

EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

EAHEA-IQF-FORM-02-v3.0:

SELF-ALIGNMENT AND VERIFICATION CHECKLIST

Independent Qualifications Framework (IQF)

Edition 3.0 · May 2024

Form 2: Self-Alignment and Verification Checklist

FORM CODE	EAHEA-IQF-FORM-02-v3.0
PURPOSE	The institution's self-check of the 13 IQF verification items, and the record in which EAHEA evaluators enter the verification result of each item (Master Guidebook, Section 12; Verification & Registry Procedure Note, Section 3).
WHEN	Before a self-alignment declaration is published and before a request for EAHEA verification; completed by EAHEA during the evaluation.
PREPARED BY	EAHEA Quality Assurance Commission
APPROVED BY	Secretary General, EAHEA

Section 1: Identification

Institution: _____

Program or qualification title: _____

Target IQF level: _____ **Dossier version (Form EAHEA-IQF-FORM-01):** _____

Date of the self-check: ____ / ____ / 20__

Section 2: Checklist

The institution completes the Self-Check column (Pass / Partial / Gap) and names the evidence. The EAHEA column (Verified / Action Required) is completed only by EAHEA evaluators.

Item	Verification Requirement	Evidence Attached	Institution Self-Check (Pass / Partial / Gap)	EAHEA Verification (Verified / Action Required)
1.1	Explicit, measurable PLOs written with level-appropriate active verbs and mapped across courses or modules	☐		
1.2	All four IQF descriptor axes (including audience-adapted communication and awareness of the limits of knowledge) met consistently at the declared level (Minimum Threshold Rule)	☐		

Item	Verification Requirement	Evidence Attached	Institution Self-Check (Pass / Partial / Gap)	EAHEA Verification (Verified / Action Required)
1.3	Level assigned by the rigor of the outcomes, not by duration alone; program orientation, general education and employability breadth, and title (including post-diploma rules) follow the IQF titling rules; the legal basis of the credential title is stated, and every level name or track name meets its minimum workload (Master Guidebook, Section 4.3)	☐		
2.1	Assessment tasks and assignment prompts validly sample the cognitive, analytical, and applied demands of the target level	☐		
2.2	Analytical grading rubrics, passing thresholds, and compensation and condonement limits defined	☐		
2.3	Auditable assessment records and academic integrity and AI rules in place	☐		
3.1	The NLH calculation covers instructional, independent, work-integrated or applied, and assessment time	☐		

Item	Verification Requirement	Evidence Attached	Institution Self-Check (Pass / Partial / Gap)	EAHEA Verification (Verified / Action Required)
3.2	Stated credits (in the credit system used, if any) and reference credits agree with the total NLH at the factor of that system	☐		
3.3	Stacking rules, intermediate and exit qualifications, and recognition-based RPL rules (if used) are transparent and verified by outcomes	☐		
4.1	Instructors meet the academic standard or documented senior practitioner equivalence	☐		
4.2	A lightweight internal quality assurance cycle (review, moderation, feedback and NLH calibration, resources, partner oversight, annual review) is in operation and recorded on Form EAHEA-IQF-FORM-05	☐		
5.1	Public program information, credential templates, and digital supplement fields show the IQF level, program orientation, credits, and NLH accurately and contain at least the content of Annex C of the Master Guidebook	☐		

Item	Verification Requirement	Evidence Attached	Institution Self-Check (Pass / Partial / Gap)	EAHEA Verification (Verified / Action Required)
5.2	IQF alignment is not presented as accreditation, state recognition, or degree equivalence, and nothing listed in Annex C (C.5) appears	☐		

Section 3: Institution Sign-Off

Name and title: _____

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

Section 4: EAHEA Use Only

Evaluators: _____

Recommended decision: ☐ IQF-VERIFIED ☐ IQF-CONDITIONAL ☐ IQF-DEFERRED

Items requiring action: _____

Date of the evaluation: ____ / ____ / 20__