

## 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 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. Applicants are kindly requested to clarify why they seek affiliation with ENQA rather than membership.
- 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 at the earliest possible opportunity. In its deliberation the Board 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 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 area 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 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. Affiliate status is granted at the discretion of the Board. There is no right of appeal.

### **Stage 4: Endorsement by the General Assembly**

New affiliates are formally endorsed by ENQA members at the following General Assembly.

## Annex 1

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

#### Article 9 – Admission conditions

Affiliation is open to bodies that do not wish to, or for whatever reason are unable to, apply to become members. Bona fide organisations or agencies with a demonstrable involvement in the quality assurance of higher education may request affiliate status.

Affiliates agree to abide by the Statutes of the Association.

#### Article 10 – Admission formalities

An application for affiliation should be made in the form of a letter addressed to the Board. The Board's decision shall be communicated by letter and brought to the General Assembly for final endorsement.

Detailed procedures governing the admission of affiliates are set out in Rules of Procedure adopted by the General Assembly.

#### Article 11 – Rights and obligations

Affiliates shall be entitled to receive publications and attend events organised by the Association, and be given access to the password protected parts of the website. They shall not be entitled to call themselves 'members' of ENQA.

Affiliates have the right to attend the General Assembly, except any closed parts of the meeting, and to speak at the invitation of the Chair. They shall have no voting rights and their representatives are not eligible for Board membership.

#### Article 12 – Resignation and exclusion

Affiliates may resign at any time by submitting a written notification of resignation to the President of the Association. The resignation becomes effective immediately. The President shall notify the General Assembly and the Board of the resignation.

Affiliates may be excluded by decision of the General Assembly, upon recommendation of the Board, in case of breach of the present statutes, or in the event of any action which is likely to cause prejudice to the Association's reputation or effectiveness. The Board's recommendation shall be endorsed by the General Assembly and the decision shall be taken by the latter.