

Appendices

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

Appendices to the Self-Evaluation Report (in English language)	Relevant Folder	Provided
Organigram (<i>preferably a graphical overview showing how the relevant faculty/school/department is positioned within the HEI</i>)	01.	☐
Statistical Data (<i>see sample document of FIBAA for 0.2*¹</i>)	02.	☐
Regulation for Admission	03.	☐
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>)	04.	☐
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>)	05.	☐
Study Exam Regulations incl. • AI Policy (if available) • Assessment Guidelines • Examination Regulations • Final Thesis Guidelines • Internship Regulations • Regulation on credit transfer • Study Regulations/Student Handbook	06.	☐
Student workload evaluation	07.	
Diploma Supplement incl. • Degree Certificate • Diploma Regulation • Diploma Supplement (<i>see sample document of FIBAA* and examples here: https://europa.eu/europass/en/diploma-supplement-examples</i>) • Transcript	08.	
CV of lecturers (full-time and part-time) (see sample document of FIBAA*). 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.	09.	
List of guest lectures	10.	
Cooperation agreements (<i>e.g. learning agreements, cooperation agreements with other universities (compulsory for joint/double degree), companies, research institutions, etc.</i>)	11.	
Quality Management:	12.	☐

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)

○ Regulations on Quality Management ○ HEI strategy ○ External Stakeholders (Evaluation Report, Evaluation Sheets-Survey Examples, Evaluation-Survey Results of the last 2-3 years) ○ Students (Evaluation Report, Evaluation Sheets-Survey Examples, Evaluation-Survey Results of the last 2-3 years) ○ Teaching Staff (Evaluation Report, Evaluation Sheets-Survey Examples, Evaluation-Survey Results of the last 2-3 years)		
Sample of exams: ○ Final exam (including appraisal/examiner's assessment) - 6 to 8 per study programme ○ Reports of work placements/internships (if applicable) – 6 to 8 per study programme, including appraisal/examiner's assessment ○ Midterm exam (including appraisal/examiner's assessment) - 6 to 8 per study programme ○ Final theses (including appraisal/examiner's assessment) – 3 to 6 per study programme	13.	☐
Teaching and Learning Materials (a selection for each study programme) Case studies (if applicable) – examples for each study programme	14.	☐
Material (video/pictures) presenting HEI's campus and premises (including seminar rooms, lecture halls, computer rooms, library, etc.)	15.	☐
Guest access to the teaching and learning platform (<i>if applicable</i>)	16.	☐
Formal information about the study programme(s) in accordance with a document " <i>General Information requested form HEI</i> "*	N/A	☐

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**. If the document is available in the national language only, please provide both the original version in the national language and a translation into 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.



4. Technical Requirements: Submission of the SER to FIBAA

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 that the upload process is complete. 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 formatting 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