



BUSINESS GRADUATES

ASSOCIATION

LEADERS NEVER STOP LEARNING

Validation Guidance and Application Form

**Responsible
Management**



**Positive
Impact**



**Lifelong
Learning**

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 Board (BAB). Validation is a fully offsite assessment of an institutions quality and its ability to prove its and 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 BAB 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 criteria, 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
- 2) Application
- 3) Institution is invoiced 50% of the validation fee
- 4) Institution submits portfolio of evidence
- 5) BGA Accreditation Board reviews submission and drafts a report
- 6) Institution receives report, alongside recommendations, commendations, and requirements for re-validation
- 7) Institution is invoiced remaining 50% of the validation fee

1.4 Validation fee

Your institution will be invoiced for half of the validation fee upon reception of the application form. The validation process will commence once the invoice is paid. Upon completion of validation process – and regardless of outcome – your institution will be invoiced the remaining balance.

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 seventeen 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 as to be able to best add value and contribute to the further development of the institution. It is essential that the institution includes source materials and documents, from 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'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 validation process.

3. PORTFOLIO OF EVIDENCE

Below is a list of accepted documents for use as evidence your institution can submit. 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 mean to be exhaustive, however, if you do have such an item / document, its 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.

BGA Charter

1. Meeting 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

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)

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

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

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

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

1. Application details

Name of institution:

Name of main contact:

Contact email:

Contact phone number:

2. Declaration

I hereby agree to submit my institution for BGA validation. I confirm that all attached information, including the information provided, is fully accurate and truthful. I agree to pay the full validation assessment fee, regardless of the outcome.

6

Signed

Date



Returning this form

Please return this page alongside your evidence as attachments to:

accreditation@businessgraduatesassociation.com

For security purposes, we recommend the use of WeTransfer or another secure file-sharing service

To safely transfer sensitive documents, contact your BGA representative for more information.