



# World Futures Studies Federation Request for Accreditation

Effective  
1 July 2021  
Version 2.4



## Request for Accreditation preparation

This template is designed to assist applicants to submit a Request for Accreditation for WFSF programme accreditation of Foresight Programmes (*including other programme names such as futures studies / prospectif / prospectiva, futures foresight/ estudios de futuros / études futures, or other similarly termed programmes*) (effective 1 March 2021, version 2.4).

The World Futures Studies Federation Programme Accreditation Council (WFSF PAC) considers both documentary evidence and experiential evidence to assess whether each criterion is met or not met.

When preparing documentation for review it is important to keep in mind:

- readability - use clear, concise statements directly addressing each criterion including an explanation of how the evidence submitted demonstrates the criterion is met.
- accessibility - use hyperlinks to key documents within the submission or information available on websites.
- searchability - supporting evidence (for example, policies, procedures, timetables, reports, meeting minutes etc.) referenced in the text should be included in appendices and be easily found by using search tools, bookmarks or accurately referenced pages.

Avoid:

- duplication - there is no need for duplication. When supporting evidence for a criterion is the same for different parts of the submission or programs delivered in all modes and at all campuses, indicate this in the response and cross reference all relevant documentation.
- assumptions - do not assume the Assessment Team will have prior knowledge of the programs and information submitted for previous cycle assessment reviews. The submission is a point in time self-assessment and the aim of a cycle re-accreditation site visit is to gather evidence which helps determine if the programs meets all the Accreditation Standards at the time of the visit.

Applications ('Request for Accreditation') is submitted [online](https://:accreditation.wfsf.org) (<https://:accreditation.wfsf.org>) or a manually completion of this form can be submitted via email to [accreditation@wfsf.org](mailto:accreditation@wfsf.org)

Should you require more information or assistance please contact the WFSF PAC at [accreditation@wfsf.org](mailto:accreditation@wfsf.org)

## Application of criteria

The WFSF accreditation process consists of three phases – the Request for Accreditation Phase (meeting pre-conditions), the Application Assessment Phase (assessment of Programme Accreditation Submission and site visit) and The Accreditation Phase (assessment outcome).

The below table illustrates the phases and the criteria for assessment



|  | PHASE 1: REQUEST FOR ACCREDITATION  | PHASE 2: APPLICATION ASSESSMENT   | PHASE 3: ACCREDITATION  |
|--|---|---|---|
| CRITERIA   | <b>Applicants submit a request to apply and are assessed against meeting the pre-conditions for application</b>   | <i>Programme Accreditation Submission form; Self-assessment; Initial Assessment; Accreditation Team Evaluation</i>  | <i>Final Accreditation Assessment Report and Board Decision</i> |
| <i>Pre-conditions are assessed based on the submission of a "Request for Accreditation" form</i>   | <b>Precondition 1: Futures Studies</b><br><b>Precondition 2: Credential Granting</b><br><b>Precondition 3: Governmental Approval</b><br><b>Precondition 4: Institutionally Accredited</b><br><b>Precondition 5: Sufficient Term of Existence</b><br><b>Precondition 6: Administrative Unit</b><br><b>Precondition 7: Mode and Location of Delivery</b><br><b>Precondition 0.8: Institutional Membership</b> |   |   |
| <i>Accreditation Standards are assessed based on the "Application Submission" form including i) Self Assessment, ii) Initial Assessment and iii) Assessment Team evaluation including a site visit</i> |   | <b>Standard 1: Mission</b><br><b>Standard 2: Faculty</b><br><b>Standard 3: Curriculum</b><br><b>Standard 4: Instruction</b><br><b>Standard 5: Students</b><br><b>Standard 6: Resource</b> |   |
| <i>The WFSF PAC considers the Accreditation Team final report and makes recommendation to WFSF Board</i>   |   |   | <b>Final Report &amp; Recommendation; Final Decision</b>        |



## Tertiary education institution contact details

**Insert Tertiary Education Provider name**

**[Insert Organisational Unit (OU) name here]**

Head of Organisational Unit

Position Title

Address

Telephone

e-mail

Signature

[Either digital signature or email confirmation acceptable]

Date

**Officer(s) to contact concerning the submission**

Name

Position title

Telephone

e-mail



## Program profile

|  |   |
|--|---|
| Tertiary education<br>Institution name             | <hr/>   |
| OU name  | <hr/>   |
| Head office address                                | <hr/>   |
| Programmes, level of<br>study and delivery<br>mode | <p>[List all programmes seeking accreditation]</p> <p>[Insert programme title as it will appear on the academic transcript and testamur]</p> <p>[Please indicate delivery mode of all programmes;</p> <ul style="list-style-type: none"><li>• an on campus program is delivered wholly on campus or may include an online components</li><li>• an online program is delivered wholly online (synchronous or asynchronous) or may include residential components]</li></ul> <p>For example:</p> <p><b>Masters of Futures Studies</b> (Campus: Melbourne, Online)</p> |
| Other Campuses                                     | <hr/>   |
| Standards version                                  | <p>World Futures Studies Federation Request for Accreditation</p> <p>Effective</p> <p>1 December 2020</p> <p>Version 2.1</p>  |
| Purpose of assessment                              | <p>[Initial Accreditation OR Reaccreditation]</p>   |



## Executive summary

Please provide a brief overview of the education programs seeking accreditation.

Include any information to assist in understanding the context which these programs are operating including:

- the Organisational Unit's philosophy and vision for its programs
- the history of the programme and their development
- highlight any strengths and opportunities for further development of the programs
- plans for any major changes during the accreditation period
- any other issues or matters that you'd like to make the WFSF aware of.

### Executive Summary

[TYPE EXECUTIVE SUMMARY HERE]



## Response to the pre-conditions for eligibility to apply

### Precondition 1: Futures Studies

The institution must demonstrate that the mission of the foresight educational programme(s) sufficiently falls within the philosophy, frameworks, and methodologies of futures studies as defined by the principles of the Federation, its pluralistic approach to futures studies, and the peer-reviewed journals in this field.

#### **[Education provider's response]**

Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

### Precondition 2: Credential Granting

The institution must grant a tertiary educational award in foresight and / or futures studies (certificate, diploma, associate, baccalaureate, master's or doctoral level). If an institution offers awards in futures studies and / or foresight at more than one level, the accreditation process will review all levels simultaneously. Subsequent to accreditation by the Federation, if an institution initiates a programme at a new level the awards must be reviewed within three years of the initiation.

#### **[Education provider's response]**

Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

### Precondition 3: Governmental Approval

The institution must be authorized to grant awards by a recognized governmental agency. The institution should demonstrate that anti-discrimination policies govern the admission of students and employment of staff.

#### **[Education provider's response]**



Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

#### **Precondition 4: Institutionally Accredited**

The institution must be accredited by a recognized institutional accrediting body. Subsequent to accreditation by the Federation, the institution must demonstrate continuing adherence to the standards of their institutional accrediting body.

##### **[Education provider's response]**

**Note: If Governmental Approval (Pre-condition 3) is associated with Institutional Accreditation do not repeat the information above. Please provide evidence that the Institutional Accreditation is from a Governmental Agency.**

Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

#### **Precondition 5: Sufficient Term of Existence**

The programme(s) to be accredited must have been in existence for a sufficient period of time to make possible an evaluation of quality. The institution should be able to produce evidence of curriculum development and revision processes, of faculty development and evaluation, and of graduates and educational outcomes.

##### **[Education provider's response]**

Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

#### **Precondition 6: Administrative Unit**

The foresight programme(s) offered by the institution must be supported by an institutional administrative unit. The administrative unit must be sustained by a continuing budget. Subsequent to accreditation by the Federation, the institution must demonstrate continuing support for this administrative unit.

##### **[Education provider's response]**





Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

### **Precondition 7: Mode and Location of Delivery**

If an institution offers programmes in futures studies at multiple locations, or through distance education, including electronic media, all locations and / or all modalities will be reviewed in the accreditation process simultaneously. Subsequent to accreditation by the Federation, if an institution initiates a programme at a new location, or through a new modality, all programmes must be reviewed within three years of the initiation.

#### **[Education provider's response]**

Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

### **Precondition 8: Institutional Membership**

The unit to be accredited must be an institutional member of the World Futures Studies Federation. The unit's foresight programme(s) must be in compliance with the Federation's institutional membership requirements as published by the Federation during the year of programme review, the year of the accreditation visit, and the year of accreditation. Subsequent to accreditation by the Federation, the unit must demonstrate continuing adherence to the standards of the Federation.

#### **[Education provider's response]**

Please list the key evidence that demonstrates that this criterion is met.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

### **Further Information**



The institution may include further information that a) may address issues related to not meeting the pre-conditions above, and / or b) additional reasons why it would qualify for eligibility to apply.

**[Education provider's response]**

Please list the key evidence that demonstrates that this additional information.

Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.

[Please name associated documents used to evidence this precondition here and provide URL links to them]

**Applicant Declaration and Attestation**

I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this form are genuine. I undertake to inform the WFSF in writing of any changes to the information already provided and to update the information on this form whenever requested to do so.

**[Responsible officer's digital signature and date here]**

After completion of this form please submit it via email to [accreditation@wfsf.org](mailto:accreditation@wfsf.org)

For any further enquiries and requests for assistance please send your enquiry to [accreditation@wfsf.org](mailto:accreditation@wfsf.org)