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World Futures Studies Federation Course Accreditation Submission

Effective

1 July 2024

Version 3

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 courses (also including alternative nomenclatures such as futures studies / prospectiv / prospective / futures foresight/ estudios de futuros / études futures, or other similarly termed programmes sharing similar characteristics and knowledge base)* (effective 1 July 2024, Version 3).

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](https://wfsf.org/accreditation-services/):

* *World Futures Studies Federation Guide for Course Accreditation – effective1 July 2024, version 5*
* *World Futures Studies Federation Programme Accreditation Submission - effective1 July 2024, version 3 (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.
* assumptions - do not assume the Assessment Team will have prior knowledge of the course. The submission is a point in time self-assessment and the aim of the evaluation is to determine if the course meets all the Accreditation Standards at the time of the application.

Applications (‘Course Accreditation Submission’ forms) can be submitted via email submission to [accreditation@wfsf.org](mailto: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](mailto:accreditation@wfsf.org) or via personal contact addresses.

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 Course Accreditation Submission form) and The Accreditation Phase (assessment outcome).

The below table Illustrates the phases and the criteria for assessment

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|  | PHASE 1: REQUEST FOR ACCREDITATION | PHASE 2: APPLICATION ASSESSMENT | PHASE 3: ACCREDITATION |
| CRITERIA | *Applicants submit a request to apply and are assessed against meeting the pre-conditions for application* | ***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* | 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 |  |  |
| *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** | |
| **[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 |  |

|  |  |
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| **Officer(s) to contact concerning the submission** | |
|  | |
| Name |  |
| Position title |  |
| Telephone |  |
| e-mail |  |

Program profile

|  |  |
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| Tertiary education Institution name |  |
| OU name |  |
| Head office address |  |
| Course, level of study and delivery mode | [List all courses seeking accreditation]  [Insert course title as it will appear on the academic transcript and testamur]  [Please indicate delivery mode of all programmes;   * 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]   For example:  **Masters of Futures Studies** (Campus: Singapore, Online) |
| Other Campuses |  |
| Standards version | World Futures Studies Federation Accreditation Submission: Effective 1 July 2024 Version 3 |
| Purpose of assessment | [Initial Accreditation OR Reaccreditation] |

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

Response to the Accreditation Standards

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|  | **MISSION STANDARDS** |
|  | In order to be accredited, the unit must articulate a synopsis for its foresight course(s) which establishes its view of foresight education in accordance with the following standards. |
|  | **Mission Standard 1.1: Synopsis Statement** |
|  | The course synopsis must be clear, and accessible to all stakeholders, and subject to periodic review and revision. The synopsis must be aligned with the institution’s mission and must include a commitment to high quality outcomes in foresight education. |
|  | [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: Qualified Officers** |
|  | The synopsis must be supported by qualified staff 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] |

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|  | **FACULTY STANDARD** |
| 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 course(s). In order to be accredited, an institution must meet the following faculty standards. |
| **Faculty Standard 2.1: Academically Qualified** |
| Academic qualification requires a minimum of a degree one level above the course in which the faculty is teaching. Faculty may demonstrate equivalence to academic qualifications through intellectual activities including a demonstrated record of professional experience in foresight or in futures research within five years of the accreditation assessment. |
| [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: 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.** |
| [Please name associated documents used to evidence this precondition here if applicable] |
| **Faculty Standard 2.3: Faculty Engagement** |
| The unit has clear standards for faculty engagement with students and expectations that go beyond correspondence study. These processes exist to confirm regular and substantive faculty interaction 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] |
|  | **CURRICULUM STANDARDS** |
|  | **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 i) aligned with the synopsis of the course and ii) self-defined by two peer benchmarked courses at the level of the award being taught. |
|  | [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 (certificate, diploma, advanced diploma, baccalaureate, postgraduate certificate, masters or doctorate or as included in the relevant qualification framework) as defined by the [European Qualifications Framework or comparable qualification framework](https://europa.eu/europass/en/european-qualifications-framework-eqf). |
|  | [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] |

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|  | **INSTRUCTIONAL STANDARDS** |
|  | In order to ensure the effective creation and delivery of instruction, and demonstrate continuing course enhancement, an institution or unit must be innovative and future oriented. In order to be accredited, an institution or unit must meet the following instructional standards. |
|  | **Instructional Standard 4.1: Curriculum Review** |
|  | Processes must exist for the review and evaluation of current knowledge in futures studies (or similar naming) and 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 level as appropriate to the accreditation applied for. |
|  | [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** |
|  | 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. |
|  | [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] |

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|  | **STUDENT STANDARDS** |
|  | A high-quality learning community is important for effective foresight education. Accordingly, support services that ensure the timely completion of the respective courses of study. In order to be accredited, an institution must meet the following student standards. |
|  | **Student Standard 5.2: Student Achievement** |
|  | A unit must gather, maintain and analyse enrolment, retention, completion rates and other information to improve student services and reduce barriers to student success. Student achievement guidelines and academic support 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] |

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|  | **RESOURCE STANDARDS** |
|  | These resources must be adequate to achieve the synopsis and aims of the course. 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 course(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 or course 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 course(s)offered, ii) must be accessible to students and faculty, and iii) must be sufficient to support the synopsis and aims of the course. |
|  | [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 course(s) offered, must be accessible to students and faculty, and must be sufficient to support the synopsis and aims of the course. |
|  | **[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 6.4: 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 synopsis and aims of the course. |
|  | [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 6.5: Enrolment Support** |
|  | The institution supports the recruitment of a sufficient body of mission-appropriate students to prevent under-enrolment within its courses. There is ample student support through faculty advising and support services to reach retention goals. |
|  | [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] |

After completion of this form please submit it online or 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