



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**



BOARD of ACCREDITATION

POSTGRADUATE PROGRAMME VALIDATION

APPLICATION FORM



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

CONIES-ICHE

Postgraduate Programme Validation

Application Form

General Instructions

- CONIES-ICHE deems to reserve the right to ask for any additional information necessary for approval or validation process.
- Where requested, the requisite documentation must be attached.
- If there are any difficulties in completing this form, please contact the CONIES-ICHE by email.
- Please complete all pages of this form for approval and post it to CONIES-ICHE by email.
- CONIES-ICHE will not consider any application until payment has been cleared. In the case of refusal, payment will be returned in full without deduction of any amount.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

CONDITIONS FOR APPLICANTS

The applicant institution is one of the following

- a legally established and operating state approved or licensed institution of postsecondary education without degree awarding powers;
- a legally established and operating institution of postsecondary education without degree awarding powers and with institutional accreditation by an accrediting agency recognised or listed by any government authority or board in charge of recognising accrediting agencies, or listed and recognised by CHEA, ENQA or INQAAHE;
- a legally established and operating institution of postsecondary education without degree awarding powers offering programmes with programmatic accreditation by an accrediting agency recognised or listed by any government authority or board in charge of recognising accrediting agencies, or listed and recognised by CHEA, ENQA or INQAAHE;

AND

The applicant institution is an accepted Affiliated Member of CONIES-ICHE.

AND

The programme is one of the following

any postgraduate programme leading to the qualification of Postgraduate Certificate, Postgraduate Diploma, Postgraduate Specialist, Master or Doctor provided under one or all of the following conditions:

- distance education or online provision of the programme;
- the programme is provided by more than one institution (collaborative provision);
- the programme is provided in more than one country (trans-national provision);
- the programme is open for enrolment to international students.

AND

The applicant is not the awarding institution but the providing institution.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

CONIES-ICHE PRINCIPLES.

- 1) That the parties are interested in developing common goals in academic and cultural fields.
- 2) That the education at all levels, especially at the tertiary level, is a basic component in the economic and social development of peoples
- 3) That the institutions of Higher Education are identified with the aspirations of its communities to advance the development of the same.
- 4) That the institutions of learning signers of the Confederation have the determined desire to share the different methods of teaching and research.
- 5) That the globalized world demands every day more integration in all fields, including education at all levels.
- 6) That the Higher Education Institutions represented here, consider it appropriate increase their academic links setting appropriate tools for the exchange of experiences, organization of forums of common interest, develop internships, organization of conferences and research development.
- 7) It is necessary to expand the quality and excellence of our educational programs, individual or joint, use evaluation and control systems universally established and accepted.
- 8) That the Higher Education Institutions undersigned of the Confederation, host, promote and defend social and individual values which they represent, such as freedom, pluralism, respect for ideas and critical thinking, university autonomy, and the search for truth.
- 9) That the legal framework of the respective countries where the Higher Education institutions are located, underwriters to this Confederation, allow the realization of it, without any legal constraints.
- 10) That the undersign institutions should promote new forms of distance education, based on technology and Internet use.
- 11) That the parties concerned have decided to conclude on this date an International Confederation to allow the Exchange and / or collaboration, mutual recognition of studies at all levels, through cooperation and implementing academic, scientific and cultural facility under the this agreement, where each subscriber institutions retain its own legal personality.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

CONIES-ICHE OBJECTIVES.

The Objectives of the International Confederation of Higher Education, hereinafter for its acronym – **CONIES-ICHE** - are as follows

- 1) To promote scientific and academic exchange in the following areas: Social and Political Sciences, Communication and Information Sciences, Medical Sciences, Veterinary Sciences, Exact Sciences, Economics and Business Sciences, and others as agreed by mutual consent which can strengthen the human resources system in these specialties.
- 2) Encourage a discussion space, exchange, training, critical reflection, in a constructive environment, allowing the development of sciences and arts, linked to this Agreement.
- 3) To Develop jointly the modalities that be possible for professional and student exchange in order to achieve higher levels of development among member institutions of the Confederation, through: conferences, internships, organization of forums, seminars, etc., Both on-campus, and virtual.
- 4) Promote and develop a broad and frank exchange of scientific and technical information in the areas set out in this Agreement. So how also, to promote education of undergraduate and postgraduate university for Virtual mode.
- 5) Develop joint studies and research projects on topics of common interest of the parties.
- 6) Establish a framework for interagency cooperation in order to enable the nostrification, approval and / or matching and double degree of the professional titles, both undergraduate as graduate, legally extended by the institutions subscribing to this instrument, that is, extending the corresponding diplomas of recognition of titles issued by any of the undersign institution of this document.
- 7) Provide all sorts of services in terms of training and dissemination for which the Confederation may carry out the publication of books, pamphlets as well as all kinds of publications in any of its forms.
- 8) Develop teaching, research, innovation and dissemination of culture in all fields of knowledge, in accordance with local and foreign legislation applicable in education.
- 9) To encourage and develop scientific research and technological development in various fields and aspects of knowledge and of human activity, in order to formulate alternative projects for the resolution of social, economic and cultural problems of society.

All other objectives are not expressly set forth, but which contribute to achieving the objectives of the Confederation. As long as do not fall in contradiction with legal provisions of the members who signed this Instrument.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

CONIES-ICHE BOARD OF ACCREDITATION.

CONIES-ICHE establishes the Board of Accreditation for Postgraduate Programmes.

CONSIDERING

That national programme accreditation systems are limited by state boundaries and do normally not apply to international postgraduate programmes, trans-national higher education, inter-university joint, dual and double degree programmes across institutions and nations.

That university systems of self-accreditation and autonomy do not require external accreditation of programmes and that accreditation is a verification of the quality of a programme provided.

That university systems requiring the recognition or authorisation or national accreditation of programmes provision do often not include inter-university and trans-national provision of programmes, in this case accreditation provides the external verification.

WHEREAS

Accreditation is the process by which an institution voluntarily undergoes an independent appraisal of its institution or programmes by institutional and programme accreditation.

CONIES-ICHE accredits postgraduate programmes. CONIES-ICHE does not provide institutional accreditation or graduate programmes of the first cycle of higher education.

CONIES-ICHE programme accreditation does not guarantee a degree will be accepted or recognised.

CONIES-ICHE Board of Accreditation is a programmatic accrediting body auditing the quality and integrity of postgraduate degree programmes (Master, Doctor).

Accreditation by CONIES-ICHE is based on an independent evaluation of an institution's postgraduate programmes by a group of peer-auditors, professional faculty and academic administrators in the field of postgraduate education.

In order to pursue CONIES-ICHE accreditation, the awarding institution is one of the following

- a nationally recognised IAU listed university;
- a nationally recognised and accredited institution of postsecondary education;
- a state approved or licensed institution of postsecondary education with degree awarding powers;
- an institution of postsecondary education with institutional accreditation by an accrediting agency recognised or listed by any government authority or board in charge of recognising accrediting agencies, or listed and recognised by CHEA, ENQA or INQAAHE.

Institutions must present, with the application for membership, a translation of an official document from an appropriate government organisation in their country stating authorisation, recognition, accreditation, and/or their right to grant degrees. This documentation and additional justification of quality, such as accreditation by national and international accrediting bodies or quality assurance organizations, should be submitted with candidacy application.

CONIES-ICHE does not offer membership or programme accreditation to institutions without national authorisation, recognition or accreditation or without degree awarding authority.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

CONIES-ICHE BOARD OF ACCREDITATION STANDARDS

CONIES-ICHE standards were developed to improve postgraduate, particularly trans-national and distance/online programme delivery, processes and acceptance. CONIES-ICHE accreditation is ideal for distance learning degree-granting institutions worldwide that are committed to excellence.

- The institution must agree to comply with CONIES-ICHE quality standards.
- The institution must offer distance/online degree programmes.
- The institution must demonstrate the quality of their programmes.
- The institution must be regionally/nationally authorised, recognised or accredited.
- The institution must be state/country registered/licensed or otherwise meet the regulation of its educational jurisdiction.
- The institution must have a process of assessing prior learning and/or experience for conversion to credit that includes a verification system meeting CONIES-ICHE standards.
- The institution must provide documentation of good faith, reputation and ethical practices.
- The institution must treat students equitably and fairly and never discriminate on the basis of race, religion, age, sex, color, handicap, sexual orientation or national or ethnic origin in administering its educational policies, admission policies.
- Standards criteria for programmes are:
 - Rationale
 - Structure
 - Learning Outcomes
 - Content
 - Assessment
 - Internal verification / review and evaluation



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CONIES-ICHE BOARD OF ACCREDITATION GOALS

- (1) To serve the members of the Confederation and to promote the quality and verification of distance education and trans-national postgraduate programmes;
- (2) To establish standards for the provision and conduct of distance education postgraduate programmes and to provide adequate accreditation for programmes meeting these standards;
- (3) To promote the adoption of sound educational standards and ethical business practices in the distance and trans-national education areas;
- (4) To work with public and private agencies at all levels in the development and exchange of information helpful to the advancement of distance education and trans-national postgraduate programmes;
- (5) To cooperate with trans-national organisations, state and federal authorities in the implementation of high standards and sound policies in the area of distance education quality assurance;
- (6) To conduct and promote research for the advancement of distance education and trans-national provision of postgraduate programmes.



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

DURATION OF VALIDATION PERIOD

Validation is initially valid for five years subject to the institution remaining in good standing.

Renewal of validation is valid for six years subject to the institution remaining in good standing.





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APPLICATION PROCESS:

The validation process at **CONIES-ICHE** is broadly broken into the following steps:

STEP I – Affiliate Membership

The first step toward affiliate membership is to request an online membership evaluation form. Please send us your request by using our CONTACT US form. Please include your email address, name, position or title, institution name and address.

Payment of Affiliate Membership fee (1st year) is required.

STEP II- Validation Evaluation

Your submitted application will be reviewed by the CONIES-ICHE and if considered, you will be contacted to send further details which will also be analysed regarding the eligibility policies of the Board of Accreditation. After the evaluation phase, you will be advised about the fees, policies and regulations. Once you agree, the next phase of evaluation commences.

STEP III- Validation

After we spend a considerable amount of time reviewing the individual programme, it becomes CONIES-ICHE validated.



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

LETTER OF APPLICATION FOR PROGRAMME ACCREDITATION

Institution:

Date:

This is to notify CONIES-ICHE that our institution is applying for programme validation. Please list the programme(s):

- 1.
- 2.

By signing this application, it is agreed that the eligibility requirements have been met.

1. Institution is CONIES-ICHE affiliated member with membership fees paid.
2. The institution has the right or is entitled to offer the qualification(s).
3. There has been at least one cohort of graduates from each of the programme(s).
4. The documentation required for validation is attached.

We agree to reimburse CONIES-ICHE for all fees and expenses incurred by the CONIES-ICHE Audit Team for the site visit and the Validation Certificate.

Application Fee

Application for validation.

Upon receipt of this letter of application, the CONIES-ICHE will send an invoice for the application fee.

We understand that CONIES-ICHE Board of Accreditation will inform us within three weeks of the receipt of the completed application and the fee in order to proceed with accreditation.

Fee for audit and validation process

Validation process.

The final payment is due when the dates for the site visit have been agreed.

This will include the costs of an evaluation site visit agreed (by CONIES-ICHE and the institution) entailing fees and travel and related expenses of the CONIES-ICHE Audit Team members. It is understood that no visit will take place until the payment has been received. After the site visit: In case of unsettled actual costs, the party in credit will settle the balance within two weeks after the site visit.

We understand and agree that no validation report and certificate will be issued until all outstanding amounts due to CONIES-ICHE have been received.

Signed:

(Chief Executive/Principal/Vice Chancellor)
Name (Block Capitals)

Date:

Signed:

(CONIES-ICHE office)

Date received:



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

Application Declaration for CONIES-ICHE Programme Validation

We are committed to ensuring that the policies detailed in the Application for Validation as an Validated Provider of Programme will be fully applied to this programme. All the material in this application has been developed independently by the Applicant. Any material in the application that is the intellectual property of any other person or organisation is used with the expressed permission of that person or organisation. Evidence to this effect is provided with this application.

With the signature below we confirm that all relevant documents are enclosed to support this application. Our application will not be considered unless the applicant institution has confirmed this agreement.

Seal of the Institution:

Signed:
(Chief Executive/Principal/Vice Chancellor)
Name (Block Capitals)

Date:

Signed:
(CONIES-ICHE office)

Date received:



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

Section 1: General Details

A. ADMINISTRATIVE DATA

1. Legal name of the applicant institution

2. Particulars of authorised contact person

a) Name

b) Designation of contact person (e.g. MD, Principal, Head of Academic Affairs)

c) Telephone number

d) Fax number

e) E-mail address



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

3. Postal address of the applicant

Code	

4. Physical address and contact details of head office

Code	
Telephone	
Fax	
E-mail address	

5. Physical address and contact details of main campus

Code	
Telephone	
Fax	
E-mail address	

6. Website address



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

7. Status of Higher Education Institution

Recognised University:	
Recognised College:	
Recognised Research Institute or Business School:	
State authorised with degree awarding authority:	

8. Official Authorisation / Recognition of Higher Education Institute

Authority	
Institutional Recognition	
Programmatic Recognition	
Institutional / Programmatic Authorisation	
Autonomous University Status	

9. Accreditation of Higher Education Institute (other than approval or recognition)

Accreditation Agency / Agencies and Scope of Accreditation	
Institutional Accreditation	
Programme Accreditation	
Systems Accreditation (institution & programmes)	
QMS Certification	



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

B. COMPANY REGISTRATION AND GOVERNANCE PARTICULARS

10. Legal name of the applicant (same as Item 1)

11. Official trading name, abbreviation, acronym or translation (if applicable)

12. Type of juristic person

13. Company registration number

14. Indicate the nationality of the juristic person

15. Indicate the country of origin

16. Details of the parent institution

a) Name of the parent institution

b) Name of the head of the parent institution



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

Postal address

Code	
Telephone	
E-mail address	

c) Physical address

Code	
Telephone	
E-mail address	

d) Additional contact details

Website	
Telephone	
E-mail address	



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

17. Particulars of the Management

a) Chief Executive Officer or head of the institution

i) Name

ii) Title

iii) Identity number (passport number and citizenship)

iv) Telephone number(s) including cellular phone number, if available

v) E-mail address



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

b) Names and identity numbers of the applicant's current directors

Surname & Initials

Title

Designation

Passport n°

18. Academic and administrative headquarter and contact details of the applicant

Code	
Telephone	
Fax	
E-mail address	

19. Holding company or any other organisation to which the applicant is subordinate

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20. Relationship between the applicant and the holding company or other organisation

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**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

21. List of owners in accordance with the Articles of Association

Surname & Initials	Title	Identity Number

22. Details of the applicant's external quality auditors or certification boards

a) Name of the applicant's quality auditor

b) Certification issued by the Auditors' Board

23. Details of the applicant's external accreditation bodies

a) Institutional Accreditation

b) Programme Accreditation

Accrediting Body	Period	Programme / Degree



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

C. PROGRAMMES SUBMITTED FOR VALIDATION

24. Programmes submitted to the CONIES-ICHE for validation

Name of programme	Entrance requirements	Mode of delivery	Language of instruction	Minimum duration in months	Contact with students	
					Full-time	Part-time

25. Proposed locations for programme delivery

Name	Physical address	Programmes to be delivered



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

D. STAFF AND STUDENT DATA

26. Total staff expected to be employed and students to be registered for submitted postgraduate programmes during the first three years of operation. The data should be expressed as head count only.

	Year 1	Year 2	Year 3
Students			
Academic /Research staff			
Full-time			
Part-time			
Support staff (academic tutors etc.)			
Full-time			
Part-time			
Service staff			
Full-time			
Part-time			

27. Data for each submitted postgraduate programme.

Master	Dr.	Name of the programme	SUCA credits requirements		
			Year 1	Year 2	Year 3

Notice: one full study year represents 1,500 hours of workload earning 30 SUCA credits



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

E. PARTICULAR PROGRAMMES DATA

28. Applicant provides programmes support on behalf of another institution.

M	Dr	Name of the programme	Partner institution	Credits SUCA	Nature of support

29. Applicant provides programme (joint degree, dual degree, double degree) with another institution.

M	Dr	Name of the programme	Partner institution	Credits Applicant	Credits with Institution



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

F. DISTANCE AND ONLINE EDUCATION PROGRAMMES

30. Applicant provides programme by distance education or online.

M	Dr	Name of the programme	Mode of Provision	Credits SUCA	CMA/TMA exams

Notice:

CMA = Computer Marked Assignment

TMA = Tutor Marked Assignment



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ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

VALIDATION CONDITIONS

To offer CONIES-ICHE validated qualifications, the institution is required to ensure the delivery and assessment of qualifications will be according to the terms and conditions specified by CONIES-ICHE.

Please **tick** each row to declare that your centre,

1		Will retain a copy of the learner's assessment and internal verification records for a period of three years following certification of the learner.
2		To cooperate with the CONIES-ICHE standardisation, moderation, and assessment processes.
3		Will ensure that assessment is not undertaken by any person who has a personal interest in the result of assessment.
4		Will provide all resources to learners according to the qualification specification and to comply with all requirement of the delivery of the qualifications, units and programmes as set in the CONIES-ICHE policies, procedures, and qualification handbook.
5		Will ensure that appropriate and reasonable arrangements are in place to confirm the identity of all learners enrolled and registered with the institution.
6		Ensure that it has adequate managerial, information, administrative systems and other resources in place to undertake effective delivery of the qualifications.
7		Ensure the security of any examination / assessment material in respect of storage and the handling process in line with the requirement of CONIES-ICHE.
8		Will retain a copy of the learner's degree and student records for a period of three years following graduation of the learner.
9		Confirms that the assessment procedure will be open, fair and free from bias.
10		Implement the agreed equal opportunities access and fair assessment policies and procedures.
11		Will comply with all relevant legislation (including data protection, health and safety and equality etc.)
12		Information for the purposes of registration and certification will be complete and accurate.
13		Will regularly monitor, review and evaluate the operations.
14		Will use fair entry requirements for qualifications
15		Where appropriate to qualification / degree, has in place arrangements that allow for recognition of prior learning or approval of prior learning. Institution must have appropriate system to record exemption of module or qualification.
16		Will retain staff of appropriate size, competence, experience and track record for the delivery of qualifications.
17		Will not undertake any activity or advertising that could bring the name of CONIES-ICHE into disrepute.
18		Understands that qualification accreditation is subject to review, and if quality is not maintained accreditation may be withdrawn.
19		Will maintain up to date staff record including tutors, assessors, verifiers, moderators, examination officer and institution coordinator etc.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

20		To take all reasonable steps to prevent incidents of malpractice or mal-administration and to report complaints, appeals, maladministration and malpractice cases to the CONIES-ICHE in timely manner.
21		Will have appropriate arrangements and agreements with third party who provide consultancy services in the recruitment of learners, a copy of that agreement will be provided to the CONIES-ICHE on request.
22		To assist and support the CONIES-ICHE and its regulatory authority in carrying out reasonable monitoring activities and investigation.
23		Will take all reasonable steps to prevent the loss, theft of or breach of confidential materials, if such an incident occurs the institution must inform CONIES-ICHE immediately.
25		Will provide access to documents, records, data, staff, third parties agreements, and other resources required by the CONIES-ICHE and/or its delegated authority during an investigation of centre of malpractice or mal-administration
26		Will develop full action plans for managing incidents and rectifying the negative impact caused by any incident of malpractice or mal-administration, and which may include taking and proportionate action to ensure it does not occur in the future – copies of that file / action plans will be made available to the CONIES-ICHE on request.
27		To cooperate with the CONIES-ICHE contingency plan as appropriate and to take reasonable steps to protect the interest of learners in the case of accreditation withdrawal.
28		Will clear the invoice including the payment of membership application and annual fees, accreditation fees, certifications and other invoice in timely manner.
29		Will take all reasonable steps to guard against fraudulent or mistaken claims for certificates.
30		Will follow CONIES-ICHE code of conduct of the examination and external assessment.
31		Will work in line with any instruction issued by the CONIES-ICHE to maintain accreditation.
32		Agrees to promptly notifying the CONIES-ICHE should a change of control occur in relation to the ownership of the institution.
33		Agrees to promptly notify CONIES-ICHE if the institution is convicted of a criminal offence; or is held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law; or is held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or becomes insolvent or subject to corporate financial restructuring or bankruptcy proceedings.
34		Agrees to comply with current and any additional requirements from CONIES-ICHE, as in force from time to time and as outlined in their policies, qualification specifications and accreditation guidance materials in doing so takes all reasonable steps to help ensure that CONIES-ICHE is able to conduct the auditing function..
35		Will take all reasonable steps to promptly comply with requests from the CONIES-ICHE for information, data or documents required by the CONIES-ICHE or by the regulator.
36		Has effective communications arrangements in place to ensure that your learners and staff are fully informed of the requirements associated with CONIES-ICHE accreditations.



CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION

37		Will assist the CONIES-ICHE in carrying out any reasonable monitoring and moderation activities and visits to the institution and to assist the regulatory authorities should they carry out any investigation activities in relation to the delivery of regulated or non-regulated qualifications.
38		Agrees to notify withdraw programme or qualification accreditation in according with programme / qualification accreditation process and/or is unable to continue CONIES-ICHE accreditation.
39		Will cooperate fully with the CONIES-ICHE in cases where either the institution or the CONIES-ICHE decides it needs to withdraw the institution from its role in delivering an accredited qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application by the CONIES-ICHE of sanctions (in accordance with CONIES-ICHE sanctions policy).
40		Will promptly notify the CONIES-ICHE when it has cause to believe there has, or is likely to be, a major non-compliance with our documented procedures and requirements and/or associated regulatory requirements.
41		Agrees and understands that if this application is accepted it will form the contract between the institution and the CONIES-ICHE and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of the institution. .
42		Agrees that if the CONIES-ICHE terminates the accreditation, giving notice in writing, that institution shall immediately cease providing the qualifications and all courses related thereto as CONIES-ICHE accredited programmes.
43		Agrees to promptly inform the CONIES-ICHE of any material changes to the information given in this application. If applicant fails to do so, CONIES-ICHE reserves the right to terminate your accreditation by written notice, effective from the date stated in that notice.
44		To the best knowledge (having made due and careful enquiry) that there is no information, that if disclosed might reasonably be expected to affect CONIES-ICHE 's decision to accredit the programme.
45		These conditions stated above 1 to 44 shall be in force until either CONIES-ICHE or the Institution formally terminates the agreement.



**CONIES COUNCIL ON INTERNATIONAL HIGHER EDUCATION SUPERVISION
ICHE INTERNATIONAL CONFEDERATION OF HIGHER EDUCATION**

CHECKLIST

– when returning the Programme Validation Application Form, CONIES-ICHE requires:

- ☐ Affiliate Membership Fee
- ☐ Application Fee
- ☐ Assessment Fee

– before the Peer Auditors start the on-site, CONIES-ICHE requires:

- ☐ Audit Fee
- ☐ Estimated travel expenses and accommodation of the Peer Auditors

– after the peer audit upon return of the Peer Auditors prior to release of the programme validation committee decision, CONIES-ICHE requires:

- ☐ Balance of all outstanding expenses occurred during the on site inspection Auditor Evaluation Report Fee
- ☐ Validation Certificate Fee

– CONIES-ICHE requires one year after the initial validation:

- ☐ Annual Validated Membership Fee

– Documents:
