ROLE AND FUNCTIONING OF THE EFMD PROGRAMME ACCREDITATION COMMITTEE

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

1. Membership

The EFMD Programme Accreditation 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 EFMD Programme Accreditation Committee 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 Committee 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 Committee.

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

Ex Officio members of the EFMD Programme Accreditation Committee:
- EFMD President
- EFMD Programme Accreditation Director
- One additional member of the Quality Services Leadership

Other members:
- Academic representatives (between 5 and 9 members)
- Corporate representatives (between 4 to 6 members)

Observers (non-voting):
- EFMD Quality Services (as appropriate)

2. Role and Responsibilities

- The EFMD Programme Accreditation Committee advises the EFMD Programme Accreditation Director on the definition and monitoring of the EFMD Programme Accreditation process from the eligibility of candidate programmes to the proposal to the EFMD Programme Accreditation Board.
- It further advises the EFMD Programme Accreditation 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 applicant programmes.
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- It approves the re-acceptance of eligible programmes which did not obtain EFMD Programme Accreditation in previous attempts.

3. **Meetings**
   - The EFMD Programme Accreditation Director chairs the meetings.
   - The EFMD Programme Accreditation 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 EFMD Programme Accreditation Board. The other meetings are organised as videoconferences.
   - After three 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 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 of the Committee has served as an Advisor in the pre-Eligibility stage to an institution whose case is being considered by the Committee, then he/she should not contribute to the discussion of that case unless they are asked to clarify matters of factual accuracy.
   - The procedure for the vote on each programme seeking eligibility will be as follows:
     I. The Chair will open a discussion about the quality of the programme being assessed, based upon the Datasheet, the Advisor’s Eligibility Evaluation and the EFMD Programme Accreditation eligibility criteria.
     II. After discussion, the Chair will ask whether the Committee is ready to vote on eligibility. In exceptional 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 she or he deems it 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 Institution.

**Notes:**
1. As is customary with EFMD Committees, members of the EFMD Programme Accreditation Committee are expected to cover their own costs related to participation in the meetings.
2. In accepting membership of the EFMD Programme Accreditation Committee, members agree to respect the confidential nature of the work undertaken by the Committee and of the documents related to this work.