

# Terms of Reference



Certificate for Quality in Internationalisation



european consortium for accreditation



# Terms of Reference

CeQulnt - 2012 -3149 / 001 -001

Copyright © 2015  
ECA OCCASIONAL PAPER

**European Consortium for Accreditation in Higher Education**

ISBN/EAN: -



All rights reserved. This information may be shared, copied and redistributed for non-commercial purposes, provided that the source is duly acknowledged. Derivatives of this material are however not allowed. Additional copies of this publication are available via [www.ecahe.eu](http://www.ecahe.eu).

Cover media: Judy van der Velden (CC. by)



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

**T**his document outlines the Terms of Reference for the Certificate for Quality in Internationalisation (hereafter the “Certificate”). The Certificate is organised as a service by the European Consortium for Accreditation in Higher Education (hereafter “ECA”) and its members, the quality assurance agencies.

The Terms of Reference are the formal agreement on how to organise and award the Certificate. It lays down all the responsibilities and methodological issues not included in the Frameworks for the Assessment of Quality in Internationalisation (hereafter the “Framework”). The Terms of Reference are however not final. This document will need to be amended whenever progress is made and insights are gained.

### **Responsibility of ECA**

- ECA takes proprietary responsibility for the Certificate. This means that ECA ensures the overall branding, communication and reporting regarding the Certificate.
- ECA uses the Certificate’s platform to publish all relevant information, the good practices in internationalisation and the awarded Certificates, including underlying assessment reports.
- ECA provides higher education institutions and programmes with information regarding the methodology and redirects potential applicants to the appropriate agency/-ies.
- ECA provides a pool of experts that can be contacted directly for use in assessment procedures.
- ECA assists its members in case there are constraints in that member’s legal framework to organise procedures to assess the quality of internationalisation.
- ECA establishes a Certification Group, which ensures overall consistency by a system of qualitative evaluations of the applied methodology, i.e. assessment procedures and reports. This Certification Group includes representatives of agencies with relevant expertise in the assessment of internationalisation.
- ECA provides transparency about which procedures have been undertaken.
- By publishing an assessment report on the Certificate’s platform, ECA formalises the Certificate for Quality in Internationalisation.

### **Responsibility of ECA members**

- ECA members coordinate the assessment procedures according to the agreed methodology and templates as published by ECA.
- Each ECA member indicates the countries from which it will accept requests for the assessment of the quality in internationalisation. This will be published on the Certificate's platform.
- Institutions and programmes are able to request the assessment of the Quality in Internationalisation directly from any ECA members.
- ECA members can incorporate the assessment of the quality of internationalisation into their regular assessment procedures. If applicable, each relevant ECA member informs ECA of how they intend to do this. This will be published on the Certificate's platform.

### **Methodological issues**

- The panel requirements are included in the Framework. To ensure consistency and to facilitate feedback and recommendations, each panel requires a certain background in the assessment of internationalisation. At least one of the panel members, not the student, can be identified as either being specifically trained for the assessment of internationalisation or as an experienced peer in assessing the quality of internationalisation. At least two panel members are foreigners, while one panel member should be from the higher education system involved.
- ECA and its members provide training in interpreting the Frameworks' standards, criteria and practices. Each training includes a common core developed by all ECA members and made available by ECA.
- All ECA members share the experts they have used in their assessment procedures. Any peer with more than three experiences in assessing internationalisation as a panel member will be regarded as an experienced peer in assessing the quality of internationalisation.



### Awarding the Certificate

- The assessment report includes the panel's recommendation to award the Certificate.
- After due process by the relevant ECA member, the assessment report is sent to ECA. Due process can be any process relevant for that ECA member, such as a methodological evaluation, a formal decision, etc.
- After due process by ECA, the relevant information and assessment report is published on the Certificate's platform. Due process includes a check by the Certification Group whether the assessment report falls within the scope of the Terms of Reference and, where this was not part of the due process of the ECA member, a methodological evaluation and formal decision.
- The award of the Certificate is formalised once it is published on the Certificate's platform.
- The relevant ECA member pays ECA a fee per awarded Certificate. This fee is set by ECA, as approved by its members.



**e c a**

european consortium for accreditation

[www.ecahe.eu](http://www.ecahe.eu)