

To prevent loss of information, Applicants should fill in the form only after creating their user account. The account can also be used to check the final submitted results.

If you proceed without creating an account, please make sure to complete the form in one session.

For your information and preparation the full application form can be examined here:
https://eqar.eu/fileadmin/documents/eqar/applicationforms/EQAR_OnlineApplicationForm.pdf

Save & Return: optionally, you can create an account to save your progress and complete this form later.

Online Application Form

I, as the authorised representative of the Applicant, am submitting an application for: *

- ☒ 1. Initial inclusion on the EQAR Register
- ☐ 2. Renewal of EQAR Registration (registration still valid)
- ☐ 3. Renewal after expiry of registration or exclusion

Please choose: *

- ☐ 3a. based on a focused review
- ☐ 3b. based on a full review

* All fields marked with an asterisk must be completed.

Information about the Applicant

Applicant name in English: *

TEST

Acronym *

TEST

Applicant name in local language: ②

品質保証機関のテスト

Acronym

テスト

Website * ②

www.test.be

VAT Number: ②

1234567

Contact Person

First name: *

First Name

Surname: *

Last Name

E-mail: *

melinda.szabo@eqar.eu

Additional e-mail:

melinda.szabo@eqar.eu

Phone: *

+320000000

Additional phone number:

+1 234 567 89

Fax:

+1 234 567 89

Postal address of the Applicant

Street and number: *

Rue d'Arlon 22

Postcode:

1000

City: *

Brussels

Country: *

Belgium

Memberships

ENQA membership:

☒ Member ☐ Member under Review ☐ Affiliate ☐ No affiliation

Memberships of other regional or international organisations in the field of quality assurance (e.g. INQAAHE, CEENQA, ECA etc.):

n/a

3/255 characters

General description of the Applicant

Brief general description of the Applicant (max. 500 words):

TEST was established in 2000 within country A following the merger of three former quality assurance agencies i.e. Test1, Test2 and Test3. TEST organisational identity is determined by the national law. TEST includes the following bodies in its structure: Executive Board, General Assembly, Accreditation Committee and Appeals Committee. TEST was established in 2000 within country A following the merger of three former quality assurance agencies i.e. Test1, Test2 and Test3. TEST organisational identity is determined by the national law. TEST includes the following bodies in its structure: Executive Board, General Assembly, Accreditation Committee and Appeals Committee. The bodies are supported by a secretariat. TEST carries out institutional evaluations, programme accreditation, including joint programme evaluations in the area of educational management. TEST mainly operates in Country A, but has also carried out external QA in country X, Y, Z. TEST also offers consultancy to HEIs.

143/500 words

▲ 1 / 2 ▼


Information about the EQA activities carried out by the Applicant

Please describe **all external quality assurance (EQA) activities within the scope of the ESG** carried out by the Applicant. EQA activities within the scope of the ESG are reviews, audits, evaluations or accreditations of higher education institutions or programmes, that relate to learning and teaching in higher education, including the learning environment and relevant links to research and innovation. This is regardless of whether these activities are carried out within and outside the EHEA, and whether they are obligatory or voluntary (see [non-exhaustive list of possible EQA activities](#) that might be included).

Please **complete and repeat the following table for each EQA activity separately**. Every type of review based on one specific procedure and set of criteria should be described separately. Use the last control to repeat the table.

Please note that **the application might be rejected if the following description is incomplete**. Therefore please make sure to describe ALL types of review procedures carried out by the Applicant.

#1

1. Name of the external quality assurance activity * 

Institutional evaluation

Please **describe ONE type of review at a time**. Use the last checkbox below to repeat these fields and describe additional external quality assurance activities.

Please describe this EQA activity: *

TEST has been conducting institutional evaluations procedures for higher education institutions in country X, W, Z since 2010. The purpose of the evaluations procedures are to examine the quality of all activities within an institution including i.e. organisational management, financial matters, facilities, teaching and research etc. The procedure includes a peer review by a group of international experts and a decision by the corresponding TEST Committee.

461/600 characters

Link to review reports: * 

www.test.be/evaluations

Link to documentation of the external QA activity explaining the procedure, methodology, criteria etc.: *

www.test.be/procedures

Level: *

- ☒ Institutional
☒ Programme
☐ Joint programme
☐ Other

Type of review: *

- ☐ Audit
☒ Evaluation
☐ Accreditation
☐ Thematic review
☐ Other

Please choose: *

- ☒ Repeat table (to include additional EQA activities)
☐ Done (I have described all EQA activities of the Applicant)

#2

2. External quality assurance activity carried out by the Applicant: * ?

Institutional audit

Please further describe this EQA activity:

*

Test has been carrying out Institutional audits since 2013. The audit procedure focuses on a number of pre-established dimensions/areas. The aim of the audit is to identify the strengths and weaknesses of a higher education institution and to lead to the quality improvement of these areas.

290/600 characters

Link to review reports: * ?

www.test.be/audit

Link to documentation of the external QA activity explaining the procedure, methodology, criteria etc.: *

www.test.be/procedures

Level: *

- ☒ Institutional
☐ Programme
☐ Joint programme
☐ Other

Type of review: *

- ☒ Audit
☐ Evaluation
☐ Accreditation
☐ Thematic review
☐ Other

Please choose: *

- ☒ Repeat tables (to include additional EQA activities)
☐ Done (I have described all EQA activities of the Applicant)

#3

3. External quality assurance activity carried out by the Applicant: * ?

Programme accreditation

Please further describe this EQA activity:

*

TEST has been carrying out initial and periodic accreditations of study programmes in country X, Y, Z since 2016. The procedure concludes with a recommendation for accreditation, conditional accreditation or non accreditation decision by the respective committee of TEST. The final decision on accreditation is taken by the respective authority of country X, Y and Z.

367/600 characters

Link to review reports: * 

www.test.be/accreditations

Link to documentation of the external QA activity explaining the procedure, methodology, criteria etc.: *

www.test.be/procedures

Level: *

☐ Institutional

☒ Programme

☐ Joint programme

☐ Other

Type of review: *

☐ Audit

☐ Evaluation

☒ Accreditation

☐ Thematic review

☐ Other

Please choose: *

☒ Repeat tables (to include additional EQA activities)

☐ Done (I have described all EQA activities of the Applicant)

#4


4. External quality assurance activity carried out by the Applicant: * 

Thematic evaluations

Please further describe this EQA activity: *

TEST carries out examination of a specific theme within higher education that may be linked to elements of learning and teaching, the learning environment or other relevant links to research and innovation. TEST has since 2019 carried out 3 such types of thematic evaluations.

277/600 characters

Link to review reports: * 

www.test.be/thematic evaluations

Link to documentation of the external QA activity explaining the procedure, methodology, criteria etc.: *

www.test.be/procedures

Level: *

☒ Institutional

☒ Programme

☐ Joint programme

☐ Other

Type of review: *

☐ Audit

☐ Evaluation

☐ Accreditation

☒ Thematic review

☐ Other

Please choose: *

☐ Repeat tables (to include additional EQA activities)

Level: *

- ☐ Institutional
- ☐ Programme
- ☐ Joint programme
- ☐ Other

Type of review: *

- ☐ Audit
- ☐ Evaluation
- ☐ Accreditation
- ☐ Thematic review
- ☐ Other

Please choose: *

- ☐ Include additional EQA activities
- ☐ Done (I have described all EQA activities of the Applicant)

13. Include here all additional EQA activities carried out by the Applicant: *

E.g. description of the EQA(s), link to review reports, type of review, level etc.

Further information about the Applicant's EQA activities

1. Please choose: *

- ☒ The Applicant recognises EQA activities or decisions of other quality assurance agencies, or plans to do so
- ☐ The Applicant DOES NOT recognise EQA activities or decisions of other agencies

Please specify the basis (i.e. procedures, requirements) for recognising these EQA activities and decisions: *

All EQAR-registered agencies are automatically recognised in the country. For non-EQAR registered agencies, TEST follows an authorisation process based on a predefined set of criteria developed by the agency in consultation with its stakeholders. The criteria focuses on compliance with ESGs i.e. use of students in review panels, publication of reports, mapping of their criteria with Part 1 of the ESG. All recognised agencies are published on the TEST's website.

465 characters

2. Please choose: *

- ☐ The Applicant makes EQA decisions based on reviews carried out by other bodies.
- ☒ The Applicant does not make EQA decisions based on reviews carried out by other bodies.

Please describe the way in which reviews by other bodies are used by the Applicant and how EQA decisions are made on their basis: *

HE systems where the Applicant conducted reviews

Please list the countries where the Applicant has evaluated, accredited or audited higher education institutions or programmes during the past five years.

Please note: This will not imply any official recognition or endorsement of activities undertaken in those countries. Applicants are, however, expected to duly respect the ESG within all countries in which they operate.

Within EHEA (please include home country as well) * ?

- | | | | |
|---|----------------------------------|---|-----------------------------------|
| <input checked="" type="checkbox"/> Albania | <input type="checkbox"/> Andorra | <input type="checkbox"/> Armenia | <input type="checkbox"/> Austria |
| <input type="checkbox"/> Belarus | <input type="checkbox"/> Belgium | <input type="checkbox"/> Bosnia and Herzegovina | <input type="checkbox"/> Bulgaria |
| <input type="checkbox"/> Croatia | <input type="checkbox"/> Cyprus | <input type="checkbox"/> Czech Republic | <input type="checkbox"/> Denmark |
| <input type="checkbox"/> Estonia | <input type="checkbox"/> Finland | <input type="checkbox"/> France | <input type="checkbox"/> Georgia |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Greece | <input type="checkbox"/> Holy See | <input type="checkbox"/> Hungary |

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Iceland | <input type="checkbox"/> Ireland | <input type="checkbox"/> Italy | <input type="checkbox"/> Kazakhstan |
| <input type="checkbox"/> Latvia | <input type="checkbox"/> Liechtenstein | <input type="checkbox"/> Lithuania | <input type="checkbox"/> Luxembourg |
| <input type="checkbox"/> Malta | <input type="checkbox"/> Moldova | <input type="checkbox"/> Montenegro | <input type="checkbox"/> Netherlands |
| <input type="checkbox"/> Norway | <input type="checkbox"/> Poland | <input type="checkbox"/> Portugal | <input type="checkbox"/> Romania |
| <input type="checkbox"/> Russia | <input type="checkbox"/> Serbia | <input type="checkbox"/> Slovakia | <input type="checkbox"/> Slovenia |
| <input type="checkbox"/> Spain | <input type="checkbox"/> Sweden | <input type="checkbox"/> Switzerland | <input checked="" type="checkbox"/> North Macedonia |
| <input type="checkbox"/> Turkey | <input type="checkbox"/> Ukraine | <input type="checkbox"/> United Kingdom | <input type="checkbox"/> N/A |

Non-EHEA countries: ?

Laos



Congo



▲ 2 / 3 ▼

Information about the Applicant's activities outside the scope of the ESG

Please now provide us with information concerning those types of activities that you consider to be outside the scope of the ESG.

These activities may include consultancy services, recognition of qualifications, reviews of non-higher education providers, evaluation of research units or research proposals, etc.

Please describe all types of activities carried out by your organisation. If the Applicant is a unit or department of a larger organisation, please also include all activities of the organisation you are part of.

Please choose: *

- ☒ The Applicant carries out activities outside the scope of the ESG
- ☐ The Applicant does not carry out any activities other than those described before

#1

1. Name of the activity outside the scope of the ESG: * ?

Consultations

Please describe this activity carried out by the Applicant: *

TEST offers consultation for higher education institutions/faculties or related specialised department in educational studies in the field of educational management, sustainable education goals and societal engagement of universities. While the activity is substantially concerned with teaching and learning in higher education including the learning environment and relevant links to research and innovation, the activity does not follow a predefined set of processes and criteria. The assessed criteria are negotiated/agreed beforehand with the consulted HEI. The activity is not undertaken for the purpose of awarding any kind of certificate, label or mark. The resulting report is not published.

97/600 words

Choose: *

- ☐ Repeat table (to include additional activities)
- ☒ Done (I have described all activities of the Applicant)

#2

2. Other activity carried out by the Applicant (not within the scope of the ESG): *

name of the activity

Please describe this activity carried out by the Applicant: *

Information about the planned external review

The coordinator of the external review of TEST is: *


☒ The European Association for Quality Assurance in Higher Education (ENQA)

☐ Other organisation

If the Other organisation option is chosen, the following fields must be completed:

Full name of the Review Coordinator: *

Website of the Review Coordinator: *


Description of the review coordinator (max 800 words): * 

0/800 words

Expected timing of the external review

Important note: While the online application form can be submitted at any time, agencies that wish to renew their registration on EQAR should time their review so as to ensure that the final external review report will be submitted before expiry of their registration.

Self-evaluation report:


Year * 

Month * 

2021 ▼

February ▼

Site visit:


Year * 

Month * 

2021 ▼

May ▼

External review report:

Year * 

Month * 

2021 ▼

September ▼

Annex 1 - **Signed Application Form** (access [here](#) the [PDF](#), [DOC](#) or [ODT](#) version of the form)

* 

No file chosen

Annex 2 - **Tripartite Terms of Reference of the external review** *

No file chosen

Annex 2 - **Tripartite Terms of Reference of the external review** ([ODT](#), [DOC](#)) *

No file chosen

I, as the authorised representative of the Applicant, declare that I have completed the present Application Form truthfully and provided correct and up-to-date information: *

☒ Yes, I am ready to submit the form.

Link to reports published by the applicant on the evaluations, audits and/or accreditations it carries out.