

## AABS Accreditation Application Form

### Terms and Conditions

1. The Association of African Business Schools (AABS) accreditation process is voluntary. Should the institution wish to withdraw its application while in process, the authorised representative should write to the AABS Accreditation Office at [accreditation@aabschools.com](mailto:accreditation@aabschools.com). All fees paid are non-refundable.
2. The institution understands that information provided through this application is required to facilitate a preliminary assessment of the institution for the AABS accreditation process and engagement of a mentor. Information provided will be verified through the self-review report and during the AABS Accreditation Team's visit.
3. The institution commits to providing accurate information, applying honesty and professionalism in the process, giving access to all materials and personnel required, and due co-operation with all AABS personnel involved in the accreditation process.
4. The institution commits to continuous improvement and enhancement of quality education and to take responsibility for self-evaluation and timely submission of the self-review report.
5. The institution commits to timely pre-payments of the accreditation process fees and timely re-imbusement of the costs incurred by the mentor and the visiting AABS Accreditation Team.
6. The institution will accept decisions taken and views shared during the accreditation process as well as the final accreditation decision noting that completion of either the application or the self-review report does not guarantee approval. Any appeal will only be based on presentation of evidence of irregularities in the accreditation process. The AABS Board will be the final authority on accreditation decisions.
7. The institution, if accredited, commits to using the AABS accreditation logo according to AABS' communication policy.
8. The Association of African Business Schools, or any person acting on their behalf during the accreditation process, shall not bear any liability for any damages whether direct, indirect, foreseeable or unforeseeable that may arise from the accreditation process or any delay thereof, the formulation and implementation of the quality standards, change in processes/operations or use of any recommendations made.

NB. The terms *Institution* and *School* are used interchangeably to refer to the entity applying for the accreditation. This may be a free-standing university, a business school, a faculty affiliated to a larger university, or any other higher education entity (public or private) that complies with the criteria for AABS membership.

I accept the terms and conditions

\_\_\_\_\_  
Signature  
Head of Institution

\_\_\_\_\_  
Stamp

## General Information

*Official Name of the Institution/School:*  
*Official Name of the Parent Institution (if applicable):*  
*Physical Address:*  
*Mailing Address:*  
*Phone Number:*  
*Fax:*

*Additional Campuses (if applicable):*

*Head of Institution:*  
*Title:*  
*Contact Number:*  
*Email:*

*AABS Project Leader:*  
*Title:*  
*Contact Number:*  
*Email:*

## Core Information

1. *Provide an executive summary of the institution's vision, mission, and strategy. Also provide a full set of all the institution's main brochures.*

Attachments

2. *Give a brief description of the institution's national standing within the context in which you offer business education. Include in the description key features of the local educational system and the operating environment that mostly influence the school's activities. (300 words)*

3. *Describe the distinctive standing of the institution with reference to local, regional and international competition emphasizing on the positioning of the institution among management education providers.*

4. *List formal links/partnerships with employers and other external stakeholders.*

5. *List all international and/or regional recognitions and/or accreditations.*

6. *Provide a detailed organisational structure chart with all the key decision-making and governance bodies and list all current standing committees. Indicate if it is a free-standing school or faculty, or school within a parent institution, and provide the structure within the context of the larger institution.*

Attachment

7. *Describe the administrative (academic authority over programmes) and financial connection if the institution is an affiliate of a larger institution. Outline the extent of the institution's autonomy in relation to the parent institution in financial decisions and*

*control. State the restrictions, if any. A summary of the school's financials over the past three years should be provided. (300 words)*

Attachment

*8. Describe the institution's main offerings and activities including main areas of specialisation.*

*9. Provide a brief description of the school's relevance to the African context and its impact, evidence based, on management education and the business community in the continent. (150 words)*

*10. Describe the main facilities of the school (including description of all campuses and geographic locations) including all on-line and/or distance learning offerings.*

*11. Indicate the main language of instruction and secondary language(s) of instruction, if any.*

## Data Information

### Faculty

**Full time:** faculty members who are solely employed by the institution and are actively involved in one or more of the following activities: teaching, research, administration, service, and/or other responsibilities. Faculty members who are on sabbatical, visiting other institutions, on administrative leave, or on a pre-tenure leave should be counted. Faculty members on leave without pay are to be excluded.

For the Full-Time Equivalency (FTE) calculations, use the following:

Total full time faculty + (total teaching load taught by all part time faculty/normal full time faculty teaching load)

**Part time:** teaching faculty members where the institution is not their solely employer. These faculty members include: visiting faculty (staying for more than one month), practitioners, and instructors.

<i>Full time</i>								
<i>Total number of faculty (breakdown by department, if applicable)</i>	<i>% with doctoral degrees</i>	<i>%females</i>	<i>% males</i>	<i>%nationals</i>	<i>%non-nationals</i>	<i>Average work experience</i>		
						<i>Academic</i>	<i>Practical</i>	
<i>Part time</i>								
<i>Total number of faculty (breakdown by department, if applicable)</i>	<i>% with doctoral degrees</i>	<i>Number of visiting professors</i>	<i>%females</i>	<i>% males</i>	<i>%nationals</i>	<i>%non-nationals</i>	<i>Average work experience</i>	
							<i>Academic</i>	<i>Practical</i>

*Faculty to students' ratio (per last completed academic year):*

*Total Faculty FTE (per last completed academic year):*

**Students** as of last completed entry semester by headcount

<i>Admissions</i>			
	<i>Applied</i>	<i>Accepted</i>	<i>Newly enrolled</i>
<i>Undergraduate</i>			
<i>Graduate</i>			

	<i>Total Enrolment</i>	<i>Gender</i>		<i>Nationality</i>	
		<i>Male</i>	<i>Female</i>	<i>Nationals</i>	<i>Non-nationals</i>
<i>Undergraduate</i>					
<i>Graduate</i>					

**Research** for the last three completed academic years

	<i>Refereed Journal Articles</i>	<i>Books</i>	<i>Book Chapters</i>	<i>Case Studies</i>	<i>Conference papers/proceedings</i>	<i>Textbooks</i>	<i>Technical Reports</i>	<i>Research Report</i>	<i>Other*</i>	<i>Number of faculty produced research</i>	<i>% of total number of full time faculty</i>
<i>Year 1</i>											
<i>Year 2</i>											
<i>Year 3</i>											

\*list the categories and number of research items reported in this column.

**Programmes** numbers as of last completed academic year (calendar year for executive education)

Undergraduate programmes

<i>Name of Program</i>	<i>Duration in months</i>	<i>Tuition (in US dollars)</i>	<i>Programme Format (full-time, part-time, modular, distance learning, other)</i>	<i>Number of enrolled students</i>	<i>% nationals</i>	<i>% non-nationals</i>	<i>% female</i>	<i>% male</i>	<i>Number of alumni to-date</i>

Master programmes (pre-experience)

<i>Name of Program</i>	<i>Duration in months</i>	<i>Tuition (in US dollars)</i>	<i>Programme Format (full-time, part-time, modular, distance learning, other)</i>	<i>Number of enrolled students</i>	<i>% nationals</i>	<i>% non-nationals</i>	<i>% female</i>	<i>% male</i>	<i>Average age</i>	<i>Number of alumni to-date</i>

Master programmes (post-experience)

<i>Name of Program</i>	<i>Duration in months</i>	<i>Tuition (in US dollars)</i>	<i>Programme Format (full-time, part-time, modular, distance learning, other)</i>	<i>Number of enrolled students</i>	<i>% nationals</i>	<i>% non-nationals</i>	<i>% female</i>	<i>% male</i>	<i>Average age</i>	<i>Average years of work experience</i>	<i>Number of alumni to-date</i>

Doctoral programmes

<i>Name of Program</i>	<i>Duration in months</i>	<i>Tuition (in US dollars)</i>	<i>Programme Format (full-time, part-time, modular, distance learning, other)</i>	<i>Number of enrolled students</i>	<i>% nationals</i>	<i>% non-nationals</i>	<i>% female</i>	<i>% male</i>	<i>Average age</i>	<i>Average yeas of work experience</i>	<i>Number of alumni to-date</i>

Non-degree programmes three months in duration or more

<i>Name of Program</i>	<i>Duration in months</i>	<i>Tuition (in US dollars)</i>	<i>Programme Format (full-time, part-time, modular, distance learning, other)</i>	<i>Number of enrolled students</i>	<i>% nationals</i>	<i>% non-nationals</i>	<i>% female</i>	<i>% male</i>	<i>Average age</i>	<i>Average yeas of work experience</i>	<i>Number of alumni to-date</i>

Executive Education

<i>Open Programmes</i>	
<i>Number of Conducted Programs</i>	
<i>Number of Participants (Headcount)</i>	
<i>Number of Training Hours</i>	
<i>Number of trainers/instructors</i>	
<i>Customised/ in-company Programmes</i>	
<i>Number of Conducted Programs and Type</i>	



<i>Number of Participants (Headcount)</i>	
<i>Number of Training Hours</i>	
<i>Number of trainers/instructors</i>	