EAFSG).
- 4) The ERT will ensure, in particular, that Programme Outcomes are evaluated appropriately, despite the online setting. This includes the review of student work.

9 COSTS

Only full members of ENAAEE, accreditation and quality agencies, which are paying their annual membership fee are eligible to apply to become a EUR-ACE® label Authorised Agency. The 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. However, Applicant Agencies are expected to cover the travel and accommodation expenses of the ERT during on-site visits. The ERT is not remunerated for their services, which are provided on a voluntary basis. In cases where travel involves eight or more hours of continuous flight time, it is recommended that the Applicant Agency cover the cost of premium economy or business class airfare.



ANNEX I - ENAAEE language requirements for applications for the authority to award the EUR-ACE® label - Translations to be provided in English

I. Introduction

The European Network for Accreditation of Engineering Education (ENAAEE), when evaluating applications from an Applicant Agency, evaluates:

- (a) the compliance of the processes and criteria of the Agency with those specified by ENAAEE,
- (b) the compliance of accreditation decisions made by the Agency with the accreditation criteria laid down by ENAAEE for Bachelor (1st cycle) and Master (2nd cycle) engineering degree programmes.

2. Documentation

As the working language of ENAAEE is English, ENAAEE requires Applicant Agencies to submit documentation in English. However, ENAAEE recognises that English may not be the first language in the jurisdictions of the Applicant Agency. In such cases ENAAEE will be satisfied if the following documentation only is provided in English:

- (a) The Application Form for Agencies (Re-)Authorisation to award the EUR-ACE® Label.
- (b) The documentation of the standards and procedures of the Agency.
- (c) The agenda for the accreditation visits for observation together with the agenda for the accreditation board which is to be observed.
- (d) Appropriate sections of the self-assessment report or a short summary (at least five A4 pages) of each engineering programme or group of related engineering programmes being accredited, under the following headings:

- Title of programme indicating whether it is a Bachelor (1st cycle) or Master (2nd cycle) degree,



- Duration in years and its ECTS credit rating,
- Programme Outcomes proposed,
- Summary of the curriculum, highlighting material which indicates its academic level,
- Methods of assessment, and how learning outcomes are achieved,
- List of titles of appendices to the self-assessment report.

3. Translator

One or more (as required) translators fluent in spoken and written English should be assigned to the ENAAEE Review Team (ERT) for the entire duration of the accreditation visit. This is to enable the ERT to deal with any queries they may have in respect of any documents or discussions not conducted in the English language.

The agency must put forward the details of the arrangements of the translators before the visit when receiving the agenda of the visit.

4. Conflict of Interest

The translator should be from outside the department of the programmes under review.

5. Report of the ERT to the Label Committee

The ERT Report shall be written in English.

Glossary

Acronyms

AC: Administrative Council of ENAAEE

CRT: Chair of the ENAAEE Review Team

EAFSG: EUR-ACE® Framework Standards and Guidelines

EHEA: European Higher Education Area



ENAAEE: European Network for Accreditation of Engineering Education

ERT: ENAAEE Review Team

ESG: Standards and Guidelines for Quality Assurance in the European Higher Education Area

HEI: Higher Education Institution

LC: EUR-ACE® Label Committee of ENAAEE

Terms and definitions

Applicant Agency: An accreditation or quality assurance agency applying for initial authorization or re-authorisation to award the EUR-ACE® Label.

Authorisation: The official permission granted by ENAAEE to an agency to award the EUR-ACE® Label to higher education institutions it evaluates, provided the institutions meet the EAFSG standards.

Authorised Agency: An agency that has been granted authorisation to award the EUR-ACE® Label during its designated authorisation period.

Authorisation Period: The period of time for which an agency has been authorised to award EURACE ® Labels to higher education institutions it evaluates.

EUR-ACE® Label: A certificate awarded by an authorised agency to a higher education institution in respect of each engineering degree programme which it has accredited.

Full Member: An agency whose ENAAEE membership has been confirmed by the General Assembly.

Re-Authorisation: The official permission granted by ENAAEE to an agency to award the EUR-ACE® Label to higher education institutions it evaluates, after reapplication of the agency for authorisation at the end of its authorisation period.

Recommendation of ERT to LC: The recommendation from the ERT based on the authorization or re-authorisation visit and the ERT report, including specific



recommendations or requirements for discussion within the LC.

Recommendation of LC to AC: The final recommendation from the LC submitted to the AC regarding the agency's authorisation or re-authorisation, including specific recommendations or requirements.

Recommendations to the Agency: Specific recommendations accompanying the authorization or re-authorisation decision that form part of the ongoing process of continuous improvement.

Requirements to the Agency: Specific mandatory conditions accompanying authorisation or reauthorization decision, which must be met within a given period of time.

Authorisation or Re-Authorisation decision of AC: The final decision issued by the AC on whether to authorise or re-authorise an agency. This decision is based on the recommendation of the LC to the AC and includes any relevant specific recommendations or requirements.