ROLE AND FUNCTIONING OF THE EFMD PROGRAMME ACCREDITATION BOARD

The EFMD Programme Accreditation Board is composed of highly respected individuals with significant experience of management education. It evaluates the Peer Review Reports on programmes that are applying for EFMD Programme Accreditation and based on their recommendations, makes the final decision to confer EFMD Programme Accreditation upon those business and management programmes that have demonstrated high quality at an international level.

1. Membership

The EFMD Programme Accreditation Board should have not less than 12 and not more than 20 members.

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

The EFMD Programme Accreditation Board membership consists of the following representation:

- Current or former Deans and senior Associate Deans of representative management education institutions (between 8 and 12 members)
- Corporate representatives (between 4 and 6 members)
- The EFMD President or his representative
- The EFMD Programme Accreditation Director or her representative
- An EFMD Board member (ex officio)
- In addition, the EFMD Programme Accreditation Committee will designate two voting members for each meeting.

An additional member of the Quality Services Leadership (as appropriate) attends the meetings with a non-voting status.

A Chair of the EFMD Programme Accreditation Board is appointed by the EFMD Board for a three-year term, renewable once. A Deputy Chair should also be appointed to replace the Chair when he/she is unable to attend a meeting.

2. Role and Responsibilities

- Evaluation of the Peer Review Reports on the programmes that are applying for EFMD Programme Accreditation (initial accreditation or re-accreditation).
- Final decision on accreditation or re-accreditation.
- Decisions will be either Accreditation for 5 years, or for 3 years, or Non-Accreditation.

3. Meetings

- The EFMD Programme Accreditation Board meets at least four times a year at the request of the EFMD Programme Accreditation Director. Two are face-to-face meetings in Brussels, one of which may be partly held as a joint meeting with the EFMD Programme Accreditation Committee. The other meetings are organised as videoconferences. The agenda for each meeting is prepared jointly by the Chair of the EFMD Programme Accreditation Board and the EFMD Programme Accreditation Director.
- After three consecutive absences, membership will lapse.
4. **Voting procedures for Accreditation decisions**

- The quorum for any decision to be put to the vote is eight.
- Members are asked to vote by raising their hands.
- A simple majority of those present will be required for any decision to be adopted.
- Abstention should only take place very exceptionally and for very strong reasons, usually relating to a conflict of interest. It must be remembered that an abstention has the effect of a negative vote. Any member opting for abstention may be requested to explain his or her reasons for doing so to the remaining members attending.
- When a member is considered to have or declares a conflict of interest for personal or institutional reasons, then his or her 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. Where a member has participated in a Peer Review Team whose report is being considered by the Board, then he/she should not contribute to the discussion of that case unless they are asked to clarify matters of factual accuracy.
- Members of the Board who have served on a PRT in an earlier accreditation cycle should refrain from commenting on that earlier experience. Where a member has acted as an Advisor who supported an institution during either the pre-Eligibility stage and/or the pre-Review stage, then she/he should not contribute to the discussion of that case.
- The procedure for the vote on each programme seeking accreditation will be as follows:
  
  I. The Chair will open a discussion about the quality of the programme being assessed, based upon the Peer Review Report.
  
  II. The recommendation of the Peer Review Team will be taken as the initial formal proposal. The Chair will then ask whether any member wishes to propose an Amendment. Any Amendment must be formally proposed and seconded, before it can be put to the vote. In exceptional cases, a motion to postpone voting may be tabled (usually related to insufficient information for a decision to be reached).
  
  III. The Chair will ask for a Yes/No vote on the proposals put forward beginning with the most favourable motion tabled. If a motion fails, the next level down will automatically be voted on. If the required majority supports one of these proposals, it is carried, i.e. agreed, and the remaining proposals are not voted on. If no proposal is supported by the required simple majority, the default outcome is Non-Accreditation.
  
  IV. If the result of the vote is for Accreditation of the programme for 3 years, the Board must clearly specify the Areas of Required Improvement. The Chair will propose the Areas of Required Improvement based on the Peer Review Report and these will be voted on using the Amendment procedures if necessary. The programme will be granted Accreditation for 3 years based on the agreed Areas.
  
  V. If the decision is either different from the recommendation of the Peer Review Team or for Non-Accreditation, the Board shall agree its reasons for that decision which will be sent in writing to the Institution.

**Notes:**

1. As is customary with EFMD Committees, members of the EFMD Programme Accreditation Board are expected to cover their own costs related to participation in the meetings. Members based outside Europe will have their travel costs reimbursed for every third attendance of face-to-face meetings (the general EFMD Programme Accreditation guidelines on travel arrangements will apply – see EFMD Programme Accreditation Process Manual, Section 6.2.3).

2. In accepting membership of the EFMD Programme Accreditation Board, members agree to respect the confidential nature of the work undertaken by the Board and of the documents related to this work.