



APPLICATION FORM FOR ACCREDITATION

This form shall be completed in three copies, signed (both by HERQA expert and the representative of the applying HEI), stamped and a copy is given to the applicant for confirmation.

Program and Institutional Accreditation for New Applicant HEI

Date applied: Day _____ Month _____ year _____ (Eth. Calendar)

A. Background Information on the Institution

Name of Institution: _____

Address: Location and Campus: _____

Owner of the HEI: _____

Tel: Office _____ Mobile _____

Fax: _____ E-mail: _____

Responsible person: _____

Tel: Office _____ Mobile _____

Fax: _____ E-mail: _____

Program Level: Undergraduate Graduate

List of programs applied for: _____

Planned Mode of Delivery: Regular Distance

B. Documents Submitted up on Application

S.No	Documents on requirements		Submission status		Remark
			Yes	No	
1	Application letter				
2	Business registration				
3	Evidence on financial viability				
4	Memorandum of Agreement				For agriculture, health, cross border programs and others if required
5	Institutional legislation				
6	Strategic plan				
7	Annual plan				
8	Need assessment on the program(s) /workshop proceeding				
9	Program Curriculum				For each program
10	Module writing, tutor training, tutoring manuals				For distance programs
11	Human resource policy				
14	Student handbook				
15	Student Assessment and evaluation policy				
16	Student support/counseling guideline				
17	Quality assurance policy/guideline				
18	Research and community service policy/guideline				
19	Payment evidence				Required after the documents 1-18 are submitted
20	Building lease/ownership				Could be submitted 10 days before the visit day
21	Course materials/modules for distance delivered programs				
22	Human	Academic and technical staff			
23	Resource	Administrative staff			
24	Office and program facilities in place (Classrooms, Library, Computer Center, Program specific, laboratories/demonstrations/workshops, Offices)				

Note: For a new program, program relevance is proved through stakeholders' consultation on which *workshop proceeding* should be presented. Otherwise, a need assessment is enough.

Conditions of acceptance:

1. Application shall be accepted conditionally only when all documents from 1-18 are submitted up on application and documents from 19-24 are submitted in the time as specified in the table above.
2. As a failure to submit any one of the documents from 1-18 results in automatic rejection of the application, the Agency shall claim application fee.

3. Evaluation shall not be processed and hence canceled if all the documents are not submitted in the prescribed time in (1): Consequently, the application fee will not be refunded.
4. Presentation of all the (24) documents does not guarantee a qualification for field visit: A thorough screening shall be made and the HEI will be informed formally to fulfill any missing requirements in 10 days as of the issuance day of the letter.

Submitted by: Name

Date: (d/m/y) _____ / _____ / _____ Signature _____

Checked by: Name: _____

Date: (d/m/y) _____ / _____ / _____ Signature _____

Official Seal



APPLICATION FORM FOR ACCREDITATION

This form shall be completed in two copies, signed (both by HERQA expert and the representative of the applying HEI), stamped and a copy is given to the applicant for confirmation.

Program Accreditation for Existing HEI

Date applied: Day _____ Month _____ year _____ (Eth. Calendar)

A. Background Information

Name of Institution: _____

Address: Location and Campus: _____

Tel: Office _____ Mobile _____

Fax: _____ E-mail: _____

Responsible person: _____

Tel: Office _____ Mobile _____

Fax: _____ E-mail: _____

Program Level: Undergraduate Graduate

List of programs applied for: _____

Planned Mode of Delivery: Regular Distance

B. Documents Submitted up on Application

S.No	Documents on requirements	Submission status		Remark
		Yes	No	
1	Application letter			
2	Annual plan			
3	Need assessment on the program(s) /workshop proceeding			
4	Curriculum for program (s)			One curriculum for each program
5	Course materials/modules for distance delivered programs			For distance programs
6	Module writing, tutor raining, tutoring manuals			
7	Evidence on payment			
8	Offices and program facilities			Could be submitted 10 days before the visit
9	Academic and technical staff for the program			

Note: For a new program, relevance should be proved through stakeholders’ consultation on which *workshop proceeding* should be presented. Otherwise, a need assessment is enough.

Conditions of acceptance:

1. Application shall be accepted conditionally only when all documents from 1-7 are submitted up on application and documents from 8-9 are submitted in the time as specified in the table above.
2. As a failure to submit any one of the documents from 1-7 results in automatic rejection of the application, the Agency shall claim application fee.
3. Evaluation shall not be processed and hence canceled if all the documents are not submitted in the prescribed time in (1): Consequently, the application fee will not be refunded.
4. Presentation of all the (9) documents does not guarantee a qualification for field visit: A thorough screening shall be made and the HEI will be informed formally to fulfill any missing requirements in 10 days as of the issuance day of the letter.

Submitted by: Name -----Date: (d/m/y)____/____/____ Signature-----

Checked by: Name -----Date: (d/m/y)____/____/____ Signature-----

Official Seal



APPLICATION FORM FOR ACCREDITATION

(This form shall be completed in two copies, signed (both by HERQA expert and the representative of the applying HEI), stamped and a copy is given to the applicant for confirmation)

Program Re-accreditation

Date applied: Day _____ Month _____ year _____ (Eth. Calendar)

A. Background Information

Name of Institution: _____

Address: Location and Campus: _____

Tel: Office _____ Mobile _____

Fax: _____ E-mail: _____

Responsible person: _____

Tel: Office _____ Mobile _____

Fax: _____ E-mail: _____

Program Level: Undergraduate Graduate

List of programs applied for: _____

Planned Mode of Delivery: Regular Distance

B. Documents Submitted up on Application

S.No	Documents on requirements	Submission status		Remark
		Yes	No	
1	Application letter			
2	Renewed business license			
3	Evidence on financial viability/auditor's report			
4	Revised strategic plan (if required)			
5	Annual plan			
6	Progress report			
7	Self-Evaluation Document			
8	Revised curriculum			
9	Revised building lease			
10	Academic and technical staff			Employment and profile documents for the last two months
11	Payroll			
12	Application fee			

Conditions of acceptance:

1. As an experienced HEI applying for renewal of accreditation, the Institution here is expected to avail all the required documents on the first arrival.
2. Thus, application for reaccreditation shall be accepted automatically and document screening (the evaluation process) shall continue right away the application date. A failure to submit evidences on any one of the requirements may result in a negative response which could be produced even without conducting a field visit.
- 3.

Submitted by: Name ----- Date: (d/m/y)____/____/____ Signature-----

Checked by: Name -----Date: (d/m/y)____/____/____ Signature-----

Official Seal