

## Accreditation Process

### Preamble

Hotel Schools of Distinction (HSD) is a network of renowned hotel schools from all over the world that share a vision about content and quality of hotel education. Therefore, it is quintessential for the HSD to develop and define membership criteria. These criteria serve as a vehicle to identify and assess potential new member schools, which are interested in joining the network.

As part of this process, a school is considered an institutional unit, which has full control over its programs and program execution, even if these are delivered across multiple locations and campuses.

If the authorities at the various campuses are granted independent decision-making power over programs and their execution, then each will be classified as a distinct school. Consequently, every one of these branches must be assessed autonomously.

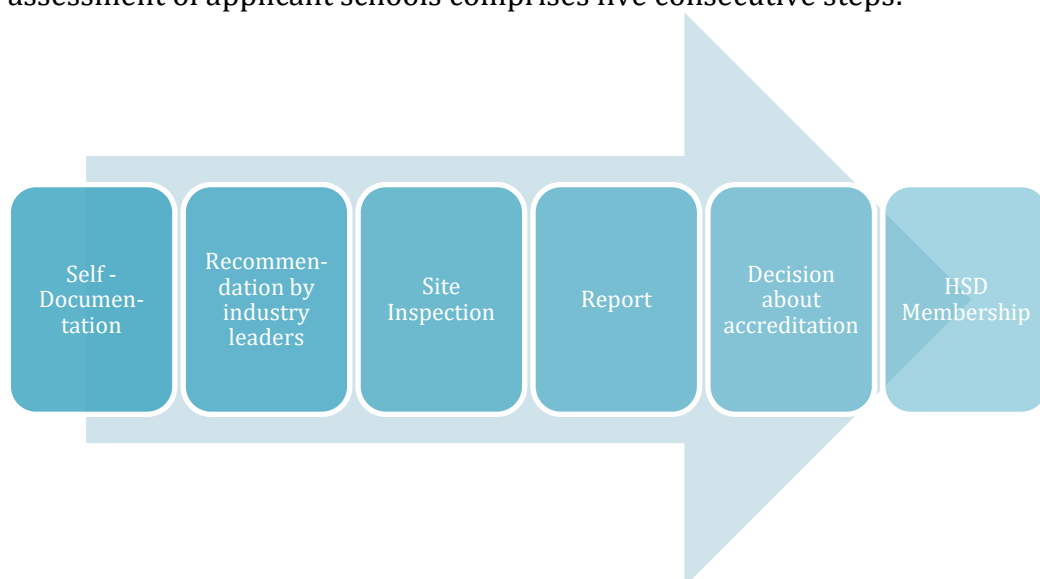
### Assessment process

The assessment process takes place under the supervision of the admissions committee of Hotel Schools of Distinction and consists of two parts:

1. Initial Assessment
2. Continuous Assessment

#### Initial assessment

The initial assessment has to take place before a school can become a member of HSD. The assessment of applicant schools comprises five consecutive steps:



#### SELF-DOCUMENTATION

The self-documentation, which is compiled by the applicant school, has to demonstrate that:

- *...the school has a dedicated hotel program*
- *...it is offering an accredited bachelor's degree program in hospitality management*
- *...the school has been producing graduates within the industry for at least 5 years*
- *...the institution itself is accredited by the national authorities as a university*
- *...it is offering a significant portion of the curriculum in the English language*
- *...the school is the leading institute of its region (existing member schools have a right to veto, if the applicant school is operating in their country/state)*
- *...the school is a preferred partner of the hotel industry internationally and/or in its region*
- *...the school is able and willing to contribute actively to HSD*

The attached questionnaire contains the criteria which have to be met to be eligible for HSD membership.

#### **RECOMMENDATION BY INDUSTRY LEADERS**

Having evaluated the applicant school's paperwork positively, HSD will interview at least two industry representatives from the region about the school's reputation to ascertain if the school meets the competencies outlined in the visual transcript.

#### **SITE INSPECTION**

Once this process has been finalized, a group of two HSD representatives accompanied by one industry representative from the country/state where the school is operating in, visits the applicant school in order to validate the information provided and to assess the quality of provision and facilities of the school.

#### **ACCREDITATION AS A HSD SCHOOL**

Only if all of the criteria are met, will the results and the proposal to accept the school as a member of HSD be put to a HSD board, which must vote unanimously in favor of accepting the relevant school (and locations/campuses as the case may be) to join HSD.

The process will be documented in the accreditation feedback, which will be brought to the school's attention, irrespective of the outcome of the accreditation process. A school that does not meet the required criteria will be offered a one-year probation period in order to improve and take necessary action as indicated in the feedback document.

#### **MEMBERSHIP**

Following HSD Board approval and the receipt of the HSD ascension certificate and upon paying the relevant fees to HSD, the school automatically becomes an accredited member of HSD.

#### **Continuous Assessment (Reaccreditation)**

HSD members are obliged to continuously assess their alignment with the HSD philosophy and competency framework. Reaccreditation takes place every five (5) years based upon the principle of self-evaluation. Member schools report on changes at their institutions, changes to their curriculum, etc. that have occurred since their last accreditation. Furthermore, the good standing and contribution of the school to the development and the philosophy of HSD will be taken into consideration as part of the reaccreditation process.

Major changes such as:

- changes in the accreditation of the programs
- changes in the status of accreditation of the school
- changes in ownership
- changes in leadership
- any other important issue that affects the quality of the programs and/or the reputation of the school

may require a reaccreditation visit outside of the five-year cycle. This site visit will be carried out by at least two people from the HSD membership committee appointed by the President of HSD.

The process will be documented in an accreditation protocol, which will be brought to the school's attention. If, following this re-accreditation visit, the school does not meet the required criteria it will be offered a one-year probation period in order to improve and take necessary action as indicated in the feedback document.

After one year, another re-accreditation will take place. The full cost of this reaccreditation visit, including the travel and subsistence costs, will be borne by the school. Should the school fail to meet the standards again, membership will be terminated.

### **Extraordinary termination of membership**

In the rare event that a membership institution harms the reputation of HSD, its membership can be terminated by a two-thirds majority at an extraordinary HSD Board Meeting at which the school will have an opportunity to defend itself and to submit and relevant documentation for consideration of the Board.

### **Accreditation Fees**

In order to cover the costs of the processes described above, the following fees will be due by the applicant school to HSD:

Application fee for new members: \*500 US\$ (only for 1<sup>st</sup> branch of a school)

\*Charged before the application process has commenced by HSD.  
The application fee is non-refundable.

### **Membership fees**

The membership fee is charged according to the number of undergraduate (full time and part-time) hospitality students enrolled within a school:

Number of students	Annual membership fee in US-\$
Less than 200	2 000
201-500	2 500
500-800	3 000
Over 801	3 500

NB: Branch campuses are charged at 20% of the regular annual membership fee.