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| Master’s Programme Accreditation  Application Form |

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 | |
| --- | --- |
| 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 | |
| --- | --- |
| Programme title / awards covered |  |
| Programme code |  |
| Programme duration (in all available modes) |  |
| 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 |  |

| Part 1: Eligibility |
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| This section should describe how the specialist knowledge and skills developed in the programme are linked to geographical issues and processes, including evidence of how students demonstrate geographical applications in assessed work. |

Start writing here

| Part 2a: Geographical Knowledge and Understanding |
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| This section should describe how the programme fosters specialist and detailed understanding and critical awareness of contemporary geographical issues at, or informed by, the forefront of a geographical academic sub-discipline, field of study or area of professional practice. It should also make evident how students are required to demonstrate originality and sound judgement in the application of knowledge to solve geographical problems, together with an advanced practical understanding of how established methods of research and enquiry are used to create and interpret knowledge within the discipline. |

Start writing here

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| Part 2b: Skills, techniques, methods and practical applications of concepts and theories |
| This section should describe elements of the programme which show that students graduate with a comprehensive understanding of the diversity of geographical skills, techniques, methods and practical applications, concepts and theories applicable to research or advanced scholarship. |

Start writing here

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| Part 2c: Graduate Qualities and Transferable skills |
| This section should describe how the development of employability and graduate attributes is embedded within the programme, opportunities for project planning and management and career and professional planning 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. |

Start writing here

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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 |  |
| * Details (including learning outcomes) of all assessments, if not included in the documents above |  |
| * 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) |  |
| *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 |  |
| Email address |  |
| Phone number |  |
| Purchase order number |  |

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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. | |
|  |
|  | 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). Alternatively, you may post a USB drive with the files to the address below.

**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).

Dr Martin Davis

Professional Officer: Higher Education

Research and Higher Education Division

Royal Geographical Society (with IBG)

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