



BUSINESS
GRADUATES
ASSOCIATION

LEADERS NEVER STOP LEARNING

BGA VALIDATION GUIDANCE

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1. OVERVIEW

1.1 Introduction

Validation is an optional, yet highly effective, way of demonstrating an institution's level of quality to an international panel of experts that comprise of the BGA Accreditation Advisory Board (BAAB). Validation is a fully offsite assessment of an institution's quality and its ability to prove its improvement against BGA's nine Charter Principles. Unlike accreditation, validation is a shorter process, and requires less work from an institution due to the absence of an assessment visit.

Institutions who are unfamiliar with a full accreditation process, or who do not yet meet all of BGA's accreditation criteria, are encouraged to undergo the validation process to demonstrate their ability to meet the spirit of the BGA Charter. Validation serves as a great stepping stone to achieving accreditation as it allows the BAAB to provide the institution with feedback and recommendations on how to become BGA accredited.

Achievement of validation gains the institution silver status within BGA, which can be included in marketing materials and websites for further exposure and quality awareness.





1.2 Eligibility

An institution must meet BGA's eligibility criteria to be considered for validation. The criteria include:

- Minimum of three years' operation
- Evidence of offering a degree level business programme
- Financial sustainability

Though not a required criterion, it is highly recommended that the institution has at least three years' worth of graduated cohorts to increase their chances of achieving validation, as graduates can serve as a useful metric for impact and programme success.

1.3 Process

- 1) Eligibility check by the institution
 - 2) Application
 - 3) Institution is invoiced the validation fee
 - 4) Institution submits portfolio of evidence
 - 5) BAAB reviews submission and drafts a report
 - 6) Institution receives report, alongside recommendations, commendations, and requirements for revalidation
 - 7) Institution is listed as a BGA validated school and receives marketing and PR support
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1.4 Validation fee

The institution will be invoiced the full validation fee of £3,000 GBP upon receipt of the application form. The validation process will commence once the invoice is paid. The fee is non-refundable should the institution decide to end the process prematurely or fail in the process.

2. ASSESSMENT

All documents submitted to BGA must be in English to be properly assessed. Successful attainment of validation is also dependent on the following factors:

- 1) Linkage to at least five of the 17 UN Sustainable Development Goals
- 2) Use of at least three impact metrics, providing three years' worth of data to demonstrate increasing positive impact on stakeholders
- 3) Demonstrate use of feedback loops under each principle and provide examples
- 4) Evidence progress under each principle over a period of time

2.1 Report

Institutions are required to submit their portfolio of evidence as a report, alongside appendix documents. The report should be written as a constructive narrative and is the opportunity to set the context and 'tell the story' of the institution and its programmes, within the framework of the Charter Principles.

A thorough report helps the assessment team to digest essential information so they can add value and contribute to the further development of the institution. It is essential that the institution includes source materials and documents, backing where facts in the report are derived from, in the submission to BGA.

2.2 Outcomes

There are two possible outcomes upon completion of the validation process:

- 1) Pass: your institution becomes BGA validated, receives a validation certificate and a report to support continuous improvement of the institution, and is denoted silver status by BGA.
- 2) Fail: your institution receives a report outlining steps to improve and become compliant with the BGA Charter, and is encouraged to re-apply in 12 months' time.

Required documents

The validation 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 is necessary upon completion and submission of the application form, that you provide the required documentation in full for each section. Failure to do so will delay the validation process.

3. THE BGA CHARTER

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|---|---|---|--|
| 1 | Meeting demands of the economy, contributing to economic growth and development and driving social transformation | 2 | The principles of corporate social responsibility (CSR), ethics and sustainability |
| 3 | Good governance, institutional sustainability and integrity | 4 | Generating value by building tangible connections with other academic institutions |
| 5 | Continuous improvement | 6 | Impact, innovation and excellence |
| 7 | Involvement, inclusion and respect of all stakeholders | 8 | Principles of equality and diversity |
| 9 | Graduate employability and corporate relations | | |

The BGA Charter explained

The BGA Charter forms the foundation to the accreditation principles. Institutions are expected to uphold the principles of the BGA Charter regardless of whether they are educational members, validated or accredited.

3.1 Portfolio of evidence

Below is a list of accepted documents your institution can submit for use as evidence. Institutions are required to provide at least one piece of evidence under each element. If, however, such evidence is not available, then the institution is encouraged to develop alternatives.

This list is not meant to be exhaustive, however, if you do have such an item/document, it must be submitted. Other forms of evidence will be accepted provided that they meet the requirements of the Charter.

Alongside the portfolio of evidence, the institution should provide an analysis of the information provided and to what extent it meets the principles of the Charter.

If you have any questions, please contact your account manager within the BGA Accreditation Team.

Charter principles: suggested documents

1. Meeting the demands of the economy, contributing to economic growth and development and driving social transformation

- Mission statement for the institution
- Unique value proposition
- Strategic plan
- Execution of mission, vision and goals

2. The principles of corporate social responsibility (CSR), ethics and sustainability

- Link to UN's 17 Sustainability Development Goals (SDGs) in the institution's mission

- UN Principles of Responsible Management Education (PRME) membership (or similar)
- PRME report (or similar)
- Evidence relating directly to the 17 SDGs, such as institutional implementations and strategies
- Evidence of sustainable building/awards or certificates
- Faculty research demonstrating strength in CSR and responsible management teaching
- Curriculum coverage of CSR issues
- Specialist programmes or courses in CSR/SDGs-related areas

3. Good governance, institutional sustainability and integrity

- Financial projections and future cash flow projections
- Organisational chart (institution and wider institution if applicable)
- Ownership model

4. Generating value by building tangible connections with other academic institutions

- List of academic partners and their roles
 - Contracts/memorandum of understanding (MoU) with other academic institutions
 - Outline of tangible links with other units of the parent institution (if applicable), e.g. cross-unit programmes or joint research projects
 - Details of tangible, positive outcomes from these partnerships
 - Testimonials from partners, both academic and non-academic
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5. Continuous improvement

- Reports from internal and/or external audits of the institution or its programmes
 - Reports from local, national, regional or international accreditations
 - Evidence of a feedback loop (adjusting operations according to the differences between the actual and desired outcomes of the institution's programmes and mission) from any recommendations made in audits
 - List of improvements made at the institution since its most recent validation (re-validations only)
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6. Impact, innovation and excellence

- Business School Impact System (BSIS) report or similar
 - Awards gained for teaching excellence, innovation, research, new ventures, and community support
 - Innovations in teaching/learning/delivery/assessment
 - Student testimonials
 - Any other metrics which demonstrate impact
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7. Involvement, inclusion and respect of all stakeholders

- Appointment of stakeholders to boards and relevant committees (include minutes of such meetings)
 - Details of alumni association within: governance, events, networking opportunities, and lifelong learning services
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8. Principles of equality and diversity

- Policies to promote and support diversity
 - Gender ratios for faculty/staff/students
 - International metrics for faculty/staff/students
 - Cognitive diversity metrics for faculty/staff/students
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9. Graduate employability and corporate relations

- Careers and salary data for graduates
 - Details of careers services provision
 - Formal corporate engagement structure
 - Details of corporate partnerships
 - Support of entrepreneurial activities
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4. APPLICATION

Institutions who believe they meet the BGA Charter principles and are ready to apply can do so by submitting their letter of intent to the BGA accreditation team. The letter of intent must be signed by the dean/director of the business school and should follow the template below:

I confirm that <name of school> accepts the Business Graduates Association's criteria for validation, and I confirm that we have read and accept the expenses detailed in the BGA Validation Guidance document and understand the process for BGA validation.

This should be addressed to:

**AMBA & BGA, 3 Dorset Rise, London,
EC4Y 8EN, United Kingdom.**

The letter should be sent to bga-accreditation@amba-bga.com. A formal contract will be sent to the institution outlining the terms and conditions of the validation process. Once the contract has been signed by the dean and returned to AMBA & BGA, the institution will be invoiced the validation fee and will be asked to commence work on its report and portfolio of evidence.

For any questions regarding the validation process, please contact the accreditation team at: bga-accreditation@amba-bga.com.



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