ROLE AND FUNCTIONING
OF THE EQUIS ACCREDITATION BOARD

The EQUIS Accreditation Board is composed of highly respected individuals with significant experience of management education. It evaluates the Peer Review Reports on institutions that are applying for EQUIS accreditation and, based on their recommendations, makes the final decision to confer EQUIS Accreditation upon those management institutions that have demonstrated excellence at an international level.

1. Membership

The Accreditation Board should have not less than 12 and not more than 20 members.

Nominations for membership of the Accreditation Board are sought via an annual announcement to the EFMD community and are presented to the EFMD Board for final selection. The EQUIS Director or another member of the Quality Services Directorate may attend the meeting of the EFMD Board as an adviser. Members of the Accreditation Board are appointed by the EFMD Board for a three-year term renewable once. Renewal of membership is determined by common accord within the Accreditation Board.

The Accreditation Board membership consists of the following representation:

- Current or former Deans and Directors of representative management education institutions (8 to 14 members)
- Corporate representatives (4 to 7 members)
- An EFMD Board member (ex officio)

In addition, the EQUIS Committee will designate two voting members for each meeting.

The EFMD Director General, the EQUIS Director and additional members of the Quality Services Directorate (as appropriate) attend the meetings with a non-voting status.

A Chair of the Accreditation Board is appointed by the EFMD Board for a three-year term, renewable once.

2. Role and Responsibilities

- Evaluation of the Peer Review Reports on the institutions that are applying for EQUIS accreditation or re-accreditation.
- Final decision on accreditation or re-accreditation.
- Decision will be either Accreditation for 5 years or for 3 years or Non-Accreditation

3. Meetings

- The Accreditation Board meets at least three times a year at the request of the EQUIS Director. The agenda for each meeting is prepared jointly by the Chair of the Accreditation Board and the EQUIS Director.
- After three consecutive absences, membership will lapse.
4. Voting procedures for accreditation decisions

- The quorum for any decision to be put to the vote is eight.
- Members are asked to vote by raising their hands.
- A simple majority of those present will be required for any decision to be adopted.
- Abstention should only take place very exceptionally and for very strong reasons, usually relating to conflict of interest. It must be remembered that an abstention has the effect of a negative vote. Any member opting for abstention may be requested to explain his or her reasons for doing so to the remaining members attending.
- 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 room and the total number of votes will be reduced accordingly.
- The procedure for the vote on each institution seeking accreditation will be as follows:
  
  I. The Chair will begin by opening a discussion about the quality of the institution being assessed, based upon the Peer Review Report.
  
  II. The recommendation of the Peer Review Team will be taken as the initial formal proposal. The Chair will then ask whether any member wishes to propose an Amendment. Any Amendment must be formally proposed and seconded, before it can be put to the vote. In exceptional cases, a motion to postpone voting may be tabled (usually related to insufficient information for a decision to be reached).
  
  III. The Chair will ask for a Yes/No vote on the proposals put forward beginning with the most favourable motion tabled. If a motion fails, the next level down will automatically be voted on. If the required majority supports one of these proposals, it is carried, i.e. agreed, and the remaining proposals are not voted on. If no proposal is supported by the required simple majority, the default outcome is Non-Accreditation.
  
  IV. If the result of the vote is for Accreditation for 3 years of the institution, the Accreditation Board must clearly specify the required conditions. The Chair will propose conditions based on the Peer Review Report and the set of conditions will be voted on using the Amendment procedures if necessary. The institution will be granted Accreditation for 3 years based on the agreed conditions.
  
  V. If the decision is either different from the recommendation of the Peer Review Team or for Non-Accreditation, the Accreditation Board 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 EQUIS Accreditation Board are expected to cover their own costs related to participation in the meetings. Members based outside Europe will have their travel costs reimbursed every third attendance (the general EQUIS guidelines on travel arrangements will apply – see EQUIS Process Manual, section 6, item 2.3).

2. In accepting membership of the EQUIS Accreditation Board, members agree to respect the confidential nature of the work undertaken by the Accreditation Board and of the documents related to this work.