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| Programme accreditation scheme application form |

Please read the **Programme Accreditation Handbook** alongsidethis application form. A copy can be downloaded from [www.rgs.org/accreditation](http://www.rgs.org/accreditation).

We would normally expect to receive between 2000 and 4000 words in total for Parts 1 and 2 combined. The titles/filenames of supporting evidence and the titles of modules (please refer to them by name for clarity) are excluded from this total.

For enquiries about the scheme, please contact [accreditation@rgs.org](mailto:accreditation@rgs.org)

| Application | |
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| Institution |  |
| Department/Faculty/school etc. |  |
| Person completing this application: Name |  |
| Position |  |
| Email |  |
| Phone |  |

Please submit one application form per programme. The Accreditation Scheme Handbook provides guidance on what is considered a programme. If you are unsure, please ask [accreditation@rgs.org](mailto:accreditation@rgs.org) for guidance.

| About the programme | | |
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| Programme title / awards covered |  | |
| UCAS/JACS subject code |  | |
| Programme duration |  | |
| Date of HEI formal approval and when course was first offered |  | |
| Last periodic review date |  | |
| Next periodic review date |  | |
| Web address for programme |  | |
| Current programme leader |  | |
| Programme also accredited by (if applicable) |  | |
| Number of students currently enrolled on the programme | Year 1 |  |
| Year 2 |  |
| Year 3 |  |
| Year 4 |  |
| If one or more programmes in this application have previously been accredited by the RGS-IBG, please list these programmes here, indicating the previous period of accreditation (e.g. BA Geography, 2016-2022). |  | |

| Part 1: Programme aims and content |
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| This section should describe the aims of the programme, geographical subject coverage and integration, the learning and teaching approaches, the assessment strategies, and how excellence is being developed and maintained. Please use the structure indicted below, with direct reference to the requirements set out in the relevant sections of the Subject Benchmark Statement for Geography (SBS). Please refer to the *Programme Accreditation Handbook* for further guidance. |

**1a. Subject coverage and integration (SBS 3.1-3.12)**

**1b. Learning and teaching approaches and assessment strategies (SBS 3.35-3.41)**

**1c. Sustainable approaches (SBS 1.10)**

**1d. Effective fieldwork and experiential learning (SBS 3.13-3.21)**

**1e. Equality, diversity and inclusion (SBS 1.5-1.9)**

**1f. Use of stakeholder input (e.g., students and external expertise) in programme monitoring and review (SBS 2.19–2.21)**

**1g. Securing academic standards – use of quality assurance and moderation**

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| Part 2: Professional practice |
| This section should describe how the development of employability and graduate attributes is embedded within the programme, opportunities for placements and work experience, opportunities for project planning and management, career and professional planning, and inputs from external practitioners using geographical skills and knowledge, with reference to the geographical knowledge, understanding, skills and approaches of students and the professional and personal attributes they will have when completing the programme. Please use the structure indicted below, with direct reference to the requirements set out in the relevant sections of the Subject Benchmark Statement for Geography (SBS). Please refer to the *Programme Accreditation Handbook* for further guidance. |

**2a. Employability, including placements and external partnerships (SBS 2.14-2.18)**

**2b. Entrepreneurship and enterprise education (SBS 1.1-1.2; see also separate** [**QAA guidance**](https://www.qaa.ac.uk/docs/qaas/enhancement-and-development/enterprise-and-entrpreneurship)**)**

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| Part 3: Supporting evidence | |
| In addition to the documents listed below, you may submit up to five further pieces of evidence to support your application. Please add the titles of any additional evidence you have included with your application | |
| *Mandatory evidence title* | *Please provide file directory or filename/s:* |
| * Programme specification |  |
| * All module specifications |  |
| * A module map or diagram showing the compulsory and optional modules within the programme and any relevant pathways. To the extent possible, indicate where modules contribute to programme learning outcomes. |  |
| * External examiners’ reports for the past three years (or as long as the course has been offered) and the Department’s response to each of those. |  |
| * Student handbook/s for the programme |  |
| * Most recent Periodic Review report (or approval if the course is new) (or equivalent) |  |
| *Supporting evidence title* | *Please provide filename:* |
| * Please add rows here as needed |  |

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| Part 4: Payment information | |
| The institution will be invoiced for the cost of the accreditation process. Please provide details of the person/department to which the invoice should be sent. | |
| Name |  |
| Position |  |
| Department |  |
| Address |  |
| Phone number |  |
| Email address for invoice(s) |  |
| Purchase order number |  |

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|  | Select one payment option |
| **Option 1: Full cycle fee**  A fee of £1,600 + VAT is payable per programme (or bundle) when its accreditation is ratified by the Society’s Council (totalling £1,920 at the current UK VAT rate of 20%). No further fees will be payable for the remainder of the programme’s six-year term. |  |
| **Option 2: Application and annual re-registration**  A fee of £650 + VAT is payable per programme (or bundle) when its accreditation is ratified by the Society’s Council (totalling £780 at the current UK VAT rate of 20%). An annual registration fee of £180 + VAT (totalling £216 at the current UK VAT rate of 20%) per department will then be levied to maintain accreditation. This is a flat fee regardless of the number of programmes accredited within a department. The annual registration fee will be invoiced at the beginning of each calendar year. |  |

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| Part 5: Declaration | | |
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| Please mark each box with x to indicate your agreement with the statements: | | |
|  | I declare that the information supplied in the accreditation document is accurate to the  best of my knowledge. | |
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|  | I consent to the RGS-IBG, and its Accreditation Review Panel, holding this information in electronic form. I understand it will be treated in strictest confidence. | |
|  |
| Name | |  |
| Date | |  |

**Next steps**

Please return your completed application form and supporting evidence by email to:

[accreditation@rgs.org](mailto:accreditation@rgs.org)

If, subsequently, changes are made to your programme(s) or they are discontinued, please notify the Society of this using the above email address.

If the supporting evidence files are too large for email, please submit your application form by email with a link to a suitably secure file-sharing service (e.g. via a secure location on university website/FTP or other university-approved service) to download the rest of the file(s).

**Data protection**

The information provided on this form will be treated in the strictest confidence and only used in connection with your application for programme accreditation. Your data will be shared with members of the programme accreditation review panel and successfully accredited programmes will be listed on our website. Further information can be found in our privacy notice (www.rgs.org/privacy-notice).

Professional Officer: Higher Education

Research and Higher Education Division

Royal Geographical Society (with IBG)

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