

Procedure for the admission of affiliates

This document outlines the procedure to be followed on the receipt of a request for affiliation with ENQA.

Stage 0: Informal inquiry

Before approaching ENQA formally to request affiliate status, it is advisable that an applicant body makes an informal approach to the Secretariat. The Secretariat will be able to advise the potential applicant body as to whether it is likely to fit the fundamental criteria required and, if so, how to progress the application through the formal stages.

Stage 1: Receipt of formal letter of request

The formal request for either affiliate status should take the form of a letter to the Board, and to be submitted via the Secretariat. The letter should include:

- A request for affiliate status. This should include a statement of why the applicant body wishes to establish a formal relationship with ENQA.
- Contact details including the website address (if available).
- A brief introduction to the applicant body including an outline of the:
 - constitution;
 - mission statement;
 - summary of current activities.

The applicant body may also submit additional documentation for consideration by the Board i.e. an annual report, major publications etc. The key information should, however, be included in the letter of request.

Stage 2: Consideration by the Board

The letter of request will be considered by the Board working group for membership issues at the earliest possible opportunity. In its deliberation the working group will seek the answer to several key questions based from the information provided:

- Is the applicant body *a bona fide* organisation?
- Does it have a genuine interest in the quality assurance of higher education in the European Higher Education Area (EHEA)?

- Does it fit the definition of an affiliate body as given in the statutes of ENQA?

If the above questions can be answered in the affirmative the Board will then consider:

- Is it in the interests of ENQA and its membership to enter a formal relationship with the applicant body?

If this is also answered in the affirmative then it is likely that the Board will grant the request for affiliate status. If the Board is unable to reach a conclusion they reserve the right to request further evidence – oral or documentary – from the applicant body.

Stage 3: Communication of decision to requesting body

The decision of the Board will be communicated to the applicant body by letter.

If the request for affiliate status has been agreed then the body will be:

- notified of the annual affiliate fee (payable within 3 months of receipt of notification of a successful request);
- added to the ENQA contacts list;
- given access to the password protected portion of the ENQA website;
- entitled to publicly state that it is an affiliate of ENQA.

In the letter it will be explicitly mentioned, however, that the affiliates are not entitled to call themselves ENQA members and will not have voting rights.

If the request for affiliate status is rejected, the reasons for the decision will be communicated to the applicant body. As, however, affiliate status is granted at the discretion of the Board there is no right of appeal.

Stage 4: Endorsement by the General Assembly

Any affiliates that have had their request accepted by the Board will have the decision tabled at the next General Assembly to be formally endorsed by members.

Annex 1

Extract from the Statutes of the European Association for Quality Assurance in Higher Education

Affiliate bodies

Article 9

In addition to membership, ENQA has another type of formalised relationship with other bodies, Affiliation. Affiliates of ENQA are not members of the Association. Bodies that do not wish to, or for whatever reason are unable to, apply to become members of ENQA may request affiliate status within ENQA.

Article 10 – Affiliates

An Affiliate body shall be a bona fide organisation or agency with a demonstrable interest in the quality assurance of higher education.

Article 11 – Application procedure

An application for affiliation with ENQA should be made in the form of a letter addressed to the ENQA Board. This should include a brief introduction to the body concerned, key contact details, and a statement formally requesting Affiliate status. A decision shall then be made by the Board as to whether ENQA agrees to the request; the decision shall be communicated by letter. The Board may request further information before making its decision. The Board's decision shall be brought to the General Assembly for final endorsement.

Article 12 – Benefits

Affiliates shall be entitled to receive ENQA publications and attend events, and be given access to the password protected parts of the ENQA website. They shall not however, be entitled to call themselves 'members' of ENQA and shall have no voting or eligibility rights.