**Formal Expression of Interest for Accreditation**

**Name of applying institution:**

**Name and job title of lead contact:**

**Email address of lead contact:**

**Programme/s seeking Accreditation: (please list and state total number of programmes)**

*The Royal Society of Biology defines a programme as a coherent learning experience followed by an individual, the successful completion of which results in the conferment of a named HE award.*

*For each programme listed, please state the average annual intake.*

*For each programme list whether there are current graduates.*

**Subject streams applying under (tick all that apply)**

🞎 Molecular Aspects of Biology 🞎 Whole Organism Biology 🞎 Ecological and Environmental Sciences

**Application round requested:**

☐ASAP ☐1st September 2016

☐1st February 2017 ☐ 1st September 2017

**If ASAP indicated, state the date you wish to submit a full application to the Society**

*Please note, failure to meet an agreed deadline may significantly delay your application.*

**State potential dates when a site visit can occur (please note that students must be present on these dates):**

*Provide potential dates during a 6 week period. First date must be at least 4 weeks after submission date*

**Finance department contact name and address:**

**Name:**

**Email:**

**Phone:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Postcode:**

**PO number** (if applicable):

**Assessment fee**

The charge for the assessment of the application and site visit will be £3,000. This fee covers all expenses associated with the assessment and visit except for overnight accommodation for the assessment panel. HEIs will be required to book accommodation for the panel members in a suitable nearby hotel the evening before the site visit. The assessment fee will be invoiced following receipt of this application form.

**Accreditation fees**

The fees for accreditation will be charged on an annual basis according to the number of programmes submitted and as agreed by the Society. The Society will consider the level of work required for the application, the number of students and the complexity of programmes in order to ensure, as far as possible, that costs are representative and equitable. The table below is representative of fees charged in 2015; however the Society reserves the right to increase fees in line with inflation during the accreditation period.

The first year’s fee will be required to be paid once accreditation has been awarded and formally ratified by the Degree Accreditation Committee. Please note, if your application is unsuccessful the assessment fee is a non-returnable payment.

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| --- | --- |
| **Programmes** | **Cost per year** |
| 1 | £     2,000.00  |
| 2 to 5 | £     3,000.00  |
| 6 to 10 | £     4,000.00  |
| 11 + | £     5,000.00  |

**Declaration:**

I confirm I would like to proceed with this formal expression of interest and that I am duly authorised to act on behalf of the institution named above. I understand that there is an annual charge to pay, over a period of five years, or length of accreditation awarded.

Name:

Signed:

Date:

Please return your form to the Accreditation Team via accreditation@rsb.org.uk.