



World Futures Studies Federation Programme Accreditation Submission

Effective
1 July 2021
Version 2.4

Submission preparation

This form is designed to be used as a guide in preparing a written submission and presenting evidence for consideration against the *Accreditation standards for Foresight educational programmes (also including alternative nomenclatures such as futures studies / prospectif / prospectiva, futures foresight/ estudios de futuros / études futures, or other similarly termed programmes sharing similar characteristics and knowledge base)* (effective 1 July 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.

To assist in preparing the submission, refer to the following documents and resources available on the [WFSF website](#):

- *World Futures Studies Federation Guide for Accreditation – effective 1 July 2021, version 2.4*
- *World Futures Studies Federation Programme Accreditation Submission - effective 1 July 2021, version 2.4 (This document)*

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 ('Programme Accreditation Submission' forms) can be submitted via email submission to accreditation@wfsf.org Please ensure that file names do not exceed 128 characters.

Should you require more information or assistance please contact WFSF PAC at 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 form 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 | <i>Applicants submit a request to apply and are assessed against meeting the pre-conditions for application</i> | Programme Accreditation Submission form; Self-assessment; Initial Assessment; Accreditation Team Evaluation | <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> | Precondition 1: Futures Studies Precondition 2: Credential Granting Precondition 3: Governmental Approval Precondition 4: Institutionally Accredited Precondition 5: Sufficient Term of Existence Precondition 6: Administrative Unit Precondition 7: Mode and Location of Delivery Precondition 0.8: Programme Membership | | |
| <i>Accreditation Standards are assessed based on the "Application Submission" form including i) Self Assessment, ii) Initial Assessment and iii) Accreditation Team evaluation including a site visit</i> | | Standard 1: Mission Standard 2: Faculty Standard 3: Curriculum Standard 4: Instruction Standard 5: Students Standard 6: Resource | |
| <i>The WFSF Board considers the Accreditation Team final report and recommendation</i> | | | Final Report Recommendation Final Decision |

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 Institution name | |
| OU name | |
| Head office address | |
| Programmes, level of study and delivery 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"> • an on campus program is delivered wholly on campus or may include an online components • an online program is delivered wholly online (synchronous or asynchronous) or may include residential components] <p>For example:</p> <p>Masters of Futures Studies (Campus: Singapore, Online)</p> |
| Other Campuses | |
| Standards version | World Futures Studies Federation Accreditation Submission: Effective 1 December 2020 Version 2.1 |
| Purpose of assessment | [Initial Accreditation OR Reaccreditation] |

| Executive Summary | |
|-------------------|-------------------------------|
| | [TYPE EXECUTIVE SUMMARY HERE] |

Response to the Accreditation Standards

| | MISSION STANDARDS |
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| | In order to be accredited, the unit must articulate a mission for its foresight programme(s) which establishes its view of foresight education in accordance with the following standards. |
| | Mission Standard 1.1: Mission Statement |
| | The mission statement of the programme(s) must be clear and accessible to all stakeholders, and subject to periodic review and revision. The mission must be aligned with the institution's mission and must include a commitment to high quality programme outcomes in foresight. |
| | [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 if applicable] |
| | Mission Standard 1.2: Programme Outcomes |
| | The mission statement and its supporting online documentation must specify the educational outcomes programme offered, the types of occupations the award can lead to, and identify the characteristics of students (and / or other constituents) served by the programme(s). |
| | [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 if applicable] |
| | Mission Standard 1.3: Multi-year Plan |
| | The foresight educational unit must have a multi-year plan that provides a vision and direction for its work and learning environment, and demonstrate adequate resourcing to reach its administrative and academic outcomes. This plan must be reviewed for its continuing relevance, and periodically improved and updated, and be supported by the institution. |
| | [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. |

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| | [Please name associated documents used to evidence this precondition here if applicable] |
| | Mission Standard 1.4: Qualified Officers |
| | The mission must be supported by qualified officers who are responsible for documenting the administrative and academic outcomes of the programme. |
| | [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 if applicable] |

| FACULTY STANDARD | |
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| A capable and qualified faculty is essential to the creation and delivery of high quality education. The institution must demonstrate that it recruits, develops and maintains high quality faculty in its foresight programme(s). In order to be accredited, an institution must meet the following faculty standards. | |
| Faculty Standard 2.1: Qualified Faculty Ratio | |
| At least 50% of the student credit hours required for the foresight programme must be taught by academically qualified faculty. Institutions which offer masters or doctoral level foresight degree programmes should have greater concentrations of academically qualified faculty. | |
| [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 if applicable] | |
| Faculty Standard 2.2: Academically Qualified | |
| Academic qualification requires a minimum of a degree one level above the programme in which the faculty is teaching. The faculty capabilities should be supplemented by professional experience relevant to futures studies as relevant to the mission of the programme. Faculty may demonstrate equivalence to academic qualifications through intellectual activities including a demonstrated record in futures research within three years of the accreditation visit. | |
| [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 if applicable] | |
| Faculty Standard 2.3: Professionally Qualified | |
| Faculty must demonstrate continuing efforts to advance the discipline of futures studies and foresight. These efforts could include participation in professional meetings or conferences, peer reviewed intellectual contributions in the academic literature, professional involvement in the form of consulting activities, leadership positions in professional or scholarly organizations, or faculty internships. | |
| [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. | |

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| | [Please name associated documents used to evidence this precondition here if applicable] |
| | Faculty Standard 2.4: Faculty Review Process |
| | The institution must specify expectations they have for the faculty related to the relative emphasis of teaching, research and service they must perform as leaders of the foresight programme(s). The institution must have a formal, periodic review process that supports faculty reappointment, promotion and tenure decisions, with a process that sets guidelines for workload levels for effective teaching, instructional innovations, and professional and intellectual contributions to futures studies and foresight. |
| | [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 if applicable] |
| | Faculty Standard 2.5: Full-Time Faculty Ratio |
| | At least 20% of the total combined teaching load in the foresight programme programme(s) must be carried by full time faculty members. Institutions offering masters or doctoral level foresight degree programmes should have higher proportions of full-time faculty. |
| | [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 if applicable] |
| | Faculty Standard 2.6: Teaching Workloads |
| | The unit has clear standards for faculty engagement and expectations that go beyond correspondence study. These processes exist to confirm substantial and regular faculty engagement with students and student-to-student interaction, whether on-site, or in the online environment. |
| | [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 if applicable] |
| | Faculty Standard 2.7: Faculty Engagement |

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| | <p>The unit has clear standards for faculty engagement and expectations that go beyond correspondence study. These processes exist to confirm substantial and regular faculty engagement with students and student-to-student interaction, whether on-site, or in the online environment.</p> |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | <p>[Please name associated documents used to evidence this precondition here if applicable]</p> |

| CURRICULUM STANDARD | |
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| The institution must demonstrate that it offers and maintains a high quality futures studies and foresight curriculum. In order to be accredited, an institution must meet the following curriculum standards. | |
| Curriculum Standard 3.1: Peer Benchmarking | |
| The curriculum must be in consonance with the mission and reflect foresight education as self-defined by two peer benchmark programmes. | |
| [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 if applicable] | |
| Curriculum Standard 3.2: Award Level | |
| The foresight curriculum must develop the requisite knowledge, skills and abilities that match the level of the award as defined by the European Qualifications Framework or comparable qualification framework. | |
| [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 if applicable] | |
| Curriculum Standard 3.3: Foresight Component | |
| Programmes at the certificate, diploma, associate degree and baccalaureate level must contain majors, minors or concentrations in foresight that constitute at least 25% of the credits that constitute the award. Graduate and professional programs must be progressively more advanced and structured to include knowledge of the literature and learning activities that ensure ongoing professional practice and research. | |
| [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 if applicable] | |
| Curriculum Standard 3.4: Transfer Credit | |

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| | <p>The institution should have a transfer credit evaluation system in place which ensures that course credit granted from other institutions is equivalent in quality to that offered by the institution itself, subject to normal faculty review and validation. Transfers of credit must not play a significant role in foresight programme awards.</p> |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | <p>[Please name associated documents used to evidence this precondition here if applicable]</p> |
| <p>Curriculum Standard 3.4: Transfer Credit</p> | |
| | <p>The institution should have a transfer credit evaluation system in place which ensures that course credit granted from other institutions is equivalent in quality to that offered by the institution itself, subject to normal faculty review and validation. Transfers of credit must not play a significant role in foresight programme awards.</p> |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | <p>[Please name associated documents used to evidence this precondition here if applicable]</p> |

INSTRUCTIONAL STANDARDS

In order to ensure the effective creation and delivery of instruction, and demonstrate continuing program enhancement, an institution must be innovative and future oriented. In order to be accredited, an institution must meet the following instructional standards.

Instructional Standard 4.1: Curriculum Review

Processes must exist for the review and evaluation of instructional effectiveness. At a minimum, these processes must monitor curriculum design and delivery.

[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 if applicable]

Instructional Standard 4.2: Outcome Assessments

Outcome assessments must be established and functioning which assess student learning outcomes at the course and programme level.

[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 if applicable]

Instructional Standard 4.3: Defined Assessments

Assessment instruments (e.g., rubrics) are detailed and appropriate to student work and respective outcomes. Feedback on student assignments and dialogues are constructive and provided in a timely manner.

[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 if applicable]

Instructional Standard 4.4: Faculty Performance

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| | Processes must exist to evaluate faculty performance and teaching effectiveness, and the use of instructional resources. These processes must show evidence of innovation in teaching, instructional delivery, and curriculum content. |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC .</p> |
| | [Please name associated documents used to evidence this precondition here if applicable] |
| Instructional Standard 4.5: Assessment Plan | |
| | The unit must have a program assessment plan comprised of components such as program learning outcomes, curriculum map, course learning objectives, direct/indirect measures, artifacts, implementation timeline, oversight responsibility, faculty review, and use of information to enhance student learning. |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | [Please name associated documents used to evidence this precondition here if applicable] |

STUDENT STANDARDS

A high quality learning community is important for effective foresight education. Accordingly, and offer support services that ensure the timely completion of the respective programmes of study. In order to be accredited, an programme must meet the following student standards.

Student Standard 5.1: Admission Requirements

The unit must have clear, written guidelines for admission to each foresight programme it offers. These guidelines should be consistent with the mission and should support an objective of producing a high-quality student body. The guidelines and or policies should be developed with a clear and reasonable expectation that admitted students will be qualified to complete the program of study. These guidelines / policies must be readily available to interested parties.

[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 if applicable]

Student Standard 5.2: Student Achievement

The unit must have clear, written guidelines for admission to each foresight programme it offers. These guidelines should be consistent with the mission and should support an objective of producing a high-quality student body. The guidelines and or policies should be developed with a clear and reasonable expectation that admitted students will be qualified to complete the program of study. These guidelines / policies must be readily available to interested parties.

[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 if applicable]

Student Standard 5.3: Academic Information

A unit must make available to students all relevant academic catalogues, calendars, attendance and grading requirements / guidelines / policies, and refund policies. Advertising, recruiting, and admissions information must accurately represent the award requirements, programme of study, course scheduling, financing, and support services.

[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 if applicable]

RESOURCE STANDARDS

These resources must be adequate to achieve the mission. In order to be accredited, an institution must meet the following resource standards.

Resource Standard 6.1: Library Resources

Library and/or reference materials must be adequate to support the programme(s) offered. They must be accessible to students and faculty and must be sufficient to support the mission. If an institution offers master's or doctoral level degree, access to a higher coverage of practitioner and scholarly journals must be provided. The Federation recognizes that a wide variety of means may be appropriate to a given circumstance. Consequently, student and faculty access is the key factor in meeting this standard.

[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 if applicable]

Resource Standard 6.2: Information Technology

The programme should be designed to encourage the use of information technologies by both students and faculty. Computing, software and digital resources i) must be adequate to support the award programme(s) offered, ii) must be accessible to students and faculty, and iii) must be sufficient to support the mission.

[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 if applicable]

Resource Standard 6.3: Instructional Technology

Instructional technology, digital learning platforms, web conferencing, classroom and/or meeting facilities, and instructional support materials must be adequate to support the award programme(s) offered, must be accessible to students and faculty, and must be sufficient to support the mission.

[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.

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| | [Please name associated documents used to evidence this precondition here if applicable] |
| Resource Standard 6.4: Professional Support | |
| | The institution should support and encourage student and alumni participation in academic and professional organizations and intellectual contributions. This support must be adequate to achieve the mission. |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | [Please name associated documents used to evidence this precondition here if applicable] |
| Resource Standard 6.5: Administrative Support | |
| | Staff and administrative support to students is crucial to the effective employment of faculty and enhancement of instructional resources. Consequently, administrative and staff support must be adequate, display a commitment to the programme, and must be sufficient to support the award programme(s) offered, in functions such as marketing, enrolment, financial aid, admissions, registrar, retention, information technology, career placement, and alumni services. |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | [Please name associated documents used to evidence this precondition here if applicable] |
| Resource 6.6 Enrolment Support | |
| | The institution supports the recruitment of a sufficient body of mission-appropriate students to prevent under-enrolment within its courses. Achievable enrolment growth targets are set for three to five years and are supported in marketing through a multi-year financial plan. There is ample student support through faculty advising and support services to reach retention goals. |
| | <p>[Education provider's response]</p> <p>Please list the key evidence that demonstrates that this criterion is met.</p> <p>Where appropriate please cross reference and indicate any further considerations for the institution and / or the WFSF PAC.</p> |
| | [Please name associated documents used to evidence this precondition here if applicable] |

After completion of this form please submit it online or via email to accreditation@wfsf.org

For any further enquiries and requests for assistance please send your enquiry to accreditation@wfsf.org