

**National Business Education Accreditation Council
(NBEAC)
Islamabad**

(A program of Higher Education Commission)

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NBEAC RE- ACCREDITATION POLICY (version 1.2)

NBEAC accreditation is granted for a limited period, either 3 years or 5 years. Therefore a school that wishes to maintain its accreditation must enter a process of re-accreditation before expiry of the accreditation period. Since preparing for re-accreditation may take several months, a school must apply for re-accreditation approximately six months before its accreditation expires. At the beginning of the 3rd or the 5th year, the NBEAC secretariat will remind the school about the expiry of its accreditation.

The procedures described below apply to school renewing their accreditation in the re-accreditation scheme.

1. The re-accreditation process involves all steps of first time accreditation including registration process.
2. The university shall fill the registration application and submit to NBEAC one month before the schedule of Eligibility Screening Committee (ESC) meeting.
3. The ESC shall review the registration application as per basic eligibility screening criteria.
4. The decision of committee is communicated by NBEAC Secretariat to business school through Initial Eligibility Screening (IES) letter.
5. If a university does not qualify for registration, they may avail the facility of pre-eligibility mentorship to complete the registration process within 06 months to one year time period. The university shall reapply for registration without resubmitting the registration fee.
6. If a university qualifies for self-assessment process, the ESC shall recommend a timeline to submit Self-Assessment Report (SAR).
7. If a university feels appropriate, they may avail the facility of pre review mentorship i.e. Mentor Visit.
8. If mentor gives go-ahead to submit SAR, the business school shall submit the self-assessment report with

- a “Continuous Improvement Report (CIR)” highlighting the improvements of the business school undertaken in the realm of the program since its last accreditation.
9. CIR will highlight two key set of items in the SAR, in order to facilitate the Peer Review Team (PRT) in identifying improvements since the last visit.
- a. Improvements done by the business school (in different areas / at least in nine areas) after the previous visit (Ref previous SAR and new SAR)
 Example: Vision and mission statements are changed (new SAR will reflect it)
 - b. Overall improvement in quality of teaching & learning of business school, considering previous visit as baseline. (It will show the differential in each standard - Ref. doc to be provided to the school)
 Example: More international participation (proof will be attached by the school)

In the first set, it will clearly indicate the improvements carried out by the school because of the recommendations of the Peer Review Report (PRR). In the second set, it will specify the additional changes and up gradations made since the last visit which do not relate directly to the recommendations of the PRR. In both cases, clear references should be made to the proforma number and the item number of the SAR where details of each key improvement have been provided. If school will show in two columns the status of each standard/parameter (provided to them) at the time of previous visit and current then it will be easier for the team to evaluate.

Sample:

Parameter	Previous 2014	Current 2016
Total Faculty	12	18
Total BBA Students	470	560

10. Only one copy of SAR and CIR should be submitted for desk review at NBEAC secretariat to ensure the completeness. The five copies are to be submitted after receiving go-ahead from NBEAC secretariat.
11. The business schools applying for re-accreditation are subject to the same NBEAC standards and criteria as developed for accreditation, however, the SAR prepared by the business school for the re-accreditation

process must reflect a comparison between the state of the program in all nine foundational areas of the SAR at the time of its previous accreditation and at the time of reaccreditation process.

12. The programs applying for re-accreditation are subject to the same fees as the programs undergoing first-time accreditation.
13. The peer review visit duration and composition of the Peer Review Team (PRT) shall also remain intact. Head of the previous peer review team would not be repeated; however one member could be overlapping.
14. The Council shall make the decision on the re-accreditation of the program based on the recommendations of Accreditation Award Committee (AAC) and recommendations of the PRT to re-accredit the program.
15. There will be four types of accreditation decisions:
 - a. 05 years, W {the institution receiving scores 80% or above}
 - b. 03 years, X {the institution receiving scores between 65%- 79% (65% will be raised to 70% from the year 2020 onwards)}
 - c. Not qualified for accreditation, Y {the institution receiving scores less than 65% }
 - d. Accreditation Withdrawal {if a business school perceives a negative recommendation by looking at the peer review report (shared with the schools before Council decision), the school may decides to withdraw from the accreditation process. In this case, the school cannot reapply for eligibility within 02 years after the date of withdrawal }
16. However, in case the program has not been able to make improvement in line with the recommendations of the previous PRT report, the current PRT may recommend “Not qualified for accreditation” status as per the scores.
17. A business school may not be given any extension or its existing accreditation may even be relegated to lower category if the program has not maintained the required standards or had failed to address the issues highlighted in the previous PRT report.