

Appendices to Self-Evaluation Report

The following evidence must be submitted by your institution along with the SER.

Appendices to the Self-Evaluation Report (in English language)	Relevant chapter	Provided
Organigram (<i>preferably a graphical overview showing how the relevant faculty/school/department is positioned within the HEI</i>)	0.1	<input type="checkbox"/>
Statistical Data (<i>see sample document of FIBAA for 0.2*1</i>)	0.2	<input type="checkbox"/>
Official Admission Regulations	2	<input type="checkbox"/>
Curriculum overview (<i>see sample document of FIBAA*</i>) (<i>study plan or curricular overview in a table format that informs about the student workload (credits and hours) for each course in every semester</i>)	3.1 3.2	<input type="checkbox"/>
Module or course descriptions / syllabi for each course (<i>see sample document of FIBAA*</i>) (<i>for all compulsory and elective modules/courses as well as for final projects/theses, compulsory internships and all modules taken at partner institutions as part of a double- or joint degree</i>)	3.1	<input type="checkbox"/>
Study regulations incl. <ul style="list-style-type: none"> • official documents where programme-specific objectives and learning outcomes are written down and published, e.g. Academic Policy, Programme Catalogue/Handbook/Guide • regulations on credit transfer and recognition • examination regulations • internship regulations 	1.1 3.1	<input type="checkbox"/>
Final thesis / final project Guidelines and Regulations	3.1	<input type="checkbox"/>
Internship Guidelines and Regulations (<i>if applicable</i>)	3.1	<input type="checkbox"/>
Documents/other sources indicating that student workload is considered by the institution	3.1 5.	<input type="checkbox"/>
Sample diploma or degree certificate	3.1	<input type="checkbox"/>
Sample diploma supplement including all relevant study programme information such as ECTS grading table ² (<i>see sample document of FIBAA* and examples here: https://europa.eu/europass/en/diploma-supplement-examples</i>)	3.1	<input type="checkbox"/>
Curriculum vitae of lecturers (full-time and part-time) (<i>see sample document of FIBAA*</i>). In case the accreditation includes a double- or joint degree option, qualifications must also be provided for the relevant teaching staff at the partner institutions.	4.1	<input type="checkbox"/>

¹ * <https://www.fibaa.org/en/accreditation-certification/procedures-at-programme-level/programme-accreditation-according-to-the-international-quality-standards-of-fibaa/> (*see Documents for Accreditation*)

² * https://education.ec.europa.eu/sites/default/files/document-library-docs/ects-users-guide_en.pdf

Cooperation agreements <i>(e.g. learning agreements, cooperation agreements with other universities (compulsory for joint/double degree), companies, research institutions, etc.)</i>	4.3	<input type="checkbox"/>
Regulations Quality Management	5	<input type="checkbox"/>
Quality management instruments: Evaluation sheets / survey examples (students, teaching staff, alumni, third parties etc.)	5	<input type="checkbox"/>
Evaluation/survey results of HEI's quality assurance instruments (e.g. faculty/student/alumni surveys) – results of the last 2-3 years	5	<input type="checkbox"/>
Examinations (including appraisal/examiner's assessment) - 6 to 8 per study programme	3	<input type="checkbox"/>
Final theses (including appraisal/examiner's assessment) – 3 to 6 per study programme	3	<input type="checkbox"/>
Reports of work placements/internships (if applicable) – 6 to 8 per study programme, including appraisal/examiner's assessment	3	<input type="checkbox"/>
Case studies <i>(if applicable)</i> – examples for each study programme	3	<input type="checkbox"/>
Teaching and Learning Materials (a selection for each study programme)	3	<input type="checkbox"/>
Material (video/pictures) presenting HEI's campus and premises (including seminar rooms, lecture halls, computer rooms, library etc.)	4.4	<input type="checkbox"/>
Guest access to the teaching and learning platform <i>(if applicable)</i>	4.4	<input type="checkbox"/>
Formal information about the study programme(s) in accordance with a document " <i>General Information requested form HEI</i> "*	N/A	<input type="checkbox"/>

Please note

- Evidence should be submitted for **each** study programme. If evidence applies to multiple study programmes (ex: admission regulations), it must only be submitted **once**. Please indicate this clearly.
- Submitted evidence should be **self-explanatory** to someone who is not familiar with your institution and your country's education system (*please provide brief explanations, if necessary*).
- Each appendix should be a **separate file, numerated and titled in English**.
 - All submitted files should have short English-language names clearly indicating the file contents.
 - The naming of all folders should be in a consistent way.
- Unless otherwise discussed with the FIBAA project manager, it is the responsibility of the institution to provide **all required evidence in English**.
- Please note that for linked files such as PDF, Word, Excel, etc., automatic translation does not work – translations of linked files should be provided by the institution.
- Ensure all submitted evidence is in universally accessible file formats (e.g., PDF, Word) and is not password-protected unless necessary.



The HEI uploads the self-evaluation report(s) including the appendices to **FIBAA's SharePoint**.

The HEI informs FIBAA approx. two months before it intends to upload its completed documents and indicates which e-mail address(es) should receive access to FIBAA's SharePoint. Please send this information to international@fibaa.org including your project number. FIBAA then activates access to the SharePoint folder for the e-mail addresses mentioned.

After the HEI has uploaded all documents, please inform FIBAA about the completed upload process. Only after the HEI has received an official confirmation email from the FIBAA office that the documents have been received is the submission process considered complete.

Please limit the file names to as few characters as possible.

For example, you can do this by:

- Keeping folder names short - the titles of the files should not exceed 45 characters
- Limiting the depth of your folder structure - upload the appendices without or just with a few sub-folders
- Avoiding invisible formation characters which can be generated when exporting files from database systems
- Avoiding special characters
- Avoiding national language

In case of any technical questions, please contact it@fibaa.org and/or international@fibaa.org