

## Summary of Progress and Changes since Submission of Self Evaluation Report

1. Established a Programme Steering Committee and initiated Phase Two of Programme Onboarding and Development
  - Roles and rationale of Programme Steering Committee, and details of Phase Two are outlined in the document “Supplementary Information for Initial Accreditation”, under the section on “Teacher Professionalisation”
2. Inclusion of 1 additional Programme Learning Outcome
3. Developed the first draft of the Capstone Project Handbook (BUS 310)

<i>Changes from Self Evaluation Report</i>	
<i>Item</i>	<i>Rationale</i>
Split the Research Proposal into two components – a ‘Capstone Selection Form’ and ‘Detailed Capstone Action Plan’	Explained in Capstone Project Handbook.
Reduced the weighting of the Final Capstone Report and added a ‘Provisional Capstone Project Report’	<p>The Provisional Capstone Report allows the student to receive feedback and input from a <i>second reader</i>, thus ensuring more support in the lead-up to the Final Report.</p> <p>It is also a structured manner of assessment that ensures that students are on-track for the Final Report. In other words, it serves both a formative and summative purpose.</p>

4. Developed the first draft of the Internship Module Guidelines (BUS 390)

<i>Changes from Self Evaluation Report</i>	
<i>Item</i>	<i>Rationale</i>
UBI will take the lead in terms of sourcing for internship opportunities on students’ behalf, and shaping the scope of work and learning outcomes with the internship companies. While students may still source for their own internship opportunities, they are advised to first select from UBI’s internship catalogue. In the event that they prefer to pursue their own internship, the opportunity needs to be evaluated by the Alumni, Internship and Career Office. Further guidelines apply for	This allows UBI to more effectively control the quality of the internships, which is a rather significant part of the programme, both in terms of its ambitions and credits accorded. With an anticipated expansion of the Alumni, Internship and Career Office, UBI is confident of its capacity to adequately source for high quality internship partners. By taking control of the communication with internship companies prior to the commencement of the internships, UBI is better able to guarantee that mentors are aware of the intended

<p>such cases, as outlined in the internship handbook.</p>	<p>learning outcomes and assessment benchmarks for the module, as well as the support needed from the company for the Capstone research.</p>
<p>Remove the 5% Internship Proposal.  Weighting is added to the Mid Internship Learning Journal.</p>	<p>The primary objective and purpose of the Internship Proposal – to serve as a ‘green light’ moment for module instructor to assess the feasibility and quality of the selected internship company – is no longer central to the process since the Alumni, Internship and Career Office oversees the quality control.</p> <p>The online application process for the internships will however still require students to justify their selection of companies, outlining their reasons for pursuing the internship. The internship orientation sessions, and its assignments, will also guide students to visualise how the role they intend to pursue is aligned to their future professional goals.</p>

5. Revised the module BUS 130 Introduction to Information Systems. This module is revised following the onboarding process, following the advice of the appointed pillar lead for the ‘Data Management’ pillar.
6. Added Dutch as another language option for the language electives.
7. The management is in the final stages of concluding the appointments of:
  - A Co-Programme Director for the Bachelor of International Business Management
  - An Associate Dean for UBI Brussels

*Once these appointments are made official, the updates in personnel will be documented and reflected on <https://www.ubi.edu/nvao-accreditation>*