

2017 APPLICATION FORM FOR AABS MEMBERSHIP

Please complete this form and return to The AABS Secretariat via email at [info@abschools.com](mailto:info@abschools.com)

Please ensure that copies of all documentation regarding your registration with a higher education authority are attached.

**PERSON RESPONSIBLE FOR THE APPLICATION:**

	Name of person:
	Email address:
	Direct phone number:
	Application form submission date:

**1.1. ORGANISATION INFORMATION:**

	Name of university / parent institution:		
	Name of business school:		
	Physical address:		
	Postal address:		
	Country:		
	Telephone no:	+(      )	E-mail:
	Website:		

**Per section 6.1 and 6.2 of the AABS Charter (accepted by members on 19 May 2015):**

Membership in the Association shall be restricted to organisations with a physical campus on African soil, in other words geographically located in an African country, including all regions of Africa.

Membership in the Association shall be open to all organisations which offer graduate programmes in business and management areas and which are approved by the higher education authority in an African country.

<b>Do you have a campus on African soil?</b>	<b>Yes / No</b>
<b>Do you offer graduate programmes in business and management areas?</b>	<b>Yes / No</b>
<b>By which higher education authority in an African country are the programmes referred to above accredited?</b>	

**Per section 6.11 of the AABS Charter:**

**Each member, shall nominate two representatives**, one of whom shall be the individual (Dean, Director or equivalent, hereinafter referred to as “Dean”) responsible for management of the nominating school. **The second representative being a senior member of staff designated “AABS Liaison”**. The function of the AABS Liaison is to actively engage with the AABS Secretariat on all matters relating to AABS on behalf of the Dean if and when the Dean is not available or when the Dean requests the AABS Liaison to serve as the primary contact with AABS.

**1.2. DEAN/ DIRECTOR:**

Surname:		First name:	
Position / designation:			
Title: Prof / Dr / Mr / Ms			
Telephone no:	+( )	E-mail:	
Mobile no:	+( )		

**1.3. EXECUTIVE ASSISTANT/SECRETARY TO THE DEAN/DIRECTOR:**

Surname:		First name:	
Position / designation:			
Title: Prof / Dr / Mr / Ms			
Telephone no:	+( )	E-mail:	
Mobile no:	+( )		

**1.4. AABS LIAISON PERSON:**

Surname:		First name:	
Position / designation:			
Title: Prof / Dr / Mr / Ms			

Telephone no:	+( )	E-mail:	
Mobile no:	+( )		

**1.5. ACCREDITATION DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.6. MBA DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.7. RESEARCH DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.8. ACADEMIC DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.9. FINANCIAL DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.10. MARKETING AND COMMUNICATIONS DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.11. INTERNATIONALISATION DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**1.12. INFORMATION CENTRE & LIBRARY DIRECTOR:**

Name:		E-mail:	
Telephone:	+( )	Mobile:	+( )

**2. EDUCATIONAL INSTITUTION INFORMATION:**

Year university/ parent institution founded		Year business school founded	
Mission Statement of the school (if available)			

**2.1. MBA INFORMATION:**

Number of courses required to complete the MBA _____
Number of electives required to complete the MBA _____
Is research required to complete the MBA? YES/NO
Is research done individually or in a group? _____
How many hours of classroom time are required for the MBA or Masters equivalent? _____
What percentage of the course credits does research count for? _____

## 2.2. MBA ADMISSION REQUIREMENTS

Please tick which are required):

	<b>MBA / Masters</b>		<b>Doctoral</b>	
	Degree		Master's Degree	
	GMAT		References	
	Other tests		Application	
	References		Essay	
	Application		Interview	
	Essay		Other (please specify)	

## 2.3. STUDENT INFORMATION:

	How many current students in total are registered at the university to which the business school is affiliated? _____		
	Please enter the number of current students enrolled at the business school in 2017 for the following courses:		
	<b>MBA / Masters:</b>		<b>Executive MBA</b>
	<b>Total</b>		
	Full Time		
	Part Time		<b>Diplomas</b>
	Modular		Full Time
	Distance Learning		Part Time
	<b>Doctoral: Total</b>		<b>Other</b>
	Full Time		
	Part Time		
	Distance Learning		
	Approximately how many MBA students (all types) graduated from your school last year? _____		
	Please indicate (if known) the average number / percentage of current <b>MBA</b> students with:		
	<b>Work Experience</b>		
	No work experience		

	Less than five years' work experience	
	Between 6 and 10 years' work experience	
	More than ten years' work experience	
	<b>Age</b>	
	Younger than 25	
	Between 26 and 35	
	Older than 36	

#### 4. FACULTY:

##### 4.1. FACULTY INFORMATION:

	No. of full time faculty at the business school:		No. of part time/ visiting faculty at the business school:	
	How many permanent full time faculty members have Doctoral degrees?			

##### Per section 6.12 of the AABS Charter:

All Faculty Members of AABS Members must register on the Association's website [www.aabschools.com](http://www.aabschools.com) or alternatively a faculty contact list must be sent to the AABS Secretariat annually at [info@aabschools.com](mailto:info@aabschools.com).

The purpose of this is to encourage and enable cross-continent identification and collaboration between faculty with similar areas of interest with the objective of creating more locally relevant research and business management education materials. A further purpose is to ensure dissemination of AABS communications to the broader AABS Member faculty.

##### 4.2. RESEARCH OUTPUT BY FULL TIME FACULTY

	2014	2015	2016
No. of Articles in Refereed / Accredited Journals			
No. of Articles in Professional Journals			
No. of Articles in in-house journals			
No. of Case Studies written			

No. of Case studies submitted to AABS database			
No. of Text Books published			
No. of chapters in a book			
No. of International Academic Conferences attended			
No. of conference papers presented:			
Other (please specify)			

#### 4.3. FACULTY DEVELOPMENT:

Do you have a formal faculty development process and plan? Please give a brief description of how your faculty are encouraged to develop further, include specific names of courses that they have attended, review systems, etc.

#### 4.4. TEACHING METHODS:

Are participatory learning (co-operative learning) methods used? Is only lecture-style teaching used? Please give a description of the teaching methods as well as the materials and cases (if you use case studies) used in the MBA classroom.

**5. EXECUTIVE EDUCATION:**

	Do you offer Executive Education?	Yes / No
	How many days of Executive Education does your institution offer a year on average? _____ days	
	What is the average rate of Executive Education per day? \$ _____ per day	

**6. FUNDING:**

**6.2. FUNDING MODEL:**

	Do you receive government subsidies?	Yes / No
	If you receive government subsidies are they linked to the number of students?	Yes / No
	Do you receive sponsorship from companies or foundations?	Yes / No
	What is the overall budget for the business school? (Optional) USD _____	
	Please give a brief description of the MBA funding model used at your school:	

**7. FACILITIES:**

**7.1. IT FACILITIES:**

Please mark which of the following IT facilities are available to students	Yes	No
Computer access		
Wireless access		
Free Internet access		



	Data projector access in classroom		
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**7.2. LIBRARY / INFORMATION CENTRE FACILITIES**

	Do you have a library / information centre available to students?	Yes / No
	Do you provide students with access to online journals?	Yes / No

**7.3. CLASSROOM / LECTURE FACILITIES**

	Please mark if the business school is physically located as a part of the university or as a standalone campus? Part of university ____ Standalone campus ____
	How many classrooms / lecture rooms does the business school have? _____
	How many breakaway rooms does the business school have for small group discussion? _____
	Maximum capacity of your auditorium:
	Maximum capacity of your lecture rooms:

**8.1. DEGREE GRANTING AUTHORITY:**

	Under what institutional authority does your business school grant degrees?

**8.2. QUALITY ASSURANCE:**

	Please describe how you ensure the quality assurance of your degrees/diplomas?

**8.2. INTERNATIONAL ACCREDITATION BODIES:**

	Please list any International Accreditation Bodies business school has already been accredited by

**8.3. GOVERNANCE:**

	<p>Are your accounts included as part of the parent university?</p> <p style="text-align: right;">Yes / No / Not applicable</p>
	<p>Are your accounts audited separately by an independent external auditor?</p> <p style="text-align: right;">Yes / No</p>