**Application for New Members (Full or Observer)\***

CEENQA welcomes new members who fulfil the criteria set down in its Statutes. Please respond to the questions in the application form, taking into consideration the document “Values and Principles Promoted by CEENQA Members” in the “Legal Framework” section on the website <https://www.ceenqa.org>. In addition, please send an application letter stating your intent and brief reason for applying for membership, addressed to the President of CEENQA. Applications may be submitted at any time and will be decided by the membership at the annual general assembly or, in the interim, by e-mail vote. If the application is to be considered at the CEENQA General Assembly, it should be submitted one month prior to the meeting date. Please send your application and letter to Secretary General Raphaela Forst ([secretariat@ceenqa.org](mailto:secretariat@ceenqa.org)).

1. Name of the Agency

Contact details

* 1. address,
  2. phone numbers,
  3. e-mail, etc.
  4. website
  5. contact person

1. Type of membership for which the Agency applies (full or observer member).
2. When was the Agency established and when did it start to operate?
3. Type of business entity?
   1. Under whose Authority was the Organization/Agency established, who has the ownership?
   2. Under which legal format was the Agency incorporated (non-profit organization. for-profit organization, foundation etc.)
   3. Who (in which documents) authorised the Agency to provide external quality assurance of tertiary education? What is the legal basis for the Agency’s activity? Is the Agency formally recognized by a competent national authority?
   4. Is the Agency an independent entity?
   5. Briefly describe the general structure of the Agency and provide the number of permanent employees? Who appoints the Agency’s members and management (members of the Council, permanent staff members, director, president of the council etc.)?
   6. What are major revenue streams of the Agency?
   7. Has the Agency undergone external assessment? If yes, when, by whom and what was the outcome of the review?
4. What are the Agency's objectives, functions and scope of activities? What is the Agency’s role?
   1. Goals and objectives of the Agency’s quality assurance processes.
   2. Does the Agency cover public or private sectors (institutions) or both?
   3. Does the Agency cover universities, non-university institutions (i.e. colleges, post-secondary institutions) or both?
   4. Does the Agency conduct ex-ante, ex-post evaluation or both?
   5. Does the Agency conduct external evaluation on a voluntary or compulsory basis?
   6. What types of external quality assurance are used (institutional evaluation, program review, assessment, evaluation, accreditation, or any others)?
   7. Does the external quality assurance process rely on an evaluation methodology? How is it approved and made public?
   8. What are the key features of the external quality assurance procedure (self-assessment report, peer review, site visit, published report, follow-up activities etc.)?
   9. Does the Agency make a yes/no decision and/or other types of decisions?
   10. Does the Agency use external evaluators? Which are the main criteria for selection and how are they appointed?
   11. Are the stakeholders involved in the evaluation activities of the agency?
   12. What is the average number of institutions/programs/subjects reviewed per year?
5. What evaluation standards/criteria are applied by the Agency for external quality assurance/evaluation of education? Do they comply with the European Standards and Guidelines (ESG), ENQA Standards and Guidelines, INQAAHE Code of Good Practice, ECA Code of Good Practice etc.?
6. What is the formal consequence of the Agency’s assessment?

\*Application form adopted at the CEENQA General Assembly on 14 May 2016