



ROLE AND FUNCTIONING OF THE EQUIS COMMITTEE



The EQUIS Committee is composed of highly respected individuals with significant experience of management education. It supports and advises the EFMD and the EQUIS Director on the development, implementation, and operation of the System. This includes advice on relevant policies, criteria, and processes.

1. Membership

The EQUIS Committee is composed of not less than 9 and not more than 15 members, in addition to the ex officio members.

Nominations for membership of the EQUIS Committee are sought via an annual announcement to the EFMD Community and are presented to the EFMD Board for final selection. The EQUIS Director or another member of the Quality Services Leadership may attend the meeting of the EFMD Board as an advisor. Members of the EQUIS Committee are appointed by the EFMD Board for a three-year term renewable once. Renewal of membership is determined by common accord within the EQUIS Committee.

The EQUIS Committee membership consists of the following representation:

Ex Officio members of the EQUIS Committee:

- EFMD President
- EQUIS Director
- One additional member of the Quality Services Leadership

Other members:

- Academic representatives → 9 to 13 members
- Corporate representatives → 2 to 4 members

Observers (non-voting):

- EFMD Quality Services (as appropriate)

2. Role

- The EQUIS Committee advises the EQUIS Director on the definition and monitoring of the EQUIS process from the eligibility of candidate schools to the proposal to the Accreditation Board.
- It further advises the EQUIS Director on:
 - Definition and review of the accreditation standards and criteria
 - Definition and review of the eligibility criteria
 - Definition and review of the accreditation procedures
 - Recommendation on pricing structure
 - Development of a business and marketing plan.
- It approves the eligibility of institutions that are applying.
- It approves the re-acceptance of eligible institutions which did not obtain EQUIS accreditation in previous attempts.

3. Meetings

- The EQUIS Director chairs the meetings.
- The EQUIS Committee holds a minimum of three meetings per year. One will be a face-to-face meeting in Brussels which may be held partly as a joint meeting with the EQUIS Accreditation Board. The other meetings are organised as videoconferences of maximum 2.5 hours each.
- After 3 consecutive absences, membership will lapse.

4. Voting procedures for Eligibility Decisions

- The quorum for any decision to be put to the vote is eight.
- Members are asked to vote.
- A simple majority of those present will be required for any decision to be adopted.
- An abstention is in effect a negative vote.
- When a member is considered to have or declares to have a conflict of interest for personal or institutional reasons, then their institution will be placed last on the agenda. At the time of discussing this institution, the member will leave the videoconference or the room. and the total number of votes will be reduced accordingly.
- The procedure for the vote on each School seeking eligibility will be as follows:
 - I. The Chair will open a discussion about the quality of the School being assessed, based upon the School's Datasheet, the Advisor's Eligibility Evaluation, or the Briefing Visit Report and the EQUIS eligibility criteria.
 - II. After discussion, the Chair will ask whether the Committee is ready to vote on eligibility. In extreme cases, a motion to postpone voting may be tabled (usually related to insufficient information for a decision to be reached).
 - III. If the Committee decides that it has sufficient information, the Chair will ask for a Yes/No vote on eligibility. If eligibility is not supported by the required majority, the default outcome is non-eligible.
 - IV. If deemed appropriate, the Chair will propose reservations based on the discussions and the reservations will be voted on if necessary.
 - V. If the decision is Non-Eligibility, the Committee shall agree its reasons for that decision which will be sent in writing to the School.

Notes:

1. As is customary with EFMD Committees, members of the EQUIS Committee are expected to cover their own costs related to participation in the meetings.
2. In accepting membership of the EQUIS Committee, members agree to respect the confidential nature of the work undertaken by the Committee and of the documents related to this work; they are required to sign a Confidentiality Agreement at the start of their mandate.