



# **ASSOCIATION EUROPEAN CONSORTIUM FOR ACCREDITATION IN HIGHER EDUCATION (ECA)**

**The Hague – The Netherlands**

**Annual Report 2014**

***Note: the association ECA was founded on 15 April 2014. Therefore, the  
Annual Report 2014 of the association ECA covers the period  
15 April 2014 - 31 December 2014***

## **Annual Report 15 April 2014 - 31 December 2014**

### **Annual accounts**

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**1. Balance sheet as at 31 December 2014**  
 (after appropriation of net result)

	<u>31 December 2014</u>	<u>14 April 2014</u>
	€	€
<i>Currents assets</i>		
Other current assets:	-	-
Cash at bank	47.618	46.501
<b>Total assets</b>	<b><u>47.618</u></b>	<b><u>46.501</u></b>
<i>Equity</i>	31.279	39.434
<i>Current liabilities</i>		
Accounts Payable	-	4.001
Current accounts	16.339	3.066
Prepaid income	<u>-</u>	<u>-</u>
	16.339	7.067
<b>Total liabilities</b>	<b><u>47.618</u></b>	<b><u>46.501</u></b>

## 2. Statement of income and expenditure 2014

	Actual from <u>15-04-2014</u>	budget from <u>15-04-2014</u>	budget till <u>14-04-2014</u>	Actual till <u>14-04-2014</u>
	€	€	€	€
<b>Income</b>				
Contribution members	36.000	34.000	14.000	3.000
Contribution observers	1.000	708	292	-
Joint Programmes fees	2.000	1.417	583	
Internationalisation certificate fees		1.417	583	
Training fees		3.542	1.459	
EEEEP fees		1.417	583	
Other Income	135			
<b>Total income</b>	<b>39.135</b>	<b>42.500</b>	<b>17.500</b>	<b>3.000</b>
<b>Expenditure</b>				
Cost of Coordination	16.000	11.333	4.667	-
Coordination of services	-	2.267	933	
Training costs	-	2.833	1.167	
Information and communication	15.256	6.233	2.567	85
Meetings Board and Working groups	776	2.833	1.167	420
Contributions to ECA Events	9.000	6.375	2.625	-
Travel expenses	2.383	4.958	2.042	2.121
Other expenses	3.875	8.500	3.500	6.347
<b>Total expenses</b>	<b>47.290</b>	<b>45.333</b>	<b>18.668</b>	<b>8.973</b>
<b>Net result</b>	<b>(8.155)</b>	<b>(2.833)</b>	<b>(1.168)</b>	<b>(5.973)</b>

### 3. Summary of Significant Accounting Policies

#### a. About ECA

The Annual Report 2014 is the first one of the association ECA. The European Consortium for Accreditation in Higher Education (ECA) was incorporated as an association in The Hague, The Netherlands on 15 April 2014. As a consequence, the Annual Report 2014 covers the period from 15 April 2014 to 31 December 2014. Prior to the incorporation ECA was not a legal entity but a project consortium set up by accreditation agencies in 2003 in Córdoba. The existence of this project consortium ended with the incorporation of ECA as an association.

The membership of the association ECA consists of accreditation and QA agencies.

Eligible for Membership shall be an organisation:

- a. which has its registered office in a country which participates in the Bologna Process ("Bologna Countries");
- b. which has been established as a corporate body or is based on national and/or regional regulations and/or agreements;
- c. which has accreditation or accreditation-like practices as one of its principal functions;
- d. which contributes actively to the objectives of the Association; and
- e. which fulfils the ECA Code of Good Practice and/or the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

The member organisations participating in ECA meet at least once year in a plenary General Meeting. The General Meeting will decide on the admission of a new Member. Two General Meetings were held in June and December 2014. The Board has the possibility to invite organisations that do not qualify for membership as observers to the meetings of ECA. The association has a Board appointed by the General Meeting and consisting of three to seven members, including a Chair, Vice-Chair and Treasurer. The Board met four times in the reporting period (15 April, 17 June, 1 October and 9 December 2014). The Secretariat is responsible for the day-to-day operations of the Association, under the supervision of the Board. The Secretariat is led by the Coordinator who is appointed by the General Meeting and operates under the responsibility of the Board.

The objectives of the association ECA are:

- to achieve mutual recognition of accreditation and quality assurance decisions, to enhance the conditions for such mutual recognition, especially- for joint programmes;
- to provide a platform for mutual learning and disseminating experiences with accreditation and accreditation-like practises;
- to provide transparent information on quality;
- to facilitate the internationalisation of institutions and students;
- and, furthermore, to perform any and all acts relating to the foregoing in the broadest sense.

To achieve the objectives of ECA the Members agree to undertake activities in Working Groups. In 2014 there were four Working Groups. The topics of these activities and their corresponding Working Groups are determined in the Annual Work Plan. All working groups met at least once or twice in the reporting period. The Association does

not have the objective to make a profit. The Association cooperates with other relevant networks.

The strategy of the association is defined in the ECA strategic management plan. To implement its strategy, ECA offers a range of direct services (Certificate for quality of internationalisation, Single accreditation procedure for joint programmes) and online services (Qcrossroads, ECApedia, EEEP and QAZette), events and publications. In 2014 the first single accreditation procedure using the ECA assessment framework was conducted. This service was prepared by Working Group 1 and the Secretariat. The commencement of other services were prepared by the Secretariat and by Working Group 2 (CeQuInt) and Working Group 3 (online services). Working Group 4 worked on a EU funding proposal for meta-assessment of learning outcomes.

## **b. Summary of Significant Accounting Principles**

### Basis of Preparation

These financial statements, which are expressed in Euros, are prepared in accordance with accounting principles mentioned below.

Invoices received related to the following year and which have not been paid yet in the current year are presented off-balance.

The net result is added to the reserves.

### Assets

Assets are stated at nominal value net of a provision for doubtful debts.

### Cash at bank

Cash at bank are at the disposal of the consortium and are interest bearing at prevailing market rates.

### Current liabilities

Current liabilities are stated at nominal value.

### Income and expenses recognition

Income and expenses are accounted for in the period to which they relate.

#### 4. Notes to the balance sheet as at 31 December 2014

**a. Current Assets**

The current assets comprise cash at bank.

**b. Equity (reserves)**

Statement of movements

	<b>31 December 2014</b>	<b>14 April 2014</b>
	€	€
As at January 1	39.434	45.407
Net result reporting year	(8.155)	(5.973)
<b>As at December 31</b>	<b><u>31.279</u></b>	<b><u>39.434</u></b>

In the budget for 2014 it was stated that: "For reasons of continuity and because of own contributions to EU funded projects it is desirable that the reserves stay at least at 50% of the expenditure in a given year." It can be concluded that this goal has been reached.

**c. Current Liabilities**

The current liabilities comprise of accounts payable, prepaid income and an amount due to NVAO.

#### 5. Notes to the statement of income and expenditure 2014

**a. Income**

In 2014 a membership contribution of € 3.000 was invoiced to:

1. Agency for Science and Higher Education (ASHE), Croatia
2. Commission des Titres d'Ingénieurs (CTI), France
3. Agência de Avaliação e Acreditação do Ensino Superior (A3ES), Portugal
4. Akkreditierungsagentur für Studiengänge im Bereich Gesundheit und Soziales (AHPGS), Germany
5. Agentur für Qualitätssicherung durch Akkreditierung von Studiengängen (AQAS), Germany
6. Zentrale Evaluations- und Akkreditierungsagentur (ZEvA), Germany
7. Nederlands-Vlaamse Accreditatieorganisatie (NVAO), the Netherlands and Flanders
8. Państwowa Komisja Akredytacyjna (PKA), Poland
9. Agencia Nacional de Evaluación de la Calidad y Acreditación (ANECA), Spain
10. AQU Catalunya, Spain
11. Slovenian Quality Assurance Agency (SQAA), Slovenia
12. The Accreditation Institution (AI), Denmark
13. Agency for Quality Assurance in the Galician University (ACSUG), Spain

An observer fee of € 1.000 was invoiced to:

1. Council for Higher Education (CHE), Israel

Further assumptions regarding the income for the budget 2014 were:

- A fee of 2,000 euro for one internationalisation certificate would be received in the autumn of 2014.
- A fee of 2,000 euro for one joint programme single accreditation procedure would be received in the autumn of 2014.
- A fee of 5,000 euro would be received for organising one training of QA staff members or international experts in the second half of 2014.
- A fee of 2,000 euro would be received from one agency which is not a member of ECA for joining the ECA Experts Exchange Platform (EEEP).

These assumptions did not materialise in 2014, with the exception of a fee of 2,000 euro for one joint programme single accreditation procedure which did indeed commence in the autumn of 2014.

## b. Expenses

### Cost of coordination

	<b>Actual</b>	<b>budget</b>	<b>budget till</b>	<b>Actual</b>
	<u>15-04-2014</u>	<u>15-04-2014</u>	<u>14-04-2014</u>	<u>14-04-2014</u>
	€	€	€	€
Coordination: NVAO	16.000	11.333	4.667	-
<b>Total</b>	<b><u>16.000</u></b>	<b><u>11.333</u></b>	<b><u>4.667</u></b>	<b><u>-</u></b>

In 2014 the cost of coordination did not cover the real costs incurred by NVAO for providing the Secretariat (including the work of the Coordinator, secretarial support, financial administration and overhead costs such as housing/rent, ICT, office costs, etc). It was agreed with NVAO that from 2015 onwards the fee for providing the Coordinator and Secretariat will be significantly increased to reflect the real costs.

### Coordination of services

	<b>Actual</b>	<b>budget</b>	<b>budget till</b>	<b>Actual</b>
	<u>15-04-2014</u>	<u>15-04-2014</u>	<u>14-04-2014</u>	<u>14-04-2014</u>
	€	€	€	€
Coordination of services	-	2.267	933	-
<b>Total</b>	<b><u>-</u></b>	<b><u>2.267</u></b>	<b><u>933</u></b>	<b><u>-</u></b>

No costs were made for the coordination of services as no services were provided for which additional costs were incurred.



### Training costs

	<u>Actual</u> <u>15-04-2014</u>	<u>budget</u> <u>15-04-2014</u>	<u>budget till</u> <u>14-04-2014</u>	<u>Actual</u> <u>14-04-2014</u>
	€	€	€	€
Training costs	-	2.833	1.167	-
<b>Total</b>	<b>-</b>	<b>2.833</b>	<b>1.167</b>	<b>-</b>

No costs were made for trainings as no trainings were organised.

### Information and communication

	<u>Actual</u> <u>15-04-2014</u>	<u>budget</u> <u>15-04-2014</u>	<u>budget till</u> <u>14-04-2014</u>	<u>Actual</u> <u>14-04-2014</u>
	€	€	€	€
Website	14.896	5.879	2.421	41
Logo, letters, envelopes, etc.	360	354	146	44
<b>Total</b>	<b>15.256</b>	<b>6.233</b>	<b>2.567</b>	<b>85</b>

The information and communication costs include the hosting, maintenance and development of the website, the annual registration of the website domains, and minor representation costs, e.g. for business cards. The budget for the website was significantly exceeded as two invoices of almost 11.500 euro for the payment of website improvements in 2013 were transferred to 2014 because of technical problems.

### Meetings Board and Working Groups

	<u>Actual</u> <u>15-04-2014</u>	<u>budget</u> <u>15-04-2014</u>	<u>budget till</u> <u>14-04-2014</u>	<u>Actual</u> <u>14-04-2014</u>
	€	€	€	€
Board meetings	650	1.417	583	420
Working groups	126	1.417	584	-
<b>Total</b>	<b>776</b>	<b>2.833</b>	<b>1.167</b>	<b>420</b>

These expenses include the costs for the meetings of the Board and working groups, including the meeting rooms and catering for the participants.

### Contributions to ECA events

	<b>Actual</b>	<b>budget</b>	<b>budget till</b>	<b>Actual</b>
	<u>15-04-2014</u>	<u>15-04-2014</u>	<u>14-04-2014</u>	<u>14-04-2014</u>
	€	€	€	€
ECA Workshop	9.000	6.375	2.625	-
ECA Seminar		-		-
<b>Total</b>	<b>9.000</b>	<b>6.375</b>	<b>2.625</b>	<b>-</b>

ECA has provided a lump sum for the organisers of the Workshop in June 2014 in Porto.

### Travel expenses

	<b>Actual</b>	<b>budget</b>	<b>budget till</b>	<b>Actual</b>
	<u>15-04-2014</u>	<u>15-04-2014</u>	<u>14-04-2014</u>	<u>14-04-2014</u>
	€	€	€	€
Travel Expenses Board	406	2.125	875	297
Travel Expenses Secretariat	1.069	2.125	875	1.824
Travel Expenses Others	908	708	292	-
<b>Total</b>	<b>2.383</b>	<b>4.958</b>	<b>2.042</b>	<b>2.121</b>

Travel Expenses Board include travel of the former Chair for a Board meeting and the Workshop in Porto, and travel of the current Chair for a meeting with the European Commission in Brussels.

Travel Expenses Secretariat include travels of the Coordinator for three Board meetings, the ECA Workshop in Porto, a meeting with the European Commission in Brussels, and the visit to UKÄ in Stockholm for the ECA membership application.

Travel Expenses Others include the travel of a member of the ECA delegation that visited UKÄ in Stockholm for the ECA membership application.

Other expenses

	<b>Actual</b> 15-04-2014	<b>budget</b> 15-04-2014	<b>budget till</b> 14-04-2014	<b>Actual</b> 14-04-2014
	€	€	€	€
Affiliated memberships	-	1.641	676	2.317
Auditor Costs	-	1.900	782	-
Bank Charges	106	-	-	29
Legal entity	3.769	4.958	2.042	4.001
<b>Total</b>	<b>3.875</b>	<b>8.500</b>	<b>3.500</b>	<b>6.347</b>

These expenses comprise banking charges and costs incurred for the establishment of ECA as a legal entity (notary fees and consultancy fees for legal and financial advice).

Hanover, Ljubljana, Madrid, Paris, The Hague, and Warsaw, June 2015

Signatures of ECA Board members:



Rafael van Grieken



René-Paul Martin-Denavit



Lucien Bollaert



Izabela Kwiatkowska-Sujka



Ivan Leban



Jürgen Petersen

## **Report of the Financial Committee**

*To: The Annual Meeting of Members of the European Consortium for Accreditation in Higher Education (ECA)*

Each year, the General Meeting will appoint a Financial Committee consisting of at least two members, who may not be Members of the Board. The Financial Committee will audit the Annual Report and will report to the General Meeting on its findings.

We have audited the accompanying financial statements 2014 of the association European Consortium for Accreditation in Higher Education (ECA), The Hague, which comprise the balance sheet as at 31 December 2014, the profit and loss account for the year from 15 April 2014 to 31 December 2014 and the notes, comprising a summary of the accounting policies and other explanatory information.

### **Responsibility of the Board**

The Board is required to provide the Financial Committee with all of the information requested by it for the benefit of its audit, to show it the cash and assets if it so wishes, and to make the books, records and other data carriers of the Association available to it for its inspection.

### **Responsibility of the Financial Committee**

Our responsibility is to express an opinion on these financial statements based on our audit. This requires that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Our audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements are prepared, in all material respects, in accordance with the accounting policies selected and disclosed by the entity, as set out in the notes to the financial statements.

We advise the General Meeting of ECA to discharge the members of the ECA Board from liability for their activities during the year 15 April 2014 to 31 December 2014.

Warsaw and Barcelona, 9 June 2015

Signatures of the members of the Financial Committee:

Josep Grifoll

Mieczyslaw Socha