**Application for Validation of Teaching and Training Programmes by the ASAB Accreditation Committee**

If you offer more than one course, please use a separate application form for each Programme/Course Category that you wish to be validated

**Applicant:**

Name:

Title:

Address:

Country:

Fax:

Phone:

e-mail:

**Programme/Course organizer (if different from applicant)**:

**Institution**:

(Location of the course)

**Programme Documentation**

Please provide an index listing all source documentation provided and indicating which document relates to which enclosure.

* **Programme details: *Enclosure # 1*** (not more than 10 pages for each module)

For **each module**, describe main topics and subheadings, including descriptive examples of, and the time allocated to, each item.

On the relevant **mapping template spreadsheets**, fully map **both** unit objectives or learning outcomes delivered against the relevant ASAB Accreditation academic learning outcome or supervised experience guideline (use **‘Template for mapping unit learning outcomes against ASAB criteria’**) **and** ASAB Accreditation academic learning outcomes against unit objectives or learning outcomes (use **‘Template for mapping ASAB criteria against unit learning outcomes’**).

For each module, please indicate teaching methodologies used, time allocated to each, and teaching material used in the delivery of the module. eg

**Teaching methodology**  Lectures [ ]        hours

 Case study/Problem based teaching [ ]        hours

 Student’s presentations [ ]        hours

 Seminars/Tutorials [ ]        hours

 Group work [ ]        hours

 Demonstration/Observation of:

 Consultations/Handling/Procedures [ ]        hours

 Student hands-on training in:

 Consultations/Handling/Procedures [ ]        hours

Comments:

**Please list teaching materials used:**

Book(s)  [ ]

Audiovisual programs [ ]

Handouts [ ]

Computer programs [ ]

Other (please specify) [ ]

Comments:

Explain any deviations from the relevant ASAB Accreditation academic or supervised guidelines.

Please provide copies of syllabus/timetable and objectives for each course component.

Comments:

**Programme/Course Frequency:** [ ]  Annual [ ]  Biannual [ ]  Other

Please specify if necessary:

**Student Admission Qualifications**:

Please specify the requirements for admission with respect to the participants’ education and / or professional experience / competence:

**Estimated or current number of participants per year (average of past three years)**:

**Programme/Course capacity (max no of students)**

**Is this programme/course recognised as an undergraduate or postgraduate course in your institution**?

[ ]  Undergraduate [ ]  Postgraduate [ ]  Neither

**Name of the organisation that accredits this course (if not the applicant’s employer)**

**How many cycles of this programme/course have been offered?**

* **Documentation on Assessment of Student Competence**: ***Enclosure #2***

Please provide details on how student competence is evaluated during and/or after programme/course completion for each module, to include both formative and summative assessment. For **each module**, provide 1-2 copies of written exams if written exams are used or representative examples of assignments used in the evaluation process over the last three years.

Comments:

* **Documentation of Programme/Course Assessment: *Enclosure #3.***

This enclosure should contain anonymised copies of examination records showing the number of students achieving different grades for the last two years as well as copies of student course evaluations and details of internal and external examination and validation processes and procedures, including grievance, membership of the programme board and samples of recent minutes of appropriate meetings. Programme validation report or external examiner reports for the last two years to be included.

Comments:

* **Documentation of Teacher Competence: *Enclosure #4***

Please provide a list of all members of staff and visiting lecturers who contribute to the delivery of the teaching element of the course, to include contact details and their contribution and the number of hours they are involved with the students in any year. For each member of teaching staff who is in contact with students for more than 10 hours, copies of CVs and other supporting material must be provided e.g. job descriptions, lists of relevant publications, including the number of RAE-submissible papers for each member of teaching staff. The material should clearly document the theoretical and practical (when relevant) competence of the staff, including student evaluation forms when considered relevant.

Comments:

* **Documentation of Teaching, Learning and Support Facilities and Resources: *Enclosure #5***

Please provide details of the number of dedicated full and part-time teaching, administrative staff and technicians that support the delivery of the course, the dedicated facilities for research and teaching of the course, including access to clinics, and associated library resources, facilities and access. Links with local veterinary surgeries and support for the delivery of the programme should also be detailed. Where resources are shared, a statement should be provided detailing how support is provided for programme delivery.

Comments:

* **Declaration:**

I confirm that the information provided in respect of the above programme and the resources underpinning them is accurate.

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 **Signature of the Applicant**

**Head of School/Faculty:**

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Head of Department or Director of Teaching**

Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: