

EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

Document 1.3:

ELIGIBILITY CHECKLIST

This checklist helps an institution to see, before it applies, whether it is ready for EAHEA accreditation and which documents to prepare. It is a self-check and carries no obligation. EAHEA confirms eligibility only after the institution has applied online (Document 1.1, Step 1), and an institution that is not sure about an answer is welcome to apply or to contact the EAHEA Secretariat through the Contact page at www.eahea.org.

The checklist applies to all four accreditation services: Full Accreditation, Online Accreditation, Program Accreditation and Course Accreditation. Where a point applies to one service only, the table says so. The requirements are explained in Document 1, Section 2.

An institution that cannot answer "Yes" to points A3 to A6 can still apply. It attaches a goodwill letter to its application (a sample is provided as Document 11), and EAHEA decides at its discretion whether to accept the application on that basis.

A. ELIGIBILITY

No.	Requirement	Applies to	Your answer
A1	The institution is properly authorized or incorporated under the law of its country to conduct educational teaching and certification, or to award degrees, certificates or other educational or professional credentials.	All four services	☐ Yes ☐ No
A2	It offers education in a formal or distance learning format, with an interactive component suited to the subject matter, and it has learners who actively take part.	All four services	☐ Yes ☐ No
A3	It has operated continuously and successfully for at least one (1) year before the application, without unscheduled interruption.	All four services. A goodwill letter is possible	☐ Yes ☐ No
A4	At least one graduating class has completed its training.	All four services. A goodwill letter is possible	☐ Yes ☐ No
A5	It has been under the same ownership or control for at least one (1) year before the application.	All four services. A goodwill letter is possible	☐ Yes ☐ No
A6	It has a record of responsible financial management of at least one (1) year, with resources sufficient to maintain quality and to complete the instruction of all enrolled participants.	All four services. A goodwill letter is possible	☐ Yes ☐ No
A7	It agrees to abide by the Standards for Accreditation (Document 2), the Principles of Ethics (Document 2.1) and the policies and procedures of EAHEA.	All four services	☐ Yes ☐ No

B. WHICH SERVICE FITS

Tick the service that matches what the institution wants to have accredited. Each service is separate and has its own application.

No.	What is to be accredited	Service	Your answer
B1	The institution as a whole, which delivers its education with traditional methods.	Full Accreditation	☐ Yes ☐ No
B2	The institution as a whole, which delivers its education online or at a distance.	Online Accreditation	☐ Yes ☐ No
B3	One specific degree program (doctoral, master, bachelor, associate or similar) with a curriculum of 300 clock hours or more.	Program Accreditation	☐ Yes ☐ No
B4	One specific course (for example an online course, a vocational or avocational course, a language program, a seminar or workshop, corporate in-house training, or test, industry certification or licensing preparation) with a curriculum of less than 300 clock hours.	Course Accreditation	☐ Yes ☐ No

C. DOCUMENTS TO PREPARE

The documents are uploaded through the online system. Documents in another language are submitted with an English translation.

No.	Document	Applies to	Ready
C1	The Articles of Association of the institution	All four services	☐ Yes ☐ No
C2	The Registration Document issued by the competent authority	All four services	☐ Yes ☐ No
C3	An invoice issued to the legal address of the institution (for example electricity, water, gas or telephone)	All four services	☐ Yes ☐ No
C4	The Passport or ID of the authorized signatory or director	All four services	☐ Yes ☐ No
C5	Document 4, Application for Institutional Accreditation	Full and Online Accreditation	☐ Yes ☐ No
C6	Document 6, Application for Program Accreditation	Program Accreditation	☐ Yes ☐ No
C7	Document 7, Application for Course Accreditation	Course Accreditation	☐ Yes ☐ No
C8	Document 5, Document 8, Document 9 and Document 10 (the Academic / Administrative Personnel Form, the Institutional Contact Declaration & Update Form, the Code of Ethics Declaration Form and the Logo & Emblem Usage Guidelines declaration). An institution that already holds Full Accreditation, Online Accreditation or Associate Membership does not submit them again with a Program or Course application.	All four services	☐ Yes ☐ No
C9	A goodwill letter, if the institution cannot answer “Yes” to points A3 to A6 (Document 11)	All four services, where needed	☐ Yes ☐ No ☐ Not needed

WHAT TO DO NEXT

If every answer in Parts A and B is “Yes”, the institution is ready to apply online at apply.eahea.org. The fees follow the Service Fees page of www.eahea.org.

If an answer to A3, A4, A5 or A6 is “No”, the institution can still apply with a goodwill letter, as described above. If an answer to A1, A2 or A7 is “No”, or the institution is unsure which service fits, it should contact the EAHEA Secretariat first, so that EAHEA can advise on the options that are open to it.

Eligibility is confirmed by EAHEA in writing after the application. This checklist does not replace that review and does not promise any result.