EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

EAHEA-IQF-FORM-01-v3.0:

SELF-ALIGNMENT DOSSIER

Independent Qualifications Framework (IQF)

Edition 3.0 · May 2024

Form 1: Self-Alignment Dossier

FORM CODE	EAHEA-IQF-FORM-01-v3.0
PURPOSE	The institution's own record of how a program is aligned with the IQF, and the core of a submission for EAHEA verification and registry listing (Master Guidebook, Section 11).
WHEN	Before a self-alignment declaration is published; with every request for EAHEA verification; at every review of the alignment (every three years, or two years for a new program) and after a material change.
PREPARED BY	EAHEA Quality Assurance Commission
APPROVED BY	Secretary General, EAHEA

One form is completed for each program or qualification. Attach the Program Evidence Templates (Form EAHEA-IQF-FORM-03) and the Self-Alignment and Verification Checklist (Form EAHEA-IQF-FORM-02). Files submitted for EAHEA verification are confidential (Verification & Registry Procedure Note, Section 2.3).

Section 1: Institutional and Program Identification

Identification Field	Entry
Legal and operating name of the institution	
Institution type	☐ Higher education institution / independent school ☐ Non-formal, vocational, or executive provider ☐ Other: _____
Country of operation	
Delivery partner or sub-contractor (if any)	
Primary contact person (name, role, email)	
Program or qualification title	
Qualification format	☐ Degree / diploma ☐ Micro-credential / module ☐ Certificate / executive program
Program orientation (Levels 5–6)	☐ Research / thesis ☐ Coursework / applied ☐ Combined

Identification Field	Entry
Delivery mode	☐ Face-to-face ☐ Synchronous online ☐ Asynchronous / self-paced ☐ Hybrid
Target IQF level	☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 ☐ Level 6
Legal basis of the credential title	☐ Statutory degree-awarding authority in _____: legal title _____ ☐ No authority: header with a level name (minimum workload met): _____ ☐ No authority: header without a level name: _____ Track name used as program title, if any: _____
Credit system and volume (optional)	☐ None (NLH only) ☐ ECTS ☐ CATS ☐ U.S. credit hours ☐ EAHEA Credit Systems (MUC / PAC / ILC / EUC) ☐ Other: _____ Credits: _____ Total workload: _____ NLH
Reference credits (optional)	_____ ECTS _____ CATS credits _____ U.S. credit hours (at the IQF reference factors)
Dossier version and next review date	Version: _____ Next review: ____ / ____ / 20__

Section 2: Level Rationale, Title, and Stacking, Exit, and RPL Summary

Write 150 to 300 words. Explain how the program meets the Minimum Threshold Rule, the Outcome-Over-Duration Rule, the program orientation, and the titling rules at the target level, and describe any stacking, intermediate or exit qualification, post-diploma specialization, cross-border delivery, mission emphasis, work-integrated learning, or RPL rule.

Level Rationale, Title, Breadth, Work-Integrated Learning, and Stacking, Exit, and RPL Notes

Section 3: Program Learning Outcomes and Four-Axis Alignment Matrix

List every program learning outcome (action verb + object + context or standard) and mark the IQF descriptor axes it addresses at the target level. For a multi-module program, attach the curriculum map of Form EAHEA-IQF-FORM-03.

PLO	**Learning Outcome Statement**	**Knowledge**	**Cognitive & Analytical**	**Professional & Applied**	**Autonomy & Leadership**	**Target Level Met? (Pass / Partial / Gap)**
PLO 1		☐	☐	☐	☐	
PLO 2		☐	☐	☐	☐	
PLO 3		☐	☐	☐	☐	
PLO 4		☐	☐	☐	☐	
PLO 5		☐	☐	☐	☐	

PLO	Learning Outcome Statement	Knowledge	Cognitive & Analytical	Professional & Applied	Autonomy & Leadership	Target Level Met? (Pass / Partial / Gap)
PLO 6		☐	☐	☐	☐	
PLO 7		☐	☐	☐	☐	
PLO 8		☐	☐	☐	☐	

Optional fifth column: Institutional Mission-Specific Emphasis (Master Guidebook, Section 3.2). Write it below the table if used.

Section 4: Notional Learning Hours (NLH) Breakdown

Workload Component	Estimated Hours (NLH)	Basis of Calculation (contact hours, reading pages, lab or project scope)
Direct / synchronous instruction		
Guided digital / asynchronous study		
Independent reading and research		
Applied practice / labs / projects		
Work-integrated learning (if any)		
Assessment and examination preparation		
Total Notional Learning Hours		Must agree with the stated credits and reference credits

Calibration after the first cohort: ☐ Not yet delivered ☐ Done on ____ / ____ / 20__, median learner effort within ±15% ☐ Done, NLH corrected to _____

Section 5: Assessment, Faculty, and Governance Summary

Area	What to Summarize	Summary and Reference to Attached Evidence
Assessment instruments, sampling, and passing rules	Assessment types, assignment design, sampling of applied and theoretical contexts, weightings, rubrics, tiered attainment (if any), compensation and condonement limits, and passing thresholds mapped to PLOs (Form EAHEA-IQF-FORM-03).	
Faculty and practitioner equivalence	Academic credentials at or above the level taught and/or documented senior practitioner equivalence; calibration of adjunct instructors.	
Internal quality assurance, sustainability, partner oversight, and AI policy	Pre-launch review, moderation, learner feedback and NLH calibration, resources, partner oversight (if any), annual review, and the generative AI policy; attach the latest Annual Program Review and Internal Quality Assurance Record (Form EAHEA-IQF-FORM-05).	
Public information and digital supplement	Link to or exact text of the public IQF information and the digital supplement fields, checked against Annex C of the Master Guidebook.	

Section 6: Confirmation

The responsible officer confirms that the information in this dossier is complete and correct.

Name and title of the responsible officer: _____

Signature: _____ **Date:** ____ / ____ / 20__