



FIBAA

THE QUALITY SEAL
FOR UNIVERSITIES

FIBAA

Foundation for International Business Administration Accreditation

ASEM Expert seminar on regional quality assurance

**Selection and preparation of peers
The viewpoint of an European agency
Bonn, 6 July 2011**

Heinz-Ulrich Schmidt, special representative, Bonn





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- I General Information on FIBAA**
- II How to become a peer**
- III Criteria for selection**
- IV Preparation and Training of peers**
- V Success factors for effective peer reviews**
- VI Joint programmes and the assignment of peers**





FIBAA

HE QUALITY SYSTEM
FOR UNIVERSITIES

I – General Information on FIBAA

FIBAA was established in 1994 by trade associations in Germany, Austria and Switzerland.

FIBAA is acknowledged by the German and Dutch accreditation council as well as by the respective national educational bodies of Switzerland and Austria.

Mission and vision of the FIBAA is the quality assurance in Higher Education: FIBAA as an internationally acting agency is committed to the European Standards and Guidelines of Quality Assurance in the Higher Education Area (ESG), to the European Qualifications Framework in Higher Education (EQF) as well as to the Dublin Descriptors.



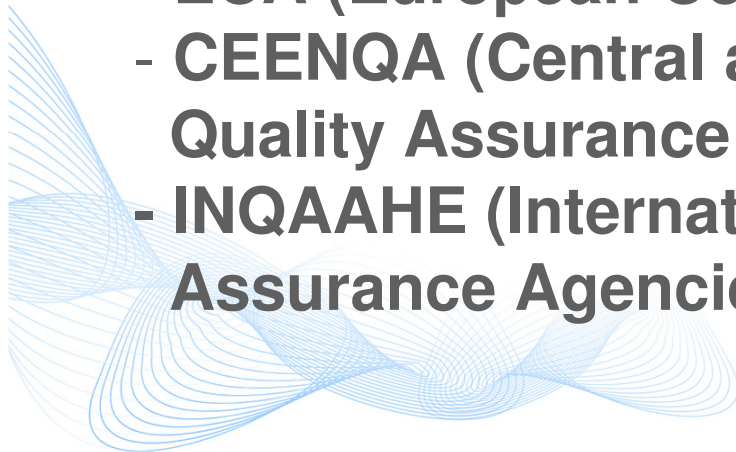
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I – General Information on FIBAA

International memberships:

- **ENQA (European Association for Quality Assurance in Higher Education), FIBAA has been a full member since 2002.**
- **EQAR (European Quality Assurance Register for Higher Education), FIBAA has been listed since April 2009.**
- **ECA (European Consortium for Accreditation)**
- **CEENQA (Central and Eastern European Network of Quality Assurance Agencies in Higher Education)**
- **INQAAHE (International Network for Quality Assurance Agencies in Higher Education)**





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I – General Information on FIBAA

FIBAA as an internationally acting agency offers the following services:

- o **Programme accreditation (focus of this presentation)**
- o **System accreditation**
- o **Institutional Audit**
- o **Institutional Evaluation**
- o **Certification of academic continuing education courses**
- o **Consulting**



II How to become a peer



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In order to ensure that FIBAA reviewers have the relevant expertise, several criteria have to be met when appointing new assessors. FIBAA distinguishes between three different groups: lecturers/professors, representatives of the professional practice and students.

FIBAA carries out two different types of accreditation procedures:

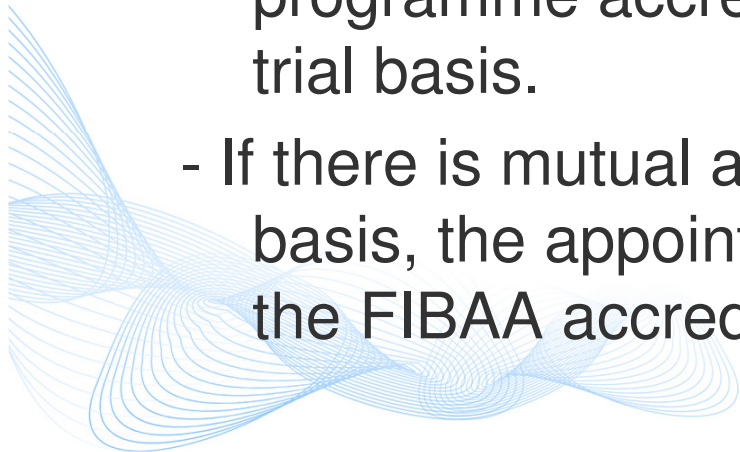
- programme accreditation and
- accreditation procedures, referring to the entire HEI (institutional audit, institutional evaluation, system accreditation). Since the subject-matters of these procedures are different, the reviewers have to meet different requirements. (This presentation is focused on programme accreditation.)



II How to become a peer

Before being appointed as a reviewer, FIBAA makes sure the expertise of the prospective reviewer and her/his ability to work in a team. It therefore appoints reviewers in accordance with the following procedure:

- An application form is to be filled out
- The FIBAA team will check the application form and use it as the basis to decide on the appointment in programme accreditation procedures, initially on a trial basis.
- If there is mutual agreement, after acting on the trial basis, the appointment as a reviewer will follow by the FIBAA accreditation committee.



III CRITERIA FOR SELECTION (PROGRAMME ACCREDITATION)



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a) Reviewers from academia, namely professors

The profile for FIBAA reviewers from a HEI is based on fundamental academic competence in the relevant subject core areas.

In detail these reviewers are to satisfy the following criteria:

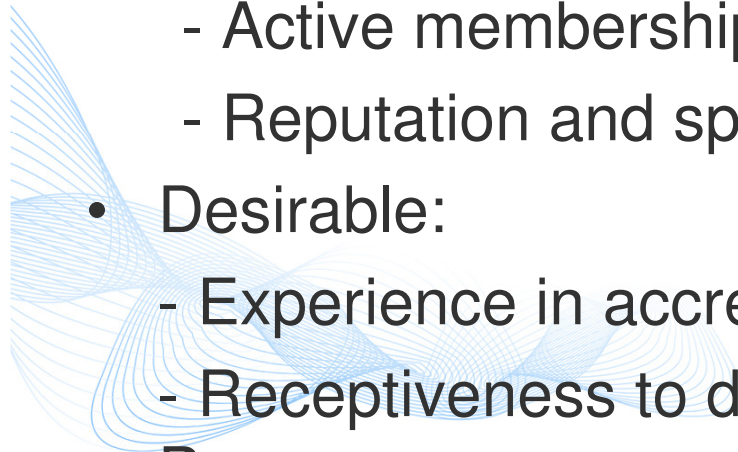
- Compulsory:

Several years of teaching and research experience in a HEI. Evidence of this can ideally be provided through:

- Active membership of the relevant scientific community
- Reputation and specialist breadth

- Desirable:

- Experience in accreditation or evaluation procedures
- Receptiveness to developments as part of the Bologna Process



III CRITERIA FOR SELECTION (PROGRAMME ACCREDITATION)



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- International experience (**desirable for all groups of reviewers**)
- Knowledge of foreign languages (**desirable for all groups of reviewers**)



III CRITERIA FOR SELECTION (PROGRAMME ACCREDITATION)



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b) Reviewers with professional experience

The profile for FIBAA reviewers with professional experience is chiefly based on managerial experience, here defined as the management of people, organisations, funds/budget as well as procedures. It is not restricted to the management of staff, but also includes the leadership and structure of organisations as well as economic dealings and processes.

(These criteria apply similarly to lawyers with regard to legal advisory activities in companies, administration, comparable organisations or independent professions – combined with specialist responsibility and responsibility for staff.)

(The respective criteria have to be met according to other relevant professions.)

III CRITERIA FOR SELECTION (PROGRAMME ACCREDITATION)



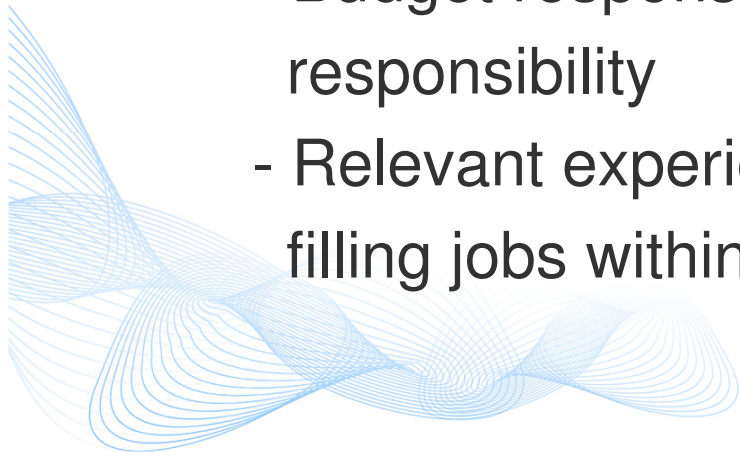
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Compulsory:

Several years of managerial experience in business/the professions. Evidence of this can ideally be provided through:

- Experience in company, operational positions, not only in purely administrative positions
- Responsibility for more than five staff
- Budget responsibility, ideally with performance responsibility
- Relevant experience in appointing staff and/or in filling jobs within the company



III CRITERIA FOR SELECTION (PROGRAMME ACCREDITATION)



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c) Reviewers from the student body

The profile for FIBAA reviewers from the student body is chiefly based on a relevant academic course of study (not less than one year).

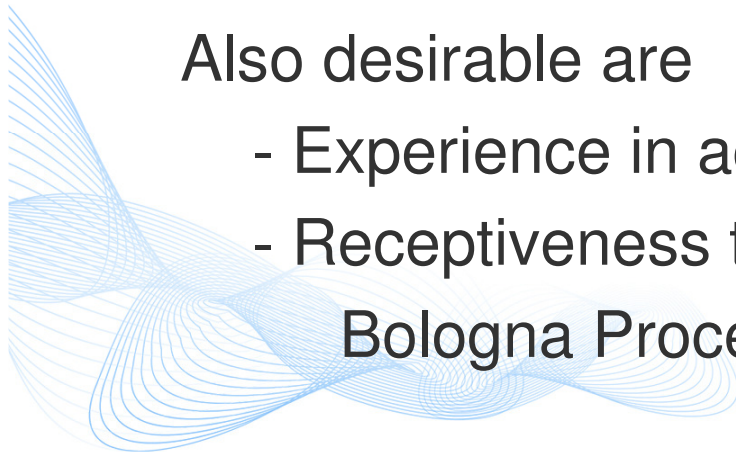
In detail these reviewers are to satisfy the following compulsory criteria:

- Registered at a HEI as a student or doctoral candidate
- Involvement in committees at HEIs

Also desirable are

- Experience in accreditation or evaluation procedures
- Receptiveness to developments as part of the

Bologna Process



IV PREPARATION AND TRAINING OF PEERS

Sufficient knowledge of the assessment and accreditation criteria and the procedures are essential to act as a reviewer. FIBAA therefore offers training courses to reviewers on a regular basis. Participation on these training courses is generally expected before the initial deployment and at the latest within one year for newly appointed reviewers. Regular refreshing of the level of knowledge is desirable by participating in FIBAA training courses approximately every two years.



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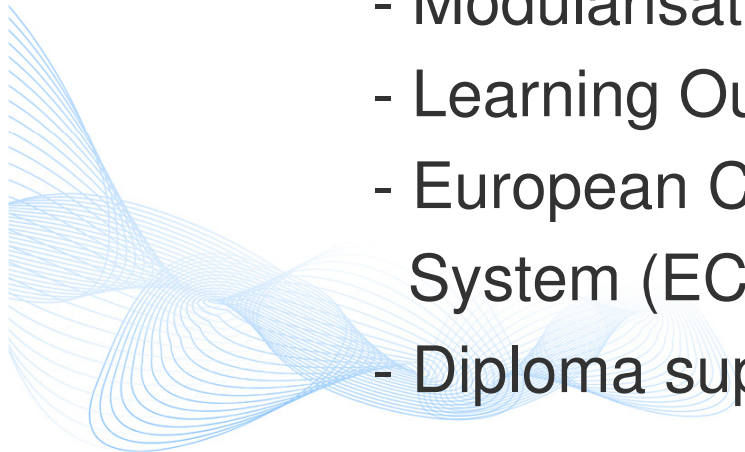


IV PREPARATION AND TRAINING OF PEERS: SUBJECTS OF TRAINING (PROGRAMME ACCREDITATION)



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- a. European Standards and Guidelines (ESG), Dublin descriptors (DD)
- b. National requirements (NQF)
- c. Guidelines specific to accreditation
 - Fitness of Purpose
 - Fitness for Purpose
- d. Some crucial points (including practical teamwork)
 - Modularisation
 - Learning Outcomes
 - European Credit Transfer and Accumulation System (ECTS)
 - Diploma supplement



V SUCCESS FACTORS FOR EFFECTIVE PEER REVIEWS

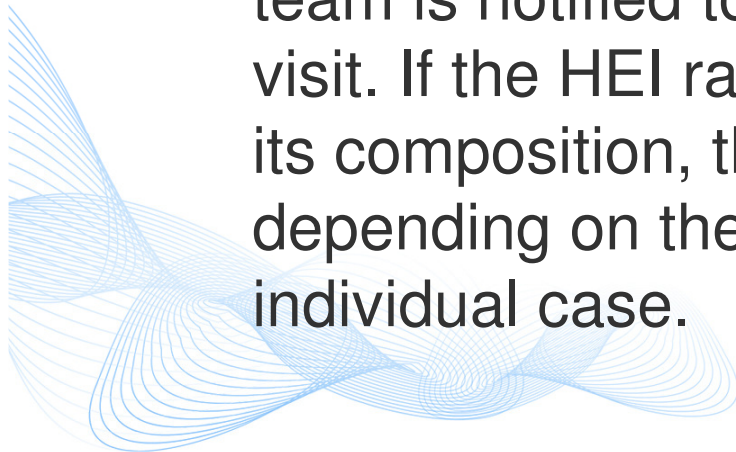
A reviewer is a member of a reviewer team, which is composed by FIBAA in line with the respective requirements. Reviewers have to see themselves not as representatives of certain individual, social or particular academic interests (schools), but as independent experts.

In principle the composition of a reviewer team is notified to the HEI before the site visit. If the HEI raises justified objections to its composition, this is taken into account depending on the circumstances of the individual case.



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V SUCCESS FACTORS FOR EFFECTIVE PEER REVIEWS

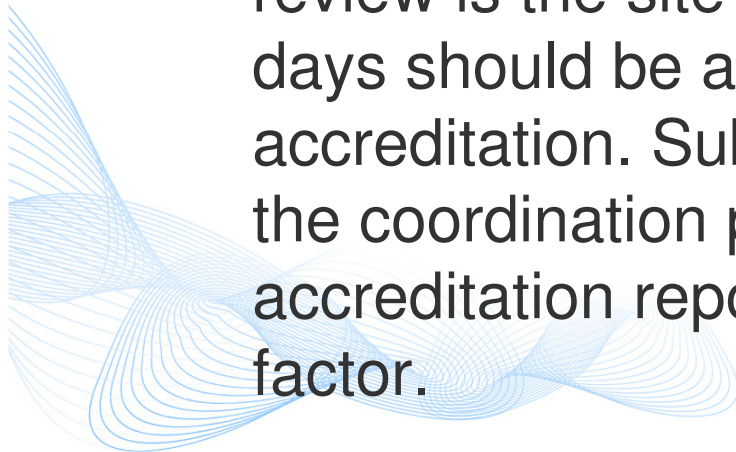
Reviewers in an accreditation procedure have worked through all the documentation provided by the HEI itself. During the first assignment, time should additionally be allocated for familiarisation with the main features of the international criteria and procedural methods.

An important component of an effective peer review is the site visit. Approximately two days should be allocated for programme accreditation. Subsequently participation in the coordination process for the accreditation report is an necessary success factor.



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V SUCCESS FACTORS FOR EFFECTIVE PEER REVIEWS



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At the start of every accreditation procedure, the reviewers are requested to state their impartiality by making a corresponding declaration on the appropriate form

FIBAA assumes, that the impartiality of a reviewer in an accreditation procedure is **not** given, if

- an employment relationship exists with the HEI applicant or has existed during the last five years,
- a dissertation project or appeals procedure is on-going at the HEI applicant or took place there during the last five years,
- Students were enrolled at the HEI applicant during the last three years,
- there is involvement in a intensive cooperation project or this has taken place during the last three years,

V SUCCESS FACTORS FOR EFFECTIVE PEER REVIEWS



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- the specialist area of a reviewer has been assessed by staff from the HEI applicant during the last three years (exclusion of cross-over assessment).
- If the applicant HEI issues an offer of future involvement in teaching or research during the accreditation procedure, the reviewer is obliged to inform FIBAA of this immediately.



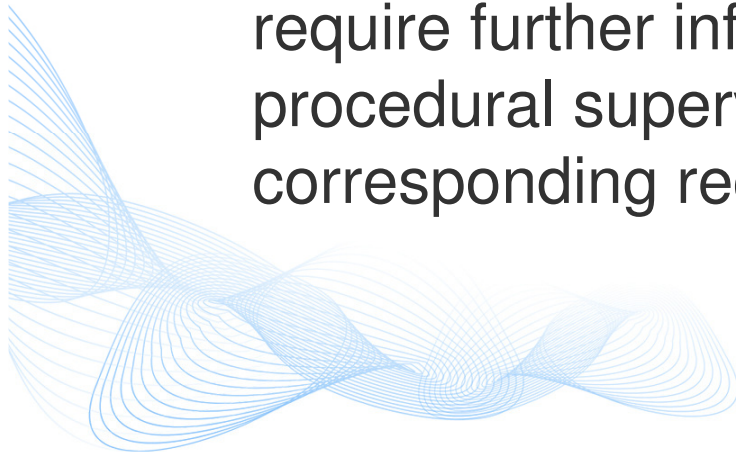
V SUCCESS FACTORS FOR EFFECTIVE PEER REVIEWS



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After carefully inspecting the documentation, the reviewers should individually send their initial assessment or possibly the major points of criticism to the FIBAA procedural supervisor not later than ten days before the site visit, who will summarise them appropriately and send them to the HEI and to the reviewer team. Insofar as reviewers require further information from the HEI, the procedural supervisor will pass on a corresponding request to the applicant HEI.



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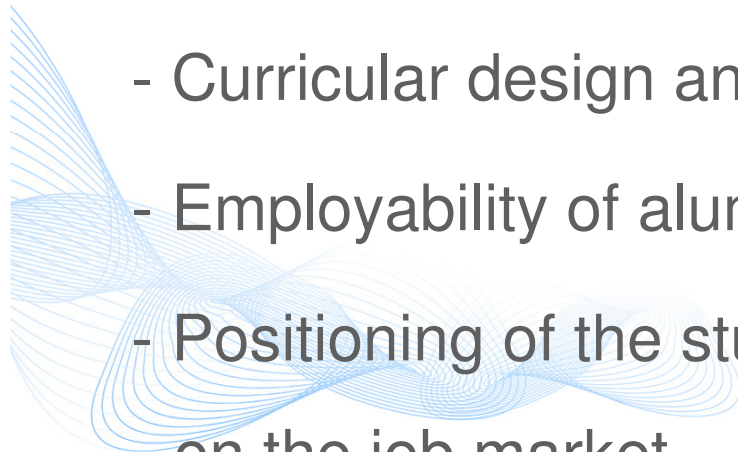


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An important success factor is, that the appraisal of the reviewers refers – regarding and differentiating „fitness of purpose“ and „fitness for purpose“ - in particular to the following issues:

- Objectives and achievement of objectives of the study programme,
- Curricular design and structure of the programme,
- Employability of alumni,
- Positioning of the study programme on the education- and on the job market.



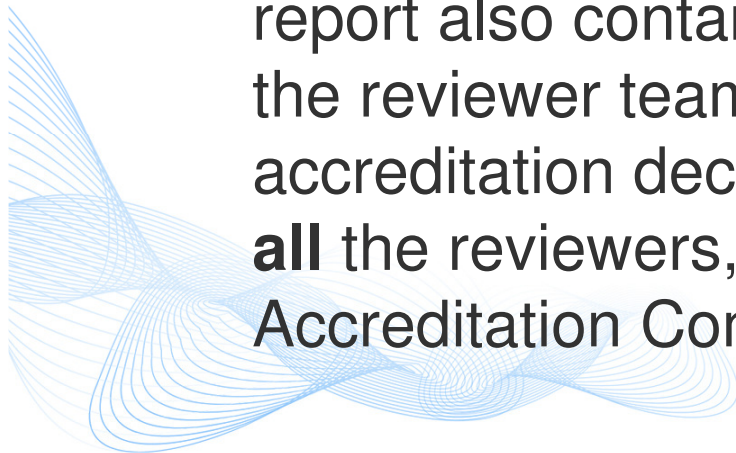
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The draft report drawn up by the FIBAA procedural supervisor on the basis of the reviewers' appraisals is to be read through by the reviewers, supplemented and possibly corrected. The HEI gets it to a written comment. This step becomes sometimes difficult, as in addition to presenting the facts and an assessment by the reviewers, the report also contains the recommendation of the reviewer team with regard to the accreditation decision. After the approval of **all** the reviewers, it is submitted to the FIBAA Accreditation Committee for decision.



V SUCCESS FACTORS FOR EFFECTIVE PEER REVIEWS



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Confidentiality is also an important factor.

Confidential information and documentation is considered to be all the economic, technical, personal, financial or other information, which is disclosed by a HEI, in particular through submission of their SAR or as part of the site inspection.



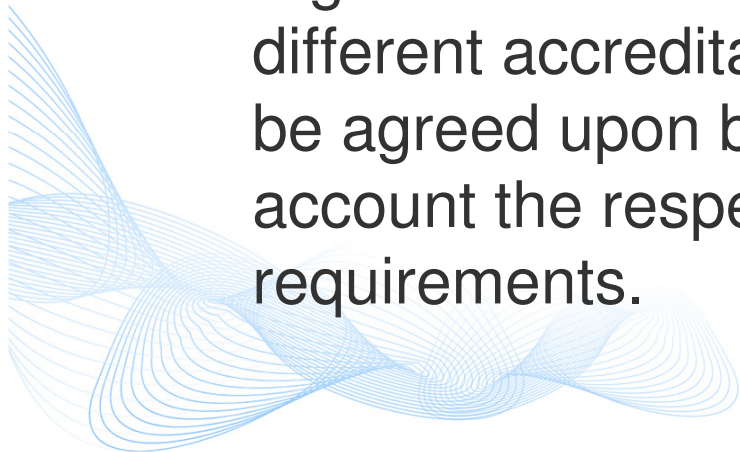
VI JOINT PROGRAMMES AND THE ASSIGNMENT OF PEERS - KEY CHALLENGES



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Joint programmes could be subject to accreditation procedures by different accreditation organisations in each of the states where the joint programme is offered. These distinct accreditation jurisdictions are key challenges, as they imply the potential involvement of several accreditation organisations and therefore the execution of different accreditation procedures. It has to be agreed upon before starting taking into account the respective national requirements.



VI JOINT PROGRAMMES AND THE ASSIGNMENT OF PEERS- KEY CHALLENGES



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In Germany, the accreditation of joint programmes has been regulated by the German Accreditation Council since 2010. It foresees, that Experts with appropriate international experience must be included. As far as possible, for each country involved an expert with appropriate knowledge of the country should participate. The agencies involved shall prepare a joint catalogue of the assessment criteria to be used. Thereby the scrutiny of the national guidelines as well as the guidelines resolved by the Accreditation Council for programme accreditation regarding the entire study programme must be ensured. The agencies shall cooperate in the nomination of the experts. Representatives of the relevant interest groups must be included in the expert group. This includes particularly the sciences, the students and the practitioners from the profession. A joint self-report must be presented.



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Thank you very much for your attention

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