



New INQAAHE Member Welcome Package

INQAAHE

February 2023

Dear SAIGON CENTRE FOR EDUCATIONAL QUALITY ACCREDITATION (CEA SAIGON,)

Welcome to the International Network for Quality Assurance Agencies in Higher Education (INQAAHE)!

We are all excited about your joining our international community of QA providers.

At INQAAHE we care about all our members to ensure two-way benefits from our engagement. Hence, this document provides you with the necessary information regarding INQAAHE, its governance, strategic priorities, and activities, key expectations from the members as well as the benefits to ensure a seamless induction and active contribution.

We look forward to a fruitful cooperation.

Best regards,

INQAAHE Secretariat

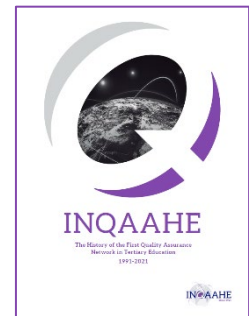
Table of Contents

I.	History.....	4
II.	Mission and values.....	4
	Mission	4
	Values	4
III.	Structure.....	5
	General Assembly.....	5
	GGP Aligned members	6
	Board of Directors.....	6
	Chief Executive Officer	7
	Secretariat	7
	Secretariat staff	7
IV.	Benefits	8
	Participate in decision-making.....	8
	Events	8
	Calls	8
	Logo/media.....	9
	Newsletter and Quarterly Communiqué.....	9
	Support in networking	9
	<i>Academic Journal Quality in Higher Education</i>	9
V.	Commitment.....	10
	Membership in good standing	10
	Professional and ethical requirements	10
	Social Media	10
VI.	How to maintain your membership status.....	10
VII.	Contact Us!.....	11

I. History

The history of the First Quality Assurance Network in Higher Education (INQAAHE) has become possible due to the generous support of the INQAAHE's passionate devotees throughout three decades.

Learn about the history of INQAAHE on its [30th anniversary publication](#).



II. Mission and values

Mission

To promote and advance excellence in tertiary education through the support of an active international community of QA providers by:

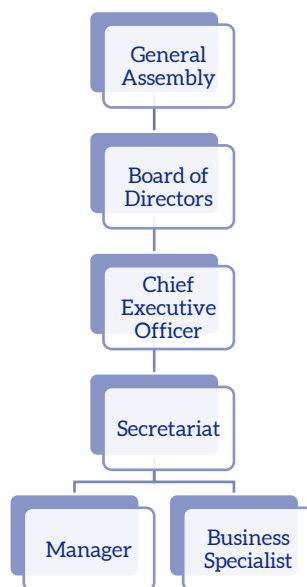
- ☛ focusing on the development of the theory and practice of QA;
- ☛ strengthening exchange and understanding of policies and actions in quality and QA; and
- ☛ promoting QA for the benefit of tertiary education, institutions, students and society at large.

Values

INQAAHE is fully committed to the following values:

- ☛ Inclusiveness
- ☛ Diversity
- ☛ Integrity
- ☛ Academic Freedom
- ☛ Independence
- ☛ Collaboration

III. Structure



Organizational chart

General Assembly

The General Assembly (GA) is the plenary policy and decision-making body of INQAAHE. It is composed of Full and Associate Members of the Network, each represented by one nominated person. The GA convenes at least once a year. According to the [Constitution](#), the responsibilities of the GA are (article 30):

- ☛ Elect nine (9) members to be appointed as Directors on the Board of Directors;
- ☛ Approve the President's candidacy as proposed by the Board of Directors;
- ☛ Approve the annual subscription rate for membership or affiliation and any other contribution to be paid by members and/or affiliates;
- ☛ Approve the strategic plan of the Network every five years, and its possible modifications;
- ☛ Approve the reports of the Board of Directors, prepared according to the Strategic Plan;
- ☛ Approve the Network's financial statements;
- ☛ Establish the courses of action and make the decisions or recommendations necessary for the satisfactory operation of the Network, in the framework of the Constitution; and
- ☛ Approve the organisers of the next regular Conference or Forum of the Network on the proposal of the Board of Directors. Where there are multiple proposals to host a future

Conference or Forum, the Board of Directors shall prioritise the candidates, excluding proposals that do not have feasibility or are not in line with the Network's principle of geographical coverage, to be finally approved by majority vote in the next Conference or Forum of the General Assembly in the form of secret ballots.

GGP Aligned members

These are INQAAHE Full members that have undergone alignment through the [Guidelines of Good Practice in Quality Assurance \(GGP\)](#).

The INQAAHE Guidelines of Good Practice (GGP) originated, as a response to the growing massification, internationalisation and diversification of higher education provisions, as a tool to support the systems in safeguarding standards of higher education provisions, quality assurance in particular. A primary purpose of the GGP is to provide criteria for use in the self and external – evaluation of external quality assurance agencies (EQAAs). Specific goals include:

- Creating a framework to guide the creation of new EQAAs.
- Providing criteria for use in the self and external evaluation of EQAAs.
- Promoting professional development among EQAAs and their staff.
- Promoting public accountability of EQAAs.

As more agencies demonstrate how their procedures relate to the Guidelines, this facilitates mutual understanding of how EQAAs operate, leading to greater possibilities for collaboration, and eventually an increase in mutual recognition of agencies' decisions. The list of current GGP Aligned members is available on [INQAAHE's website](#).

Board of Directors

The Board of Directors manages the general affairs of the Network. It is composed of nine members duly elected by the General Assembly to serve as Directors, up to four additional members co-opted by majority vote of the Board of Directors, and the Chief Executive Officer and the Immediate Past President. The responsibilities of the Board are listed in the [Constitution](#).

The Board works through [committees](#), [working groups](#) and/or [regional standing committees](#). The Board's current composition is available on [INQAAHE's website](#).

Chief Executive Officer

The CEO is responsible for the overall management and administration of the Network, specifically to ensure implementation of the Strategic Plan; lead and manage strategic, operational, financial and legal matters; lead and manage the Network's Secretariat; regularly engage with the membership, strategic partners and other stakeholders; regularly report to the Board of Directors on the Network's performance; and assume other responsibilities as decided by the majority of the Board of Directors.

INQAAHE's CEO is **Fabrice Hénard**. You can know more about him [on INQAAHE's website](#) and by watching this introductory presentation:



Fabrice Hénard can be contacted at ceo@inqaahe.org and f.henard@inqaahe.org.

Secretariat

The INQAAHE Secretariat manages the affairs of the Network and is your main contact with INQAAHE and the INQAAHE Board. Currently, the Secretariat is located in Barcelona, Spain and can be contacted through the following means (given the international nature of the Network, we recommend you send all your queries to the Secretariat's email address):

By mail at:
Enric Granados 33
08007 Barcelona (Spain)

By phone at:
+34 93 268 89 50

By email at:
secretariat@inqaahe.org

Operating hours of the Secretariat are distributed as such: from Monday to Friday from 8:00AM to 3:00PM CET (Barcelona time).

Secretariat staff

Currently INQAAHE has two staff members, hired in 2022, a Manager and a Business Specialist.

Beatriz Calzada <i>Manager</i> b.calzada@inqaahe.org	María Fernández <i>Business Specialist</i> m.fernandez@inqaahe.org
--	--

Both can also be contacted through the official email address of the Secretariat at secretariat@inqaahe.org.

IV. Benefits

Now that you are a member of the Network, aside from networking possibilities, expertise, learning from best practices, promoting your own best practices to name a few, you can also benefit from the following:

Participate in decision-making

According to the rights listed in the [Constitution](#).

If you are a Full or Associate member, you are part of INQAAHE's General Assembly (GA). As such, you will be granted access to specific documentation needed for each General Assembly Meeting (GAM).

Events

If you are a Full member, you can host INQAAHE events (such as Biannual Conferences or Fora). Also, all members have automatic discounts when registering for INQAAHE Conferences and Fora.

INQAAHE events are annual gatherings of quality assurance professionals from around the world to discuss emerging issues and best practice in higher education quality assurance. These events offer an enhancement platform for QA professionals and HE policymakers and other key stakeholders and features pre-event workshops, a regional networks meeting, a 2-day event around emerging issues delivered through interactive learning sessions, networking events, and an INQAAHE General Assembly meeting.

Calls

As an INQAAHE member you can apply to all calls published by the Network such as the Funding Scheme, the QA Graduate Programme, and funding for attending INQAAHE events.

- **Funding Scheme**, to better serve its members and ensure INQAAHE adds value to the operations and functions of its members. The IFS envisions provision of small grants to INQAAHE members on competitive basis to promote implementation of innovative and enhancement projects aimed at enhancement of quality assurance systems worldwide. The IFS is designed to create more opportunities for capacity building for both advanced QA systems and developing ones; increase opportunities for research and innovation in QA, in particular, the role of QA in the promotion of relevance of learning outcomes and employability; enable enhanced cooperation among the INQAAHE members leading to a better understanding of the values, cultures and needs of different systems - a crucial step towards establishment of a better learning environment for students and faculty members to perform. Annual calls are available on [INQAAHE's website](#).
- **QA Graduate Program**. The Network provides funds to support qualified applicants from developing countries to enrol for a [Master's degree on Quality Management and Evaluation in Higher Education at the Open University of Catalonia \(UOC\)](#).
- **Funding for attending INQAAHE events**, assistance grants to support Full and Associate members in countries designated as low income by the [World Bank](#) to attend the annual INQAAHE event in person.

Logo/media

Use of INQAAHE's logo according to the current [Visual Guide](#).

Newsletter and Quarterly Communiqué

Receive electronic quarterly copies of INQAAHE's [Newsletter/Bulletin](#) and [Quarterly Communiqué](#).

Support in networking

INQAAHE helps members liaise with other relevant members to share experience, explore cooperation, etc.

Academic Journal *Quality in Higher Education*

Online access to the [Journal Quality in Higher Education](#).

V. Commitment

Membership in good standing

After fulfilling the requirements for membership, maintain good standing by continuing to meet the requirements for membership and keeping current with membership fees and any other financial obligations to INQAAHE. Also, make sure that you:

- Notify INQAAHE Secretariat when considering discontinuing your membership or when not being able to pay the annual membership fee in due time.
- Constantly update the INQAAHE Secretariat on the status of your organization: changes in contact information and representatives, etc. Note that appointing more than one focal person will help both institutions maintain your INQAAHE membership.

Professional and ethical requirements

- Maintain a professional level of courtesy, respect, and objectivity in all the INQAAHE activities.
- Promote collaboration, cooperation, and partnership among INQAAHE members and beyond in support of the continued well-being and growth of the organization.
- Faithfully abide by the Constitution, Procedures Manual and any other by-laws and policies of INQAAHE.
- Making informed decisions in the General Assembly by understanding the mission, purpose, goals, and policies of INQAAHE and maintaining awareness of programs and activities.
- Comply with communication guidelines and otherwise avoid using your INQAAHE membership in misleading ways.

Social Media

Help amplify INQAAHE social media efforts by following us on social media and sharing the message!



VI. How to maintain your membership status

The current INQAAHE Annual Membership fees, including the discount rate applied to LDC/LIC countries as listed by the World Bank and United Nations, are [available on INQAAHE's website](#).

Annual membership fees are always issued for one calendar year (from January until December) and automatically **renewed on a yearly basis**. Annual memberships are issued in January and distributed to members via email. Make sure your contact information is updated!

Please note that according to [INQAAHE's Financial Policy](#), your membership will expire/be discontinued upon non-payment of annual dues. Members failing to pay annual memberships will receive a final notice that their membership has been removed after being invoiced two years in a row and failing to pay the annual memberships.

In case of voluntary discontinuation, please make sure you contact INQAAHE at secretariat@inqaahe.org with enough time.

VII. Contact Us!

Now that you have joined INQAAHE, we encourage you to participate actively in INQAAHE activities and with others in the Network in keeping with INQAAHE mission and values. If you have any questions or needs we can help with, please do not hesitate to [reach out](#). We are always here with you and for you.

International Network
for Quality Assurance Agencies in Higher Education
(INQAAHE)

Enric Granados 33
08007 Barcelona SPAIN

secretariat@inqaahe.org
+34 93 268 89 50