



# **A HATÁROKON ÁTNYÚLÓ MINŐSÉGBIZTOSÍTÁSI ELJÁRÁSOK IRÁNYELVEI ÉS ELJÁRÁSRENDJE**

MAB Testület a 2025. november 21-i ülésén elfogadta.

## **Guidelines and Procedures for Cross-Border Quality Assurance Processes**

Regulation and Procedure for Cross-Border Quality Assurance Processes  
Hungarian Higher Education Accreditation Committee (hereinafter: MAB)

### **1. Introduction and Purpose**

The purpose of this document is to define the basic principles, process and documentation requirements of the MAB's cross-border quality assurance procedures.

This document is based on the guidelines of ENQA (European Association for Quality Assurance in Higher Education) and ESG (Standards and Guidelines for Quality Assurance in the European Higher Education Area), as well as the principles set out in the document *Key Considerations for Cross-Border Quality Assurance in the European Higher Education Area* published by ENQA.

The document ensures that the international cooperation and evaluation procedures carried out by the MAB are transparent, coordinated and in line with the legislation of the country of the Higher Education Institution (hereinafter: HEI) requesting the evaluation.

### **2. Legal and Professional Framework**

Cross-border quality assurance activities are based on the principles of the European Higher Education Area (EHEA) and the ESG 2015 document. The EQAR (European Quality Assurance Register for Higher Education) registers agencies that comply with these principles and are authorised to conduct foreign accreditation procedures. The MAB is an independent expert body registered with the EQAR. As a quality assurance agency, it ensures Hungarian and international cooperation and the harmonisation of joint evaluation practices in line with these principles.

### **3. Principles of the Procedure**

The MAB applies the following principles in its procedures:

- **Transparency:** all processes are documented and traceable, and reports containing evaluations are published.
- **Cooperation:** active liaison and communication with local quality assurance agencies.
- **Independence:** experts and decision-makers are independent of all parties involved.
- **Compliance with national legislation and standards:** consideration of the regulations and standards in force in the country concerned and their reflection in the report for each decision.

#### **4. Detailed Procedure**

The procedure consists of several stages, which build on each other and are carried out according to uniform principles.

##### **4.1 Consultation with FOI**

The process begins with consultation with the Foreign Organisation/Institution (FOI).

During the consultation, the purpose of the procedure, the name(s) of the programme(s) in the case of a programme evaluation procedure, the documentation requirements and the time frames are clarified.

A written record of the consultation is always made. The consultation is organised in person or online.

##### **4.2 Contacting the Local QA Agency**

The MAB shall send an official request to the competent quality assurance agency operating in the given country/region and shall provide details of the procedure, including the details of the initiating FOI, the date of submission and, in the case of programme evaluation, the name of the programme to be evaluated. Responses and feedback must be archived in all cases.

##### **4.3 Requesting Legal and Regulatory Documents**

The local agency must be asked to provide the country's higher education legislation, accreditation requirements, relevant criteria, standards and relevant background materials in English and Hungarian. In addition to the standards applied by the MAB, these documents must also be taken into account during the evaluation.

##### **4.4 Clarifying Acceptance Conditions**

The MAB requests information from the local agency on the criteria that must be met for the recognition of foreign accreditation, including the content and formal requirements of the reports.

##### **4.5 Expert Nomination and Selection**

Expert recommendations may be requested from the local agency. At least one legal expert and one technical expert must be involved in every procedure. A Hungarian expert may also be appointed if they have international experience. The expert must be briefed on the procedure and provided with all relevant documents so that they can form their expert opinion in accordance with the principles set out in this document. In all cases, a contract of engagement shall be concluded with the experts for the performance of the evaluation task.

##### **4.6 Submission Requirements**

FOI documentation must be submitted in English and Hungarian via the MAB Secretariat's IT system (TIR2.0). The MAB Secretariat provides detailed information and training on the use of TIR 2.0. The MAB's internal documents are in Hungarian, but the final report is also available in English. If an official translation with an apostille is required for the FOI, the institution shall arrange for this itself.

#### 4.7 Evaluation and Reporting

During the evaluation process, experts analyse the submission, taking into account national legislation, ESG criteria and the expectations of the country concerned. The report is prepared in writing in a transparent structure, specifying the evaluation criteria.

#### 4.8 Deadlines and Decision-Making

The total duration of the procedure is in line with the deadlines specified in the MAB's rules of procedure and accreditation service contract, with the training evaluation procedure lasting a maximum of 180 days. In consultation with the FOI, a one-time 30-day extension may be granted for procedural deadlines, provided that justification is given. In the case of an accreditation procedure, the expert opinion and the decision on the scope of accreditation shall be made by the MAB Board, in accordance with the MAB's decision-making procedures, based on the expert evaluations and proposals prepared during the decision-preparation process, taking into account the relevant laws and standards of the country concerned, which must also be included in the report.

#### 5. Documentation and Archiving

Every step of the procedure is documented. All documents received and produced (correspondence, minutes, expert statements, reports, decisions) must be filed and digitally archived in the MAB's administrative system. The documents must be kept for at least five years in accordance with the archiving rules applicable to the MAB.

Data protection regulations must also be observed during the procedures, in accordance with the GDPR and the MAB Data Protection Policy.

#### 6. Ethical and Conflict of Interest Rules

All experts and staff involved in the procedures are required to sign a conflict of interest and confidentiality statement. Any form of influence or lobbying is prohibited at all stages of the procedure. The MAB acts in accordance with the principles of objectivity, independence and integrity in all cases. During the procedure, the MAB's Rules of Organisation and Operation and Code of Ethics must be taken into account; these are made available to experts by the MAB.

#### 7. General Procedure Form

| Procedure Step              | Responsible Unit   | Document                | Deadline |
|-----------------------------|--------------------|-------------------------|----------|
| Consultation with FOI       | MAB contact person | Email, minutes          | 5 days   |
| Contact local agency        | MAB Secretariat    | Information letter      | 3 days   |
| Request for legal documents | Reference          | Legal documents (EN/HU) | 10 days  |

|                                      |             |                     |                                                                                                                                 |
|--------------------------------------|-------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Request for conditions of acceptance | Referent    | Agency response     | 5 days                                                                                                                          |
| Expert recommendation                | MAB         | Recommendation list | 7 days                                                                                                                          |
| Submission review                    | Referent    | Submitted material  | 3 days                                                                                                                          |
| Evaluation and decision              | Committee   | Report              | 180 days, or the period specified in the rules of procedure and the accreditation agreement during the accreditation procedure. |
| Archiving                            | Secretariat | Complete dossier    | 5 years                                                                                                                         |

#### 8. Final provisions:

This document was adopted by the MAB Board at its meeting on 21 November 2025 by Resolution No. 2025/7/XV. The document shall enter into force upon adoption.

Signed by the President of MAB

Date: 21. November 2025.