

## **Accreditation Process**

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

i) The Association welcomes an initial discussion with an institution offering an MBA seeking first time accreditation, in order to establish whether it is appropriate for the institution to be invited into candidacy for accreditation. To begin the accreditation process, or for further information, please contact Dr Robert Owen, Director of Accreditation Services.

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

i) 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.

ii) A pre-assessment visit to the institution may be undertaken to evaluate facilities and to advise on the preparation of the self-audit document.

iii) The candidate institution signs a letter of intent indicating their interest in accreditation and their acceptance of the costs involved.

### **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 one and a half days and follows a pre-arranged agenda. A copy of this is available on request.

ii) The assessors undertaking the on-site assessment comprise four to five members; typically, two or three senior academics from institutions offering accredited MBA programmes, specialists from the Association and possibly one corporate representative who holds an accredited MBA.

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 maximum period of 5 years;

ii) accreditation for a period less than 5 years with conditions attached to the extension of that period to the full 5 year term; or,

iii) non-accreditation, with reasons given for this decision

Accreditation is valid for a period up to a maximum of five years 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 MBA programme, the IMB reserve the right to either suspend or cancel the accreditation award.