

# Applying to IEAC for Accreditation – Universities and Colleges

Thank you for your interest in applying for accreditation through IEAC. Below are the steps an institution needs to undertake in order to complete the application process.

### Stage 1

An institution needs to complete the Application Form and send this into the IEAC office with the application fee of £500. Please note at this stage no other documentation is required.

Upon receipt, the application form will be checked by one of our assessors. IEAC will then make a request to the institution for further documents which forms **Stage 2 of the Application Process**.

IEAC will then contact the institution to either discuss the documentation provided and then either ask for clarification if needed, or to schedule an inspection.

## Stage 1 The Application Form

### Section 1 Institution Details

Name of Institution:

Number of Campus/es

Select desired accreditation: (Mark with a ✓)

The whole institution	
A Campus	
A faculty	
A programme	

Head of Institution (name and title):

Address:

Postcode:

Telephone Number:

Fax Number:

Email Address:

Website Address:

Email Address of Head of Institution:

Name & Email Address of the responsible person to whom all correspondence regarding this accreditation process should be addressed:

Name & Email Address of Finance Manager/Account Manager:

Addresses of any other places of the Institution operation:

Address of administrative headquarters (if different from above):

Where did you hear about IEAC?

Why did you choose IEAC?

Why are you seeking international accreditation?

What do you expect IEAC to do for your organisation?

## Section 2 Company / Ownership / Legal Entity / Management

Date of formation of the Institution:

Details and dates of any recent (last 5 years) major restructuring, such as change of ownership, change of Institution name, change of premises:

Is the Institution publicly or privately owned?

If a private company, please list the names of the Owners, Directors, Governors, Trustees and Officers of the company:

Owners:

Directors:

Officers:

Governors:

Trustees:

Officers:

Is the Institution a subsidiary company of another organisation?

If so, give full details, including name, legal status, country in which the organisation was founded/incorporated etc:

Is the Institution a Limited Company?

Company name:

Registration no:

Date of registration:

Is the company limited by shares or by guarantee?

If the Institution is not a limited company, please state the terms on which the business operates:

The relevant documents from the list below authenticating the legal status of the Institution must be available for inspection:

If a Charity - the registration as a charitable organisation.

If a Limited Company – the Certificate of Incorporation.

If a Partnership – the Partnership Agreement.

If a subsidiary of another organisation – such documentation of the parent organisation as may be applicable to its legal status.

(Please attach relevant documents along with this application)

### Section 3 The Premises

Are the premises owned or leased by the Institution?

If leased, please give expiry date(s) for the lease:

The lease agreement(s) must be available for inspection.

Please give details of teaching accommodation (including number and capacity of classrooms, research laboratories/facilities, computer suites, practice rooms as applicable), library, student common rooms, counselling rooms etc:

Please give details of resources and equipment to support teaching (e.g. LCD projectors, smart-boards, overhead projectors, IT equipment, interactive whiteboards, practice-related equipment, research resources etc):

Please give details of resources available to students for independent study and research, either in the Institution or elsewhere. Please state any link with local libraries and/or on-line library support, research centres:

Please give details of social/sporting facilities provided for students (e.g. common rooms or access to sporting facilities):

Please state any local sports facilities in the region the students can access.

## **Section 4 Health & Safety**

Do you have certification from a relevant local body showing compliance with health/sanitary regulations?

Name of the person responsible for health and safety:

Number of staff members trained in first-aid:

Please ensure that you complete and enclose the following:

Appendix 3 – Health and Safety declaration

Appendix 4 – Fire Precautions declaration (unless you have a Fire Certificate).

Do you have any Employer's Liability Insurance?

Do you have Public Liability Insurance covering visitors to the campus/es?

(Please attach relevant documents along with this application)

## **Section 5 Teaching and non-teaching staff & Student Profile**

Vice Chancellor/CEO/Principal's/President's name and title:

Qualifications:

Years in present post:

State the numbers of staff in the following categories:

Teaching staff:

Management:

Full-time:

Permanent part-time:

Research assistants:

Support staff:

Administrative:

Technical:

## **Section 6    Students, Faculty Members, Duty of Care**

Number of full-time local students

Number of part-time local students

Number of international students requiring a visa.

Number of international students not requiring a visa.

Do you monitor and record students' progress, including progress of research students where appropriate?

Do you monitor student completion rates?

Do you have a staff development policy?

Do you provide student living accommodation?

Do you provide recommended text books?

Do you provide Internet access/e-mail?

Do you provide printing facilities?

Do you issue pre-arrival guidance to international students?

Do you have a Disability Strategy?

What is the Language of Instruction?

Please describe how the Institution initially assesses students' language ability in this/these language/es,

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

Please describe your procedures for informing the immigration office of no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed:

Documents relating to local immigration reporting requirements will be inspected during inspection visit and may include the following:

- sample letters to students about their absence
- sample letters to the immigration authorities about no shows, unsatisfactory attendance and unsatisfactory progress.

*Only complete if you have students under the age of 18*

Current number of students under the age of 18:

Describe the accommodation arrangements for these students:

Do you have a Child Protection Policy?

Do you compel staff to undergo Police Checks (or local equivalent) as part of their employment?

## **Section 7 The Academic Provision**

Please list ALL of the courses and/or programmes currently being offered at the Institution:

(Please attach relevant documents along with this application)

## **Section 8 Marketing, Ethics, Agents**

Name of Marketing Manager/Officer:

Email address of Marketing Manager/Officer.

Do you have an Ethics Policy?

Do you employ agents?

If so, do they sign a contract?

Are your agents accredited through any external accrediting organisation such as QISAN?

Do your agents/staff receive training on marketing?

State when your prospectus and website were last updated:

## **Section 9 Privacy & Data Protection**

Do you adhere to local copyright regulations?

Do you have a registration certificate regarding data protection?

(Please attach relevant documents)

*The following page needs to be signed either with electronic signature or be scanned, signed and then submitted separately as a PDF.*

## Stage 2

## Application for Accreditation by IEAC

Declaration: (To be made by the CEO, President, Chancellor, Dean of Faculty)

I declare that to the best of my knowledge that the institution is financially stable and that the institution is able to meet its commitments in terms of both staff salaries and its advertised programme for the students.

I declare that the information provided in this application is correct and all supporting documents are genuine and accurate.

I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.

I am prepared to accept the final decision of IEAC as to the outcome of the inspection.

I agree to indemnify IEAC against all claims, demands, expenses and complaints arising from inaccuracies in the information given by me above.

I agree to inform IEAC of any changes in the ownership of the institution or senior management, or significant variation in the academic programme, which occur more than three months before the scheduled date for submitting the annual report.

I accept that the term "Accredited by the International Education Accreditation Council" means that my institution has been inspected by IEAC and found to be satisfactory, and I undertake not to represent my institution as enjoying this recognition before it has been granted, nor after it has been withdrawn or suspended.

I understand that failure of continuing compliance with the accreditation criteria may lead to the removal of my institutions accreditation by IEAC.

Signed:

Date:

Name:

Position / Title:

For and on behalf of (name of institution):

Your IEAC Customer Liaison Officer will contact you for further documentation once your initial application has been approved.

## Stage 2 of the Application Process

The checklist below shows those documents which will need to be sent to IEAC once the application has been approved in order to complete the application process. At this time, simply mark the boxes with an "X" to show which documents you have available<sup>1</sup>.

Appendix 2 can be completed and submitted along with Appendix 1 documents when requested by your IEAC Customer Liaison Manager.

You can choose from the following responses. Yes, No, NA, In Progress.

### Appendix 1

Copy of the latest audited annual Accounts	
Premises and Health & Safety certification	
Sketch or architect's renderings of floor plan	
Health & Safety Declaration	
Fire Precautions Declaration if applicable	
Diagram or Organisational Chart showing Management structure	
Diagram or Organisational Chart showing staffing structure	
Sample CV of 1x management, 1 x academic and 1 x senior administrative staff	
Staff appointment procedures	
Sample staff contract	
Equal Opportunities Policy	
Staff Handbook	
Procedures for recording students' attendance	
Procedures for the conduct of examinations/tests	
Procedures for the production of examination/test papers	
Arrangements for secure storage of examination papers/scripts	
Student application form	
Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment	
Student Handbook / Sample Course Handbook	
Pre-arrival information for students regarding living in the campus	
Guidance on academic misconduct if separate to Handbook	
Ethics Policy	
Criteria for the appointment of marketing agents	
Sample of Marketing Agent's agreement	
Briefing documents for marketing agents	
Prospectus	
Procedures for processing enquiries and applications	
Procedures relating to student admissions and enrolment	
Procedures for monitoring student records	
Procedures for the handling of deposits, fee payments and refunds	

<sup>1</sup> Not having some documents does not necessarily preclude you from accreditation. We are empathetic to the fact that different countries and regions have different obligations.

## Appendix 2

Available course/s title/s

*Choose one course per academic level as a sample and answer the following questions*

Entry prerequisite	
Maximum number in class	
Average class contact hours per week	
Examining body (Internal or External)	
Academic level of course e.g. Bachelors, Masters.	
Certificate awarded, and by whom (Internal or External)	
Duration of course/s	