



Singapore Institute of Surveyors and Valuers

ACCREDITATION

Name of Academic Institution (*please indicate country and state*)

Website Address

Contact Person Particulars

Name (<i>underline surname</i>) Prof /Dr / Mr / Miss / Mdm / Mrs	Position Held	
Address	Email Address	
	Telephone Number	Facsimile Number

Alternate Contact Person Particulars

Name (<i>underline surname</i>) Prof /Dr / Mr / Miss / Mdm / Mrs	Position Held	
Address	Email Address	
	Telephone Number	Facsimile Number

Please list the course(s) seeking SISV accreditation

SISV Division

(Please tick the appropriate boxes)

<u>Course Title</u>	<u>OS</u>	<u>LS</u>	<u>VGP</u>
1) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SISV ACCREDITATION DOCUMENTATION CHECKLIST

This checklist lists out the necessary information to be submitted for the purpose of accreditation of the course(s). It also serves as a guide for classifying the information.

Name of Institution: _____

Title of Course: _____

Please indicate the respective page numbers of the relevant information in your documentation.

<u>General Information</u>	<u>Item Description</u>	<u>Page</u>
The Academic Institution	()
Its name, address and both telephone and fax number		()
The organizational structure including the number of facilities		()
The Department (or School)	()
The Department (or School, where appropriate) and Faculty responsible for the course		()
Name of Head of Department (or School)		()
Name and position of Course Leader		()
Funding and maintaining the Department		()
 <u>The Course</u>		
General	()
Title of the course and its starting date		()
Duration and mode of study		()
Level of exemption sought and the most appropriate SISV Division		()
Explicit statement for any external recognition including relevant starting date and duration		()
Development of the course including course review		()
Philosophy, Aims and Objectives	()
Rationale of the course		()
Identification of specific challenges that the course is designed to meet		()
Future development		()
Course Design	()
Identification of the core areas of the course, the essential supporting subjects and any optional elements		()
Contact hours and course arrangement		()
University-wide subjects		()
Relationship to relevant similar courses with details of cohort progression analyses (<i>if applicable</i>)		()
Course Structure, Organisation and Syllabi	()
Year objective		()
Core themes and aims		()

Course organisation including teaching methods and reading materials	()
Course syllabi including brief description of contents	()
Admission Requirements and Cohort Progression	()
Entry requirements and target enrolments	()
Student intake and cohort progression	()
Grades achieved by graduates	()
<u>Course Administration</u>	
Course Management	()
Course administration including constitution of course committee	()
Course development	()
Staff-student links, for example personal tutor and mentor scheme	()
Industry links	()
Assessment Methods	()
Assessment of individual	()
Course work	()
Examination including grading systems and honours classification	()
Administration of examinations including examination committee and board of examiners	()
Appointment and role of external examiners (<i>if applicable</i>)	()
<u>Resources</u>	
Staffing	()
Staffing policy	()
Staff development policy	()
Research policy including financial provision	()
Teaching staff (full time, part time, and serviced-department staff)	()
Office bearers of faculty and school	()
Scholarly achievement of staff	()
Quality management	()
Student Facilities, Amenities and Support	()
Student activities	()
Scholarship, bursaries and awards	()
School Facilities	()
Administrative and secretarial facilities	()
Accommodation	()
Library Facilities	()
Computer Facilities	()
Laboratory facilities	()
Other supporting resources	()
<u>Others</u>	
Critical Review of Course	()
Development of course since its introduction	()
Review of course system and structure	()

Note : Any additional information not listed would be required if deemed necessary and useful by SISV