

## **Special conditions for awarding the FIBAA quality seal for certified further education courses "FIBAA Certification"**

(Version of 01.02.2016)

### **§ 1 – Objective of the review procedure; decision**

(1) The review procedure investigates whether and to what extent the FIBAA quality requirements 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 Appendix.

(2) If the quality requirements are satisfied overall, certification is awarded for a certain period of time and the FIBAA quality seal for certified further education courses is awarded.

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

(1) The subjects of the evaluation and the quality requirements to be satisfied arise from the Assessment Guide for Certification (FBK ZERT) of FIBAA.

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

### **§ 3 – Committee**

FIBAA Accreditation and Certification Committee (F-ACC)

### **§ 4 – Reviewers and procedural supervisors**

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

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

### **§ 5 – Assessment of performance**

(1) The reviewers 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	= The programme does not achieve the standards.
Meets quality requirements	= The programme achieves the standards.
Exceeds quality requirements	= The programme exceeds the standards.
Exceptional	= The programme significantly exceeds the standards, making it an outstanding example of best practice with regard to the particular criterion in question.
n.r.	= Not relevant

(2) In addition, the reviewers will make a recommendation for the further development of the certificate and further education course.

### **§ 6 – Offsetting/use of external reports**

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

## **§ 7 – Committee decisions**

- (1) The FIBAA committee will make a decision after submission of the report and the opinion of the further education establishment.
- (2) A certificate and further education course will
  - be certified without any conditions, if every asterisk criterion is satisfied.
  - be certified with conditions, if one asterisk criterion is not satisfied.
  - not be certified (refusal), if in the opinion of the reviewers and the committee the failure is of such a nature that the definition, regulation or lack of quality objectives, access, curriculum, teaching organisation, teaching methods, resources or examinations lead to considerable disadvantages for the course participants.
- (3) The certificate and further education course will be awarded the FIBAA quality seal for certified further education courses for the duration of the certification.
- (4) The committee decision takes effect after receipt of the notification by the HEI.

## **§ 8 – not applicable.**

## **§ 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 validity of the quality seal
  - 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 certification period totals five years. 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 further education establishment 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 further education establishment. 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 certification is refused, the waiting period is one year after notification of the decision. During this period a new application is not permitted for the same subject of the assessment.
- (4) If certification takes place for the first time before the certificate and further education course 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 further education establishment has applied for re-certification before the end of the on-going period in accordance with § 10 Para. 1 to FIBAA and if the documentation required for the implementation of the procedure is available, FIBAA may provisionally extend the certification for a maximum of a further twelve months, unless there is obviously no prospect of successfully concluding the procedure.
- (2) The duration of provisional certification is to be included in the period in accordance with § 10 Para. 1 in the subsequent re-certification.
- (3) If re-certification is refused, the provisional certification nevertheless remains in existence until the end of the period set.

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

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

## **§ 12 – Withdrawal of FIBAA quality seal**

(1) If the conditions are not satisfied, not satisfied promptly, correctly or truthfully by the further education establishment, the committee has the right to set an appropriate period of grace after a warning and to withdraw the certification granted as well as the quality seal which has been awarded.

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

## **§ 13 – Advertising opportunities**

(1) The further education establishment is entitled to use the relevant FIBAA quality seal in advertisements during the entire period of validity of the certification. 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 certification, 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.