

EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

Document 12:

APPLICATION FOR CREDIT CERTIFICATION

Before completing this application, please review the eligibility requirements for credit certification found on EAHEA's official website. Upon completion of this form, submit the application, all required exhibits, and the applicable fees to EAHEA.

I. MAIN CAMPUS INFORMATION

All of the questions in this application pertain to the site listed immediately below, unless otherwise indicated. For EAHEA credit certification purposes, this site is designated as the main campus. All correspondence will be sent to the main campus.

1. Institution Name: _____

(The authorized name under which the institution is doing business.)

2. EAHEA ID #: _____

3. Street Address: _____

4. City/Postal Code: _____/_____

5. Country: _____

6. Phone Number: (_____) _____

7. Email Address: _____

8. Institution's Website: _____

9. Primary Contact:

a. Full Name: _____

b. Title/Position: _____/_____

c. Phone Number: (_____) _____

d. Email Address: _____

10. Contact for Financial Issues:

a. Full Name: _____

b. Title/Position: _____/_____

c. Phone Number: (_____) _____

d. Email Address: _____

II. LEGAL NATURE OF THE INSTITUTION

1. Indicate the legal tax status of your institution by checking the appropriate box:

___ For-profit Entity

___ Non-profit Entity (You must provide official written notice from the government authorizing non-profit status for your institution. You must also provide a signed commitment letter affirming that your institution operates in accordance with EAHEA requirements for a non-profit institution.)

2. Identify the type of legal entity of the institution by checking all that apply:

___ Corporation

___ Wholly Owned Subsidiary

___ Partnership/General Partnership

___ Sole Proprietorship

___ Limited Liability Company (LLC)

___ Joint Stock Companies (JSC)

___ Professional/Trade Association

___ If other, please identify: _____

3. If applicable, provide a copy of the articles of incorporation or other documentation of the competent authority's authorization for your corporation to operate.

4. Fiscal Year-End Date: _____/_____ (day/month).

III. COURSE ACCREDITATION

Credit certification is open to institutions that hold an EAHEA Course Accreditation. EAHEA checks the certificate number against its records.

1. Does the institution hold an active EAHEA Course Accreditation? ___ Yes ___ No

2. Accreditation Certificate No.: _____

IV. COURSE AND PARTICIPANT INFORMATION

1. Type of course: Indicate the type of training that you apply for by checking the appropriate box.

___ Vocational/Avocational Course

___ English Language Program of Study/Course

___ Foreign Language Training

___ Seminar/Workshop Training

___ Corporate In-house Training

___ Test/Industry Certification/Licensing Preparation

2. Mode of delivery: Indicate the type of training method by checking the appropriate box.

___ Classroom/Face-to-Face

___ Online/Distance/Video

___ Hybrid (Classroom and Online)

3. Course Name: _____

4. Total Clock Hours: _____

5. Total Days/Months: _____/_____

6. Language of Instruction: _____

V. ADDITIONAL INFORMATION

1. Course Objectives:

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2. Course Achievements:

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3. Learning Outcomes:

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4. Course Coordinator:

a. Full Name: _____

b. Title: _____

c. Position: _____

d. Phone Number: (_____) _____

e. Email Address: _____

VI. COURSE SYLLABUS

Unit Title	Total Hours	Compulsory?

VII. EVALUATION SYSTEM

Requirements	**Number of Activities**	**Level of Contribution (%)**
Attendance (a)	_____	_____%
Projects (b)	_____	_____%
Midterms (c)	_____	_____%
Final (d)	_____	_____%
Total	_____	100%

Write the total percentage values using the information above:

Semester Work (a+b+c)	_____%
Final Work (d)	_____%
Total	100%

VIII. CREDIT / WORKLOAD TABLE

The Credit Certification Document states the credits of the course in EAHEA credits (ECS), ECTS, CATS, and USC.

Activities	**Number of Activities**	**Workload (Hours)**
Course Hours	_____	_____
Study Hours Out of Class	_____	_____
Projects	_____	_____
Presentations/Seminars	_____	_____
Midterms	_____	_____
Final	_____	_____
Total	_____	_____