



# BUSINESS GRADUATES

ASSOCIATION

LEADERS NEVER STOP LEARNING

## Accreditation Application Form

Responsible  
Management



Positive  
Impact



Lifelong  
Learning

## BGA ACCREDITATION APPLICATION FORM

Before completing this document, please ensure you have a copy of the current BGA accreditation criteria and check to make sure the programmes, for which you seek accreditation, meet every criterion listed.

Further information to assist you in the completion of the application form is available in the accompanying *Notes on the Completion of Application Form* document. This document clearly explains the data tables and how to complete them, and can be accessed via the BGA membership portal.

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. If you have any questions regarding elements of the document, please contact the accreditation representative assisting your institution or email [accreditation@businessgraduatesassociation.com](mailto:accreditation@businessgraduatesassociation.com).

### Application fees

An upfront fee of £3,000 GBP will be invoiced upon completion and submission of the accreditation application form. This is non-refundable.

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### 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 validation process.

### Next step

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



## Contact information

Name of institution:

Institution address:

Additional campuses:

Head of institution – name:

Head of institution – email:

Head of institution – telephone number:

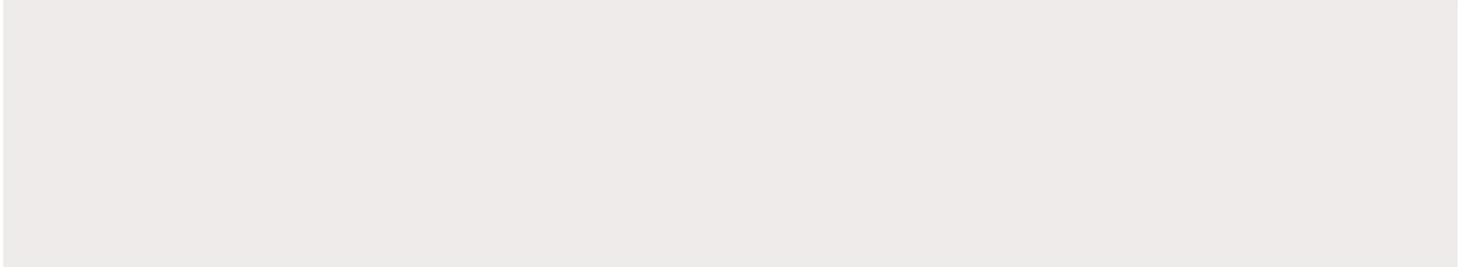
Head of accreditation – name:

Head of accreditation – email:

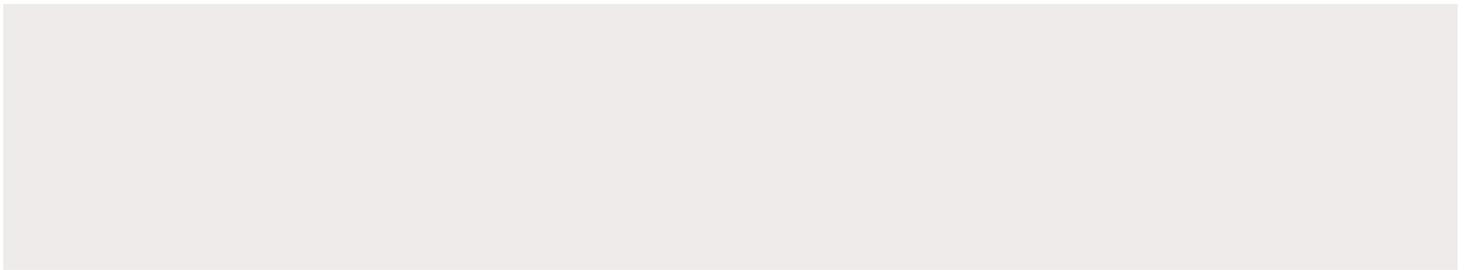
Head of accreditation – telephone number:

## 1: The institution

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



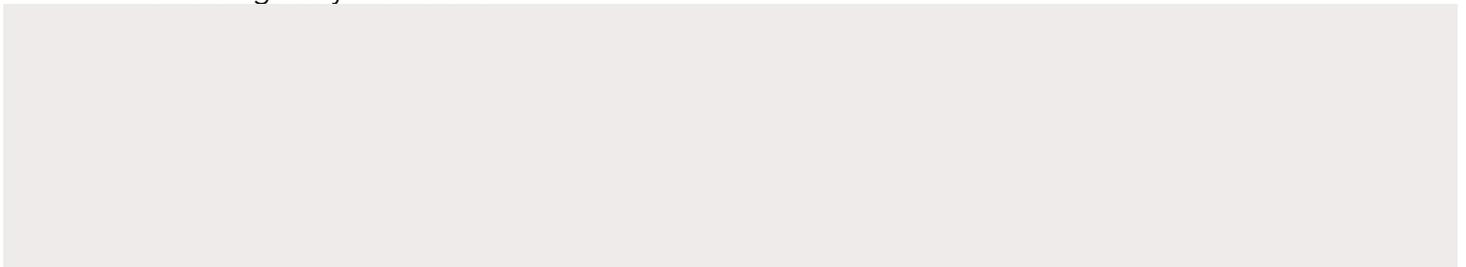
B. Briefly outline the headline strategy for the institution (Criterion 1.2)



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

D. Institutional status (Criterion 1.7)

- i. Briefly outline the status of the institution, including degree-awarding powers and the degree awarding body if different



- ii. 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 (Criterion 1.14)

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)

## 2: Faculty

A. Complete a spreadsheet 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	Age	Nationality	Gender	Highest academic qualification	Areas of professional expertise	Years of industry experience
e.g.	100091	Employed	48	South Africa	Female	Ph.D	7	16
<b>Total / average (overall)</b>	<i>Total number</i>	<i>No. FT No. PT/Visiting No. Practitioners</i>	<i>Average age</i>	<i>No. Nationalities</i>	<i>Ratio</i>	<i>No. Doctorate (FT/PT/Pr) No. Masters (FT/PT/Pr)</i>		<i>Average</i>







#### 4: Programmes

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

Programme Name	Type	Year of creation	Applications	Enrolments	Graduates
e.g. Business administration	Undergraduate	2004	100	70	60
<i>Total undergraduate</i>			<i>Total #</i>	<i>Total #</i>	<i>Total #</i>
e.g. Financial management	Master	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 doctoral</i>			<i>Total #</i>	<i>Total #</i>	<i>Total #</i>

## 5: Impact

A. Careers provision – state any headline placement and career statistics (Criterion 5.1)

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

Alumni action	Data
Date of creation	
Total membership	
Annual fee	
Number of alumni events past 12 months	
Governance	

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

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### Returning this form

Please return this form alongside all attachments to:

**[accreditation@businessgraduatesassociation.com](mailto: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.