**APPLICATION FORM**

**(PROGRAMME ACCREDITATION)[[1]](#footnote-1)**

*This form serves as a basis for FIBAA to provide you with an offer for programme accreditation. To ensure this suits your requirements, we would like to ask you for some information. Please fill out the following form.*

General Information

|  |  |
| --- | --- |
| Name of Institution: |       |
| Status: | State [ ]  | Private (state recognised) [ ]  | In the course of formation[ ]  |

**Authorised Signatory / Contractual Signatory**

|  |  |
| --- | --- |
| Name, Title: |       |
| Position: |       |
| Address: |       |
| Telephone: |       |
| Fax: |       |
| E-Mail: |       |

**Contact Person for the Assessment Process**

|  |  |
| --- | --- |
| Name: |       |
| Faculty: |       |
| Position: |       |
| Adress: |       |
| Telephone: |       |
| Fax: |       |
| E-Mail: |       |

The following degree programme(s) are to be accredited:

1. **1. Degree Programme**

|  |  |
| --- | --- |
| Title of the degree programme: |       |
| Final degree (in the case of college of corporate education: state degree): |       |
| The institution conferring the final degree *(in case of dual degree: the awarding institutions)*: |       |
| Type of degree programme | Undergraduate[ ]  Consecutive [ ] Postgraduate [ ]  |
| Study format: | Full Time[ ] Part Time [ ] Distance Studies [ ] Dual Studies[ ]  |
| First-time start of the degree programme: |       |
| Which location/campus is to be accredited? |  |
| Dual-Degree-Option[[2]](#footnote-2) is intended: | No [ ]  |
| Yes [ ] , with the following partner institutions:  |
| Accreditation type[[3]](#footnote-3): | Concept Accreditation / Initial Accreditation [ ]  Re-Accreditation [ ] Extension of an existing accreditation (please mention the accreditation in question) [ ] * by new campuses …
* by new course specialisations …
* other …
 |
| Requested quality seal(s): | FIBAA [ ] BBT [ ]  NVAO (Netherlands) [ ]  other national seals (please note) [ ]        |
| *In the case of re-accreditations:* |
| When does the accreditation end? |       |
| Currently accredited by (Agency Name) |       |
| *In the case of cluster accreditation:* |
| Proposed as part of an accreditation cluster with the following further degree programme(s): |      /     /      |
| Reason (e.g. academic affinity) |  |

**2. Degree Programme**

|  |  |
| --- | --- |
| Title of the degree programme: |       |
| Final degree (in the case of college of corporate education: state degree): |       |
| The institution conferring the final degree *(in case of dual degree: the awarding institutions)*: |       |
| Type of degree programme | Undergraduate[ ]  Consecutive [ ] Postgraduate [ ]  |
| Study format: | Full Time[ ] Part Time [ ] Distance Studies [ ] Dual Studies[ ]  |
| First-time start of the degree programme: |       |
| Which location/campus is to be accredited? |  |
| Dual-Degree-Option is intended: | No [ ]  |
| Yes [ ] , with the following partner institutions:  |
| Accreditation type: | Concept Accreditation / Initial Accreditation [ ]  Re-Accreditation [ ] Extension of an existing accreditation (please mention the accreditation in question) [ ] * by new campuses …
* by new course specialisations …
* other …
 |
| Requested quality seal(s): | FIBAA [ ] BBT [ ]  NVAO (Netherlands) [ ]  other national seals (please note) [ ]        |
| *In the case of re-accreditations:* |
| When does the accreditation end? |       |
| Currently accredited by (Agency Name) |       |
| *In the case of cluster accreditation:* |
| Proposed as part of an accreditation cluster with the following further degree programme(s): |      /     /      |
| Reason (e.g. academic affinity) |  |

**3. Degree Programme**

|  |  |
| --- | --- |
| Title of the degree programme: |       |
| Final degree (in the case of college of corporate education: state degree): |       |
| The institution conferring the final degree *(in case of dual degree: the awarding institutions)*: |       |
| Type of degree programme | Undergraduate[ ]  Consecutive [ ] Postgraduate [ ]  |
| Study format: | Full Time[ ] Part Time [ ] Distance Studies [ ] Dual Studies[ ]  |
| First-time start of the degree programme: |       |
| Which location/campus is to be accredited? |  |
| Dual-Degree-Option is intended: | No [ ]  |
| Yes [ ] , with the following partner institutions:  |
| Accreditation type: | Concept Accreditation / Initial Accreditation [ ]  Re-Accreditation [ ] Extension of an existing accreditation (please mention the accreditation in question) [ ] * by new campuses …
* by new course specialisations …
* other …
 |
| Requested quality seal(s): | FIBAA [ ] BBT [ ]  NVAO (Netherlands) [ ]  other national seals (please note) [ ]        |
| *In the case of re-accreditations:* |
| When does the accreditation end? |       |
| Currently accredited by (Agency Name) |       |
| *In the case of cluster accreditation:* |
| Proposed as part of an accreditation cluster with the following further degree programme(s): |      /     /      |
| Reason (e.g. academic affinity) |  |

**4. Degree Programme**

|  |  |
| --- | --- |
| Title of the degree programme: |       |
| Final degree (in the case of college of corporate education: state degree): |       |
| The institution conferring the final degree *(in case of dual degree: the awarding institutions)*: |       |
| Type of degree programme | Undergraduate[ ]  Consecutive [ ] Postgraduate [ ]  |
| Study format: | Full Time[ ] Part Time [ ] Distance Studies [ ] Dual Studies[ ]  |
| First-time start of the degree programme: |       |
| Which location/campus is to be accredited? |  |
| Dual-Degree-Option is intended: | No [ ]  |
| Yes [ ] , with the following partner institutions:  |
| Accreditation type: | Concept Accreditation / Initial Accreditation [ ]  Re-Accreditation [ ] Extension of an existing accreditation (please mention the accreditation in question) [ ] * by new campuses …
* by new course specialisations …
* other …
 |
| Requested quality seal(s): | FIBAA [ ] BBT [ ]  NVAO (Netherlands) [ ]  other national seals (please note) [ ]        |
| *In the case of re-accreditations:* |
| When does the accreditation end? |       |
| Currently accredited by (Agency Name) |       |
| *In the case of cluster accreditation:* |
| Proposed as part of an accreditation cluster with the following further degree programme(s): |      /     /      |
| Reason (e.g. academic affinity) |  |

|  |  |
| --- | --- |
| Which faculty is/are the programme(s) assigned to?  |      / |

Is the degree programme to be accredited or a conceptionally identical degree programme the subject of a pending accreditation process at any another agency?

[ ]  No

[ ]  Yes, at (please name Agency):

Has a negative decision has been issued for the degree programme to be accredited or for a conceptionally identical degree programme? The degree programme is not considered to have been accredited, if it has been determined that conditions have not been met.

[ ]  No

[ ]  Yes, at (please name Agency):

Has an earlier application for the accreditation of the to be accredited programme or of a conceptionally identical degree programme by another agency been withdrawn?

[ ]  No

[ ]  Yes, at (please name Agency):

Further details (if applicable, deviating Name of Degree Programme, Date of Application):

|  |
| --- |
|       |

**Remarks**

*Please add an* ***overview of the curriculum/curricula*** *including a short* ***description of the degree programme(s)*** *as an attachment.*

*If you would like to include* ***further degree programmes*** *in a cluster, please add a further application form.*

|  |  |  |
| --- | --- | --- |
|       |       |  |
| Place  | Date | Stamp/Signature |

|  |
| --- |
| **We look forward to hearing from you!****German Institutions: Kristina Weng**weng@fibaa.org | Tel: +49 (0)228 280356 27| Fax: +49 (0)228 280356 20FIBAA | Berliner Freiheit 20-24 | 53111 Bonn**Institutions outside of Germany: Lars Weber**weber@fibaa.org | Tel: +49 (0)228 280356 71 | Fax: +49 (0)228 280356 20FIBAA | Berliner Freiheit 20-24 | 53111 Bonn |

You’d like to combine your programme accreditation with another feat offered by FIBAA? Ms Weng and Mr Weber would be glad to be of assistance.

1. For the sake of simplicity and easier reading, the form does not contain a gender based, neutral distinction. [↑](#footnote-ref-1)
2. Courses of studies offering a dual-degree option which is mutually realised by at least one foreign and one German University. Furthermore the courses of studies must be completed with approved university degrees under German law (Joint Programmes). [↑](#footnote-ref-2)
3. A *concept accreditation* applies if the concept of a study programme is supplied and said progamme has not yet started. *Initial accreditation* is given if a study programme has never been accredited and if it doesn’t have any Alumnus yet. *Re-Accreditation* is given as soon as there has been a prior positive decision on accreditation. [↑](#footnote-ref-3)