



**CEEMAN**

**IQA**



**International Quality Accreditation**

**GUIDELINES**

**for CEEMAN Initial**

**International Quality Accreditation**

# 1. CEEMAN INITIAL ACCREDITATION PROCEDURE

## 1.1. Eligibility criteria

- CEEMAN membership.
- Educational institutions that provide management or business education.
- Minimum of five years of operations.
- Minimum of three (3) graduating cohorts in each of its major groups of program offerings.

## 1.2. Application

The institution seeking accreditation should submit filled-in accreditation application form in electronic format to CEEMAN Accreditation Director, along with the approved English copies of the institution's registration document and a set of the principal institutional brochures in English, if possible.

CEEMAN Accreditation Director decides on applicant's eligibility to start accreditation procedure based on the submitted documents and informs the applicant about its eligibility and further steps.

## 1.3. Self-Assessment Report

Those institutions that are eligible for accreditation may begin the process by obtaining the information necessary for the Self-Assessment Report from the CEEMAN website or from the CEEMAN Office. The Self-Assessment Report must include all the relevant information outlined in the Self-Assessment Report instructions.

In case that management education institution that applies for CEEMAN accreditation has already acquired international accreditation, CEEMAN

Accreditation Director could decide to employ streamlined accreditation procedure.

The institution seeking accreditation will send an electronic copy of its Self-Assessment Report to the CEEMAN Accreditation Director, and complete the payment of a fee of 3,500 EUR to CEEMAN.

Once the Self-Assessment Report and the fee has been received, the CEEMAN Accreditation Director will read and evaluate the Self-Assessment Report. Based upon the Director's assessment of this document, the CEEMAN Accreditation Director will determine if the institution is a suitable candidate for peer review.

If the CEEMAN Accreditation Director determines that the institution is not yet a suitable candidate for peer review, the CEEMAN Accreditation Director will prepare a written report to the institution identifying those dimensions of the accreditation criteria that are not acceptable, and make recommendations to the institution where they can obtain assistance or resources to assist them in becoming suitable candidates. If the institution so wishes, it can invite the CEEMAN Accreditation Director to come to the institution to discuss the areas for improvement. The cost of this visit will be covered by the institution.

If the CEEMAN Accreditation Director determines that the institution is a suitable candidate for peer review, the CEEMAN Accreditation Director will notify the institution and commence making arrangements to assemble a peer review team. At this point, the institution will pay an additional fee of 7,000 EUR to CEEMAN.

The fees and other costs paid by the institution for the accreditation are non-refundable regardless the decision on accreditation.

#### **1.4. Composition of the peer review team**

The CEEMAN Accreditation Director appoints the peer review team members from the pool of experts approved by CEEMAN Board, and selects the chairman of the team. Peer review team is composed of three experts. The peer review team members should have significant experience in both academic matters and institution/program leadership/administration. Ideally, the members of the peer review team come from different academic business disciplines.

Before the peer review team will be given a copy of the Self-Assessment Report by the CEEMAN Accreditation Director they will have to sign statement of independence stating that they will respect the principle of impartiality and avoid conflicts of interest, and work professionally and independently. Each member of the team will read and evaluate the Self-Assessment Report, using a criteria satisfaction list for each of the CEEMAN accreditation framework. Based upon this evaluation of the Self-Assessment Report, the peer review team will identify the issues and topics to be addressed during the site visit to the institution.

#### **1.5. Site visit**

Once the peer review team has completed its evaluation of the Self-Assessment Report of the institution, the CEEMAN Accreditation Director will arrange with the institution to have the peer review team to go to the institution.

Site visit objectives are:

- to undertake an audit of the information, metrics, and statements presented in the Self-Assessment Report in order to verify that the institution meets the requested dimensions and standards for CEEMAN accreditation;
- to advise the institution on improvement possibilities;
- to prepare the report for the CEEMAN Accreditation Committee identifying the observations of the site visit and the recommendation for accreditation or non-accreditation.

Site visit should be organized in the period when the key programs of the institution are being actively executed so that the peer review team can attend those programs. In case the programs are executed by more than one institution, visits to all major contributing institutions should be organized (although only the visit to the leading institution has to be done during programs execution) and detailed information about other sites should be provided on request.

The typical duration of the site visit is foreseen to be at least two (2) days. Dates and length as well as the agenda of the peer review team are to be agreed between the CEEMAN Accreditation Director and the institution. CEEMAN Accreditation Director informs the peer review team about the agenda and other details of the visit before the visit takes place.

The institution will grant the peer review team free access to its facilities, employees and information related to the accreditation request. It will also make a reasonable effort to grant the peer review team access to its students and other business partners related to the accreditation request. In case that some existing documents written in

other languages have to be reviewed during the site visit or that the peer review team has to attend classes or communicate with persons in a language other than English, the host institution will provide interpreters to work with the members of the peer review team. It is expected that the site visit will require at least two (2) full days for completion.

The peer review team will check the main points of the Self-Assessment Report and focus on those issues which appear most critical for that particular institution in meeting the accreditation criteria.

The expenses for this site visit (transportation, accommodation, meals, and ancillary expenses of peer review members) will be paid by the institution not later than the end of the site visit.

### **1.6. Assessment report**

Upon completion of the site visit, the peer review team will share their observations and findings. The chairman of the peer review team will be responsible for completing the draft site visit report in one month after the site visit.

This report will be sent to the institution in order to comment on factual mistakes written in the report. The institution will have a chance to comment on the draft report in fourteen days and send its feedback to CEEMAN Accreditation Director who will send the feedback to the peer review team with request to prepare final site visit report.

The peer review team will prepare final report about its findings with an explicit

recommendation to the CEEMAN Accreditation Committee concerning the final decision. The report could also include explicit reference to all items that have to be improved or the list of reasons for which the peer review team recommends the rejection of the request for accreditation.

### **1.7. Decision making process**

Upon receiving the report from the peer review team, the CEEMAN Accreditation Director will forward the report and his recommendations to the CEEMAN Accreditation Committee. The CEEMAN Accreditation Committee will make the final decision regarding accreditation or reaccreditation.

The decisions of the CEEMAN Accreditation Committee are final. Any appeals against decisions taken by the CEEMAN Accreditation Director or CEEMAN Accreditation Committee can be made to the CEEMAN Board. Appeals must be based on evidence of inconsistencies or irregularities in process but not on disagreement with decisions.

The CEEMAN Accreditation Director will notify the institution of the committee's decision.

At the CEEMAN annual conference, the CEEMAN President, CEEMAN Accreditation Committee President, and CEEMAN Accreditation Director will award the accreditation certificate to the institution thus permitting the institution to use the CEEMAN accreditation logo on their materials.

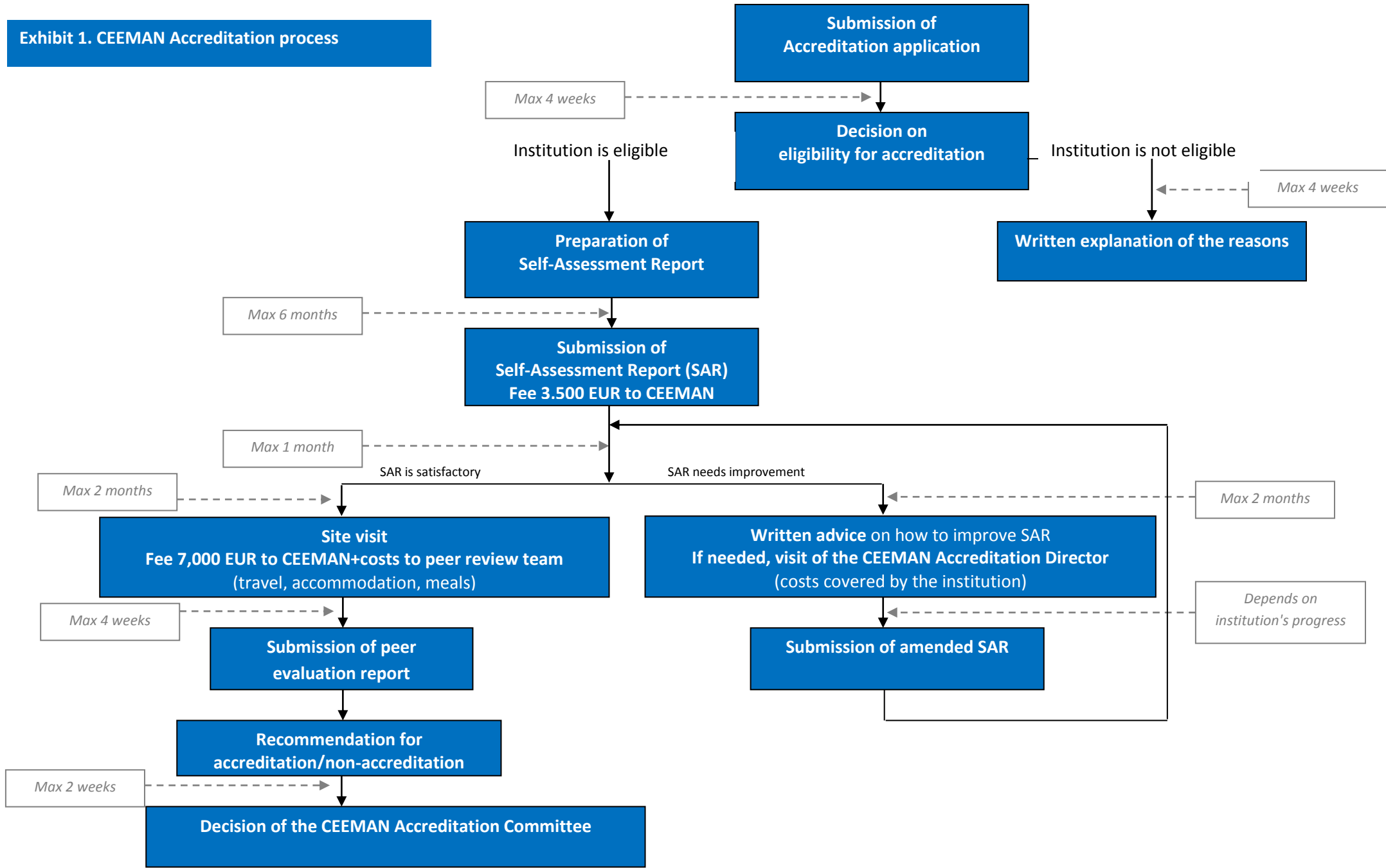
## CEEMAN Initial Accreditation Procedure

As long as the institution meets the conditions for eligibility, the procedure is then as follows:

- the institution submits application form and related documents.
- If the eligibility of the institution is confirmed by the CEEMAN Accreditation Director, the institution starts preparing Self-Assessment Report (SAR), which should be then submitted in electronic form to CEEMAN Accreditation Director and pays the fee of 3,500 EUR\* to CEEMAN.
- CEEMAN Accreditation Director reviews SAR and decides whether it is sufficient for the peer review.
- If SAR needs improvement, CEEMAN Accreditation Director prepares a written explanation and recommendations for improvement. Recommendations may be made on any other major deficiency. If required, arrangements can be made for a visit of CEEMAN Accreditation Director to the institution to discuss his report.
- If SAR is sufficient, CEEMAN Accreditation Director creates a three-person peer review team, provides each member of the team with a copy of institution's SAR, and appoints one member responsible for the generation of peer review report and recommendations for accreditation.
- CEEMAN Accreditation Director informs the institution that a peer review team is being created and instructs it to make additional payment of 7,000 EUR\*. The institution will also cover the costs of the site visit (transportation, accommodation, meals, and ancillary expenses) not later than the end of the site visit.
- Peer review team conducts an audit of the institution's SAR to assess quality, structure, material of all courses in each according to the area of expertise of the peer review team members, and prepares questions and issues for discussion during the site visit. Based upon the site visit, the peer review team submits a report to the CEEMAN Accreditation Director on their findings and recommendations.
- Upon evaluation and preparation of the final peer review report, CEEMAN Accreditation Director submits recommendation to the CEEMAN Accreditation Committee regarding six-year accreditation or non-accreditation of the institution.
- CEEMAN Accreditation Committee makes decision on accreditation, and CEEMAN Accreditation Director informs the institution about the results.
- As the positive decision about accreditation is made, the institution is also granted permission to use CEEMAN IQA logo in their materials for the term of accreditation. Accreditation certificate is issued and delivered at the CEEMAN annual conference or at any other occasion if preferred by the institution.

\*In some cases, 22% VAT might apply, depending on the legal status of the applicant's institution.

**Exhibit 1. CEEMAN Accreditation process**





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