



**WORLD  
FUTURES  
STUDIES  
FEDERATION**

# Request for Accreditation Course

EFFECTIVE FEBRUARY 2025  
VERSION 5



This template is designed to assist applicants to submit a Request for Accreditation for WFSF accreditation of Foresight course(s).

*(including other course names such as futures studies / prospectif / prospective / futures foresight/ estudios de futuros / études futures, or other similarly termed course names)* Effective 1 March 2024, version 2.5

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.

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## WHEN PREPARING DOCUMENTATION FOR REVIEW

### 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, indicate this in the response and cross reference all relevant documentation.
- **Assumptions** - do not assume the Assessment Team will have prior knowledge of the course(s) or information submitted previously. The submission is a point in time self-assessment and the aim of an accreditation cycle is to gather evidence which helps determine if the courses meet all the Accreditation Standards at the time of the visit.

Applications ('Request for Accreditation') is submitted [online](https://www.wfsf.org/accreditation) ([accreditation.wfsf.org](https://www.wfsf.org/accreditation)) 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 Accreditation Submission) 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>	Course Accreditation Submission form; Self-assessment; Initial Assessment; Accreditation Team Evaluation	Final Accreditation Assessment Report and Board Decision
Pre-conditions are assessed based on the submission of a "Request for Accreditation" form	<b>Precondition 1:</b> Futures Studies <b>Precondition 2:</b> Credential Granting <b>Precondition 3:</b> Governmental Approval <b>Precondition 4:</b> Institutionally Accredited <b>Precondition 5:</b> Sufficient Term of Existence <b>Precondition 6:</b> Administrative Unit <b>Precondition 7:</b> Mode and Location of Delivery <b>Precondition 8:</b> Programme Membership		
Accreditation Standards are assessed based on the "Application Submission" form including i) Self Assessment, ii) Initial Assessment and iii) Assessment Team evaluation		Standard 1: Mission Standard 2: Faculty Standard 3: Curriculum Standard 4: Instruction Standard 5: Students Standard 6: Resource	
The WFSF PAC considers the Accreditation Team final report and recommendation and makes final recommendation to the WFSF board			Final Report Recommendation Final Decision

# Tertiary Education Institution Contact Details

Insert Tertiary Education Provider name *[Organisational Unit (OU) name]*

Head of Organisational Unit	
Position Title	
Address	
Telephone	
E-mail	
Signature <i>[Either digital signature or email confirmation acceptable]</i>	
Date	

Officer(s) to contact concerning the submission

Name	
Position Title	
Telephone	
E-mail	

# Course(s) Profile

Tertiary education Institution name	
OU name	
Head office address	
Course, level of study and delivery mode  <i>[List all courses seeking accreditation]</i>  <i>[Insert Course title as it will appear on the academic transcript and / or certificate]</i>  <i>[Please indicate delivery mode of all courses;</i> <ul style="list-style-type: none"> <li>• <i>an on campus course is delivered wholly on campus or may include an online components</i></li> <li>• <i>an online course is delivered wholly online (synchronous or asynchronous) or may include residential components]</i></li> </ul> <i>For example:</i> <b>Introduction to Futures Studies (Campus: Melbourne &amp; Online)</b>	
Other Campuses	
Standards version	World Futures Studies Federation Request for Accreditation: Effective February 2025, Version 5
Purpose of assessment  <i>[Initial Accreditation OR Reaccreditation]</i>	

## Executive Summary

Please provide a brief overview of the Futures Studies / Foresight education courses seeking accreditation.

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

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

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 institution is aligned sufficiently with the philosophy 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 course in foresight or futures studies or associated naming which is recognised toward the granting of a tertiary-level award (certificate, diploma, associate, baccalaureate, master's or doctoral level). If an institution offers courses at more than one level, the accreditation process will review all levels simultaneously. Subsequent to accreditation by the Federation, if an institution initiates a course at a new level, a new application for that course is required.

### 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 recognise course completion and unit credit granting toward a tertiary award by a recognized governmental agency.

#### 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 or be self-accrediting as per legislative guidelines. Subsequent to accreditation by the Federation, the institution must demonstrate continuing adherence to the standards of their institutional accrediting body or policies governing self-accreditation of courses.

#### Education provider's response:

Note: If Governmental Approval (Pre-condition 3) is associated with Institutional Accreditation, provide evidence that the institution operates within a self-regulatory context or other legislative mechanism.

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 course(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 of graduate 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 or futures studies courses 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 or unit 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 foresight or futures studies courses at multiple locations, or through distance education, including electronic media, all modalities will be reviewed in the accreditation process simultaneously.

#### 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 already be an institutional member of the World Futures Studies Federation or commit to become a member based on the WFSF accepting the Accreditation Request. Subsequent to accreditation by the Federation, the unit must demonstrate continuing membership and 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 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:

## 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.

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Responsible officer's digital signature

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Date

### SUBMIT

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

### ANY QUESTIONS?

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