



Part XXXI: Accredited Institution Directory Management Measures

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Formulating Institution: IAPUC Quality Accreditation Committee, International Association of Private Universities and Colleges

Applicable Scope: The IQA Office; all institutions accredited by IQA; and members of the public and stakeholders who consult the Accredited Institution Directory through the official IAPUC website.

Preface

The IAPUC-IQA Accredited Institution Directory is more than a simple list. It is a vital expression of the credibility and transparency of the accreditation system. It provides students, parents, employers, partner institutions and the public with an authoritative, reliable and promptly updated source of information on accredited institutions.

Beyond the accreditation mark itself, it is the most authoritative public endorsement of an institution's accreditation status. The accuracy, completeness and consistency of the Directory directly affect public trust in the IQA Accreditation System.

These Measures establish a standardized framework for creating, maintaining, updating and using the IQA Accredited Institution Directory. They align with the *IAPUC-IQA Accreditation Mark Use and Brand Management Code* in relation to brand presentation; with the *Guidelines on Annual Information Disclosure and Reporting of Material Changes by Accredited Institutions* in relation to information accuracy and timely updates; and with the *IQA Accreditation Records and Data Retention Rules* in relation to retention of historical Directory records. Through implementation of these Measures, IAPUC intends the Directory to become an important window through which learners and the public worldwide can understand quality assurance in private higher education.

Chapter I General Provisions

Article 1 Purpose and Basis

These Measures are intended to:

- (1) define the positioning, content and presentation standards of the IQA Accredited Institution Directory, and safeguard its authority and credibility;
- (2) establish mechanisms for updating and maintaining Directory information, ensuring that it remains synchronized with institutions' actual accreditation status;
- (3) regulate the use and citation of the Directory so as to prevent misuse or public misrepresentation; and
- (4) provide the public with a convenient, accurate and reliable service for checking accredited institutions.

These Measures are formulated on the basis of:

- the provisions of the *IAPUC-IQA Accreditation Manual* concerning publication of accreditation status and information disclosure;
- the requirements of the *IAPUC-IQA Accreditation Mark Use and Brand Management Code* concerning descriptions and public presentation of accreditation status;

- the requirements of the *Guidelines on Annual Information Disclosure and Reporting of Material Changes by Accredited Institutions* concerning information accuracy and update deadlines; and
- the provisions of the *IQA Accreditation Records and Data Retention Rules* concerning retention of accreditation decision records.

Article 2 Scope of Application

These Measures apply to:

- (1) the day-to-day administration and maintenance of the Accredited Institution Directory by the IQA Office;
- (2) the display and updating of information in the Directory for all institutions holding IQA accreditation, including Provisional, Full and Comprehensive Accreditation; and
- (3) any third party wishing to consult, cite or reproduce the Accredited Institution Directory.

Article 3 Positioning of the Directory

The IQA Accredited Institution Directory is the official list published by IAPUC on its official website, setting out essential information and the current valid accreditation status of accredited institutions. It constitutes IAPUC's official public notice of each institution's accreditation status and is authoritative and unique. Where any other list of accredited institutions is inconsistent with the official Directory, the official Directory shall prevail.

Article 4 Basic Principles

Management of the Accredited Institution Directory shall follow these basic principles:

Principle	Core Meaning
Authority and Accuracy	Directory content shall be based on formal decisions of the Accreditation Decision Committee. Any change to Directory information must be verified by the IQA Office.
Timely Synchronization	Directory updates shall be synchronized with changes in accreditation status. Once an accreditation decision takes effect, the Directory must be updated within the prescribed period.

Principle	Core Meaning
Openness and Transparency	The Directory shall be freely accessible to the public without access barriers. Its search methods and rules of use shall be clear.
Standardization and Consistency	The content, format and wording used for all institutions in the Directory shall follow uniform standards, avoiding inconsistent or misleading presentation.

Chapter II Composition of and Entry in the Directory

Article 5 Directory Information

The Accredited Institution Directory shall display the following information for each listed institution:

(1) Mandatory information:

1. the institution's full legal name, as stated on the accreditation certificate;
2. the country or region in which the institution is located;
3. the current IQA accreditation level: Provisional, Full or Comprehensive Accreditation;
4. the commencement and expiry dates of the accreditation period;
5. the principal degree levels covered by the accreditation, such as bachelor's, master's and doctoral levels;
6. the year in which the institution first obtained IQA accreditation; and
7. a link to the institution's official website.

(2) Optional information, displayed only with the institution's consent and upon its proactive submission:

1. a brief statement of the institution's educational mission;
2. a statement of the scope of IQA accreditation, including any limitations applicable to multiple campuses or transnational provision; and
3. the email address of the institution's accreditation contact, normally the work email address of its Quality Representative.

Article 6 Conditions for Inclusion

(1) An institution shall be entered automatically in the Accredited Institution Directory from the effective date of its IQA accreditation decision. Its Directory information shall be based on the content of the accreditation decision letter.

(2) An institution granted Provisional Accreditation must be expressly identified in the Directory as holding "Provisional Accreditation." It shall not conceal or downplay the provisional nature of its accreditation level.

(3) A Full Member or Associate Member that has not obtained IQA accreditation shall not appear in the Accredited Institution Directory, although its membership status may be shown in the IAPUC Membership Directory. The Membership Directory must be visually distinguished clearly from the Accredited Institution Directory to avoid public confusion.

Article 7 Non-Inclusion or Removal from the Directory

(1) An institution whose accreditation period has expired without completion of re-accreditation shall be removed from the Directory as of the accreditation expiry date.

(2) An institution whose accreditation has been revoked shall be removed from the Directory as of the effective date of the revocation decision.

(3) An institution that voluntarily withdraws from accreditation shall be removed from the Directory as of the effective date of withdrawal.

(4) The removal record of an institution removed from the Directory shall be retained permanently in IAPUC's internal records. Whether the institution's historical accreditation record may remain visible after removal shall be determined as follows:

- an institution removed because its accreditation expired normally without renewal, or because it voluntarily withdrew, may at its request remain in a "Historical Accreditation" section that is clearly distinguished from the currently valid Directory, provided it is marked "No Longer Holds Valid Accreditation"; and

- an institution whose accreditation was revoked for misconduct shall not be displayed in the Historical Accreditation section, but its revocation record shall be retained in IAPUC's internal records.

Chapter III Directory Updating and Maintenance

Article 8 Events Triggering an Update

The Directory shall be updated when:

(1) a new institution obtains IQA accreditation;

- (2) the accreditation level of an existing accredited institution changes, whether by upgrade or downgrade;
- (3) an accreditation period expires or accreditation status otherwise ceases to be valid; or
- (4) an accredited institution's basic information, such as its name or website, changes and the institution's Quality Representative formally notifies the IQA Office.

Article 9 Update Deadlines

- (1) After an accreditation decision takes effect or a verified notice of change is received, the IQA Office must update the Directory within the following periods:
- ten working days for a newly effective accreditation, a change in accreditation level or revocation of accreditation; and
 - fifteen working days for a change in an institution's basic information, including its name or website.
- (2) When updating the Directory, the IQA Office must retain a snapshot of the Directory as it stood before the update for no less than five years, in order to meet possible information-tracing needs.

Article 10 Institutions' Updating Obligations

- (1) The Quality Representative of an accredited institution shall promptly notify the IQA Office of information concerning the institution that requires updating in the Directory.
- (2) If an institution discovers that its Directory information is incorrect or outdated, it shall notify the IQA Office immediately for correction. The IQA Office shall verify and address the matter within ten working days after receiving the notice.
- (3) Where an institution changes its name, it must also submit legal documentation supporting the name change, such as an updated educational licence or registration document. The name may be updated in the Directory only after verification by the IQA Office. A name change shall not alter the institution's accreditation status or accreditation period.

Chapter IV Directory Presentation and Search

Article 11 Presentation Platform

- (1) A dedicated page on the official IAPUC website shall present the Accredited Institution Directory. The page must be headed "IQA Accredited Institution Directory" or an equivalent title and include a brief explanation of the Directory's purpose and the meaning of each accreditation level.

(2) The Directory page must also include a statement of accreditation status that clearly explains the distinctions among Provisional, Full and Comprehensive Accreditation and their respective validity periods, so as to prevent public misunderstanding.

(3) Links to and promotion of the Directory may appear on official IAPUC social media and in other official publications, but Directory content shall not be selectively excerpted or presented out of context.

Article 12 Ordering Rules

(1) By default, the Directory shall be ordered first by accreditation level, with Comprehensive Accreditation first, Full Accreditation second and Provisional Accreditation third. Within each level, institutions shall be ordered alphabetically by their English names or romanized names.

(2) The Directory page shall provide users with the following search and filtering functions:

- filter by accreditation level;
- filter by country or region; and
- search by keywords in the institution's name.

(3) IAPUC reserves the right, in light of user feedback and technical capabilities, to add further search dimensions, such as filtering by degree level or sorting by the year of initial accreditation.

Article 13 Presentation Standards

(1) The presentation format shall be uniform for all institutions in the Directory. No institution may request or receive special layout, typography, colour or labelling that highlights itself or disparages another institution.

(2) When an institution cites its Directory entry on its official website or in promotional materials, the citation must be complete and accurate. The accreditation level and validity period shall not be omitted or obscured.

(3) An institution shall not use a screenshot of the Directory page in its publicity in a manner suggesting that it has received a special official endorsement or ranking. A citation of the Directory must take the form of a text link or textual statement, marked "Consult the Accredited Institution Directory on the official IAPUC website" and accompanied by the official link.

Chapter V Supervision and Handling of Violations

Article 14 Supervision Mechanism

(1) The IQA Office shall conduct unscheduled spot checks on the use and citation of the Directory. If a potential violation is identified during a spot check, the IQA Office may initiate an investigation.

(2) Any individual or organization that discovers incorrect or outdated Directory information, or improper citation of the Directory, may report the matter to the IQA Office through official IAPUC channels.

Article 15 Handling of Violations

(1) Where an accredited institution uses misleading wording, selectively presents information or deliberately obscures its accreditation status when citing Directory information, Articles 18 through 20 of the *IAPUC-IQA Accreditation Mark Use and Brand Management Code* shall apply.

(2) Where a non-accredited institution creates or cites a similar directory without authorization, publishes a list of accredited institutions in the name of IAPUC or IQA, or implies on its own website or in publicity that it is listed in the IQA Accredited Institution Directory when it is not, the IQA Office may require immediate correction and notify IAPUC's legal counsel. Where necessary, IAPUC reserves the right to pursue legal liability.

Chapter VI Supplementary Provisions

Article 16 Relationship with Other Regulatory Documents

Document	Relationship with These Measures
<i>IAPUC-IQA Accreditation Mark Use and Brand Management Code</i>	Descriptions of institutions' accreditation status in the Directory must also comply with the Code's provisions on citing accreditation status.
<i>Guidelines on Annual Information Disclosure and Reporting of Material Changes by Accredited Institutions</i>	An institution's basic information in the Directory shall remain consistent with the annual public information required by these Guidelines.

Document	Relationship with These Measures
<i>IQA Accreditation Records and Data Retention Rules</i>	Retention of historical Directory snapshots shall be governed by the provisions of these Rules concerning electronic records.

Article 17 Definitions

Term	Definition
Accredited Institution Directory	The authoritative list published by IAPUC on its official website, setting out essential information and the current valid accreditation status of accredited institutions.
Historical Accreditation	IQA accreditation previously held by an institution but no longer valid, which may be displayed under these Measures provided it is clearly distinguished from the currently valid Directory.
Directory Snapshot	A complete capture of the Directory at a particular point in time, used for information tracing and compliance review.

Article 18 Interpretation and Amendment

(1) These Measures shall be interpreted by the IAPUC Quality Accreditation Committee.

(2) Any amendment to these Measures must be approved by the IAPUC Board of Directors.

Article 19 Entry into Force

These Measures shall enter into force on the date of approval by the IAPUC Board of Directors. Information on institutions already displayed in the Directory on that date shall be brought into conformity with the formatting standards of these Measures by the IQA Office within sixty days after entry into force.

Document Approval

Role	Name/Position	Date
Drafted by	IAPUC Quality Accreditation Committee, Information Management Standards Working Group	May 2026
Reviewed by	IAPUC Quality Accreditation Committee	Pending
Approved by	IAPUC Board of Directors	Pending

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