

Guidelines for the Validation of Schools with Other Accreditation

November 2009

The *EEAA Manual* (Fourth Edition, 2006, [3.3.1](#)) makes special provision for an abbreviated process in cases where schools have already gained another accreditation (government, university). These guidelines specify the procedures based on the regulations of the *EEAA Manual*.

Procedures

1. Prerequisites: The school must be an *EEAA Member* and at least in the *Candidate* status before it can apply for an abbreviated accreditation of a programme which is already accredited by another agency (cf. *EEAA Manual* [3.3.1](#), points 1 and 2). Accreditation through another agency must be achieved.
2. The school carefully reads the expectations spelled out in the *EEAA Manual* (the *Standards for Accreditation* spelled out in [3.2](#) and the *Self-Evaluation Checklist* in [3.4.3](#)) and completes the questionnaire appended to this document.
3. The school submits to the EEAA Accreditation Director the questionnaire, the complete documentation which has been submitted to another agency, as well as the report by the other agency.
4. The EEAA Accreditation Director will compare the submitted documentation with EEAA standards, and define the additional documentation necessary to satisfy all EEAA standards.
5. The school submits the additional documentation and the EEAA Accreditation Commission decides on the further procedure (necessity of a visit or evaluation without visit).
6. From here the standard procedure of accreditation follows.

November 2009 | Bernhard Ott - EEAA Accreditation Director | accreditation@eeaa.eu

Questionnaire

1. Evangelical value centred (see section 3.2.1 of the EEAA Manual)

Standard: The theological school integrates and implements its core values and statement of faith into all the activities of the school.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
The EEAA Core Values (see 2.3) are easily recognizable in the school's programme and general operations.			
The college's statement of faith is integrated and implemented into all the activities of the school.			

2. Strategic Plan (see section 3.2.2 of the EEAA Manual)

Standard: The theological school has an overall strategic plan that is approved by the appropriate governing body and that relates to the institution's operation as a whole.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
A written mission statement.			
Short and long-term development plans.			
Clearly formulated learning outcomes.			
A programme profile.			
Vocational and the academic oriented degrees are appropriately distinguished.			

3. Programme Development (see section 3.2.3 of the EEAA Manual)

Standard: The theological school has a programme that reflects a set of well defined learning outcomes in its curriculum and learning activities.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
An appropriate definition and formulation of learning outcomes.			
Correct usage of learning outcomes in curriculum			

building.			
Appropriately written course syllabi.			
A variety of learning activities operating within a balanced curriculum to achieve learning outcomes.			

4. Counting and Duration (see section 3.2.4 of the EEAA Manual)

Standard: The theological school understands and uses the European Credit Transfer System and awards degrees that correspond to the required credit and duration scheme for each level of study.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
A correct understanding and use of the ECTS.			
Correct calculations of ECTS credits for each cycle of study.			
Correct duration for each level of study.			
ECTS credits awarded for all learning activities.			

5. Learning assessment (see section 3.2.5 of the EEAA Manual)

Standard: The theological school provides consistent, transparent, ongoing and appropriate evaluation of all student learning activities.

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Student Progress Files where assessments of learning outcomes are kept on record, communicated to the student and prepared for the final transcript.			
The school has a written assessment policy statement including right-of-appeal procedures. Proper assessment is carried out according to determined requirements that are understood by the students and are in harmony with the school's learning outcomes.			
Different types of assessment are used in order to fit different learning activities and differing levels.			
ECTS grades are added to			

national grading system.			
Final assessment procedures are practiced (optional).			

6. Standards for graduation (see section 3.2.6 of the EEAA Manual)

The theological school has clear and consistent graduation requirements and provides graduates with the necessary documentation.

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Clear and binding graduation requirements.			
On graduation the student receives a Transcript, an academic award, a Diploma Supplement and an EEAA Certificate.			

7. Community and Discipline (see section 3.2.7 of the EEAA Manual)

Standard: The theological school fosters and models the life of a healthy Christian community.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
Organization of social, spiritual and physical extra-curricular activities.			
Operational student organizations.			
Appropriate code of ethics and disciplinary procedures.			
Student accountability to local churches.			

8. Mentoring, ministry and cultural awareness (see section 3.2.8 of the EEAA Manual)

Standard: The theological school includes mentoring programmes, ministry experience and cultural awareness activities in its curricula.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
An organized and efficient mentoring programme.			
A well organized and supervised ministry experience programme.			

Provision for national and international cultural awareness and development.			
Written evaluation of mentoring programmes and ministry experience.			
Awarding of ECTS credits for mentoring programmes and ministry experience.			

9. Governance and organization (see section 3.2.9 of the EEAA Manual)

Standard: The theological school has a board of control and a clear organizational structure.

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Appropriate legal status.			
Functioning governance.			
An appropriate management and organization.			
Adequate record-keeping procedures.			
Adequate administration and secretarial provisions.			
Internal quality assurance procedures in place and procedures for ongoing evaluation of faculty and of learning activities.			

10. Faculty development (see section 3.2.10 of the EEAA Manual)

Standard: The faculty members of the theological school possess suitable qualifications and carry realistic work load.

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A faculty with academic and professional qualifications adequate for the level of study.			
A faculty with fitting spiritual and character qualities.			
Primarily national faculty.			
A sufficient number of faculty.			
A list of realistic responsibilities for faculty.			
Plans for faculty instructional development, enrichment of			

qualifications and provision for ongoing faculty research.

11. Student access (see section 3.2.11 of the EEAA Manual)

Standard: The theological school implements suitable student access standards.

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Access standards regulated according to each level of study and an evaluation procedure for the prospective students' academic and personal ability to sustain a programme of study.			
Sensible consideration of special access cases.			
An evaluation procedure for the prospective students' commitment to Christian truth, values and ethics.			

12. Facilities (see section 3.2.12 of the EEAA Manual)

Standard: The theological school has facilities that are adequate for meeting its educational objectives

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A suitable campus.			
Standard housing and services for students.			
Adequate library facilities.			
Appropriate library record-keeping procedures.			
A library development plan that includes the area of Information Technology.			
Suitable library holdings both in quantity and quality.			

13. Finances and stability (see section 3.2.13 of the EEAA Manual)

Standard: The financial policies, procedures, records and conditions of the theological school are demonstrably sound. The school shows a satisfactory degree of general stability.

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the school)	school	EEAA	the EEAA
Sound financial status.			
A developmental fund.			
Adequate and clearly communicated student fees.			
Adequate compensation and benefits for staff and faculty.			
Overall stability in leadership, staff, enrolment and programme.			

14. Public relations (see section 3.2.14 of the EEAA Manual)

Standard: The theological school has healthy public relations and clear and truthful public information packages.

Examples of evidence as listed in the EEAA Manual (additional examples of evidence can be added by the school)	Is documented in the submitted documentation on page... to be completed by the school	Documentation is sufficient to be completed by the EEAA	Additional documentation required to be completed by the EEAA
An Information Package/Course Catalogue.			
Truthful publicity and appropriate usage of academic nomenclatures Good relationships with national and local community.			
Good relationships with the wider Christian community.			
Contact with potential employers of graduates.			
Publicity tools for potential students			
An alumni programme.			