

2021



**THE ACCREDITATION COUNCIL FOR ENTREPRENEURSHIP AND  
ENTERPRISE EDUCATION (ACEEE)**

*--- accrediting for entrepreneurial excellence and leadership*

**THE ACCREDITATION DIVISION OF INSTITUTE OF CLASSIC  
ENTREPRENEURSHIP, NIGERIA (ICENT)**

## **ACCREDITATION POLICIES**

## **PURPOSE OF THIS DOCUMENT**

**This document features policies that apply to all ACEEE accreditation offers. It highlights central rules and procedures and is not only relevant for applicants and accredited institutions but also for ACEEE bodies such as the Accreditation Council, ACEEE Office, Accreditation Committees, Peer Review Teams and Appeal Panels.**

### RELATION TO OTHER DOCUMENTS

This document is closely related to ACEEE's Accreditation Process Manual that highlights the different phases and steps applicant institutions need to undertake to become ACEEE accredited. The process manual refers to the policies presented in this document at various places.

### QUESTIONS?

If you have any questions or concerns, please do not hesitate to contact the ACEEE Office via Email or phone.

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### **Note:**

Many policies refer to the role of the chair of the Accreditation Council. It shall be noted that the chair can authorise the vice-chair to act on its behalf in all matters. The decision shall be made based on the expected contribution the vice-chair could make, e.g. speeding up a procedure or providing certain expertise.

## **APPEAL POLICY**

**ACEEE is committed to high quality accreditation that is evidence-based and fair and ensures that accreditation standards are applied consistently. Institutions that apply for initial or re-accreditation may appeal adverse decisions if the decision is deemed to violate written ACEEE procedures or is arbitrary and in substantial disregard of material facts.**

### **APPLICATION**

Decisions that can be appealed are:

- Denial of eligibility
- Removal from the initial or re-accreditation process
- Denial of initial or re-accreditation
- Accreditation with conditions
- Award of standard accreditation instead of premium
- accreditation
- Conditions set or a request for immediate re-accreditation
- resulting from an institutional change review process
- Revocation of accreditation status

### **PROCEDURE**

1. Institutions must state their appeal in writing to the Accreditation Council chair and vice-chair within 30 days after the institution has been notified of the respective decision. The appeal needs to be uploaded to the Accreditation Management System and:

- a. name the applicant institution as well as the decision to be appealed
- b. provide evidence upon which the appeal is based
- c. be dated and signed by the legal representative of the appealing institution

In case the applicant institution does not have access to the Accreditation Management System yet or anymore, the appeal needs to be sent via email to [aceee@homeofentrepreneurship.com](mailto:aceee@homeofentrepreneurship.com).

2. The ACEEE Office will acknowledge receipt of the appeal within 14 days via email. The response will also detail if the appeal fulfills all requirements (“a” to “c”). Should all

requirements be met, the procedure will continue with the next step. Should the institution fail to satisfy one or multiple requirements, it shall address the issue within 7 days of the receipt of ACEEE Office response.

3. The ACEEE Accreditation Council chair, will assign an Appeal Panel with at least three members that will investigate the appeal. Member of the Appeal Panel shall be members of the ACEEE Council who have no relationship to the appellant institution (see ACEEE's Conflict of Interest Policy) and did not participate in the decision being appealed. The ACEEE Office will inform the appellant within 30 days of the acknowledgement of the appeal about the names and affiliations of the three appointed Appeal Panel members.

4. Should the appellant bring forward reasons for conflict of interest of an appointed ACEEE Council member, the appellant may request a new Appeal Panel member. In case the applicant institution successfully puts forward conflicts of interest and new potential panel members are provided, a new 30-day selection period starts on the day of the receipt of the new list.

5. Once the Appeal Panel is appointed, its members select one member as its chair. The chair of the Appeal Panel will be the central point of contact for the appellant.

6. The Appeal Panel chair, in consultation with the appellant and the members of the Appeal Panel, will set a date for the appeal hearing and inform all stakeholders (including the ACEEE Accreditation Council chair and ACEEE Office) at least 30 days before the hearing. The hearing shall be scheduled within three months of the Appeal Panel appointment and shall be set up as a personal meeting.

However, if all parties (Appeal Panel members as well as the appellant) agree, the meeting can also be held as a video conference. Either party can request the recording and transcription of the hearing. In case of a personal meeting, ACEEE may request the appellant to deposit the estimated expenses at least 15 days before for the meeting. All costs and expenses associated with the meeting (including travel and accommodation, daily allowance and meeting costs; excluding legal fees, if any) have to be borne by the appellant institution (refer to ACEEE's Travel and Reimbursable Expenses Policy). If the deposit is not exhausted to its fullest extent, any difference will be refunded to the appellant institution.

7. The ACEEE Office will provide each Appeal Panel member and all participants from the appellant institution with copies of the request for the appeal as well as reports and other materials that are related to the decision being appealed, at least 14 days before the hearing.

Detailed information on the hearing procedure will be send to all parties together with the provision of the documentation.

8. In the decision review, the Appeal Panel shall only consider facts that existed prior to and at the time of the decision. The decision to sustain or reverse the decision is subject to the judgement of the Appeal Panel. The Appeal Panel, however, shall sustain the decision if the appellant is not able to provide evidence that the decision was violating written ACEEE procedures or was arbitrary and in substantial disregard of material facts. The Appeal Panel's decision shall be based on a voting of its members. If a majority of the Appeal Panel members

votes for reserving the decision, the decision will be reversed. Otherwise, the original decision will stand. The decision of the Appeal Panel shall be considered as final.

9. Within 30 days after the hearing, the Appeal Panel chair shall provide the ACEEE Office with a written statement highlighting the decision as well as the grounds the decision is based on.

10. The ACEEE Office will inform the appellant as well as the Accreditation Council chair via email about the Appeal Panel's decision with the panel's written statement being provided with the email.

## **COMPLAINT POLICY**

**ACEEE is committed to high quality services that recognise, sustain and advance entrepreneurship and enterprise education in the higher education ecosystem. Therefore, ACEEE encourages stakeholders to use its complaint procedure to inform ACEEE about any potential shortcomings of its activities, decisions or procedures.**

## **APPLICATION**

Complaints can be handed in by any individual or organisation and are thus not limited to those being directly involved in ACEEE accreditation procedures.

## **PROCEDURE**

1. The complainant prepares a written complaint that

- a) describes the complaint in detail,
- b) provides evidence upon which the complaint is based,
- c) clearly identifies the complainant (at least full name, addresses, affiliation),
- d) provides contact details of the complainant (email, phone and post address), and
- e) is dated and signed by the complainant.

If the complaint targets an applicant or accredited institution, the complainant also needs to:

- f) clearly identify the institution the complaint is referring to,
- g) provide permission to share the complaint with the applying / accredited institution, and
- h) identify the relationship between the complainant and the applying / accredited institution.

The document needs be send as PDF via email to [aceee@homeofentrepreneurship.com](mailto:aceee@homeofentrepreneurship.com).

2. The ACEEE Office will acknowledge receipt of the complaint within 30 days via email. The response will detail if the complaint fulfills all requirements (“a” to “e” respectively “a” to “h”). Please note that the office will not respond to complaints that are not submitted in written format and neither to anonymous complaints.

3. Within 30 days after the acknowledgement of the receipt of the complaint, the ACEEE Office will inform the complainant of the ACEEE Accreditation Council chair’s decision on whether or not the complaint falls within the purview of ACEEE. If the complaint does not fall within the purview of ACEEE, the complaint will be disregarded. If the complaint falls within ACEEE’s purview, the ACEEE Office will inform the complainant about the next steps that ACEEE will undertake to further investigate the complaint.

4. The Accreditation Council chair will take appropriate measures to address the complaint. For example, if the complaint targets a current applicant or an ACEEE accredited institution, the

council might request an official response from the Accreditation Committee, the Peer Review Team and/or the applicant resp. accredited institution to respond to the complaint.

5. Should the Accreditation Council decide that the complaint has been addressed satisfactorily and that no violation of the ACEEE procedure, standards and policies has occurred, the complaint will be closed. Otherwise, an ad-hoc committee will be set up to investigate the issue further until it is resolved and the complaint can be closed.

6. The ACEEE Office will notify the complainant of the results within 30 days after the complaint has been closed.

## **CONFLICT OF INTEREST POLICY**



**It is crucial that decisions are fair, fact-based and guided by the respective person's best judgement in order to maintain the integrity and credibility of the accreditation process. To ensure that decisions cannot be affected by actual or potential conflicts of interest, this policy highlights conflicts that might result in an exclusion of a person in an accreditation procedure or in a revision of a decision or report.**

## **APPLICATION**

This Conflict of Interest Policy provides a reference point for applicant institutions that may want to:

- appeal a decision in accordance with ACEEE's Appeal Policy,
- challenge the appointment of an Accreditation Committee, Peer
- Review Team, Institutional Change Review Committee or Appeal
- Panel (see procedure description below), or provide a position statement on the Peer Review Report or Final Evaluation Report.

In the exceptional case that an institution identifies a conflict of interest with the Accreditation Council chair or vice-chair it shall notify the ACEEE Office via email before applying for eligibility. In case the actual or potential conflict of interest is acknowledged, the respective individual(s) will be replaced for this specific accreditation procedure.

As the responsibility of detecting actual and potential conflicts of interest lies equally with the applicant and ACEEE representatives, the policy should also be used as a reference by members of the Accreditation Council, Accreditation Committees, Peer Review Teams, Institutional Change Review Committees and Appeal Panels. Prior to the engagement, each ACEEE representative that is involved in an accreditation procedure is required to declare that none of the above mentioned conflicts of interest applies and that he/she is not aware of any other actual and potential conflicts of interest with respect to the very accreditation procedure the ACEEE representative is going to engage in.

The policy might also be used as a reference by individuals and organisations that provide a complaint to ACEEE.

## **POTENTIAL CONFLICTS**

Conflicts of interest may include but are not limited to:

- employment, enrolment as student or service provision on the strategic level (e.g. board or committee member, strategic advisor)
- by the applying institution,
- by any institution that is part of the same multi-institutional system as the applicant,

- by a competitor or any other institution that might have an interest in the outcome of the accreditation procedure, within the past ten years
- current employment at an institution in the same state, province or regional territory as the applicant institution
- having been a candidate for employment or enrolment at the applicant institution within the past three years
- immediate family member (spouses, siblings, children, grandchildren, parents, grandparents, domestic partners) or personal or professional relation to someone who is a staff member, board member or a current job or study applicant of the applicant institution
- having been engaged with central people in the applicant institution in the ACEEE accreditation procedure of the person's own institution
- receipt of an honorary degree from the applicant institution  own financial interest or financial interest of an immediate family member in the applicant institution (e.g. shares of stock)

## PROCEDURE TO CHALLENGE THE APPOINTMENT OF ACEEE REPRESENTATIVES

Following the below presented procedure, applicant institutions can challenge the selection of ACEEE representatives by outlining actual or potential conflicts of interest that may bias the individuals' decisions.

1. The applicant institution has to challenge the nomination of a committee, team or panel within 30 days by written notice. The notice needs to
  - a) name the committee, team or panel member(s) to be challenged,
  - b) provides evidence upon which the challenge is based (this can include but is not limited to conflicts of interest outlined in ACEEE's Conflict of Interest Policy), and c) be dated and signed by the legal representative of the applicant institution.

Please refer to ACEEE Application Package for a challenge letter template. The document needs to be uploaded to the Application Management System in PDF format.

2. The ACEEE Office will acknowledge the receipt of the challenge within 14 days via email. The response will detail if the complaint fulfils all requirements ("a" to "c").
3. The challenge will be forwarded by the ACEEE Office to the respective decision maker:
  - The chair of the Accreditation Council in case of the appointment of an Accreditation Commission or Appeal Panel

□ The chair of the Accreditation Committee in case of the appointment of a Peer Review Team

4. Within 30 days of the acknowledgement of the receipt of the challenge by the ACEEE Office, the challenge will be reviewed and the result will be communicated to the applicant institution. The chair of the Accreditation Council will involve two self-chosen additional council members in the decision while the chair of the Accreditation Committee will engage with the two additional members of the committee. The decision shall be based on a majority voting of the before mentioned three decision makers. The decision shall be considered as final.

5. In case of the challenge being accepted, the chair of the Accreditation Council (in case of a challenge of an Accreditation Committee member) or the Accreditation Commission (in case of a challenge of a Peer Review Team member) is required to appoint another member to replace the individual that has successfully been challenged. Within 30 days of the receipt of the newly appointed member, the applicant institution may challenge the new member. In case of the challenge being rejected, the accreditation procedure continuous as planned.

It should be noted that an applicant institution can also waive the right to challenge members of an appointed Accreditation Commission, a Peer Review Team, an Institutional Change Review Committee or an Appeal Panel, and thus speed up their accreditation process. Please refer to the Accreditation Process Manual for more information.

## **COPYRIGHT AND CONFIDENTIALITY POLICY**

**An accreditation procedure requires the applicant institution to share sufficient information so that ACEEE can evaluate whether or not the applicant fulfills the standards set. ACEEE is committed to protect confidential information and acknowledges ownership of the material being submitted.**

## **APPLICATION**

This policy details copyright, as well as confidentiality treatment, between applicant / accredited institutions and ACEEE representatives. Key ACEEE representatives involved in accreditation procedures include:

- Accreditation Council members
- Accreditation Committee members
- Peer Review Team members
- ACEEE Office staff
- Institutional Change Review Committee members
- Appeal Panel members

## **COPYRIGHT**

ACEEE considers all documented information that is submitted as part of an accreditation procedure as the intellectual property of the organisation sharing this information, if not specified otherwise in the document.

## **CONFIDENTIALITY**

Without written permission, ACEEE will not release the eligibility datasheet, self-evaluation report or any additional documentation submitted by the applicant institution to individuals or organisations who are not actively involved in the accreditation process (see list above). The same rules apply to correspondence between ACEEE and applicants resp. accredited institutions.

The Final Evaluation Report will be partially based on, and make reference to, information that the institution has supplied in the self-evaluation, in supplementary documentation and in discussion during the peer review visit. It is the responsibility of the applicant institution to review the draft Final Evaluation Report and notify the ACEEE Office in writing of any requests to consider edits to the Report on the basis of confidentiality or commercial sensitivity.

In accordance with the above rules, all ACEEE representatives (see list above) are required to treat documented information as the intellectual property of the applicant organisation and may not share any information (documentation or correspondence) with externals, unless the applicant resp. accredited institutions grants permission in written format.

Unless explicitly prohibited by the applicant, ACEEE may use the information provided for aggregate reporting. ACEEE assures both confidentiality and anonymity in this case.

In addition to above set regulations, applicant and accredited institution may not disclose any information on their accreditation procedure or communication with ACEEE stakeholders to external parties, unless specifically granted in writing by the ACEEE Accreditation Council chair.

## **DISCLOSURE OF APPLICANTS AND ACCREDITED INSTITUTIONS POLICY**

**ACEEE clearly defines the rights and responsibilities with regards to publicity and promotion at the different stages of the accreditation process so as to protect the reputation of all stakeholders.**

### **ACEEE**

In order to promote ACEEE accreditation and third mission activities within the higher education ecosystem, ACEEE reserves the right to disclose applicants and accredited institutions in its marketing material (e.g. website, presentations and flyers) and in response to inquiries from the public. ACEEE will only disclose if an institution is currently engaged in an application procedure or is already ACEEE accredited. It will not share any information on the status of the accreditation procedure itself.

### **ACCREDITED INSTITUTIONS**

Accredited institutions are encouraged to widely promote their accreditation. Please refer to the ACEEE Marketing Guidebook for further information on how to exploit the full value of ACEEE accreditation.

### **APPLICANT INSTITUTIONS**

ACEEE recommends applicants to internally communicate that they are currently working to achieve ACEEE accreditation in order to promote cultural change and foster support and engagement in the process. This only applies to institutions whose accreditation procedure has formally been opened. All institutions whose accreditation has not yet formally been opened (e.g. those being in the eligibility application stage) are prohibited from publicly promoting their engagement with ACEEE.

Applicants may not state or imply

- the successful completion of the accreditation procedure within a designated time frame,
- that their institution fulfills all ACEEE standards.

## INSTITUTIONAL CHANGE POLICY

**Higher education institutions are not static organisations but continuously foster change to best fulfill their missions. Should this change affect ACEEE accreditation, applicant and accredited institutions are required to inform ACEEE so that the issue can be addressed.**

### APPLICATION

Institutions that have been awarded ACEEE accreditation or are currently in the accreditation process may experience substantial institutional change that may affect the quality or scope of the institution's approach towards entrepreneurship and/or enterprise education (e.g. with respect to structures or activities). No matter if this institutional change is caused by a deliberate action (e.g. a change in strategy) or by external factors not in the power of the institution (e.g. financial distress, political frameworks), institutions are required to notify the ACEEE Office as soon as the institution assumes that such an institutional change is likely to occur, rather than when the consequences of the change start to materialise. An early notification will give the opportunity for the institution and ACEEE to collaboratively and pro-actively address the issue and prevent the suspension of the institution's accreditation.

Institutional change may include but is not limited to:

- closure or restructuring of central entrepreneurship / engagement support structures (services and facilities)
- changes in the institution's commitment to entrepreneurship and/or enterprise education (e.g. mission, vision or strategy)
- major changes in the governance or management of the institution that negatively affects the implementation and continuous improvement of entrepreneurship and/or enterprise education practice
- revision or suspension of central curricula or other teaching and training activities

### PROCEDURE

The procedure for reporting institutional change is as follows:

1. The institution notifies ACEEE in writing, addressed to the ACEEE chair, as soon as the institution assumes that the change is likely to occur. The notification needs to be uploaded to the Accreditation Management System and:
  - a. provide detailed information on the institutional change and how this might affect ACEEE standards
  - b. be dated and signed by the legal representative of the applicant resp. accredited institution
2. The ACEEE Office will acknowledge receipt of the notification within 30 days via email. The response will detail if the notification fulfills both above presented requirements.

3. The ACEEE Accreditation Council chair and at least one additional council member (selected by the council chair) will evaluate whether or not the institutional change shall be considered as substantial (requiring a detailed investigation) or minor (not requiring any further action). The evaluation shall start right after the acknowledgement of the receipt and should not last longer than 60 days. During the evaluation process, the institution might be contacted to provide further information.
4. If the Accreditation Council chair and the additional Accreditation Council member(s) agree that the change should be considered as minor, the institution will be notified that the accreditation procedure will continue as planned (in case of applicants) or that the re-accreditation will take place as scheduled (in case of accredited institutions) and that no further action needs to be taken by the institution. Otherwise, the change will be considered as substantial and the institution will be informed about the next steps.
5. The Accreditation Council chair will assign an Institutional Change Review Committee consisting of three Accreditation Council members. These members can but do not have to be the same council members that have been involved in prior accreditation(s) of the institution under review. The institution will be informed about the selection of the committee members.
6. The institution can express conflicts of interest within 30 days of the appointment of the committee. If no expression is received within the 30 days, the next step will be undertaken. The institution can also waive the right to challenge the committee by uploading a waiver (refer to the ACEEE Application Package for a template) to the Accreditation Management System. With receipt of the waiver, the accreditation procedure will immediately move to the next step, thus speeding up the process.
7. The committee will select a chair, develop an approach for the investigation of the case and inform the institution about the next steps. These steps might include but are not limited to:
  - a. Requesting and reviewing new information
  - b. Holding a conference call
  - c. Visiting the institution
8. The committee will prepare an “Institutional Change Review Report”, including a recommendation for the Accreditation Council to maintain the accreditation without conditions, to maintain the accreditation with conditions, to request an immediate re-accreditation procedure, or to suspend accreditation of the institution. The ACEEE Office will send the report to the institution.
9. Within 30 days of the receipt of the report, the institution can submit a position statement. If no position statement is received within 30 days, the next step will be undertaken. The institution can also waive the right to provide a position statement by uploading a waiver (refer to the ACEEE Application Package for a template) to the Accreditation Management System. With receipt of the waiver, the procedure will immediately move to the next step, thus speeding up the process.



10. The Institutional Change Review Report and the potentially submitted position statement will be reviewed by the Accreditation Council chair and at least two additional council members. The final decision of the council will be communicated within 60 days of the receipt of the position statement or waiver, or the end of the 30-day period in which the institution could have submitted a position statement. The decision can be appealed, following ACEEE's Appeal Policy.

## **LOGO AND SEALS USAGE POLICY**

**The logo and seals of the Accreditation Council for Entrepreneurship and Enterprise Education are valuable assets that are key in promoting ACEEE and its accreditations. Therefore, ACEEE takes the protection of its logo and seals seriously – to the benefit of all accredited institutions and further ACEEE stakeholders.**

### **APPLICATION**

This policy details the usage of the logo and seals for ACEEE’s key stakeholders, namely applicants and accredited institutions, partners as well as members of the Accreditation Council and the Advisory Board.

### **USAGE RULES**

#### **Accredited institutions**

Only institutions that have successfully been accredited and whose accreditation has neither been withdrawn nor expired are allowed to refer to ACEEE accreditation in one of the following, or similar ways implying a current accreditation by ACEEE:

- Accredited by ACEEE
- ACEEE accredited
- [...] accreditation by ACEEE [..]

These institutions are also allowed and encouraged to use the respective seal as well as the ACEEE logo to promote their accreditation.

#### **Applicant institutions**

Institutions that are currently undertaking an initial accreditation process are allowed to use the ACEEE logo to refer to their current status as applicant of ACEEE accreditation. These institutions are, however, forbidden to imply in any way that they have already received ACEEE accreditation, e.g. by using the ACEEE logo without providing context information. In addition, they are not allowed to use any accreditation seal until they have formally been awarded accreditation.

#### **Partners and members of the ACEEE Accreditation Council and the Advisory Board**

Organisations and individuals that are named as partners or endorsees on the ACEEE website and individuals that are members of the ACEEE Accreditation Council or Advisory Board are allowed and encouraged to use both the ACEEE logo to promote ACEEE accreditation resp. the member’s involvement in ACEEE. The logo and seal usage, however, has to clearly highlight the promotion intention (e.g. “we support/endorse ACEEE accreditation”) or the member’s affiliation with ACEEE (e.g. “Member of the ACEEE Accreditation Council”) and may not imply that the partner or the member’s institution has been awarded ACEEE accreditation itself.

## **Other stakeholders**

All other stakeholders are required to request the usage of the logo/seal in printed and electronic materials by contacting the ACEEE Office via email ([aceee@homeofentrepreneurship.com](mailto:aceee@homeofentrepreneurship.com)). The request should contain the following information:

- Information on the organisation requesting the permission to use the logo/seal
- Description of the intended usage, including information on the respective target audience
- Sample material (e.g. flyer design or website screenshot)
- Information on the expected circulation of the material

## **USAGE GUIDELINES**

All individuals and organisations that use the ACEEE logo or seal have to use it in compliance with the ACEEE Logo and Seal Usage Guidelines available at the ACEEE website.

## **REVISION POLICY FOR CENTRAL ACCREDITATION DOCUMENTS**

**ACEEE promotes continuous improvement as it acknowledges the need to adapt its accreditation to certain changes in the internal and external environment. In order to ensure an integer accreditation approach, amendments to ACEEE's central accreditation documents have to follow a thoroughly executed revision process.**

### **APPLICATION**

This policy applies to the revision of the following documents:

- Accreditation Process Manual
- Accreditation Policies
- Accreditation Standards and Guidelines

Minor edits to the documents that do not affect the essence of a statement or information provided, shall be implemented by the chair/vice-chair of the Accreditation Council right away. Examples of such minor edits are grammatical errors and spelling mistakes, logical errors (e.g. in a process description) or the adding of explanations and examples that improve comprehensibility. Examples of significant changes include the change of focus of a standard or changes in the responsibilities within the accreditation process. These changes require the consultation of the Accreditation Council.

All revisions have to be documented in detail.

### **CHANGE REQUEST PROCEDURE**

1. The person that has identified a need to adapt a central accreditation document prepares a written document that a) describes the identified issue and, if possible, a suggestion for adaptation of the document,  
b) provides evidence upon which the request for revision is based,  
c) provides contact details of the requester (email, phone and post address)  
d) is dated and signed by the requester.

The document needs to be sent as PDF to [aceee@homeofentrepreneurship.com](mailto:aceee@homeofentrepreneurship.com)

2. The ACEEE Office will acknowledge receipt of the change request within 30 days via email. The response will detail if the requester fulfills all requirements stated above. Should one of the requirements be missed, a new request needs to be handed in.

3. The Accreditation Council chair/vice-chair will evaluate if this change request refers to a minor edit or significant change. In case of minor edits, the chair/vice-chair will consider and accordingly incorporate and document the change in the document(s). In case of a significant

change proposal, the chair/vice-chair will add the proposal to the agenda of the next revision cycle.

4. The requester will be informed by the ACEEE Office about the result of the evaluation process via email.

## **REVISION PROCEDURE**

While change requests can be submitted at any time, these requests will be presented to the council only once per year so that all proposed changes can be considered together. Revision processes are commenced by the chair of the Accreditation Council. In case of change requests that require immediate review, the chair might move up the next revision or initiate an additional review.

1. The Accreditation Council chair provides all council members with the appropriate documentation to evaluate the requested changes. The council members shall be given at least 21 days for their review.

2. The council members shall review the documents within the specified time frame and

a) provide qualitative feedback

b) state their approval or disapproval of the proposed version of the document

3. The chair/vice-chair of the Accreditation Council revises the document(s) based on the feedback given by council. All suggestions for minor edits provided by the council members will be considered by the chair/vice chair and accordingly incorporated into the final version of the document which will then be circulated to council members. If council members make proposals for significant changes to the dimensions, standards, the accreditation process or policies, then these will be considered by the chair/vice chair and as appropriate circulated to the council members for further comment.

## **TRAVEL AND REIMBURSABLE EXPENSES POLICY**

**As a smooth accreditation procedure depends to a certain degree on efficient travel logistics, ACEEE has developed a transparent policy benefitting applicant institutions, travelling ACEEE representatives as well as the ACEEE Office alike. ACEEE operates a travel and expenses policy which maintains the costs of accreditation at a reasonable level and enables the accreditation process.**

### **APPLICATION**

This Travel and Reimbursable Expenses Policy covers:

- travel of the Peer Review Team to the applicant institution
- travel of Appeal Panel members to a hearing
- any further travel requested by the applicant organisation or required to sustain ACEEE accreditation (e.g. as part of an institutional change review)

Reimbursable expenses might include:

- transportation costs (such as airfare, car rides, rail, bus etc.)
- parking charges and tolls
- other costs, if considered reasonable (such as taxi fares)

In addition, the travelling ACEEE representative is allowed to charge the applicant institution daily allowance, based on the table presented below. The period for which daily allowance can be charged includes both the travel as well as the time spend at the applicant / accredited institution. The period shall be rounded up to the next half day.

ACEEE requires applicant institutions to work directly with the travelling ACEEE representative to arrange travel and accommodation (to be paid by the applicant institution), and to immediately reimburse travel expenses after the expenses have been reported (see below).

Should any costs for meeting facilities or translation occur as part of an Appeal Panel hearing, the appellant is required to cover these costs right away, or reimburse ACEEE if it decides to initially pay for the facilities or services.

### **RULES**

The following rules apply to this Travel and Reimbursable Expenses Policy:

- All flights shall be booked as economy class flights. Neither ACEEE nor the travelling ACEEE representative may request a business or first class flight.

- Each kilometre driven by car is reimbursed with €0.30/km □ Rental cars should only be used if other means of transportation are not available or when it would result in significant cost and/or time savings
- Should travel by a personal or rented automobile not be the most efficient means of transportation but the ACEEE representative decides to use the car, the applicant organisation is allowed to only reimburse the costs of the most economic but also acceptable (e.g. in terms of time) means of transportation
- Accommodation will normally be considered for up to one night before the start and up to one night after the end of the visit.

Should the ACEEE representative travel more than 5.000km, accommodation should be provided for up to two days before the start of the business and two days after the end of the business, if requested by the travelling ACEEE representative.

#### Appendix to Travel and Reimbursable Expenses Policy

The daily allowance that ACEEE representatives are allowed to charge applicant / accredited institutions for their travels shall be determined by the ACEEE Office.

The Accreditation Council for Entrepreneurship and Enterprise Education (ACEEE),  
 Institute of Classic Entrepreneurship, Nigeria (ICENT)  
 No 102, Oyemekun Road (Last Floor, 1<sup>st</sup> Wing),  
 Opposite Oyemekun Grammar School, Akure, Ondo State, Nigeria |  
**Phone:** +6738351960, +2348036689803, +2348037904924 |  
**Website:** [www.homeofentrepreneurship.com/aceee](http://www.homeofentrepreneurship.com/aceee) |  
**E-mail:** [aceee@homeofentrepreneurship.com](mailto:aceee@homeofentrepreneurship.com)