



FIBAA

YOUR PARTNER FOR EXCELLENCE
IN HIGHER EDUCATION

FIBAA Guidelines for HEIs:

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- 2. Appendices for the SER**
- 3. Technical requirements: submission of the SER**
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- 5. Statement on the accreditation report by the HEI**



1. Self-evaluation report (SER)

a) Basic principles

Start in good time.

The SER serves as a basis for the experts to assess the study programme; it is therefore of fundamental importance for the accreditation's success. Experience shows that sufficient time should be scheduled for the compilation of the self-evaluation report – a report that has been compiled “on the final leg” may include inconsistencies, not all relevant people may be acquainted with it, or it may not be coordinated sufficiently with other places.

Do not presuppose institution-specific and country-specific knowledge.

In a peer review process the assessment is usually performed by external experts (so-called “external quality assurance”). They are appointed in order to look at the matters with a “view from the outside” and to arrive at an unbiased assessment. The experts are therefore naturally not familiar with internal matters or country-specific regulations, which should be considered and described when compiling the SER.

Offer consistent information.

The SER gives a first impression of the programme's quality. It intends to describe relevant aspects and to offer answers; it may, however, also raise new questions. The more consistent the descriptions, the easier it is to understand the self-evaluation report. Predications should always be conclusive from previously given information.

Focus on essential facts and guide the experts through your appendices.

Precise information regarding the essential facts as well as, if necessary, references to relevant attachments, which in any case need to be prepared for planning and implementing the study programme, are recommended. The Assessment Guide steers you through the individual topics and it illustrates the information that really matters for the assessment of the quality standards.

Follow scientific standards.

The SER should have the format of a scientific report. All abbreviations and acronyms should be explained and the pages of the report numbered. Provide references to supporting documents as appropriate (e.g. see Appendix 1 Exam regulations). If you find it useful, you may use footnotes for further explanation (e.g., country-specific information, ministry regulations, etc.).

Submit one report per programme cluster.

If your programmes are to be assessed in clusters, you should submit one SER per cluster. Within this cluster, of course each degree programme is described individually.

Example:

1.1 Objectives of the study programmes

Bachelor of Accounting:

Xxxxx xxxxxxxx xxxx

Bachelor of Finance:

Xxx xxxx xxxx

Avoid needless repetition

Within each SER, information that is relevant for multiple degree programmes in the cluster should be summarised in order to ensure the legibility of the report. At the same time, the institution

should take care to also describe the programme-specific features (e.g. the intended learning outcomes, curriculum etc.) in sufficient detail.

Example:

2.1. Admission requirements

For all programmes:

Xxxxx xxxxxxxx xxxx

Bachelor of Accounting:

Xxx xxxx xxxx

Bachelor of Finance:

Xxxxx xxxxxxxx xxxx

b) Technical aspects

Length of the report:

There is no strict regulation for the minimum or maximum number of pages for an SER. However, experience shows that a concise and well structured report for one study programme does not exceed 60 pages (excluding appendices). In case of a cluster accreditation, 10 additional pages per study programme are acceptable.

→ Please ensure a reader-friendly report. The experts must review and process the information you provide. Excessively long and inconsistent SERs complicate the legibility and understanding.

Format:

- To improve legibility, ensure sufficient line spacing (e.g. 1.15).
- Font size and font style is not specifically predefined by FIBAA. We recommend the usual scientific standards such as Arial 11.
- The SER is to be submitted in WORD **and** PDF.
- 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.

Please note:

Comprehensive and well-structured documentation is critical for the experts' analysis and ensures an efficient procedure. Missing, incomplete, untranslated, unpublished or poorly prepared documents may result in a postponement of the on-site visit, a repeat of the on-site visit, a suspension of the procedure or even a negative accreditation decision. It may lead to additional costs in terms of time and resources for your institution.

If you have any questions or doubts regarding FIBAA documentation requirements, please contact your FIBAA project manager.

2. Appendices

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

PART 1: Appendices to the Self-Evaluation Report (in English language) ¹	Relevant chapter(s)	Provided?
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, compulsory internships and all modules taken at partner institutions as part of a double- or joint degree)	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 - internship 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	3.2	☐

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)

(see sample document of FIBAA* and examples here: https://europa.eu/europass/en/diploma-supplement-examples)		
Curriculum vitae 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.	4.1	☐
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.)	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.

3. 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

4. Netiquette for digital conferences

To ensure a smooth process, we have compiled the following tips to make it easier for you and all other participants to hold the digital conference.

Technical requirements:

- Internet-compatible PC / tablet / mobile phone with microphone and webcam (if necessary, external with a headset and / or camera)
- Zoom meetings need to be held via an application. **FIBAA will provide you with a Meeting ID.** Find more general instructions on how to join a meeting here: <https://support.zoom.us/hc/en-us>
You can also join a test meeting: <https://zoom.us/test>

Housekeeping Rules:

- FIBAA will offer technique tests in the run-up to the session to ensure that all participants for the session have correctly set up their technique and, if necessary, become familiar with the system, we recommend participation.
- Use a quiet environment to better follow the session.
- Please avoid conference rooms where only one camera is available for all participants. It is important that each participant can be seen well. We recommend the use of one device incl. camera per participant,
- You will briefly be in a waiting room before your session starts.
- When entering the room, fill out your full name in Latin letters.
- The moderator will provide organisational information on how to use Zoom.
- As a general rule, your microphone as well as message sounds from other programmes or applications should be turned off to minimise possible noise.
- If you have any questions or comments in between, you can use the chat.
- If you are not actively speaking, please mute the microphone.
- If you wish to speak, use the "raise hand" icon and the moderator will ask you to speak at the appropriate time. Please turn on your microphone.
- Switch off your video camera if your Internet is low or fluctuates.
- If the connection should break down in the meantime, wait until the programme restarts and then report back via the chat.

5. Statement on the accreditation report by the HEI

Based on the self-evaluation report and on further submitted information by the HEI, as well as on the insights gained during the on-site visit / online conference, the panel will draft an assessment report. The report includes the experts' evaluation of the conformity of the programme's / institution's essential features with relevant standards and requirements as well as a decision recommendation for the FIBAA Accreditation and Certification Committee (F-ACC). A copy of the report will be forwarded to you for a statement.

The main purpose of the HEI's statement on the report is that the HEI reads the report and reviews it for possible errors in the factual description of the programme(s) and the panel's findings (appraisal).

If the report contains recommendations or conditions that you have already processed and fulfilled in the meantime, you are welcome to submit the evidence (information, documents) as part of your statement. It will be reviewed by the panel and the condition/recommendation might be deleted/adjusted.

Formal requirements:

- The statement must be a separated document. Please do not comment in the report.
- Please indicate in your statement the passage and the relevant page of the accreditation report to which you refer.
- If you do not find any factual errors and there is no need to provide further information, it is sufficient just to write (in a statement document or via email) that the HEI agrees with the report.

Regarding the conditions, the HEI has nine months time after the accreditation decision to implement the changes. Then, the evidence must be submitted to FIBAA in written form via email (Auflagen@fibaa.org). It will be reviewed by FIBAA / the panel and the F-ACC will decide on the fulfilment of the conditions. The implementation of recommendations will be checked during the re-accreditation.

In case of questions, please contact the responsible FIBAA project manager.

Annex 1: Template: Description of Course Unit according to the ECTS User's Guide 2015

Course unit title	
Course unit code	
Type of course unit (compulsory, optional)	
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	
Year of study when the course unit is delivered (if applicable)	
Semester/trimester when the course unit is delivered	
Number of ECTS credits allocated	
Name of lecturer(s)	
Learning outcomes of the course unit (Please pay attention to outcome-based formulation)	
Mode of delivery (face-to-face, distance learning)	
Prerequisites and co-requisites (if applicable)	
Course content	
Recommended or required reading and other learning resources/tools (Please make sure you submit the most updated information)	
Planned learning activities and teaching methods	
Language of instruction	
Assessment/examination methods and criteria (Please be specific on the form of examination and the weight allocated to each examination form)	

Annex 2: Template: Curriculum Vitae

Surname:	
First Name:	
Date of Birth:	
Academic Qualification:	
Venia Legendi (qualification to teach):	
Further Qualifications:	

At the Higher Education Institution since:	
Level of Employment (full-time/part-time/guest lecturer):	
Teaching Focus:	
Interdisciplinary Aspects:	
Activities in the Areas:	
- Further Education	
- Research	
- Consultancy	
How are personal research activities reflected in teaching activities?	

Work experience:	
- General	
- Activities as an Expert:	
Publications:	
Memberships:	
International experience in:	
- Corporate Management	
- Academic Activities	
- Personal Background/ Experience	

Other:	
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