ASPIRE RECOGNITION OF EXCELLENCE IN STUDENT ENGAGEMENT IN A MEDICAL, DENTAL, VETERINARY SCHOOL / PROGRAMME

APPLICATION FORM

IMPORTANT INFORMATION TO REVIEW BEFORE COMPLETING THIS APPLICATION

This application must be submitted by a higher education institution for a medical, dental, or veterinary school/programme that is accredited according to the standards of its national agency. For a medical, dental or veterinary school/programme to be recognized as achieving excellence in student engagement, there must be evidence that includes the level of active student participation in aspects of the school/programme, a description of student roles(s), and data, as far as possible, about outcomes.

Before you complete this application form, it is important that you review the following document, which is a necessary introduction to your preparation of a complete submission:

ASPIRE Student Engagement Guidelines for Submitters and Criteria

The application form is divided into the following sections:

SECTION A   SUBMITTER INFORMATION
SECTION B   RESPONSE TO THE CRITERIA
SECTION C   SUMMARY OF JUSTIFICATION FOR RECOGNITION FOR EXCELLENCE
SECTION D   ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION
SECTION E   STUDENT PERSPECTIVE
SECTION F   CERTIFICATION

Please complete all sections of this form in full.

It is recognized that cultural, social, and other factors are likely to have an influence on the engagement of students in a school and that student engagement will be demonstrated in varying ways from school to school. Please chose examples related to the criteria that are relevant to your school. If a criterion is not appropriate or relevant to your school, please explain this in the appropriate section of this form.

FOR A SCHOOL TO BE ASSESSED AS EXCELLENT IN STUDENT ENGAGEMENT, THERE MUST BE DOCUMENTATION PROVIDED AS EVIDENCE TO SUPPORT THE EXAMPLES INCLUDED. APPLICATIONS THAT DO NOT CONTAIN SUPPORTING DOCUMENTATION OR COMMENTARIES WILL NOT BE CONSIDERED.

SECTION A

SUBMITTER INFORMATION

Name of University and School/Programme/Faculty (medicine, dentistry, or veterinary):   Click here to enter text.
Address: Click here to enter text.

Name of Submitters:	Role in Institution:
1 Click here to enter text. **2** Click here to enter text. **3** Click here to enter text.	**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** ☐ **NO** ☐
Have you applied for ASPIRE in other areas? **YES – Assessment** ☐ **YES – Social Accountability** ☐ **YES – Other** ☐ **NO -** ☐	**For which specific school/programme are you applying?** **Medicine** ☐ **Dentistry** ☐ **Veterinary** ☐

Key features describing the school/programme, including **graduate or high school entry, programme length, number of students enrolled in the school/programme for which you are applying, curriculum type**. It would be a valuable addition to include an outline of the school's curriculum as an appendix   (See ASPIRE Student Engagement Application: Guidelines for Submitters)   (maximum 750 words)   Click here to enter text.   Word count: Click here to enter text.

Accreditation: Date accreditation was first awarded to the school/programme, date of last review, accreditation status and any conditions of accreditation, and the name and county of the accreditation agency.

A copy of the most recent accreditation letter must be included as Appendix 1.

(maximum 250 words)

Click here to enter text.

Word count: Click here to enter text.

SECTION B

RESPONSE RELATED TO CRITERIA

For each of the four criteria in Section B, there are specific topic areas ("sub-criteria"). Please provide one or more examples that you believe addresses each of the sub-criteria within the given criterion. You may also add other examples that you believe will address the intent of the criterion.

REMEMBER: The examples must relate to the specific programme (medicine, dentistry, or veterinary) that is the basis of the submission and must contain information about the level of student participation/number of students participating, the role of students, and the outcomes/results (such as changes made) based on student participation/input. Emphasize examples that you believe are innovative and illustrate how your student engagement activities could be replicated and inspire others.

This is the main section of your application. For guidance in preparing your submission, please refer to the informational document *ASPIRE Student Engagement: Criteria and Guidelines for Submitters*.

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

CRITERION 1 – STUDENT ENGAGEMENT IN POLICY AND DECISION-MAKING ACTIVITIES AT THE SCHOOL/PROGRAMME

Sub-criteria:

1.1   Students actively participate in medical school governance, including having formal representation on committees and other policy-making bodies of the school/programme and opportunities to respond to school/programme policy statements and guidelines

1.2   Students have a formal (such as, management/leadership) role related to aspects of the educational programme and school/programme planning

1.3   Students have the opportunity to provide input related to faculty (teaching staff) recruitment, retention, and promotion

1.4   Other (voluntary)

> **Enter text in support of Criterion 1. Number the paragraphs corresponding to sub-criteria 1.1 to 1.3. You may include additional examples (headed as 1.4), you believe also demonstrate excellence in this criterion. You must address sub-criteria 1.1 – 1.3, unless you provide an explanation of why this topic is not relevant to your school/programme. In the narrative, include reference to documents/web links that**

provide evidence for the examples that you describe and number each as described in Section D.

(maximum 2000 words)

Click here to enter text.

Word count: Click here to enter text.

CRITERION 2 – STUDENT ENGAGEMENT IN THE PROVISION AND EVALUATION OF THE SCHOOL'S EDUCATION PROGRAMME

Sub-criteria:

2.1　Students evaluate their courses, including the teaching and learning processes used and the faculty (teaching staff) who deliver the course

2.2　Student feedback is taken into account in curriculum development and revision

2.3　Students have opportunities to take responsibility for their own learning (such as participating in aspects of the curriculum as active learners, assessing their own competence)

2.4　Students play a supportive role for other students (such as peer teaching, tutoring, mentoring)

2.5　Other (Voluntary)

Enter text in support of Criterion 2. Number the paragraphs corresponding to sub-criteria 2.1 to 2.4. You may include additional examples (headed as 2.5), you believe also demonstrate excellence in this criterion. You must address sub-criteria 2.1 - 2.4, unless you provide an explanation of why this topic is not relevant to your school/programme. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.
(maximum 2000 words)
Click here to enter text.

Word count: Click here to enter text.

SECTION B (continued)

CRITERION 3 – STUDENT ENGAGEMENT IN THE ACADEMIC COMMUNITY

Sub-criteria

3.1. Students are actively engaged in research/scholarly projects carried out or supervised by faculty members and/or are mentored by faculty in student-led research

3.2 The school/programme supports student participation at local, regional or international medical, dental, veterinary and/or health professions education or scientific meetings

3.3 Other (Voluntary)

Enter text in support of Criterion 3. Number the paragraphs corresponding to sub-criteria 3.1 to3.2. You may include additional areas (headed as 3.3) you believe also demonstrate excellence in this criterion. You must address sub-criteria 3.1 – 3.2 unless you provide an explanation of why this topic is not relevant to your school/programme. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.
(maximum 1000 words)
Click here to enter text.

Word count: Click here to enter text.

CRITERION 4 – STUDENT ENGAGEMENT IN THE LOCAL COMMUNITY, IN EXTRACURRICULAR ACTIVITIES, AND IN SERVICE DELIVERY

4.1. Students engage with the local community (for example, through student run projects) and have opportunities to participate in student-generated extracurricular activities

4.2. Students engage in healthcare delivery locally and/or internationally during volunteer activities or electives
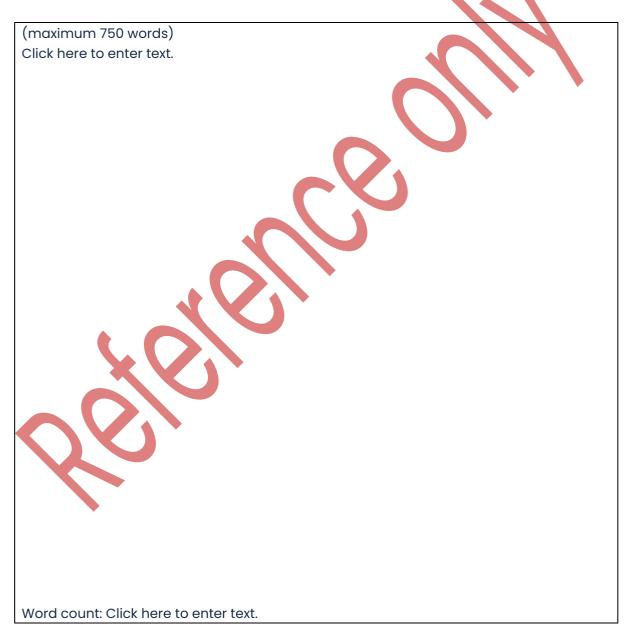
4.3. Other (Voluntary)

Enter text in support of Criterion 4. Number the paragraphs corresponding to sub-criteria 4.1 to 4.2. You may include additional areas (headed as 4.3) you believe also demonstrate excellence in this criterion. You must address sub-criteria 4.1 – 4.2 unless you provide an explanation of why this topic is not relevant to your school/programme. In the narrative, include reference to documents/web links that provide evidence for the examples that you describe and number each as described in Section D.
(maximum 1000 words)
Click here to enter text.

Word count: Click here to enter text.

SECTION C

SUMMARY OF JUSTIFICATION FOR RECOGNITION OF EXCELLENCE IN STUDENT ENGAGEMENT

Please summarize your school's vision of student engagement and the evidence and the evidence-based reasons why your school should be recognized as excellent in this area. Highlight how excellence is achieved in the four areas of student engagement using the criteria described in Section B as a basis. Note how your school excels in engaging students and specifically identify those innovations or approaches that have been successful.

(maximum 750 words)
Click here to enter text.

Word count: Click here to enter text.

SECTION D

ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION (APPENDICES)

You may 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.

The appendices should be attached in order.

Appendix 1 should be the accreditation letter.

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

Appendix 3 (voluntary) can be the outline of the curriculum from Section A.

Other appendices may be submitted in a language other than English. Number the appendices in order, by sub-criterion in the space below. Each appendix must be accompanied by a brief commentary, in English, that summarizes the content and how it provides evidence to support the case for excellence in student engagement (**maximum 100 words for each commentary**). Please limit appendix to 20-30 documents/web links.

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.

In this space, list the appendices in order by sub-criterion. For each, include the appendix number, the title, and the descriptive commentary in English (as needed).
Click here to enter text.

Word count: Click here to enter text.

SECTION E

STUDENT PERSPECTIVE

The provision of supporting evidence from students is important in assessing the school/programme excellence in student engagement.

As part of the ASPIRE submission process it is a requirement that you show the final completed version of your application to a representative group of students in your institution and request from them a statement that provides their perspective. The school can see this student report and refer to it in their submission but may not alter or influence it. Please ensure that students are aware this submission is being developed, that the student response reflects a representative range of students, and that all students have the opportunity to view the final document.

Student Consensus Report				
Please read your school's completed *ASPIRE Recognition of Excellence in Student Engagement in a School* application form and indicate in the table below the extent to which you agree with the submission:				
CRITERION 1 – STUDENT ENGAGEMENT IN POLICY AND DECISION-MAKING ACTIVITIES AT THE SCHOOL				
	Accurate	Partially Accurate	Not Accurate	Don't Know
1.1 Students formally participate in medical school governance, including having representation on committee and other policy-making bodies of the school/programme and opportunities to respond to school/programme policy statements and guidelines.	☐	☐	☐	☐
1.2 Students have a formal (such as management/leadership) role related to the aspects of the educational programme and school/programme planning.	☐	☐	☐	☐
1.3 Students have the opportunity to provide input related to faculty (teaching staff) recruitment, retention, and promotion.	☐	☐	☐	☐
1.4 [Add student response if the school has included sub-criterion #1.4]	☐	☐	☐	☐
CRITERION 2 – STUDENT ENGAGEMENT IN THE PROVISION AND EVALUATION OF THE SCHOOL'S EDUCATION PROGRAMME				
2.1. Students evaluate their courses, including the teaching and learning processes used and the faculty (teaching staff) who deliver the course	☐	☐	☐	☐

2.2. Student feedback is taken into account in curriculum development and evaluation	☐	☐	☐	☐
2.3 Students have opportunities to take responsibility for their own learning (such as participating in aspects of the curriculum as active learners, assessing their own competence)	☐	☐	☐	☐
2.4 Students play a supportive role for other students (such as peer teaching, tutoring, mentoring).	☐	☐	☐	☐
2.5 [Add student response if the school has included sub-criterion #2.5]	☐	☐	☐	☐
CRITERION 3 – STUDENT ENGAGEMENT IN THE ACADEMIC COMMUNITY (				
3.1. Students are actively engaged in research/scholarly projects carried out or supervised by faculty members and/or are mentored by faculty in student-led research.	☐	☐	☐	☐
3.2. The school/programme supports student participation at local, regional, or international medical, dental, veterinary and/or health professions education or scientific	☐	☐	☐	☐
3.3 [Add student response if the school has included sub-criterion #3.3]	☐	☐	☐	☐
CRITERION 4 – STUDENT ENGAGEMENT IN THE LOCAL COMMUNITY, IN EXTRACURRICULAR ACTIVITIES, AND IN SERVICE DELIVERY				
4.1 Students engage with the local community (for example, through student-run projects) and have opportunities to participate in student-generated extracurricular activities	☐	☐	☐	☐
4.2 Student engage in healthcare delivery locally and/or internationally during electives	☐	☐	☐	☐
4.3. [Add student response if the school has included sub-criterion #4.3]	☐	☐	☐	☐

SECTION E (continued)

Please indicate areas where you consider student engagement to be a particular strength in your school/programme:

(maximum 600 words)

Click here to enter text.

If you consider your school's statements to be only 'partially' or 'not' accurate in some areas, please provide further details below:

Click here to enter text.

Student Report   Number of students who have viewed the school's submission: Click here to enter text.   Does the school submission accurately reflect the student experience in your school?   Yes in full ☐   Yes in part ☐   No ☐
Mechanism for producing the student report, including who had final approval of the report: Click here to enter text.
Signature(s) of Student(s):
Name(s): Click here to enter text.
Official status of student(s) (for example, from student government): Click here to enter text.

SECTION F

CERTIFICATION

Certification by Submitter: *I confirm that the information contained in this application is an accurate reflection of the involvement of students in* (enter name of school/programme) Click here to enter text.
Signed:
Name of Submitter: Click here to enter text.
Role in Institution: Click here to enter text.

Certification by Dean: *I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of the involvement of students in our School*
Signed:
Name: Click here to enter text.
Title: Click here to enter text.

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
The Flour Mill, Unit 1.1–1.5, 34 Commercial Street, Dundee DD1 3EJ, UK | www.amee.org | SC031618