



**ASSOCIATION OF ACCREDITED SCHOOLS OF BUSINESS
INTERNATIONAL**

Emails: secretary [at] aasbi.com **and** aasbi.accredited [at] gmail.com

APPLICATION CHECKLIST and AFFIRMATION

Updated 2015-03-30

PLEASE FILL IN BY HAND IN CAPITAL LETTERS.

NOTE: THE AASBI BOARD'S ACCREDITATION DECISION (INCLUDING RENEWAL(S) IS/ARE DISCRETIONARY WITHOUT RECOURSE, BASED ON ALL AVAILABLE INFORMATION, FACTS AND SURROUNDING CIRCUMSTANCES IN THE APPLICANT'S EFFORTS TO COMPLY WITH AASBI'S *GENERALLY ACCEPTED EDUCATION PRINCIPLES* (GAEP).

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| Line A | Name of the legal entity applying: | | |
| Line B | Name of the operating entity applying, if different: | | |
| Line C | Main physical location and address: | | |
| Line D | Contact person: | Telephone number: | Email address: |
| Line E | Additional contact person(s), if any : | | |
| 1 | GAEP Statement 1 The Applicant is a degree-granting institution (eg, associate, bachelor, master, or higher) | Yes | No |
| 2 | GAEP Statement 2 The Applicant's jurisdiction is a States Party to the United Nations Universal Declaration of Human Rights (UDHR), and respects and protects the human rights in particular of movement, thought, conscience, religion and expression. | Yes | No |
| 2-1 | If Applicant's affirmation is "no", describe in key words below the reasons for your information and belief, in particular as they relate to former or present faculty, staff and students detained for "political offences" in the widest sense, and prospect of release from detention (attach a separate sheet, if more space is needed). | | |
| 3 | GAEP Statement 3 The Applicant's practices and policies affirm the UN Declaration of Human Rights (UDHR). | Yes | No |
| 4 | GAEP Statement 4 The Applicant provides equal opportunity to all (faculty, staff and students) based on merit without discrimination on the basis of unchangeable personal characteristics including nationality, religion and sexual orientation. | Yes | No |
| 4-1 | If Applicant's affirmation is "no", describe in key words below the Applicant's reasons (attach a separate sheet, if more space is needed). | | |
| 5 | GAEP Statement 5 The Applicant's teaching location(s) is/are accessible and safe, with a bookstore and library (or adequate internet access), recreational facilities or a park, cafeteria or restaurant access on campus or close-by, as well as medical facilities for emergencies. | Yes | No |
| 6 | The Applicant has been in existence for a period of four academic years or more, graduated at least one cohort, and is expected to continue to exist as a "going concern" until the end of the accreditation period (which is normally three full academic years). | Yes | No |
| 7 | GAEP Statement 7 The school (college or department) is autonomous and distinguished from any and all other units of the larger educational entity, if any; subject to governmental regulation only as required by law. | Yes | No |
| 7-1 | If Applicant's affirmation is "no", describe in key words below (attach a separate sheet, if more space is needed) | | |
| 8 | GAEP Statement 8: The teaching facilities are sufficiently spacious with teaching aids including overhead projectors and the like, computer labs, student access to physical or digital books, recreational facilities, park and/or sitting areas, medical emergency facility(ies), in a geographical area relatively free of | Yes | No |

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| | natural disasters or adequate protection eg by designed or retrofitted construction(s), and is not in a war zone or zone of continuous military conflict. | | |
| 9 | GAEP Statement 9: The Applicant's curriculum focuses on general management and business administration and related fields. | Yes | No |
| 10 | GAEP Statement 10: The Applicant provides professional certification programs at the School by members of the faculty or qualified outside professionals, including but not limited to accounting programs preparing students for the uniform examinations for the certified public accountant, chartered accountant and/or certified controller or certified management accountant, or chartered financial analyst. [GAEP 10 does not apply for hospitality and tourism schools.] | Yes | No |
| 11 | GAEP Statement 11: The Applicant accepts students on the basis of their demonstrated preparation, academic and/or professional curiosity, who, the Applicant believes, will benefit from the education offered within a set time frame to become contributing members of society. | Yes | No |
| 12 | GAEP Statement 12: The Applicant is making continuous efforts in measuring teaching effectiveness, eg by way of measuring learning outcomes. | Yes | No |
| 13 | GAEP Statement 13: The Applicant's teaching faculty are academically and/or professionally qualified within the meaning of GAEP Statement 13, and as outlined in detail in the Applicant's accompanying <i>Statement of Educational Conditions</i> . For hospitality and tourism schools, GAEP 13 requires "competent qualification generally accepted and/or required within the industry".] | Yes | No |
| 14 | GAEP Statement 14: The Applicant allows faculty members sufficient time for personal activities including research, CPE (Continuing Professional Education) and seminars and/or consulting activities inside or outside the business schools, or college, or department. The faculty members' teaching load does not exceed six (6) semester courses per academic years; and does not exceed eight (8) semester course per academic year if co-teaching. | Yes | No |
| 15 | GAEP Statement 15: The Applicant allows faculty members adequate time for leisure, seminars and other extra-curricular activities. | Yes | No |
| 15-1 | Re GAEP Statement 15: The Applicant attaches a written statement from the School's Faculty Association addressing GAEP Statement 15. | Yes | No |
| 16 | GAEP Statement 16: The Applicant encourages and monitors its faculty members' including adjuncts' Continuing Professional Education (CPE) including but not limited to publication requirements. | Yes | No |
| 17 | GAEP Statement 17: AASBI does not distinguish between full-time and adjunct faculty (in particular, if professionally qualified and active). The Applicant is not required to affirm on this checklist. | | |
| 18 | GAEP Statement 18: The Applicant should and does maintain an independent Faculty Association for the purpose of amicable resolutions, or, if deemed necessary as a last resort, collective action. If not applicable, explain below or on a separate sheet of paper, what other adequate procedure(s) are available to address and/or remedy employment and teaching-related faculty issues. | Yes | No |
| 19 | GAEP Statement 19: The Applicant has and adheres to an accepted code of conduct for all members of the School including faculty, staff, and students. | Yes | No |
| 20 | GAEP Statement 20: The AASBI does not hold a School's general reputation in any particular regard. The Applicant is not expected to affirm on this checklist. | | |
| 21 | GAEP Statement 21: The Applicant has access to sufficient liquid funds to cover one semester of the aggregate of staff and faculty salaries and facility maintenance. | Yes | No |
| 22 | GAEP Statement 22: The Applicant is aware of its discretion to withdraw from accreditation at any state, and at any time, with reasons in order to assist the AASBI, or without reasons. | Yes | No |
| 23 | GAEP Statement 23: The Applicant acknowledges that the Director(s) of AASBI is/are obligated to request an accredited School to withdraw from accreditation under the circumstances further described in GAEP Statement 23, | Yes | No |
| 24 | GAEP Statement 24: The Applicant acknowledges and specifically waives any right(s) to recourse in the courts of competent jurisdiction, or any other panel, as further described in GAEP Statement 24. | Yes | No |
| 25 | GAEP Statement 25: The Applicant acknowledges its right and obligation to appoint one of its teaching faculty as liaison and member of the AASBI's informal steering and/or accreditation or other committee during the entire period of accreditation including renewal(s). | Yes | No |

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| 26 | GAEP Statement 26: The Applicant undertakes to remit the regular accreditation dues as announced and/or posted on the AASBI's website, and to reimburse the AASBI for any reasonable outlays incurred for this application, in particular travel and accommodation for site visit, if deemed necessary by the AASBI. | Yes | No |

I affirm on behalf of the Applicant that the information provided above is true and correct.

DATED at _____, on this _____ day of _____ 20_____.

Authorized signature(s), minimum two:

Signed

Name in capital letters: _____

Title or function: _____

Signed

Name in capital letters: _____

Title or function: _____

Signed

Name in capital letters: _____

Title or function: _____