

1. Inquiry - FIBAA - Application Form

2. Compiling self-evaluation report

After the procedure has started, you will compile your self-evaluation report (including the relevant [appendices](#)) on the basis of our [Assessment Guide](#) for programme accreditation, which gives a detailed description of all the relevant quality standards.

3. Appointment of the review panel

As soon as you have submitted your self-evaluation report, we will name a FIBAA project manager as your contact and appoint a review panel, which generally consists of at least two experts from the field of academia, one expert from professional practice and one student member. In order to ensure the impartiality of the reviewers and make the procedure fair, we will grant you a right to object. We will prepare our reviewers for your area of activity and every actual procedure.

4. Site visit

After reading through your self-evaluation report and before appointing the review panel, we will agree a date with you for a site visit, which usually takes 1.5 days. This helps to acquire information about your Institution and verify your self-evaluation report through discussions with the management of your institution, teaching staff, students, administrative staff and other relevant groups in your institution.

5. Compiling the assessment report

Following the site visit, the review panel will draw up a comprehensive assessment report for each study programme to be accredited, which you will then subsequently receive for giving a statement (you receive the report without the recommendation by the panel for a decision). Every individual quality standard in our Assessment Guide will be assessed by the reviewers and documented in full and in a verifiable manner. An individual programme profile will be generated by the determination of the relevant specification levels of the quality components:

Excellent	Exceeds the Quality Requirements by far, the continuing training programme is to be seen as outstanding and exemplary regarding the criterion in question
Exceeds the quality requirements	Exceeds the benchmarks
Meets the quality requirements	Meets the benchmarks
Fails to meet the quality requirements	Fails to meet the benchmarks
n.r.	Not relevant

6. Decision-making

On the basis of the report, the decision recommendation of the review panel and by taking account of your opinion, the [FIBAA Accreditation Committee for Programmes \(F-AC PROG\)](#) will reach a decision about your application for accreditation. Reports of all finished accreditation procedures opened after 1 January 2016 will be published on the [FIBAA homepage](#).

Appeal procedure

Higher Education Institutions, which have complaints, against the procedure, please write an email to [info\[at\]fibaa.org](mailto:info@fibaa.org).

Higher Education Institutions, which are not in agreement with a decision by the F-AC PROG, can appeal against the latter. More detailed information on the appeal procedure can be found [here](#).