

## **Accreditation Process**

### **Step One: Initial Contact**

i) The Association welcomes an initial discussion with an institution seeking accreditation for their DBA programme. Please be aware that DBA accreditation is not available to schools offering an unaccredited MBA programme. To begin the accreditation process, or for further information, please contact Mark Stoddard, Accreditation Projects Manager.

### **Step Two: The Self-Audit**

If appropriate, the institution will then be asked to complete a self-audit. The self-audit document provides the basis for determining if an on-site assessment is appropriate. Subsequently, the self-audit facilitates the process during an assessment visit.

Guidelines for the preparation of the self-audit document are available on request.

### **Step Three: The Assessment Visit**

i) The on-site assessment visit, arranged at some point during term-time convenient to both the assessment team and the institution, takes between one and two days and follows a pre-arranged agenda. A copy of this is available on request.

ii) The assessors undertaking the on-site assessment comprise two or three members; typically, one or two senior academics from institutions offering accredited DBA programmes, and a specialist from the Association.

iii) The Association of MBAs will appoint one member of the assessment team as Chair. The assessment team is always mutually agreed with the institution.

## **Outcomes**

Following the assessment visit, a report is prepared for the Association's International Accreditation Advisory Board (IAAB), which will recommend:

- i) accreditation for the period up to the institution's next scheduled MBA accreditation assessment;
- ii) accreditation for less than the full period up to the institution's next scheduled MBA accreditation assessment, with conditions attached to the extension to the full period.
- iii) non-accreditation, with reasons given for this decision

Accreditation is valid only until the institution's next scheduled MBA accreditation assessment, after which the institution would be invited to submit an application for re-accreditation.

In cases where the IAAB cannot endorse the findings of the Assessment Team's report, or where the institution appeals against the outcome, the decision will be referred to the Association's International Management Board (IMB).

If, during the cycle of accreditation validity, any circumstances arise which adversely affect the accredited DBA programme, the IMB reserve the right to either suspend or cancel the accreditation award.