**Programme Accreditation**

*Application Form*

Please complete sections 1 to 4 (5 is optional) of this form and send the completed form (electronic copies only) to Vanessa Thorogood, [vanessa.thorogood@ima.org.uk](mailto:vanessa.thorogood@ima.org.uk?subject=Programme%20Approval%20-%20Application%20Form%20Submission), Education Officer.

**Section 1: Details**

*To enter your details, please click your mouse in the grey box.*

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Contact details (email, telephone) |  |
| Name of Institution |  |
| Department |  |
| Head of Department |  |
| Address |  |

**Section 2: ‘Periodic Programme Review’**

Please provide details of when your department is due to undertake its ‘Periodic Programme Review’ and the courses you wish to be considered for accreditation.

|  |  |
| --- | --- |
| Date of ‘Periodic Programme Review’ |  |
| Degree Programmes for Accreditation |  |

Please note;

1. If you are unsure of the exact date of the ‘Periodic Programme Review’, please specify as much information as possible i.e. academic year.
2. The list of degree programmes submitted on this list will be the complete list. Therefore, include all programmes you would like to be considered for accreditation. Requests for programmes to be accredited not on this list will not be accepted.
3. Degree titles must be given in full, i.e. BSc (Hons) Mathematics.

**Section 3: External Assessor**

Please indicate if you will require the Institute’s list of CMath FIMA Assessors that would be prepared to receive an invitation to join your University’s Internal Academic Audit.

*Please click your mouse in the relevant box to enter a cross.*

Yes, please send me the list of CMath FIMA Assessors.

No, I will find an External Assessor.

*If you are unable to find an External Assessor to undertake this task and require the list of CMath FIMA Assessors, please contact Vanessa Thorogood, Education Officer.*

My university has already undergone its ‘Periodic Programme Review’ and I require the list of CMath FIMA Assessors that are willing to review degree programmes for accreditation after.

Once you have found an External Assessor to review your programmes, please advise Vanessa Thorogood, Education Officer, who will then provide the nominated External Assessor(s) with the *Details of External Assessor(s)* form to be completed should the CMath FIMA requirement not be met.

**Section 4: Acknowledgement of Independence and Objectivity**

I confirm that I have adhered to my university’s rules and conformed to the expectations within the QAA *Code of practice for the assurance of academic quality and standards in higher education: Programme design, approval, monitoring and review* when nominating an External Assessor, in particular to those expectations in terms of independence and objectivity.

**Section 5: Comments (Optional)**