

# **ATHEA Reporting for Institutional Members**

## **Reporting Substantive Changes and Annual Report**

### **Reporting Substantive Changes**

Reporting Substantive Changes with immediate effect is a requirement for all Institutional Members.

### **Annual Report**

The Annual report (due February 15) is a requirement for all institutions in the Candidacy and Accreditation Phase as well as Accredited Institutions.

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# Reporting Substantive Changes

(Referral: ATHEA Accreditation Process Manual Final, March 2023; Part 4; pp. 29-30)

Reporting Substantive Changes with immediate effect is a requirement for all Institutional Members.

Any substantive changes in the following areas must be reported **within two weeks** to the Accreditations department via email. ([accreditation@athea.org](mailto:accreditation@athea.org))

## 1. New Campuses

It is the responsibility of the institution to notify ATHEA when a new campus location is opened. The notification must include a discussion and document of how the new location is integrated into the institution's quality assurance strategy.

## 2. Change of Institution's Name or Location

The ATHEA should be notified immediately in writing if an institution is considering a change in its name and/or physical location.

## 3. Change of Ownership

The transfer of ownership or a major change in the controlling structure of an institution is considered to be a substantive change and must be reported in writing to the ATHEA. The notification must include a discussion and documentation of how the change in ownership is integrated into the institution's quality assurance strategy.

## 4. Closing of Institution

When the ATHEA receives information, from whatever source, that an institution has ceased to operate, it will immediately take steps to verify the information. If an institution has ceased to function, the accreditation is summarily suspended. Such action is authorized without prior notice or hearing and with immediate public notice. The institution will be notified in writing of the suspension at its last known address. If no petition to lift the suspension is received within 60 days of this notification, the suspension automatically becomes a revocation of accreditation.

## Annual Report

(Referral: ATHEA Accreditation Process Manual Final, March 2023; Part 4; p. 31)

The Annual Report is a requirement for all institutions in the Candidacy and Accreditation Phase as well as Accredited Institutions.

The following information has to be submitted to ATHEA on an Annual Basis by February 15 to the Accreditation department email ([accreditation@athea.org](mailto:accreditation@athea.org))

### 1. Governance

- 1.1. Changes in the senior management team.
- 1.2. Changes in operating conditions (including any sudden shortages of academic faculty and support staff).

### 2. Ownership and Funding

- 2.1. Significant changes in the financial position of the institution.

### 3. Legal Status

- 3.1. Any change in the status of the institution's legal approval status.
- 3.2. Any legal case brought against the institution which has a negative impact on its reputation.

### 4. Accreditation

- 4.1. Change in the accreditation status of the institution if applicable (including professional body accreditation).
- 4.2. Any new accreditations obtained.

## 5. Transnational Activity and Partnerships

5.1. Any changes in current transnational arrangements or partnerships.

5.2. Any new transnational activities and partnerships.

## 6. Location and Facilities

6.1. Any changes in premises and facilities

## 7. Student and Faculty Data

7.1. Number of students

Number of Students				
	Academic Year			
Students (Cycle 1,2 & 3)	2017/18	2018/19	2019/20	2020/21
Bachelor				
Master				
Doctoral				
Total Students Numbers				

7.2. Number of faculty

Number of Faculty				
	Academic Year			
Faculty	2017/18	2018/19	2019/20	2020/21
Full time Faculty				
Part time Faculty				
Total Faculty Members				

## 8. ATHEA - Actions required

8.1. Provide a response/ update on any actions required in the most recent ATHEA report.

8.2. Include an action plan and evidence to show progress in achieving objectives of the action plan.

## 9. Quality Assurance – Teaching, Learning and Assessment

### 9.1. Summary of key internal QA findings

Give a summary from the internal quality assurance process and actions taken for improvement in teaching, learning and assessment processes.

### 9.2. Details of any additional external accreditation or quality assurance reviews.

### 9.3. Best practices implemented by the institution.

## 10. Other Evidence

Any other evidence the institution wishes to provide that is relevant to the accreditation process.