

## WRITTEN RESPONSE DOCUMENT

## PART ONE - GENERAL REQUIREMENTS FOR EBCP ACCREDITATION

**1.1 a) Institution applying for accreditation**

Name of institution_____	Type of institution_____
Address_____	_____
_____	N° of cpb/year_____
_____	N° of student/year_____
_____	Tel. N°_____
_____	Fax N°_____
_____	E-Mail_____

**1.1 b) Correspondent**

Name of Course Director_____	Correspondent if different from Course Director
Job Title_____	Name_____
Address_____	Job Title_____
_____	Address_____
_____	_____
_____	_____
Tel. N°_____	Tel. N°_____
Fax N°_____	Fax N°_____
E-Mail_____	E-Mail_____

**1.1 c) & d) Affiliated institution/s**

Course Co-ordinator_____	Course Co-ordinator_____
Job title_____	Job title_____
Qualifications_____	Qualifications_____
Address_____	Address_____
_____	_____
_____	_____
_____	_____
Tel. N°_____	Tel. N°_____
Fax N°_____	Fax N°_____

**Continue on a separate sheet if necessary and please remember to enclose documentary evidence.**

## WRITTEN RESPONSE DOCUMENT

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**1.2 a) Role of the Principal/Director**

Course Director _____	Qualifications _____
Address _____	_____
_____	Job title _____
_____	_____
_____	Tel. N° _____
_____	Fax N° _____
_____	E-Mail _____
Role played by the Director in the course:	
_____	
_____	
_____	

**1.2 b) Legal protection for students**

Please list the documents to be sent with this Written Response:
_____
_____
_____
_____

**1.3 a) Board/Committee of management**

Committee Member _____	Committee Member _____
Job Title _____	Job Title _____
Position _____	Position _____
Address _____	Address _____
_____	_____
_____	_____
_____	_____
How elected _____	
<b>Continue on a separate sheet if necessary.</b>	

## WRITTEN RESPONSE DOCUMENT

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## 1.3 b) Academic Committee

Academic member _____	Academic member _____
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Job title _____	Job title _____
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Qualifications _____	Qualifications _____
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Address _____	Address _____
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Academic member _____	Academic member _____
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Job title _____	Job title _____
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Qualifications _____	Qualifications _____
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Address _____	Address _____
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Academic member _____	Academic member _____
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Job title _____	Job title _____
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Qualifications _____	Qualifications _____
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Address _____	Address _____
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**Continue on a separate sheet if necessary.**

## WRITTEN RESPONSE DOCUMENT

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## 1.3 c) Course Team Members

Course Team member _____	Course Team member _____
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Job title _____	Job title _____
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Qualifications _____	Qualifications _____
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Address _____	Address _____
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Course Team member _____	Course Team member _____
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Job title _____	Job title _____
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Qualifications _____	Qualifications _____
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Address _____	Address _____
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Course Team member _____	Course Team member _____
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Job title _____	Job title _____
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Qualifications _____	Qualifications _____
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Address _____	Address _____
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**Continue on a separate sheet if necessary.**

## WRITTEN RESPONSE DOCUMENT

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## 1.4 Perfusionists' Supervisors

Supervisor_____	Supervisor_____
Job title_____	Job title_____
Qualifications_____	Qualifications_____
Experience (e.g. years in perfusion)	Experience (e.g. years in perfusion)
Address_____	Address_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor_____	Supervisor_____
Job title_____	Job title_____
Qualifications_____	Qualifications_____
Experience (e.g. years in perfusion)	Experience (e.g. years in perfusion)
Address_____	Address_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor_____	Supervisor_____
Job title_____	Job title_____
Qualifications_____	Qualifications_____
Experience (e.g. years in perfusion)	Experience (e.g. years in perfusion)
Address_____	Address_____
_____	_____
_____	_____
_____	_____
_____	_____

**Continue on a separate sheet if necessary and please remember to enclose the curriculum vitae for each.**



## WRITTEN RESPONSE DOCUMENT

## PART ONE - GENERAL REQUIREMENTS FOR EBCP ACCREDITATION

**1.6 b) Equipment and Facilities (Lecture rooms)**

Please describe the lecture rooms:

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**1.6 c) Equipment and Facilities (Audio-visual aids etc.)**

Please list the equipment available to the students:

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Who maintains the equipment? \_\_\_\_\_

**1.7 Library**

Please list the main books and journals available to the students:

Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____
Title _____	Author _____

**Please remember to enclose the documentary evidence.**



## WRITTEN RESPONSE DOCUMENT

## PART ONE - GENERAL REQUIREMENTS FOR EBCP ACCREDITATION

**1.9 b) Students' awareness (Appeals Procedure)**

Please describe the structure for an appeal:

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Contact person _____	Job title _____
Address _____	Position _____
_____	Qualifications _____
_____	_____
_____	_____

**Please remember to submit your written protocol showing how appeals are handled.**

**1.9 c) Students' awareness (Course Tutor)**

Contact person _____	Job title _____
Address _____	Position _____
_____	_____
_____	_____
_____	_____

How do you maintain and document ongoing developments? \_\_\_\_\_

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**WRITTEN RESPONSE DOCUMENT**

**PART TWO – THE COURSE**

**2.3 Exemption**

Student category \_\_\_\_\_

Subject exempted \_\_\_\_\_

Student category \_\_\_\_\_

Subject exempted \_\_\_\_\_

Student category \_\_\_\_\_

Subject exempted \_\_\_\_\_

Student category \_\_\_\_\_

Subject exempted \_\_\_\_\_

Student category \_\_\_\_\_

Subject exempted \_\_\_\_\_

**Please remember to submit all necessary documentation.**

**2.4 The Syllabus**

**Please send a copy of the course syllabus with this application**

**2.5 Programme Reassessment**

Details of perfusion meetings attended each year (include numbers): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please remember to submit all necessary documentation**

**WRITTEN RESPONSE DOCUMENT****PART THREE – APPLICATION FOR ACCREDITATION****3.1 Application for Accreditation**

Please send your letter of application for accreditation to the EBCP together with this Written Response, the course syllabus and details of the examination arrangement, the appropriate fee (currently £500), your course logbook and all necessary documentation suggested in the manual.

**3.2. a) Appeal Procedure**

In the event of an appeal, please follow the procedure stated in the Accreditation Manual.

**3.2. b) Appeal Procedure (Proposed Changes)**

If your programme is accredited by the EBCP and any changes to the programme or course or course are intended, then you must notify the Secretary of the Accreditation Sub-committee immediately.

**Remember to submit documentation showing the proposed changes.**

**The accreditation fee of £500, or 790 Euro must accompany this application. Please see the separate form for more details.**

Signed ..... Name .....  
(by person completing this application)

Date .....

**Please send this response document, all accompanying documents and the appropriate fee to:**

Ms. Conny Nielsen  
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