



ASPIRE RECOGNITION OF EXCELLENCE IN CURRICULUM DEVELOPMENT IN A MEDICAL, DENTAL AND VETERINARY SCHOOL

APPLICATION FORM

Before Completing this Application

Before you complete this application form it is important that you first read the following supplementary paper: **ASPIRE Curriculum Development Application: Guidelines for Submitters**

Prospective applicants are strongly encouraged to contact the panel chair for an informal discussion before beginning their application.

This paper contains essential information required for making a complete submission. There is an overview of the criteria you need to address in your submission with more detailed information about the evidence you are expected to present in support of your application, when addressing the criteria.

The application form is divided into the following sections:

Section A	Submitter Information
Section B	Response Relating to Criteria
Section C	Summary
Section D	Additional Information / Supporting Documentation
Section E	Student Perspective
Section F	Certification Signatures by Lead Submitter and Dean of Institution

Please complete all sections of the form.

It is recognised that cultural, social and other issues are likely to have an influence on the curricula in an institution and that how curricula are developed and implemented will vary from institution to institution. **If a criterion, or an aspect of a criterion, is not appropriate or relevant to your institution**, please provide an explanation in the appropriate section of the form.

For an institution to achieve Aspire Recognition for excellence in curriculum development, documentation in support of the evidence must be provided along with a short commentary explaining its relevance.

Applications that do not contain supporting documentation or commentaries will not be considered.

Reference only

Section A – Submitter Information

Name of Institution / Faculty: Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.	Role in Institution: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.
Contact person: Click here to enter text. Email address: Click here to enter text.	Tel: Click here to enter text. Fax: Click here to enter text.
First time application in this area?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>Key features of the institution’s programme including date established, graduate or high school entry, programme length, number of learners, curriculum type, and distinctive features. It is essential to provide an outline of the institution’s curriculum (See ASPIRE Curriculum Development Application: Guidelines for Submitters) (maximum 500 words)</p> <p>Click here to enter text.</p> <p style="text-align: center; font-size: 2em; color: #c00000; opacity: 0.3; transform: rotate(-45deg);">Reference Only</p>	
Word count: Click here to enter text.	

Accreditation status: date, duration, any conditions, accrediting agency. A copy of the most recent accreditation letter must be appended.

(maximum 200 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section B – Response Relating to Criteria

This is the main part of your submission. For guidance on the type and quality of information required please refer to the supplementary information '*ASPIRE Curriculum Development Application: Guidelines for Submitters*'.

All evidence, including web links, should be numbered and included in Section D of this form.

Please remember we seek to recognise and reward excellence, and the evidence provided by you must be convincing.

Criterion 1 – Organisational Structure and Curriculum Management

Enter text in support of Criterion 1.

If any aspect of the criterion is not applicable to your institution, please explain why.

(maximum 2000 words)

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

Reference Only

Section B continued

Criterion 2 – Underlying Educational Strategy

Enter text in support of Criterion 2.

If any aspect of the criterion is not applicable to your institution, please explain why.

(maximum 2000 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section B continued

Criterion 3 – Content Specification and Pedagogy

Enter text in support of Criterion 3.

If any aspect of the criterion is not applicable to your institution, please explain why.

(maximum 2000 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Reference only

Section B continued

Criterion 4 – Teaching & Learning Methods and Environment

Enter text in support of Criterion 4.

If any aspect of the criterion is not applicable to your institution, please explain why.

(maximum 2000 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section B continued

Criterion 5 – Assessment, monitoring and evaluation

Enter text in support of Criterion 5.

If any aspect of the criterion is not applicable to your institution, please explain why.

(maximum 2000 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section B continued

Criterion 6 – Scholarship

Enter text in support of Criterion 6.

If any aspect of the criterion is not applicable to your institution, please explain why.

(maximum 2000 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section C – Summary of Justification for Recognition of Excellence in Curriculum Development

Please summarise your school's interpretation of excellence in curriculum development and the evidence and reasons why your school should be recognised as excellent with regard to curriculum development in your own context.

Highlight how excellence is achieved in the six spheres of curriculum development using the criteria described in Section B. Emphasise any innovations in your curriculum

(maximum 1000 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section D – Additional Information / Supporting Documentation

You may wish to attach additional information relating to the submission or support for the submission from a range of stakeholders, for example, health authorities, those concerned with post-graduate education or the local community.

Appendix 1 should be the accreditation letter.

Appendix 2 can be an acknowledgement and list of all who contributed to the preparation of the submission.

Other appendices provided as evidence may be submitted in a language other than English. The commentary to the appendix must be in English.

Each appendix with documentation to support the submission must be accompanied by a commentary that summarises the content of the material provided and how it contributes as evidence to support the case for excellence in curriculum development (maximum 300 words).

Where confidential material, for example, relating to finances is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

List here the titles of appendices attached and number each appendix

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

Section E – Student Perspective

Students

Please insert here the unaltered consensus views of a representative selection of your student body about your curriculum and any new developments that have taken place recently. Please read the full submission and comment on the views that have been presented, indicating where you are in agreement and where you take a different perspective. Please add anything relevant that you think has been omitted.

Please briefly explain how students were selected for this survey and how consensus views were achieved.

(maximum 1000 words)

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

Reference only

Faculty

Please comment, if you wish, on any points of disagreement between your submission and the student perspective.

(maximum 200 words)

[Click here to enter text.](#)

Reference only

Word count: [Click here to enter text.](#)

Section F – Certification Signatures by Lead Submitter and Dean of Institution

<p>Certification by Submitter:</p> <p><i>I confirm that the information contained in this application is an accurate reflection of the process of curriculum development at (enter name of institution)</i> Click here to enter text.</p>
<p>Signed:</p>
<p>Name of Submitter: Click here to enter text.</p>
<p>Role in Institution: Click here to enter text.</p>

<p>Certification by Dean:</p> <p><i>I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of the process of curriculum development in our institution.</i></p>
<p>Signed:</p>
<p>Name: Click here to enter text.</p>
<p>Title: Click here to enter text.</p>

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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