

ANNEXURE V

A. Application form for Accreditation

The submission of this form and the required additional documentation is the first stage in applying for accreditation. This application form along with the appendices V B and V C must be submitted along with the institutional self-assessment report (ISAR) in order to get the accreditation by the Bhutan Accreditation Council. It is, therefore, essential that the information provided is comprehensive, accurate and that all required documents are provided.

Name and address of institution:	
Name of Institution:	
Type* of institution: Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/>	
Type 4 <input type="checkbox"/> Type 5 <input type="checkbox"/>	
Others (Specify).....	
Explain the level of autonomy the institution has from the affiliating University:	
Address:	

Year of establishment:	
Head of institution:	
Website:	
Telephone number:	
Fax number:	
Email:	
Name of the Focal Person for QA:	
Date of submission:	

**Type 1: Colleges/Institutes under University control; Type 2: Colleges/Institutes with own control; Type 3: Universities controlling Colleges/Institutes; Type 4: Universities giving freedom to Colleges/Institutes; Type 5: Universities engaged in teaching.*

Please indicate (✓) the Cycle of accreditation:

First cycle Second cycle Third cycle
 Fourth cycle

Checklist of documents to be submitted with the application form

Tick the boxes to indicate which documents are included. If you consider that the document is not applicable, please contact the BAC Secretariat for confirmation. The application shall not be accepted in case of incomplete documents.

A.	Institutional Self-Assessment Report (ISAR)	<input type="checkbox"/>
B.	Documents authenticating the legal status of the institution, including list of directors, partners and/or legal owners	<input type="checkbox"/>
C.	Lease agreement, if premises are leased	<input type="checkbox"/>
D.	Copies of the last three years' audited annual accounts	<input type="checkbox"/>
E.	Organogram or outline description of the management structure with names of post-holders	<input type="checkbox"/>
F.	Detailed CVs and job descriptions of all senior management and faculty	<input type="checkbox"/>
G.	Institution handbook	<input type="checkbox"/>
H.	Student handbook, if available	<input type="checkbox"/>

I.	Institution prospectus, course brochures, and other marketing materials, if any	<input type="checkbox"/>
J.	Student application form with details of fees and refund policy	<input type="checkbox"/>
K.	Curriculum outline for each academic programme, including assessment procedures	<input type="checkbox"/>
L.	Appendix V B: List of all academic and training programmes and courses	<input type="checkbox"/>
M.	Appendix V C: List of senior, academic, administration and support staff	<input type="checkbox"/>
N.	Receipts of the accreditation fees	<input type="checkbox"/>

The Institutional Self-Assessment Report has been compiled based on the requirements of the Accreditation Principles and Accreditation Manual. I confirm that the information furnished is accurate, up-to-date and provides a true account of the provider and its provision.

Signature: _____ **Date:** ___/___/20___

Full name: _____

(Director/Proprietor)

(Seal of the Institution)

For official use only:

The application is received along with all required documents by:

Signature: _____

Name _____ **Date:** _____

APPENDIX V B: LIST OF ALL ACADEMIC AND TRAINING PROGRAMMES AND COURSES

List **all** current and advertised programmes offered within the institution:

Course/ programme title	Awarding body	Level(s) as per BQF	Current student number

APPENDIX V C: LIST OF SENIOR, ACADEMIC, ADMINISTRATION AND SUPPORT STAFF

Name	Qualifications and awarding body	Post held	Full or part-time	Date of appointment	No. of years served	Subjects taught (if appropriate)