



BUSINESS GRADUATES ASSOCIATION

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BGA Business School Accreditation Application Form

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businessgraduatesassociation.com

SUMMARY

Applying for Business Graduates Association (BGA) Accreditation

Before completing this document, please ensure you have reviewed the BGA accreditation criteria and process thoroughly and that the School's programmes meet the listed criterion. The accreditation criteria, guidance, and Continuous Impact Model can be found on the [BGA accreditation page](#).

Assistance in completing the application form can be sought from one of BGA's accreditation directors. To contact the team directly for assistance, please do so [here](#).

Please complete all details requested in the application form in full. Incomplete sections may cause a delay in commencing your review. It is essential that all tables and elements are completed in the standard template provided, unless indicated otherwise.

Required documents

The accreditation process requires access to resources containing both general and sensitive data. BGA takes privacy and the handling of information seriously, and handles it in confidence with utmost care.

We will provide information on best practice for sharing sensitive data to ensure security. It's necessary, upon completion and submission of the application form, that you provide required documentation in full for each section. Failure to do so will delay the process.

Next step

Upon submission, this form, alongside all attached documents, will be reviewed internally by BGA. If successful, your institution will progress towards the development stage which includes mentorship and development of the Continuous Impact Model (CIM).

Fees

Description	Fees	Term
Application Stage Fee - Invoiced on the completion of this application form	£5,000 GBP	One-off fee
Development Stage Fee - Invoiced once a mentor is chosen	£650 GBP	Annual until the school has passed the stage
Assessment Stage Fee - Invoiced six weeks prior to the scheduled assessment visit	£12,000 GBP	One-off fee

Assessment visit panel expenses: Institutions are required to pay additional costs including travel, over- night accommodation and subsistence for all accreditation assessors and BGA staff (usually three-to-four people in total). Travel is booked by BGA as business class in instances in which journey time exceeds five hours. Any expenses incurred will be 're-charged' at cost on completion of the assessment visit. Payment of the recharges invoice will be due within 30 days of receipt.

Additional campuses: The assessment of additional campuses, if required, will be charged at £2,500 plus expenses.

Membership fee: All institutions must be fully-paid members of BGA in good standing to be eligible for accreditation. The membership fee must continue to be paid annually if accreditation is to be maintained.

Cancellation: All non-refundable costs incurred by BGA as a result of arranging an assessment visit, which is subsequently cancelled by the institution, will be re-charged to the institution. In addition a cancellation fee of £5,000 will also be applied. This fee, and all relevant expenses, will also be charged to the institution in cases in which BGA cancels the assessment visit due to the institution failing to meet their obligations, such as submitting the Self-Audit Report (SAR) less than three weeks prior to the assessment date.

APPLICATION

Business school and contacts

Name of institution

Street address and Postal Code

City

Country

Additional campuses

Head of institution - name

Head of institution - email

Accreditation manager - name

Accreditation manager - email

Accreditation Criteria 1: The institution

A. Provide the mission statement for the institution (Criterion 1.1)

B. Briefly outline the headline strategy for the institution (Criterion 1.2)

C. Provide the institutional organisational chart as an appendix document (Criterion 1.5)

D. Institutional status (Criterion 1.7)

i. Include headline institutional financial statement for the most recent financial year
(include in the appendix)

E. Outline policy / strategy for partnerships with other academic institutions (Criterion 1.12)

F. Complete the table below to demonstrate any substantial investment in institutional resources over the past three years (Criterion 1.16)

Year	Type	Investment (state currency)
	New buildings	
	Refurbishments	
	Library & learning resources	
	ICT / virtual learning environment	
	Other (please state)	
	Other (please state)	
	Other (please state)	

G. Briefly describe the institution's policy for responsible management and sustainability

H. Briefly outline any tangible impact made by the institution on responsible management, with specific relevance to the United Nations Sustainable Development Goals (SDGs) if possible (Criterion 1.15)

Accreditation Criteria 2: Faculty

A. Complete a spreadsheet (attached as an appendix) detailing all faculty at the institution, using the format below (Criterion 2.2) - Please do not name individuals but use a unique ID number instead to comply with EU General Data Protection Regulation (GDPR) legislation

	ID	Status (FT/PT/Pr)	Age	Nationality	Gender	Higher academic qualification	Years of non- academic industry experience
e.g.	100091	Full-time	48	South African	Female	Ph.D	16
Total / average (overall)	<i>Total number of faculty</i>	<i>Total number of full- time faculty</i> <i>Total number of part-time faculty</i> <i>Total number of practitioners</i>	<i>Average age</i>	<i>Number of different nationalities</i>	<i>Ratio of male to female</i>	<i>Number of Doctorate faculty (FT/ PT/Pr)</i> <i>Number of Masters faculty (FT/ PT/Pr)</i>	<i>Average</i>

* *FT = Full-time faculty, PT = Part-time faculty, Pr = Practitioners*

B. Complete the table below to demonstrate the highlights of the institution's research output over the past three years – maximum 10 (Criterion 2.3)

Title of research	Author(s)	Name of publication [e.g. name of journal]	Nature of publication / output [e.g. peer review journal/book/conference paper]	Year published

Accreditation Criteria 4: Programmes

A. Provide a table of all business degrees offered by the institution. Please provide this information in a spreadsheet that follows the example format below (the data must cover the most recent full academic year).

Programme name	Type	Year of creation	Applications (most recent)	Enrolments (most recent)	Graduates (most recent)
e.g. Bachelor's of Business Administration	Undergraduate	2004	100	70	60
<i>Total undergraduate</i>			<i>Total #</i>	<i>Total #</i>	<i>Total #</i>
e.g. Financial Management	Masters	2002	50	40	35
<i>Total masters</i>			<i>Total #</i>	<i>Total #</i>	<i>Total #</i>
e.g. Executive MBA	MBA	2003	60	30	26
<i>Total MBA</i>			<i>Total #</i>	<i>Total #</i>	<i>Total #</i>
e.g. DBA	Doctorate	1999	40	20	15
<i>Total doctorate</i>			<i>Total #</i>	<i>Total #</i>	<i>Total #</i>

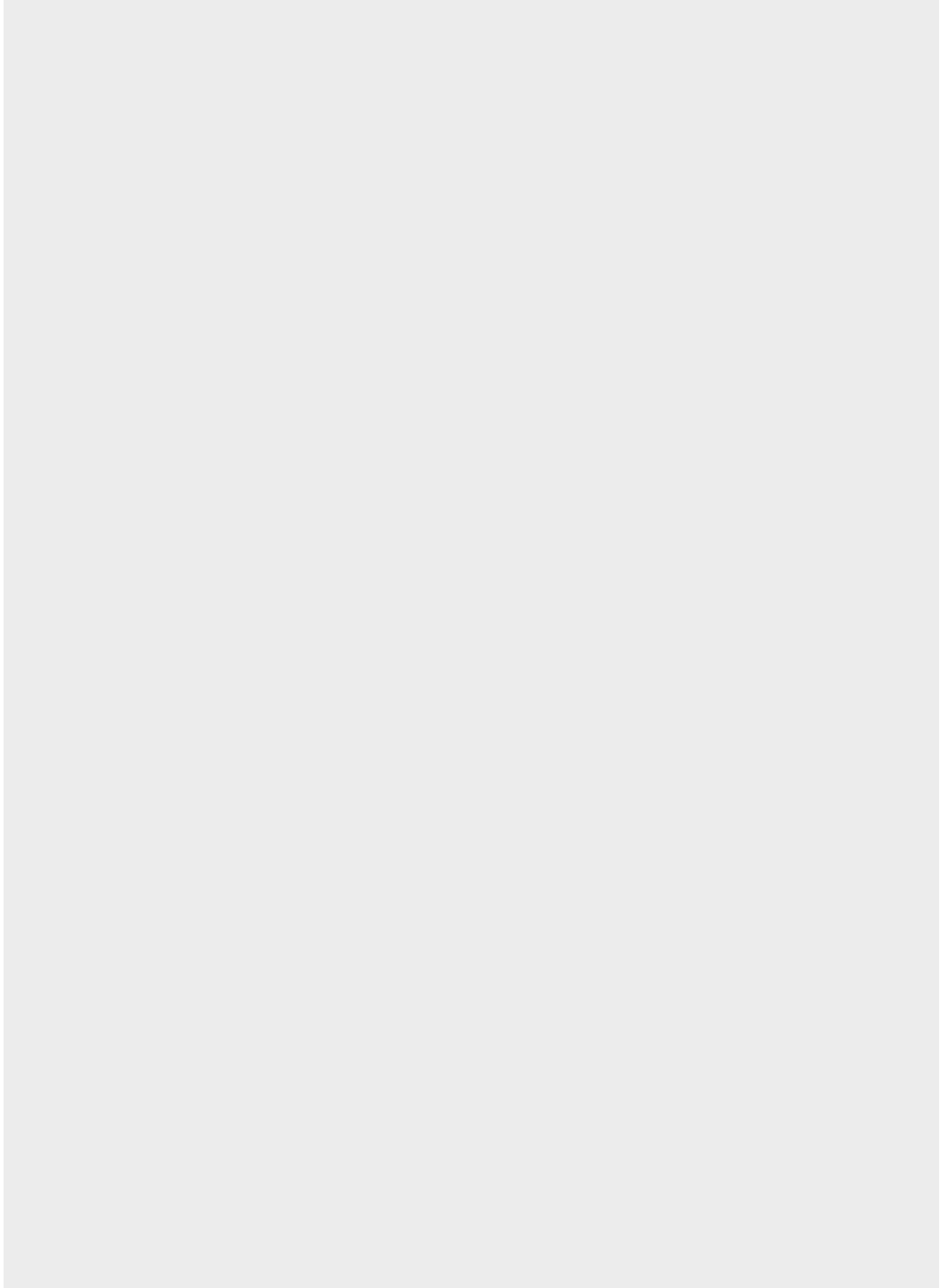
Accreditation Criteria 5: Impact

A. Careers provision – state any headline placement and career statistics [e.g. number of students employed three months after graduation] (Criterion 5.1)

B. Complete the table below to outline alumni details (Criterion 5.3)

Alumni action	Data
Date of creation	
Total number of alumni members	
Annual fee (if applicable)	
Number of alumni events in the past 12 months	
Governance	

C. Include details of any other impact measurements already used by the institution [if applicable] (Criterion 5.7)



CONFIRMATION



7. Attachments

Please ensure all necessary tables are provided as attachments in either excel or PDF format and are returned, alongside this form, to bga-accreditation@amba-bga.com.

7. Commitment from the Business School

By signing this form, the Dean of the School accepts the Business Graduates Association’s criteria for accreditation as detailed in the BGA Accreditation Criteria, and confirms that they have read and accepted the fees detailed on page 3 of this application form, and understand the process for BGA accreditation as detailed in the BGA Accreditation Guidance.

Mark Stoddard

Accreditation Director, AMBA & BGA
LONDON, United Kingdom

Date

Signed

Date



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