**APPLICATION**

**For Degree Course Accreditation**

Please read [Requirements for Accredited Degrees](http://www.ifst.org/cpd-learning-accreditation-schemes/accreditation-degree-courses/requirements-ifst-accreditation-degrees) and [How to Apply for Accreditation of a Degree Course](http://www.ifst.org/cpd-learning-accreditation-schemes-accreditation-degree-courses/how-apply-accreditation-degree) before completing this Application Form. If you have any questions contact j.emery@ifst.org or +44 (0) 20 7603 6316.

**NAME OF DEGREE AND LEVEL OF AWARD**

[ ] BSc [ ] MSc Is course in the first year of operation?\* [ ] Yes [ ] No

**UNIVERSITY/INSTITUTION**

Name

Department

Address

**CONTACT PERSON**

Name

Email

Phone

Purchase Order no

IFST will invoice the Institution for payment. The results of the assessment will not be released until the fee is paid.

**DECLARATION ON BEHALF OF INSTITUTION**

I hereby certify that the information provided on this form and in any attachments is correct to the best of my knowledge. I am authorised to make this application on behalf of the University, including a commitment to pay the relevant fees.

Name

Position

Signature Date

**SUBMISSION OF APPLICATION**

Please return your application form and supporting evidence (in electronic format) by the deadline (1st May or 1st November), preferably via DropBox and the sharing of an appropriately labelled folder (which should include the name of the submitting Institution), to Jane Emery - j.emery@ifst.org

**Application for Degree Course Accreditation – Evidence**

Please provide the following, giving the document reference and page or section number.

\* New courses in the first year of operation will be granted provisional accreditation. This will normally be for one year, when universities will be asked to submit further information not available at launch. If satisfactory, the course will be granted full accreditation.  There will be no additional cost.

| **Section A. Course Structure** *Much of this information may be available in the Course Handbook.* | **Evidence/Information provided** |
| --- | --- |
| 1. Attach a diagram/award map showing the programme/course structure, the titles of the compulsory and optional modules that comprise the programme/course along with their credit points and level of study within the programme/course. |  |
| 2. Is a Course Handbook available? If so please provide an electronic copy. |  |
| 3. Provide full module descriptions for all the compulsory and optional modules including descriptions of any practical elements and the weighting of theory and practical in the module assessment. What are the learning outcomes for individual modules? |  |
| 4. Are work-based placements compulsory or optional and are they short or 1 year placements? Is the duration optional? How are placements initiated, monitored and assessed? |  |
| 5. Do external speakers contribute to the course? Similarly, do external links contribute to the course? If so what is their value and how do these contribute to the programme/course? |  |
| 6. Are any additional qualifications attainable during the programme/course? Indicate what these are and how they are attained. |  |

| **Section B. Requirements for Bachelor's Degrees** | **Evidence/Information provided** |
| --- | --- |
| 1. What are the normal entry level qualifications? |  |
| 2. What levels of attainment at “A” level are accepted for entry? Do exceptional circumstances apply whereby applicants with substantial food industry/sector experience, but without formal qualifications, can be accepted for entry? |  |
| 3. What alternative entry level requirements do you accept? |  |
| 4. Are there any special arrangements for mature student entrance? Are Access qualifications included in the range of entry criteria? What are the arrangements/requirements for students to enter using Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL) into each level of the programme/course? |  |
| 5. Do you permit advanced entry/direct entry into year 2 or year 3? If so indicate the basis for entry to years 2 or 3. |  |
| 6. Do you interview students before offering a place? All applicants? Some applicants? How does this contribute to the decision to accept a student or not? |  |
| 7. Do you accept students from outside the UK? If so what transition arrangements do you have for these students entering the course/programme? |  |
| 8. Indicate the numbers of new students entering the course per annum over the last three academic years. |  |
| 9. Provide information on the entry qualifications of students to these courses from outside the UK. |  |

| **Section C. Requirements for Master's Degrees** | **Evidence/Information provided** |
| --- | --- |
| 1. What are the normal entry level qualifications? |  |
| 2. What alternative entry level requirements do you accept? |  |
| 3. Can applicants without degree-level qualifications but with substantial food sector/industry experience be accepted? If so indicate the basis for their acceptance. |  |
| 4. Do you interview students before offering a place? All applicants? Some applicants? How does this contribute to the decision to accept a student or not? |  |
| 5. Do you accept students from outside the UK? If so what transition arrangements do you have for these students entering the course/programme? |  |
| 6. Indicate the numbers of new students entering the course per annum over the last three academic years. |  |
| 7. Provide information on the entry qualifications of students to these courses from outside the UK. |  |

| **Section D. Departmental/School/University Infrastructure** | **Evidence/Information provided** |
| --- | --- |
| 1. Give information on the library and computer/IT facilities available (including specialist textbooks and scientific journals). Where relevant indicate facilities available in relation to class size.  |  |
| 2. Are Pilot Plant facilities available to support this degree course? If relevant please describe what is available and how these are used within particular modules.  |  |
| 3. Describe any Sensory Evaluation facilities available, if relevant to the degree course, and how these are used to facilitate teaching and learning. |  |
| 4. Are any other specialist teaching facilities available? |  |
| 5. Please provide copies of the minutes (anonymised) of any Staff Student Consultative Committee meetings, or equivalent, for the last two academic years.  |  |
| 6. What are the student views, as expressed in the National Student Surveys? Please provide the last two available reports. |  |

| **Section E. Course Assessment***Where relevant, please provide both for individual modules and the overall course* | **Evidence/Information provided** |
| --- | --- |
| 1. Please provide copies of the last set of examination papers and outline answers |  |
| 2. How are distance-learning students assessed? What special arrangements are put in place? |  |
| 3. Please submit the last two years’ external examiners reports, anonymised |  |
| 4. How is the overall degree course assessment determined? (examinations and coursework) |  |
| 5. What were the employment or other destinations, of course graduates over the last 3 years?  |  |

**DOCUMENTS SUBMITTED TO SUPPORT THIS APPLICATION**

Please list in the table below your supporting documents. These should be cross-referenced in the relevant section above. Insert more rows in the table if necessary.

| **Document reference** | **Document name** |
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