Application for Accreditation

By

<Name of Organisation>
<address>

for

International Entrepreneurs Association (IEA)

Representation and Course Provider Status

<State Country>

Date of Application:

_____

University / College / Training Organisation Particulars

Name:	
Address:	
Telephone	
Fax	
e-Mail	
Website	

Government Approval and Status

Please state whether the University / College / Training Provider is approved by the Government or relevant Ministry of Education **Please state date of approval and any reference numbers where appropriate**	**Date**	
	License Number	

Contact Personnel (name, contact telephone & e-mail)

Principal	
Director of Studies	
Registrar	
Student Welfare Officer	

University / College / Training Organisation Business Objectives

Vision Statement	

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Mission Statement	
Key Business Objectives	

Financial Information

Please provide relevant financial information concerning revenues and profitability over the last 3 years of operation. This information will be treated confidentially.	

Current University / College / Training courses offered

Name of Course	Brief Description of course

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University/ College Background information

Provide historical information concerning your University / College / Training Organisation	
Private or Public Institution	
Ownership Type	
Description of Campus and teaching facilities and infrastructure. Please indicate numbers of computers.	

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Organisational Structure – please provide an organisational chart	
Academic and non academic staff numbers. Please indicate whether they are Full Time (FT) or Part Time (PT)	
Numbers of Students currently studying in the University / College / Training Organisation for the current academic year (please indicate numbers of full time / part time students)	
Numbers of students on business or management or Computing IT related courses in the current academic year	

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Academic Quality Policies	
Please state the Academic Quality policy of the University / College / Training Organisation	
Please indicate procedures and mechanisms to implement the stated Quality policies	
Student Policies and Practice	
Student Welfare and Support Policies	
Student Study Facilities including libraries and access to public and other	

educational libraries	
Student Social Activities	
Student Scholarships and Grants – please state amount and sources	

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Marketing Strategies	
Please indicate marketing strategies to be implemented for IEA Range of Diploma courses	

Faculty Members who will be involved in the delivery of the Diploma or Training programme

Please complete as follows			
No	**Name**	**Qualification**	**Expertise**

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Teaching Strategies

Please indicate the teaching strategies to be adopted in the delivery of the IEA Diploma programmes	

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Assessment strategies	
Is there an Academic Board. Indicate its composition and the number of times this Academic Board convenes its meetings	
Current policies concerning resists and re-assessment of students work and examination results	

Administration

Please provide a short description of the system for handling student records, academic records and other academic and student support systems.	

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Staff Development	
What staff development policies are implemented for the University / College / Training Organisation	
Student Numbers	
Please indicate expected student numbers joining the IEA Diploma programme in the next 3 academic years or semesters .	

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Notes

Please attach with this application:

1. CV's of all staff likely to be involved and teaching on the programme. Include both part time and full time faculty.

2. Include any relevant photographs of the facility, teaching rooms including library and computer labs where students may have access for their research, study and access to the Internet

Accreditation Procedure

The completed accreditation form must be sent (either email or post) to:

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International Entrepreneurs Association
United Kingdom
Suite 7, Peel House 30,
The Down Attrincham, Cheshire,
WA14 2PX, United Kingdom.

The Business Development & Academic Center
International Entrepreneurs Association, UK
Asia Pacific Regional Office
IEA Management Consultancy
1-3-22, Ideal Avenue, Jalan Tun Dr. Awang,
11900, Bayan Baru, Penang, Malaysia

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A visit to the facility will be arranged to enable our Inspector (in this case Mr.Henry How, IEA UK Regional Academic Dean) to meet and to discuss all matters relating to the delivery of the IEA programme.

On the successful completion of the Accreditation visit, the University, College or Training Organisation will be granted full rights to deliver IEA range of programmes subject to meeting any conditions as required by the Inspector.