University Accreditations Policy

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<th>Date:</th>
<th>August 2021</th>
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<td>Date of next review:</td>
<td>August 2022</td>
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<tr>
<td>Author:</td>
<td>Fiona Wood, Head of Standards &amp; Product Development</td>
</tr>
<tr>
<td>Authorised by:</td>
<td>Amanda Bousted, Group Professional Development Director</td>
</tr>
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Scope:
Governance of University programmes accredited by CIPS leading to MCIPS designation for programme graduates: CIPS criteria, university responsibilities and student MCIPS application requirements responsibilities.

Governance of Accreditation decisions:

1. Panel: new and amended applications are reviewed by the CIPS accreditation panel
2. Final decisions: final decisions are made by CIPS Group Professional Development Director
3. Appeals: are made to the CIPS Group Professional Development Director

Policy review:

1. The Accreditations policy will be reviewed each year to ensure the policy is fit for purpose.
2. Policy amendments will be posted on the CIPS website

Principles of Accreditation:

1. Scope of accreditation: undergraduate and post graduate degree programmes will be assessed for Accreditation

2. Registration of programmes on ECCTIS: Universities applying for a programme to be Accredited by CIPS must be registered on the ECCTIS database https://www.ecctis.com/ formerly the National Academic Recognition Information Centre (NARIC).

3. Specialist content: A minimum of 120 credits* of specialist content must be present in each Accredited Programme.
   a) Specialist content is indicated by CIPS qualification syllabi L4M1, L4M2, L4M3, L4M4, L4M5, L4M6, L4M7 L4M8, L5M2, L5M3, L5M4, L5M5, L5M6, L5M15, L5M7, L5M8, L5M9, L5M10, L6M2, L6M3, L6M4, L6M8, L6M9 and L6M10.
   b) Breadth and depth of content are needed in core subject areas, with specialist content only being counted once in each programme.
c) Programmes accredited by CIPS will include modules relating to management, finance, leadership, strategy and research methods, but these will not be included in the specialist content calculation.

* 1 credit = 10 hours of learning

4. Course length:

   a) CIPS requires undergraduate programmes to be of a minimum 3 year duration with a minimum total credit value of 360.

   b) Masters programmes will be a minimum of 1 year duration with a minimum total credit value of 180 credits.

5. Consecutive Accreditation Statements for multiple year programmes: Accreditation Statements must be in place for EACH year of the programme. For example, a 3 year course needs 3 consecutive accreditation statements to cover each year of the course programme and a 5 year part time programme would need 5 accreditation statements to be in place.

6. Payment: Fees for accreditation and annual renewals are paid in advance. Fees are reviewed annually each year and apply from 1st November to 31st October each year.

7. All universities with accredited programmes will be issued with an annual Accreditation Statement and CIPS accreditation certificate confirming the accreditation status of each programme.

8. Amendments to programmes: we recognise that programmes are adjusted from-time-to-time.

   a) Amendments to non-specialist content: amendments to non-specialist content, changes to non-specialist course titles, module codes and so on must be communicated to CIPS to ensure your Accreditation Statement is updated before you alter your course.

   b) Costs of a single submission of up to a maximum of 3 non-specialist amendments are included in the annual accreditation fee. Additional non-specialist amendments or submissions will incur an administration charge.

   c) Your students will use your Accreditation Statement to support their MCIPS application, so keeping this up to date is essential.

   d) Amendments to specialist content: will undergo a full review with our assessor team and so are chargeable at the prevailing rate.

9. Accreditations for multiple university location: CIPS recognise that Universities take a range of approaches in how they work with their regional networks. CIPS needs to ensure the standards of programmes and the local teaching teams and will accredit programmes on the following basis:

   a) Single university location: single accreditation application and single Accreditation Statement

   b) Single university location offering distance learning to students in multiple locations, single accreditation application and single Accreditation Statement

   c) Multiple university locations, each with separate teaching teams: individual accreditation applications and individual Accreditation Statements

   d) Multiple university locations, where a central team co-deliver with local teaching teams: single accreditation application and single Accreditation Statement to cover all locations
10. Accreditations for programmes will not be provided retrospectively.

11. Programmes and universities will be assessed using evidence provided by the University on the Accreditation application form, in some cases assessors will need to contact applicant universities and universities need to make the relevant staff available. Accreditation decisions will be reviewed by the CIPS Accreditation Panel.

12. Full access to accreditation statements will be provided through the CIPS website to support students selecting MCIPS accredited programmes and graduates applying for MCIPS.

13. Students will not receive CIPS certifications for their participation in a CIPS accredited degree programme. CIPS membership certificates will be issued to individual students upon a successful application for MCIPS designation (see para 15).

14. University responsibilities:

   a) Ensure the accreditation statement is provided to all students of accredited programmes at the start of each year.
   b) Actively promote CIPS and CIPS membership to students
   c) Use, refer and encourage the use of CIPS Knowledge (from the CIPS website) within the accredited programme, dissertations and so on
   d) Use the CIPS brand as directed in the CIPS brand guidelines
   e) Notify CIPS if there are any minor adjustments to the programme as these will need to be assessed in context of the whole programme
   f) Undertake a full programme review at least every 5 years and ensure the programme update is reaccredited by CIPS
   g) Ensure programme accreditations are in place for EACH year of a programme; discontinuous accreditations will prevent students applying for MCIPS if their programme takes more than 1 year to complete
   h) Collaborate with CIPS to support the development of the profession
   i) Pay all fees in full and in advance

15. Withdrawal of CIPS accreditation: CIPS reserves the right to withdraw accreditations in the following circumstances:

   a) Immediate withdrawal – where in CIPS’s own opinion the activities of the university are or may bring the CIPS brand into disrepute
   b) End of year withdrawal – where in CIPS’s own opinion the programme no longer meets the CIPS principles set out above

16. MCIPS conditions for accredited programmes (student requirements):

   a) Accreditation statements are in place for EACH of the years of the student’s programme (i.e. a 3 year undergraduate programme will require 3 accreditation statements covering each year of study)
   b) Students will have passed their programme
   c) Students will have completed all the options or modules specified in the accreditation statement and met all the conditions of the Accreditation Statement
   d) Only students completing the full programme will be eligible for MCIPS, credit transfers between courses or institutions will not be accepted
e) Students must provide the following evidence as part of their application for MCIPS:
   i. A Line Managers letter
   ii. A fully detailed CV with relevant procurement and supply related experience
   iii. A copy of qualification certificate
   iv. A copy of qualification transcript of completed units
   v. A copy of dissertation/thesis, if applicable to the programme taken