



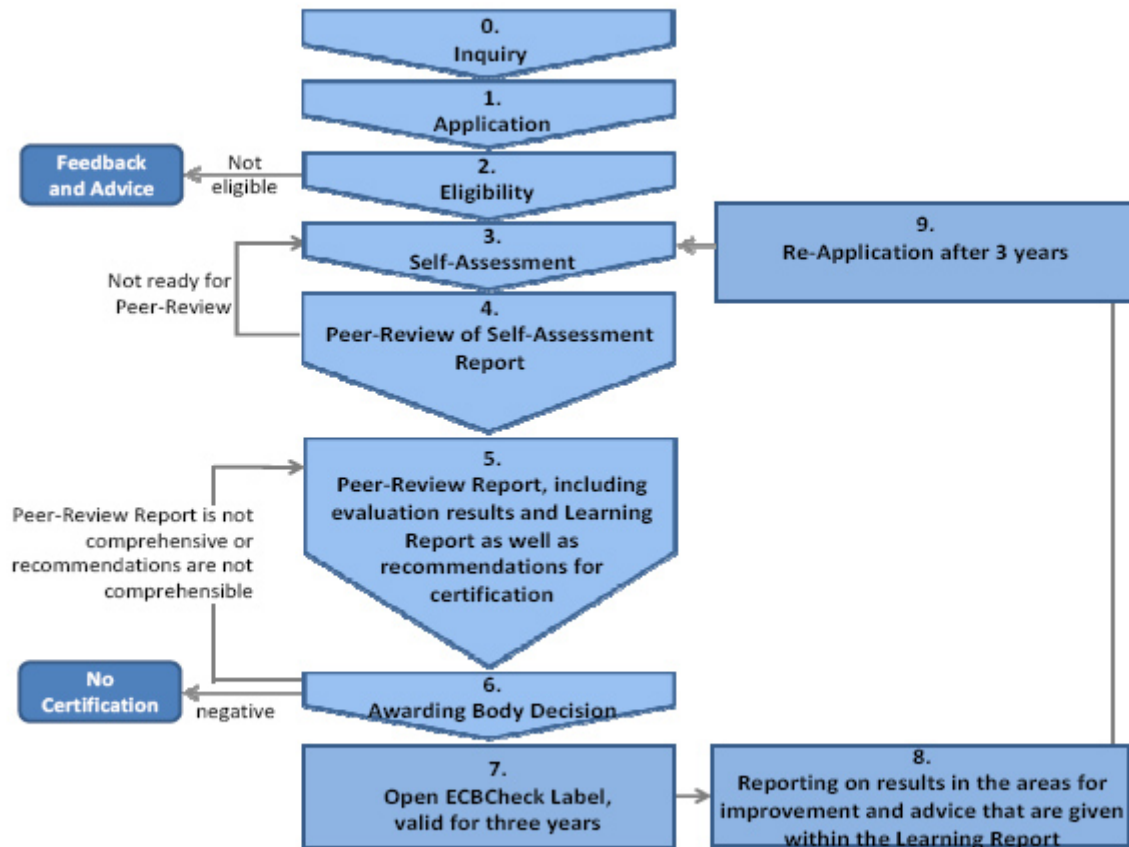
Knowledge to lead

Open ECBCheck

Applying for the Open ECBCheck

- **Process**

The Open ECBCheck process is structured into seven distinct steps in which a course or a programme is analysed and evaluated. [2] The steps involved in the Open ECBCheck process are:



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0. Inquiry: An organisation interested in obtaining the certification either for the whole institution or for a specific program or course contacts the Open ECBCheck Administration Office (info[at]ecb-check.org).

1. Application: The applying institute fills in a questionnaire providing basic information about the organisation itself and / or the specific program to be considered for certification.

2. Eligibility Check: The Open ECBCheck Administration Office evaluates the application and decides on its eligibility. If the institution or programme is not considered to be eligible, the reasons for this decision are provided. If the institution or programme is considered eligible, the process can be taken further.

3. Self-Assessment: In this phase the institution needs to conduct an evidence-based self-assessment of either the institution itself or the program. This assessment is conducted with the help of a toolkit ([see documentation](#)), which provides all the guidance needed in terms of evaluation of the criteria and proof needed. Once the self-assessment is completed, it can be submitted to the Open ECBCheck Administration Office. The self-assessment has two purposes:

- It is the foundation of the decision if a label is granted to the institution / program.
- It has a learning function as it provides the institution with a possibility for identifying areas of improvement.

4. Peer-Review: The peer-review is conducted by two different organisations, selected by the Administrative Office. The Administrative Office takes into account that there are not conflicting interests. Each reviewer has to evaluate the self-assessment provided by the organisation, on the basis of three criteria:

- Clarity of the information: Is the provided information clearly understandable?
- Comprehensiveness of the information: Has all the necessary information been provided to support the self-assessment rating?
- Validity of the information: Is the rating reasonable in consideration of the proof provided?



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5. Peer-Review Report: The peer-reviewers issue a report, which covers three main areas:

- Summary of the self-assessment, which includes all the areas where the reviewer disagreed with the auto-evaluation made by the institution.
- Recommendation, whether the institute should or should not be awarded the certificate.
- Learning report which highlights the reason of the recommendation and contains suggestions for improvement.

The peer-review is submitted to the Administrative Office.

6. Awarding Body Decision: The awarding body will evaluate the anonymous peer-review report and decide whether the Open ECBCheck label will be granted. If the decision is negative, the Awarding Body informs the institute about the reason for this decision and provides the learning reports for possible improvement. It is possible to re-apply for the label after one year from the first application.

7. Open ECBCheck Label: If the decision of the Awarding Body is positive, the Open ECBCheck label will be granted to the institution / program.

8. Reporting on Results: The organisation receiving the certification commits to reporting on the achievements and improvements implemented in accordance with the learning report.

9. Re-application after 3 years: The label is valid for three years, after which there is a possibility to re-apply for the certificate.



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