


EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

Document 1.2:

# REACCREDITATION PROCESS

An Accreditation Status is valid for the period stated on its certificate. To continue it, the institution renews it before the period ends. The renewal gives the institution the opportunity to review its present practices, to consider new directions and to improve further the quality of its education and training. Renewal consists of paying the renewal invoice and, in the years in which the accreditation agreement provides for it, a re-accreditation review.

## 1. RENEWAL NOTICE

EAHEA sends the institution a renewal notice and an invoice by email before the validity period ends. The amounts are those of the Service Fees page of www.eahea.org on the date of the notice. EAHEA reminds the institution, but a status that is not renewed ends and is not valid even if a reminder was not received. A renewal is not made by silence, and no payment is taken automatically.

For Full Accreditation and Online Accreditation, the invoice is the renewal fee in the years of the re-accreditation review, and the Yearly Membership Fee in the other years. The renewal fee includes the re-accreditation review. The accreditation agreement states in which years each fee applies.

## 2. RE-ACCREDITATION REVIEW

In the years of the re-accreditation review, the institution submits the updated Application for Accreditation (Document 4) and any other documents that the renewal notice lists, by the date that the notice states. If the institution operates more than one site, the notice says which sites the review covers.

EAHEA evaluates the update against the Standards in Document 2, grades it as set out in Document 1, Section 4.1, and may require an interview or an online or on-site visit where necessary (Document 1, Section 4.2). The cost of an on-site visit is calculated separately and invoiced to the institution before the visit, and the invoice must be paid before the visit takes place. The institution answers EAHEA's written findings within fifteen (15) days. The Secretariat, the members of the Accreditation Commission and the President of EAHEA review and decide as set out in Document 1, Section 4.3, and the results are the same as for an initial application (Document 1, Section 4.4).

A reaccreditation applicant also confirms that its classes have been taught continuously since its last grant of accreditation, and informs EAHEA of every change that took place in that time (Document 1, Section 3, item 7).

## 3. PROGRAM ACCREDITATION AND COURSE ACCREDITATION

Program Accreditation is renewed automatically and free of charge for an institution that holds a valid Full Accreditation or Online Accreditation on the renewal date. Course Accreditation is renewed automatically and free of charge for an institution that holds a valid Full Accreditation, Online Accreditation or Associate

Membership on the renewal date. EAHEA extends the status without an invoice and informs the institution. An institution that holds none of these on the renewal date renews the status by paying the renewal fee. A suspended, revoked or ended Full Accreditation, Online Accreditation or Associate Membership does not give a free renewal.

## 4. LATE OR MISSING PAYMENT

If the renewal invoice is not paid by the due date in the notice, EAHEA may suspend the Accreditation Status. If it is still not paid after the further period stated in the notices, EAHEA may revoke it. A suspended or revoked status is published in the public directory, and the institution stops presenting itself as accredited (Document 1, Section 5). EAHEA may reinstate a status at its discretion on payment of the outstanding fees.

The status is not renewed until the documents of a re-accreditation review have been received and the renewal invoice has been paid. Exceptions to the dates of renewal may be recognized following a written request of the institution with sound reasons, and only with the written approval of EAHEA.

## 5. ACCREDITED MEMBERSHIP

The Accredited Membership that Full Accreditation and Online Accreditation give lasts for as long as the accreditation lasts. If the accreditation is not renewed, or is suspended, revoked or otherwise ends, the Accredited Membership ends or is suspended with it.