

Special conditions for awarding the FIBAA Quality Seal for Programmes

"FIBAA Programme accreditation"

(Status: January 1, 2016)

§ 1 – Objective of the review procedure; decision

(1) An application may be made for FIBAA programme accreditation for Bachelor, Master and PhD programmes¹ in the fields of law, economic, management studies and social sciences by state HEIs, those recognised by the state or in the process of being established.

(2) The review procedure investigates whether and to what extent the FIBAA quality criteria are satisfied, taking account of national and international standards, if necessary. A list of national, European and supranational laws, regulations and agreements can be found in the FIBAA documents for accreditation.

(3) If the quality criteria are satisfied overall, accreditation is awarded for a certain period of time and the FIBAA Quality Seal for Programmes is awarded.

(4) For established programmes, which display a quality in the programme and teaching during the review procedure which is substantially above the FIBAA quality criteria, FIBAA may additionally award its FIBAA Premium Seal. This provides potential students, current students, graduates, HEIs and prospective employers with reliable information on the excellent quality of the programme.

§ 2 – Principles of the procedure and subjects of the evaluation

(1) The subjects of the evaluation and the quality criteria to be satisfied arise from the relevant Assessment Guide for Programme Accreditation (AG PROG) of FIBAA in each case.

(2) The most important quality criteria are those specially marked with (*) (Asterisk criteria) in the Assessment Guide.

§ 3 – Responsible committee

FIBAA Accreditation Committee for Programmes (F-AC PROG)

§ 4 – Reviewers and procedural supervisors

(1) The selection of the reviewers and composition of the review panels is carried out in accordance with FIBAA's Criteria for the appointment of reviewers. They are appointed by the responsible committee.

(2) The procedural supervisor coordinates the review panel and organises the review procedures together with the HEI. He is available at any time as a contact point for the on-going procedure.

§ 5 – Assessment of performance

(1) The review panel will assess whether and to what extent the FIBAA quality requirements have been met. The following quality ratings are used:

- Does not meet quality requirements (-2)
- Meets quality requirements (1)
- Exceeds quality requirements (2)
- Exceptional (3)
- not relevant

The numbers in brackets give the relevant factor for the criterion being assessed for the FIBAA Premium Seal.

(2) In addition, the reviewers will make recommendations for the further development of the programme.

§ 6 – Offsetting/use of external reports

(1) In principle recognition of external reports in full or in parts is possible after special agreement.

§ 7 – Committee decisions

(1) The responsible FIBAA committee will make a decision after submission of the report and the statement of the HEI.

(2) A programme will

- be accredited without any conditions, if every asterisk criterion is met.

- be accredited with conditions, if not more than seven asterisk criteria are not met and if, at the same time, criteria 1.1 and 3.1.1 are at least satisfied.

- not be accredited (refusal), if more than seven asterisk criteria are not met or/and the criterion 1.1 or/and 3.1.1 are not fulfilled.²

(3) The programme will be awarded the FIBAA Quality Seal for Programmes for the duration of the accreditation. If the FIBAA committee believes that the quality requirements of FIBAA have been substantially exceeded, it will additionally award the FIBAA Premium Seal in accordance with § 8 Para. 3.

(4) The committee decision takes effect after receipt of the notification by the HEI.

§ 8 – FIBAA Premium Seal for Programmes

(1) FIBAA sets special requirements in all five subject core areas (objectives, admission, contents, structure and didactical concept of the programme, academic environment and framework conditions, quality assurance and documentation) to award the FIBAA Premium Seal to a programme.

(2) Every assessment criteria is weighted between 1 and 4 in the Assessment Guide; this is multiplied by the factor allocated in accordance with § 5 Para. 1 corresponding to the actual assessment. The weighted assessment results are then added together for each of the core subject areas mentioned in Para. 1. The results of the core subject areas are then added together to obtain the total number of points.

(3) The FIBAA Premium Seal is awarded

- if in each core subject area the minimum points total stipulated by the responsible committee (60%) has been achieved and

- if overall the minimum points total stipulated by the responsible committee (65%) has been achieved.

¹ The criteria for awarding Quality Seals to PhD programmes have not yet been conclusively discussed and decided on.

² See footnote 1.

In this assessment 100% corresponds to the relevant arithmetic partial result/total result, if every assessment criterion is assessed with „exceeds quality requirements“.

(4) The FIBAA Premium Seal will not be awarded, insofar as students have not yet graduated from the programme or as long as the programme is accredited under the suspensive condition of evidence of the conditions issued. If the programme was accredited with conditions and if the responsible committee has determined that the conditions have been satisfied, the FIBAA Quality Seal will be awarded retrospectively, if all the other conditions are in evidence.

§ 9 – Publication of the decision by FIBAA

(1) After an evaluation decision, FIBAA will publish the following data on its homepage:

- decision (possibly with all the conditions and deadlines issued)
- period of accreditation
- the report (possibly additionally in an abbreviated form)
- the names and job titles of the procedural supervisors, all the reviewers involved and any procedural coordinators instructed by the HEI.

(2) Any more extensive publication requires the prior revocable consent of FIBAA.

§ 10 - Deadlines

(1) If no conditions are issued, the accreditation period totals five years for initial accreditation or seven years for any subsequent accreditation. If conditions are issued, this period may be reduced.

(2) If conditions are issued, evidence that they have been satisfied must be provided to FIBAA by the HEI no later than nine months after notification of the decision. This period may be reduced by FIBAA or extended once for six months if an application is made for this by the HEI. If the period was reduced in accordance with Para. 1 Clause 2, it may be extended to the normal period in accordance with Para. 1 Clause 1 after evidence has been provided that the conditions have been satisfied.

(3) If accreditation is refused, the waiting period is one year after notification of the decision. During this period a new application will not be accepted for the same subject of the assessment.

(4) If accreditation takes place for the first time before the programme has opened, the period begins on the day it opened, however no later than after the start of the next but one academic year following the decision. The period calculated in this way will be extended to the end of the most recently affected academic year on application.

§ 11 – Provisional further accreditation

(1) If the HEI has applied for re-accreditation before the end of the on-going period in accordance with § 10 Para. 1 to FIBAA and if the self-evaluation report required for the implementation of the procedure is available, FIBAA may provisionally extend the accreditation for a maximum of a further twelve months, unless there is obviously no prospect of successfully concluding the procedure.

(2) The duration of provisional accreditation is to be included in the period in accordance with § 10 Para. 1 in the subsequent re-accreditation.

(3) If re-accreditation is refused, the provisional accreditation nevertheless remains in existence until the end of the period set.

(4) If the HEI has not applied for re-accreditation before the expiry of the on-going period to FIBAA because it is ceasing operations overall or discontinuing the programme concerned and is no longer enrolling any students on the programme concerned, the period may be provisionally extended until operations/the programme cease if the subject of the assessment does not demonstrate any major changes. The necessary staff and material resources must be maintained until the discontinuation.

If this regulation is infringed, the provisional accreditation may also be withdrawn with immediate effect.

§ 12 – Withdrawal of FIBAA Quality Seal and of FIBAA Premium Seal

(1) If the conditions are not satisfied, not satisfied promptly, correctly or truthfully by the HEI, the responsible committee has the right to set an appropriate period of grace after a warning and to withdraw the accreditation granted as well as the Quality Seal which has been awarded.

(2) If there are substantial changes to the design or profile of the programme, the responsible FIBAA committee will decide whether the change reduces its quality and whether a new accreditation is therefore required. In this case the existing accreditation will be cancelled immediately with effect until the end of the next semester, insofar as an application has not been made for re-accreditation. FIBAA will decide whether the procedure may be reduced in individual cases.

§ 13 – Advertising opportunities

(1) The HEI is entitled to use the relevant FIBAA Quality Seal in advertisements during the entire period of validity of the accreditation. The FIBAA logo in its original form may also be used for this.

(2) After the final expiry of the period of validity and if no application has been made to FIBAA for further accreditation, continued advertising and the use of the FIBAA logo or the relevant FIBAA Quality Seal is expressly forbidden.

(3) In view of the special breach of faith incurred by FIBAA through continued advertising beyond the period of validity, the contracting parties agree a flat-rate compensation/contractual penalty of Euro 10,000. FIBAA will inform the HEI in advance through a warning setting a deadline, insofar as this still appears proportionate.