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EFMD ACCREDITED STANDARDS AND CRITERIA:

UPDATES AS RELEASED FEBRUARY 2024

EFMD revises the documentation supporting EFMD Programme Accreditation periodically and updates are usually provided in the first third of each calendar year. The following is an overview of the updates made as part of the 2024 publication, together with an assessment of the significance of the change.

The 2024 updates do not include any changes to the Standards, but do provide significant additional clarity and guidance on Internationalisation and ERS within the context of Programmatic Accreditation.

NB: This document represents QED's interpretation of the EFMD Programme Accreditation Updates. We recommend that you view the updated documents directly – which are available from EFMD's website:

- EFMD Accredited Standards and Criteria (2024)
- EFMD Programme Accreditation Process Manual (2024)
- EFMD Programme Accreditation Process Manual Annexes (2024)
- Other EFMD Accreditation Documents

A summary of the changes is set out on the following pages.

(All links valid as at 14 February 2024)

CONTENTS

CHANGES TO EFMD ACCREDITION STANDARDS AND CRITERIA

ALL CHAPTERS

- Minor changes have been made to the lists of Data Requirements for the SAR and Base Room, but these are general wording changes and minor 'tidying up' of lists (reducing duplication, minor clarifications etc). They do not reflect any change in expectations.
- The term "learning materials" has been replaced by "teaching materials" in several places

CHAPTER 2: PROGRAMME DESIGN

- **Criteria 2.2:** List of materials for the Base Room has been modified to exclude "Online teaching materials" as a separate line item. However, this appears to be a simplification as online teaching materials would be included by definition within remaining headings, such as "Selected course materials" etc.

CHANGES TO EFMD PROGRAMME ACCREDITATION PROCESS MANUAL

The EFMD Programme Accreditation Process Manual is broadly the same as issued in 2023 (with minor changes to include updates to Annex references etc). The only key changes (all of minor significance) are set out below:

INTRODUCTION

- Key Deadlines: Whilst the maximum time from eligibility to peer review visit is expected to be two years (as before), the revised process guidelines note that in exceptional circumstances, this may be extended to four years. This is also referenced in Chapter 3 (The EFMD Programme Accreditation Process).

(Minor Change only to reflect exceptional circumstances)

CHAPTER 2: MANAGEMENT OF EFMD PROGRAMME ACCREDITATION

- Section 2.4: Updated to note that the EFMD Programme Accreditation Board meets 4-6 times per year (not 5-6 times per year).

(Not significant: Clarification only)

CHAPTER 3: THE EFMD PROGRAMME ACCREDITATION PROCESS

- Stage 4: Eligibility: EFMD has updated the guidance to note that "under exceptional circumstances" the EFMD Programme Accreditation Committee can extend the eligibility period from two years to four years.

(Minor Change only to reflect exceptional circumstances)

- For Stage 6: Peer Review Visit, EFMD has added additional guidance to explicitly prohibit the use of a translator or translation applications during the Peer Review Visit. As in previous guidance, it emphasises that Peer Review Visits are conducted entirely through English.

(Not significant: Clarification only)

CHAPTER 6: GUIDANCE FOR PEER REVIEW

- Section 6.1.1: Additional guidance is provided about reimbursement of expenses to Peer Reviewers, including the School's responsibility to inform the EFMD Office if any special administrative or similar requirements apply to process expenses.
- Section 6.2.3 includes additional guidance travel costs, including several indications where the EFMD Office should be included in the discussion around any "special arrangements".
- NB: This guidance is supplemented by a new Annex: *Annex 15: Guidelines for Travel Logistics and Reimbursement of Expenses* (see below)

(Not significant: Clarification only)

CHANGES TO EFMD PROGRAMME ACCREDITATION PROCESS MANUAL ANNEXES

The EFMD Programme Accreditation Process Manual Annexes remain in four sections: Templates, Guidelines, Forms and Policies. All key changes are noted below. Most changes reflect minor updates, but there are two new Guideline Annexes which provide significant and helpful additional support for Schools.

TEMPLATES – ANNEX 1 TO ANNEX 6

The Templates remain broadly as before – with just a minor rename of Annex 5 (Structure of the Peer Review Report) and some additional clarifications, as set out below.

ANNEX 1: EFMD PROGRAMME ACCREDITATION DATASHEET

- The short list of helpful "Guidelines for Using the Datasheet" has been modified slightly to remove specific reference to care in Table 9 and replaced by a broader guideline to carefully observe instructions for each of Tables 1, 2, 8, 9, and 11.   Explicit guidance for each of these tables is now provided in the Annex (reproduction of the notes to these tables from the Datasheet)
- Table 6 (Course Structure for the Programme) is modified slightly to provide subtotals of credits and contact hours for each year, plus overall totals.
- Section 25 (Contribution of research or other intellectual development activities to curriculum development): Slight amendment of the explanatory note to remove reference to research students within faculty.

ANNEX 2: LIST OF REQUIRED DOCUMENTS FOR THE BASE ROOM

- These have been updated to align with the changes in the Standards and Criteria document. As noted above, the changes are not material – but reflect minor clarifications, reduction of duplication etc.

ANNEX 4: VISIT SCHEDULE TEMPLATES

- Clarification provided in point 5 to say that "*All participants are expected to be physically present. Exceptions for hybrid meetings can be made for up to two participants from the world of practice or alumni groups*."
- An additional point is added to Point 5 to note the prohibition of the use of a translator or translator application (in alignment with the change in Chapter 3 of the Process Manual above).

ANNEX 5: ONLINE VISIT SCHEDULE TEMPLATES

- An additional point is added (for both initial and reaccreditation) to note the prohibition of the use of a translator or translator application (in alignment with the change in Chapter 3 of the Process Manual above).

GUIDELINES – ANNEX 7 TO ANNEX 15

There are two new Guideline Annexes, plus revisions to existing Annexes – See details below.

ANNEX 8 – GUIDELINES ON INTERNATIONALISATION (PREVIOUSLY ANNEX 10)

- The Annex has been completely reworked to reframe the guidance in the context of programme accreditation (rather than more general "whole school" guidance)
- It includes an adapted version of the traditional EQUIS spider-web diagram – but mirroring the five EFMD Accredited Chapters (Institutional; Programme Design; Programme Delivery; Programme Outcomes; and Quality Assurance)

(Significant Additional Guidance)

ANNEX 9 – GUIDELINES ON ETHICS, RESPONSIBILITY AND SUSTAINABILITY (ERS) - NEW

- This is a new Annex – which provides additional guidance on explaining ERS in the context of Programmes
- The Guidance includes:
  - o Overview of ERS (including explanation of key terms and outline of the purpose of a focus on ERS)
  - o Basic Principles of ERS in Programme Accreditation
  - o Assessing ERS at Programme Level
  - o Additional References and Resources.

(Significant Additional Guidance)

ANNEX 12: GUIDELINES ON COLLABORATIVE PROVISION AND JOINT PROGRAMMES (PREVIOUSLY ANNEX 8)

- Additional guidance is provided on the nature and format of collaborative operations (opening paragraphs)

ANNEX 15: GUIDELINES FOR TRAVEL LOGISTICS AND REIMBURSEMENT OF EXPENSES (NEW)

- This new annex provides a summary of the key guidelines for logistics and expenses surrounding the peer review visit. It aligns with the guidance in the Process Manual and includes the recommendation that gifts and tokens of appreciation should be avoided during the PRV.

(Useful Summary Guidance)

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FORMS - ANNEX 16 TO ANNEX 20

Other than renumbering, these remain broadly as before.

POLICIES – ANNEX 21 TO ANNEX 24

Policies (Annex 21 to Annex 24): Other than renumbering, these remain broadly as before, other than fee updates.

ANNEX 24: EFMD PROGRAMME ACCREDITATION FEE SCHEDULE 2024 (PREVIOUSLY ANNEX 22)

- Details of all fees for 2024 are provided and represent an increase of circa 4.3% - 6% on the 2023 fees.
- There are no changes to cancellation or later payment fees (per Peer Review Visit)