

## ANNEXURE VIII

### 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 must be submitted in order to get accredited by the Bhutan Accreditation Council. It is, therefore, essential that the information provided is comprehensive, accurate and that all required documents are submitted.

Please indicate (✓) the Cycle of accreditation:

- 
- Prerequisite for Accreditation
- First cycle
- Second cycle
- Third cycle

#### Part I: 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 Secretariat for confirmation. The application shall not be accepted in case of incomplete documents.

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

	marketing materials, if any	
I.	No. of students admitted during the last five years by gender	<input type="checkbox"/>
J.	Curriculum outline for each academic programme, including assessment procedures	<input type="checkbox"/>
K.	Faculty student ratio and dropout rate for each programme during the last three years	<input type="checkbox"/>
L.	Details of self-financed students – programme-wise and gender-wise	<input type="checkbox"/>
M.	Annual Quality Assurance Reports (AQAR) for the entire validity period of accreditation status	<input type="checkbox"/>
N.	Receipts of the accreditation fees	<input type="checkbox"/>

I confirm that the information furnished is accurate, up-to-date and provides a true account of the provider and its provision. The ISAR shall be submitted to the Secretariat of BAC within two months from the date of application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/20\_\_\_

**Full name:** \_\_\_\_\_

*(Head of the Institution)*                      *(Seal of the Institution)*

.....*For official use only*.....

The application is received along with all required documents by:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_/\_\_\_\_\_/20\_\_\_

**Part II: Details of academic programmes and courses**

List all current programmes offered:

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

**Part III: Details of staff**

<b>Name</b>	<b>Teaching /Administrative/ Support</b>	<b>Qualifications &amp; institution</b>	<b>Post held</b>	<b>Regular/contract</b>	<b>Date of appointment</b>	<b>Years served in the institution</b>	<b>Subjects taught (<i>if appropriate</i>)</b>