

## ROYAL COLLEGE OF VETERINARY SURGEONS

## APPLICATION FOR ACCREDITATION OF A UNIVERSITY

## TO ASSESS MODULES AS PART OF THE RCVS CERTIFICATE IN ADVANCED VETERINARY PRACTICE

*Please complete the following and send 1 signed hard-copy to RCVS, as well as an electronic version to [education@rcvs.org.uk](mailto:education@rcvs.org.uk)*

<b>Name of university</b>	
<b>Address, incl. postcode</b>	
<b>Faculty/department</b>	
<b>Name of faculty or departmental member of staff responsible for this application</b>	
<b>Contact's Phone no.</b>	
<b>Email address for queries from RCVS</b>	
<b>Email address for queries from public/candidates if different</b>	
<b>Is the university proposing to work with other organisations to provide any modules?</b>	YES/NO
<b>If yes, provide details of any partnership arrangements with other organisations</b>	<ul style="list-style-type: none"> <li>➤ Name of partner organisation(s) &amp; their contact details</li> <li>➤ Type of organisation (eg. private limited company; veterinary association; charitable body; commercial course provider)</li> <li>➤ Describe the nature of the partnership (eg. whether the partner is providing courses, assisting with assessment, assisting with administration, recruiting candidates, etc.)</li> <li>➤ If there are different arrangements/partnerships proposed for different modules, list the modules to which each of these partnership arrangements will apply</li> </ul>
<b>If the university does not have a veterinary school, or if its partner organisation is not veterinary-related, describe the university's/organisation's experience of delivering programmes in the fields associated with the modules, as well as arrangements for assuring the quality of assessment.</b>	
<b>Attach a sample of the certificate of credit that the university will be issuing to successful candidates</b>	<i>This is needed so that RCVS can maintain a reference set of credit certificates for validation purposes for the credit accumulation &amp; transfer system. If this is not immediately available, please ensure that it is forwarded to RCVS as soon as possible before credits are awarded.</i>

<p><b>Modules to be awarded</b></p>	<p>Attach a list of the modules for which the university is seeking accreditation. You may use the template shown below.</p> <p>For each module, provide the following details:</p> <ul style="list-style-type: none"> <li>➤ Whether the module is based on the RCVS version, or whether it has been developed by the university or other organisation</li> <li>➤ If developed by RCVS, there is no need to reproduce the module's content. Just list the module's title and its RCVS reference number (eg. B-PAP1).</li> <li>➤ If developed by the university or other body, attach a copy of the module, showing syllabus/content, and any guidance to be provided to the candidate.</li> <li>➤ Describe the assessment methods that will be used for each module and how these relate to the assessment guidance produced by RCVS.</li> <li>➤ Who will the university be using as assessors?</li> <li>➤ How often the university intends to run assessments for each module.</li> <li>➤ Whether the module is linked to, or otherwise part of, a university awarded postgraduate degree, if so, which one. Briefly describe any other modules/requirements the candidate would need to fulfil to be eligible for the postgraduate degree.</li> <li>➤ Whether the university would be prepared to consider giving candidates credit for other accredited modules achieved elsewhere by the candidate towards its own postgraduate degree programme.</li> <li>➤ Whether the module is linked to a particular course provided by the university or its partner organisations, and if so, whether the course is available full-time, part-time, distance learning/on-line, and its approximate length (no. of days/weeks/months attendance required).</li> <li>➤ The fees to be charged to candidates – list fees for courses and assessment separately; include details of fees charged for the 'assessment only' route.</li> <li>➤ Any other information about the provision of the module that the university thinks would be helpful for candidates to know. (RCVS aims to provide such information on its database for candidates.)</li> </ul>
<p><b>On behalf of the University, I have read the RCVS's accreditation agreement for universities awarding modules as part of the modular Certificate in Advanced Veterinary Practice, and agree that the university will abide by the conditions of accreditation.</b></p>	
<p><b>Signature of accountable member of staff</b> (must be senior member of university staff – eg. Registrar, or Head of relevant department or faculty)</p>	<p>Hard copy to be signed and sent to RCVS. Electronic copy to be forwarded to <a href="mailto:education@rcvs.org.uk">education@rcvs.org.uk</a></p>
<p><b>Date</b></p>	

**ENCLOSE WITH THE APPLICATION:  
DETAILS OF MODULES; ACCREDITATION FEE; SAMPLE MODULE CREDIT CERTIFICATE.**

**TEMPLATE FOR MODULE LIST TO BE SUBMITTED – SAMPLE ONLY**

<b>Module title</b>	<b>RCVS Ref.No.</b>	<b>Whether university devised – Y/N (if yes, attach copy of module)</b>	<b>Assessment methods to be used by the university</b>	<b>Summary of assessors</b>	<b>How often assessments will be run and where these take place</b>	<b>Links to other university awards &amp; possible credit arrangements?</b>	<b>Course provision</b>	<b>Enrolment &amp; assessment fees</b>	<b>Any other information</b>
<b>SAMPLE ONLY</b>  <i>Production Animal Practice</i>	<i>B-PAP1</i>	<i>N</i>	<i>Log books + Case book with x cases documented; formative assessment by university appointed tutor</i>	<i>University staff + practitioners from the XYZ organisation;</i>	<i>Twice p.a. or on demand; assessments conducted by post/email &amp; in person at the university</i>	<i>No linked degree</i>	<i>Either Part time; over 4 weekends. Or – by distance learning, with on-line tutorial support. Course run in association with the XYZ organisation</i>	<i>£x for course attendance and £y for assessment if enrolled on courset; £xy for distance learning course £z for assessment only route</i>	<i>Candidates allocated to adviser/mentor at XYZ organisation to advise on development of case books. On-line support available from university staff.</i>