

FIBAA PROGRAMME ACCREDITATION

PART 1: Appendices to the Self-Evaluation Report (in English language) ¹	Relevant chapter(s)
Organigram (preferably a graphical overview showing how the relevant faculty/school/department is positioned within the HEI)	0.1
Statistical Data (see sample document of FIBAA for 0.2* ²)	0.2 1.3
Official Admission Regulations	2
Curriculum overview (see sample document of FIBAA*) (study plan or curricular overview in a table format that informs about the student workload (credits and hours) for each course in every semester)	3.1 3.2
Module or course descriptions / syllabi for each course (see sample document of FIBAA*) (for all compulsory and elective modules/courses as well as for final projects/theses, and compulsory internships)	3.1 3.2
Study regulations incl. - 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	1.1 3.1. 3.2
Final thesis / final project Guidelines and Regulations	3.1 3.2
Internship Guidelines and Regulations (if applicable)	3.1 3.2
Documents/other sources indicating that student workload is considered by the institution	3.2
Sample diploma or degree certificate	3.2
Sample diploma supplement including all relevant study programme information (see sample document of FIBAA* and examples here: https://europa.eu/europass/en/diploma-supplement-examples)	3.2
Curriculum vitae of lecturers (full-time and part-time) (see sample document of FIBAA*)	4.1

¹ The HEI submits the self-evaluation report(s) including the appendices via email to FIBAA or sends a download link. FIBAA will download the documents and provide them to the experts via a FIBAA downloadlink.

² *<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)

Cooperation agreements (e.g. learning agreements, cooperation agreements with other universities (compulsory for joint/double degree), companies, research institutions, etc.)	4.3
Regulations Quality Management	5
Quality management instruments: Evaluation sheets / survey examples (students, teaching staff, alumni, third parties etc.) including student workload evaluation	5
Evaluation/survey results of HEI's quality assurance instruments (e.g. faculty/student/alumni surveys) – results of the last 2-3 years	5
PART 2: Documents and information to be submitted <u>in a separated download link</u> – they will be not extra downloaded by FIBAA but the separated link will be forwarded directly to the expert panel (in English language)	
Examinations (including appraisal/examiner's assessment) - 6 to 8 per study programme	3
Final theses (including appraisal/examiner's assessment) – 3 to 6 per study programme	3
Reports of work placements/internships (if applicable) – 6 to 8 per study programme, including appraisal/examiner's assessment	3
Case studies (if applicable) – examples for each study programme	3
Teaching and Learning Materials (a selection for each study programme)	3
Material (video/pictures) presenting HEI's campus and premises (including seminar rooms, lecture halls, computer rooms, library etc.)	4.4
Guest access to the teaching and learning platform (if applicable)	4.4

Please note:

- Evidences should be submitted for each study programme. If an evidence applies to multiple study programmes (ex: admission regulations), it must only be submitted once.
- Submitted evidences 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.
- Unless otherwise discussed with the FIBAA project manager, it is the responsibility of the institution to provide all required evidences 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.

Technical requirements: submission of the SER to FIBAA:

The HEI submits the self-evaluation report(s) including the appendices via email to FIBAA or sends a download link. FIBAA will download the documents and provide them to the experts. The distribution of the HEI's self-documentation to FIBAA experts can lead to download problems which may result from an "overlong file path". In Windows systems the maximum path length consists of 260 characters

Please note the following when creating download files

When creating your self-documentation, 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