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# International Quality Review: Application form

International Quality Review (IQR) offers institutions outside the UK the opportunity to have a review by the UK’s Quality Assurance Agency for Higher Education (QAA). The review benchmarks institutions’ quality assurance processes against international quality assurance standards set out in Part 1 of European standards and guidelines (ESG).

An institution that applies for IQR has to demonstrate through the submission of
evidence that:

* the IQR process can be conducted in English and take full responsibility for any translations from and into English which are deemed necessary for the process
* they are registered, or otherwise appropriately recognised, as a higher education provider by the national quality assurance authority or other relevant agency or ministry of the country or countries in which they are located
* the national quality assurance authority or other relevant agency or ministry is aware of the institution's intention to request an IQR
* they have been operational for a minimum of three years at the time of application
* they have recruited a minimum of three cohorts of students, at least one of which has graduated
* they are financially viable and sustainable
* they have the legal right to use the infrastructure, main facilities and resources of the premises in which they deliver higher education
* a significant amount of the provision they offer can be regarded as higher education, both in terms of student headcount and percentage of provision.

In addition to the above criteria, QAA will also need to assure themselves that it is able to undertake the review without undue risk. For example, this may require QAA to assess the safety and stability of the environment in which an institution is operating.

By submitting this application form, the applicant institution is accepting that it will be bound by the QAA’s Terms and Conditions for International Quality Review, a copy of which are available on the QAA website at [www.qaa.ac.uk/iqr](http://www.qaa.ac.uk/iqr).

**Please email your completed form to** **IQRapplication@reviewextranet.qaa.ac.uk**

**with proof of payment of the application fee.**

**Any questions should be sent via the** [**Contact Us**](http://www.qaa.ac.uk/contact-us) **form on our website.**

**Payment is to be made by BACS/Bank Transfer:**

Account Name: QAA

Sort Code: 40-22-09

Account No: 92470233

Swift Code: MIDL GB22

IBAN: GB37 MIDL 40220992470233

Please use the payment reference ‘IQR [your institution's name]’

## Part 1: Overview information about the institution

Please supply the following information about your institution:

|  |  |
| --- | --- |
| **Name of institution** |  |
| **Contact person in the institution**(Must be fluent in English) |  |
| **Job title of contact person** |  |
| **Email address of contact person** |  |
| **Telephone numbers of contact person** |  |
| **Name and job title of head of institution** |  |
| **Previous names of institution** (if applicable) |  |
| **Legal status of institution** |  |
| **Operating addresses** (Please detail addresses of all relevant sites that form part of the organisation) |  |
| **Website address** |  |
| **First year of operation**  |  |

**What are the main strategic priorities for your institution?**

|  |
| --- |
| Please indicate (maximum 300 words) |

## Please briefly provide your reasons for applying for International Quality Review:

|  |
| --- |
| Please detail (maximum 300 words) |

**Who are you accountable to** **regarding quality assurance for higher education?**

|  |
| --- |
| Please indicate (maximum 300 words) |

**What are the main sources of financing for your institution?**

|  |
| --- |
| Please indicate (maximum 300 words) |

**As a higher education institution, do you or have you had any relationship with a
UK-based institution?**

 YES NO

**If yes**, please indicate who the relationship is with and describe the nature of the relationship:

|  |
| --- |
|  |

## Part 2: Information about your higher education provision

**Is your institution accredited/recognised to deliver higher education?**

 YES NO

**If yes**, by whom?

 National quality assurance body. Please provide name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Professional organisation. Please provide name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Foreign higher education institution. Please provide name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other. Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Please provide any further clarification: |

Please supply the following information about the higher education (HE) provision you deliver.

|  |  |  |
| --- | --- | --- |
| **Number of HE programmes** (please differentiate bachelor, master's and PhD programmes) | Bachelor level |  |
| Master's level |  |
| PhD level |  |
| **TOTAL** |  |
| **Number of other (non HE) programmes** | **TOTAL** |  |
| **Subject areas covered by HE programmes**(please indicate generic fields of study) |  |
| **Language(s) of HE instruction**(Please indicate language and percentage of HE programmes delivered in the language) |  |
| **Number of higher education students**(please differentiate among bachelor, master's and PhD students) | Bachelor level |  |
| Master's level |  |
| PhD level |  |
| **TOTAL** |  |
| **Number of other (non HE) students** | **TOTAL** |  |
| **Year of first cohort** | Bachelor level |  |
| Master's level |  |
| **Number of teaching staff (and number of which are HE teaching staff)** |  |
| **Number of administrative staff** |  |
| **Campuses where HE is delivered** |  |

## Part 3: Supporting information

Please submit supporting documentation to evidence your application. Please indicate in the box below that you have included each document. If you are unable to include a document, please explain why.

Please provide authorised translations, should these original documents be in a language different to English.

|  |  |  |
| --- | --- | --- |
| **Supporting documents** | **Included? If not, why not** | **File name** |
| Proof of recognition by the relevant national authority |  |  |
| List of HE programmes being offered |  |  |
| Staff data |  |  |
| Employability statistics |  |  |
| Signed-off/audited accounts  |  |  |
| Financial strategy plan for the next two years |  |  |
| Proof of ownership/lease for premises |  |  |

## Part 4: Declaration of eligibility

The applicant institution hereby:

* guarantees that the QAA process can be conducted in English and takes full responsibility for any translations from and into English which are deemed necessary for the process
* declares and demonstrates with evidence that the organisation is established nationally to offer higher education/as a higher education institution
* declares and demonstrates with evidence that the organisation is recognised/accredited by the national quality assurance authority
* declares and demonstrates with evidence that they have been operational for three years before the application and there have been at least three cohorts of students including at least one cohort of graduates
* declares and demonstrates with evidence that the organisation is
financially sustainable
* declares and demonstrates that the organisation has the legal right to use the infrastructure/main facilities/resources where higher education is being delivered
* declares that the information provided in this application is accurate and in line with information which it possesses at the time of the application, that no information is being withheld deliberately and that QAA will be notified immediately of any changes to the information provided, when applicable.

On behalf of the applying institution I confirm that:

* I am duly authorised to submit this application on behalf of the institution
* the information provided in support of this application is true, accurate and completed and is owned by the institution
* I know of no upcoming change of circumstances that would affect the validity of the information contained within this application, nor the status of the institution
* I have read, understood and agree to be bound by the Terms and Conditions of International Quality Review.

Signature of Head of Institution:

Date:

*Updated April 2019*

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