

EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

EAHEA-IQF-FORM-05-v3.0:

ANNUAL PROGRAM REVIEW AND INTERNAL QUALITY ASSURANCE RECORD

Independent Qualifications Framework (IQF)

Edition 3.0 · May 2024

Form 5: Annual Program Review and Internal Quality Assurance Record

FORM CODE	EAHEA-IQF-FORM-05-v3.0
PURPOSE	The record of the internal quality assurance (IQA) of one program: the pre-launch alignment check, assessment moderation, learner feedback and workload audit, annual program review, the resources planned for them, the actions agreed, and the annual confirmation to EAHEA of a program listed in the IQF Alignment Registry (Master Guidebook, Sections 7.1, 9.2, and 9.4; Verification & Registry Procedure Note, Section 5.2).
WHEN	Section 1 before the first cohort starts and after a material change; Sections 2 to 7 once a year. Kept with the Self-Alignment Dossier (Form EAHEA-IQF-FORM-01) and attached to a verification or renewal submission.
SENT TO EAHEA	Every year, with Section 8, for a program listed in the IQF Alignment Registry.
PREPARED BY	EAHEA Quality Assurance Commission
APPROVED BY	Secretary General, EAHEA

The record is kept by the institution. For a program listed in the IQF Alignment Registry, the institution also sends it to EAHEA every year with the annual confirmation (Section 8). It shows that checklist item 4.2 of the Self-Alignment and Verification Checklist (Form EAHEA-IQF-FORM-02) is in operation. One or two pages of entries a year are enough for a small program.

Identification

Institution: _____

Program or qualification title: _____

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

Review period: from ____ / ____ / 20__ to ____ / ____ / 20__

Prepared by (name, title): _____

Section 1: Pre-Launch Alignment Check

Before the first cohort starts and after a material change (Section 9.4). A peer or the program lead reviews each item.

Item Reviewed	Reviewed By	Date	Result (Confirmed / Changed)	Notes
Learning outcomes matrix and level (Form EAHEA-IQF-FORM-01, Section 3)				
NLH calculation (Form EAHEA-IQF-FORM-01, Section 4)				
Curriculum map (Form EAHEA-IQF-FORM-03, Template A)				
Assessment plan and grading rubric (Form EAHEA-IQF-FORM-03, Templates C and D)				

Section 2: Assessment Moderation

A sample of the marked work (for example 10 to 15 percent of the submissions, and every borderline case) is marked again to check that the rubric is applied consistently.

Course or Module	Submissions	Sample Reviewed	Rubric Applied Consistently (Yes / Partly / No)	Grades Changed	Moderator

Conclusion of the moderation: _____

Section 3: Learner Feedback and Workload Audit

An end-of-course survey asks about clarity, teaching quality, and the hours actually spent. When the median of the hours reported differs from the planned NLH by more than 15 percent, the NLH calculation or the course is adjusted (calibration rule, Section 7.1).

Survey responses: _____ of _____ learners (_____ percent)

Course or Module	Planned NLH	Median Hours Reported	Difference (%)	Adjustment Needed (Yes / No)

Main points on clarity and teaching quality:_____

Section 4: Annual Program Review

Indicator	This Year	Previous Year	Comment
Learners enrolled			
Learners who completed			
Pass rate (%)			
Prior learning recognized (RPL cases)			
Complaints and appeals			
Overall learner satisfaction			

Curriculum or syllabus changes planned: _____

Material change (level, NLH, credits, core outcomes, or assessment structure): ☐ No ☐ Yes: the Self-Alignment Dossier is updated and, for a program listed in the IQF Alignment Registry, EAHEA is told within 30 calendar days (Section 9.4)

Section 5: Resources and Partner Oversight

Task	Hours Planned	Hours Used	Responsible
Grading with rubrics			
Moderation			
RPL portfolio evaluation			
Records and registry maintenance			
Oversight of partner-delivered components, if any (Section 9.3)			

Section 6: Actions

Action	Responsible	Due Date	Status

Section 7: Approval

Reviewed and approved by (name, title): _____

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

Section 8: Annual Confirmation to EAHEA

For a program listed in the IQF Alignment Registry only. The institution sends this record with this section completed to EAHEA every year, by the anniversary of the verification decision (Verification & Registry Procedure Note, Section 5.2). A program that is self-aligned only does not send it.

Registry ID: _____ (e.g. 24IQ23012) **Verified IQF level:** _____ **Validity until:** ____ / ____ / 20__

Material change since the verification or the last confirmation (level, NLH or credits, core learning outcomes, or assessment structure): ☐ No ☐ Yes, reported to EAHEA on ____ / ____ / 20__: _____

Public information, credential templates, and digital supplement: ☐ They still show the verified IQF level, program orientation, credits, and NLH, contain at least the content of Annex C of the Master Guidebook, and contain nothing listed in Annex C (C.5)

Institution, legal status, contact person, and delivery partners: ☐ Unchanged ☐ Changed: _____

Contact person for the registry (name, role, email): _____

The responsible officer confirms that the program is delivered as it was verified and that the information in this record is complete and correct.

Name and title of the responsible officer: _____

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

EAHEA Use Only

Received on: ____ / ____ / 20__

Result: ☐ Confirmed: the listing continues ☐ Further information requested ☐ Update review opened (material change)