



International Quality Review

# QAA ACCREDITATION

Application Guide



## Section 1: Accreditation Process

International Quality Review (IQR) has five key stages including analysing and evaluating your own processes, taking part in an external review by QAA's peer reviewers and follow-up action planning.



### 1.1 Application (Initial Evaluation)

If you are interested in undertaking IQR, you should submit an application and provide relevant evidence demonstrating that your institution is eligible. This is scrutinised by a QAA International panel that determines whether your institution can proceed to the scoping stage.

### 1.2 Scoping visit

The second stage of IQR is a scoping visit to your institution, which enables you to learn more about IQR and requirements for a review, and QAA International to assess whether your institution is ready to proceed to the review stage.

Two QAA International experts may visit your institution to:

- meet with key staff and students, and tour your facilities
- deliver a briefing on the IQR process and answer any questions you might have
- gather further information in order to determine whether to recommend your institution for review, and, if so, the number of days required for the review visit.

### 1.3 Review

The Review is the opportunity for your institution to demonstrate how it meets each of the **10 Standards of the ESG**. The review team conducts the review through analysis of the evidence submitted and a visit to the institution. The QAA International review team will undertake a desk-based study of the documentation and other evidence that you provide in advance. The team will then visit your institution for between 2-4 days to check your approaches to quality assurance against your self-evaluation document, the evidence provided and the 10 standards.

There are three possible outcomes of the review:

- the institution meets all the standards for IQR
- the institution meets all the standards for IQR subject to meeting specific conditions
- the institution does not meet the standards for IQR.

The review panel will put forward a recommendation to the QAA International Accreditation Panel on whether or not Institutional Accreditation should be awarded.

### 1.4 Accreditation

The QAA International Accreditation Panel considers the report and recommendation and determines if your institution should be awarded Institutional Accreditation. A successful IQR enables you to demonstrate, through the right to display the QAA International Accreditation Badge International, that your quality assurance processes are both effective and comparable with international best practice. The accreditation period is five years and is subject to a satisfactory mid-cycle review.

### 1.5 Mid-cycle review

The mid-cycle review takes place two to three years after a successful review and is a desk-based study. Your institution will be asked to provide evidence that it is addressing any recommendations and other findings from the IQR review, and a QAA International Review Manager will evaluate your response. You will also be asked to outline any changes that might impact on the extent to which the standards are being met. A successful mid-cycle review is required to retain the QAA International Accreditation Badge for the full five years.

## Section 2: Fees Schedule for IQR

(effective 1 April 2020)

HE Level	Application <sup>1</sup>	Scoping Visit <sup>2</sup>	Review	Accreditation	Mid-cycle Review
1	£1,000	£2,000	£2,000	£4,000	£3,000
2	£1,000	£2,000	£2,000	£4,000	£3,000
3	£2,000	£3,000	£3,000	£6,000	£5,000
4	£3,000	£4,000	£4,000	£7,000	£6,000
5	£4,000	£5,000	£5,000	£8,000	£7,000
6	£4,000	£5,000	£5,000	£8,000	£7,000
7	£4,000	£5,000	£5,000	£8,000	£7,000

For enquiries, please contact the relevant accreditation unit at:- [info@qaa.wold](mailto:info@qaa.wold)

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<sup>1</sup> The fee for Application (also called Initial Evaluation) is non-refundable.

<sup>2</sup> Scoping Visit is temporarily suspended due to Covid-19.

## Section 3: Explanatory Notes to the Fee Schedule

- 3.1 The fees listed for Application (Initial Evaluation “IE”) are per operator. Operators must have valid IE status to operate accredited learning programmes. The Higher Education (HE) level applied for will cover any lower HE level(s). For example, an operator who obtained an IE status at HE level 4 can operate learning programmes at HE levels 1- 4.
- 3.2 For Professional Diploma/Certificate programmes (or other programmes with specific professional learning outcomes) less at HE level 5 or above, a 20% discount may be given to the relevant accreditation fee. No discount can be given if there is a need to engage non-local panel member(s) for the accreditation exercise.
- 3.3 A discount may be given to an operator if multiple programmes are submitted together in one exercise. For programmes to be combined effectively for accreditation, there needs to be some similarities, e.g., in terms of HE level or discipline area. QAA reserves the right to determine if the accreditation of programmes can be conducted as a combined exercise, where applicable, 20% discount of the accreditation fee will be given to the 3rd programme and 10% discount for the 4th programme to reflect the savings arising from the synergy created. No discount will be given to the 5th programme and onwards.
- 3.4 A fee is charged for QAA’s processing of application for substantial change to accreditation status. The fee will be calculated based on the cost and number of accreditation standards to be assessed, with reference to the fee charged for a regular exercise at a particular HE level. QAA reserves the right to determine the number of accreditation standards to be assessed.
- 3.5 All fees paid are non-refundable after the commencement of the site visit for any accreditation exercise. In the case of withdrawal or termination of an accreditation exercise as per the terms and conditions specified in the service agreement before the commencement of the site visit, a refund will be made of any excess amount after deducting all costs and administrative expenses calculated according to the completed stage of the accreditation process, such as formation of panel, preparation of initial comments, meeting of the panel, prior to the written notice of such withdrawal or termination. In the event that the fees paid are insufficient to cover such costs and expenses, the balance will be charged.
- 3.6 The fee schedule is subject to annual review.