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**Application for the Accreditation of a Masters Programme**

**Please carefully read the Guidance Notes and MLAF Handbook before completing your application**

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| A. Information about your centre and the programme | |
| Name of programme: |  |
| Has the programme been previously accredited by IPEM under the post 2014 scheme? Yes/No  If No, then indicate if it is a new course entirely OR if it is an existing course: New entirely/existing course  If Yes, then please note that an application for re-accreditation should be made at least 3 months before the expiry of the previous accreditation. | |
| A1. Name of programme director: |  |
| A2. Contact address of programme director (including postcode): |  |
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| Telephone: |  |
| Email: |  |
| Programme website: |  |
| A3. University awarding the degree (address if different from above) |  |
| A4. Department(s) with prime responsibility for the programme: |  |
| A5. For which accreditation stream is the programme suitable: | Physics/Engineering (please state) |
| A6. Duration of the programme (months): | Full time:  Part time:  Other (e.g. flexi): |
| A7. Briefly describe the students’ access to general academic support services (e.g. libraries, journals, computers, internet, etc.), continuing at the end of the form, where required. You can also include web links to central resources such as the library or study facilities: |  |
| A8. Briefly describe the student’s access to personal support (e.g. personal tutoring, student support services for counselling, careers advice etc.): |  |

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| **A9. Academic and professional details of all staff organising and/or teaching a significant part of the programme (e.g. more than 10% of a module).**  You may include visiting lecturers, one off events, etc. if you wish on a separate sheet. | | | | |
| Name | Position and affiliation | Qualifications/ teaching experience | Main professional or research interest and topic taught in programme | Hours contact |
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| **A10. Name and Affiliation of External Examiner(s)** | | | | |
| Name | | Affiliation | | Years Served |
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| **A11. Entry qualifications for applicants of differing backgrounds** | | | | |
| Estimate your expected student profile and entry qualifications for each applicant background | | | | |
| Applicant | Estimated student numbers (i.e. 5-10) | | Minimum entry qualification (e.g. 2.2 honours) | Other entry requirements |
| Physical Science graduates (please indicate expected disciplines, where possible) |  | |  |  |
| Engineering graduates (please indicate expected branches of engineering) |  | |  |  |
| Computer Science graduates |  | |  |  |
| Medicine graduates |  | |  |  |
| Other disciplines (i.e. life sciences, health sciences) |  | |  |  |
| Please provide details of minimum English (or other) language requirement: | | | | |
| Please provide any information on how the waiving of entry components would relate to the applicants identified above, continuing on a separate page if required: | | | | |

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| **B. Programme Description** |
| **B1. Please state briefly the aims, philosophy and origins of the programme. Published programme material (e.g. brochures) may be submitted in addition; however this section must be completed below.** |
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| **B2. Please provide a block diagram of the programme structure, highlighting options and possible routes through the programme. It would be helpful if you could link it, as closely as possible, to the framework entry, compulsory, specialist and research project ‘components’. Please indicate any areas/routes which would not satisfy the requirements.** |
| Will any of these routes have different degree titles? Yes / No  If Yes – please complete a SEPARATE FORM for each title |

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| **B3. Please list briefly where in the structure above each programme-wide learning outcome is met. There may be more than one place in the structure for each outcome A1-A10 (page 13-14, MLAF Handbook).** |
| A1. Apply fundamental laws and principles of physics and/or engineering to medical applications, some of which are at, or are informed by, the forefront of the discipline.  A2. Formulate strategies to solve complex problems in physics or engineering using a variety of experimental, analytical, design, statistical, mathematical and/or computational techniques.  A3. Relate the underlying principles of specialised medical equipment to its routine operation and its common quality assurance procedures.  A4. Demonstrate an awareness of safety principles, risk management and legislative requirements governing best practice in areas of medical physics or biomedical engineering.  A5. Apply a range of ICT skills to relevant scientific tasks in medical physics or biomedical engineering, such as the use or design of image processing software, treatment planning systems and medical equipment management systems.  A6. Manage, from initial planning stage to final dissemination of results, an experiment or investigation (requiring a literature review) in a field of medical physics or biomedical engineering.  A7. Demonstrate a critical awareness of the role of medical physics and/or biomedical engineering in medicine considering the technological, social and ethical aspects of the field and its development.  A8. Communicate scientific concepts to an audience of his/her peers in a concise, accurate and informative manner, leading to the presentation of logical conclusions at a level appropriate to the audience.  A9. Manage his/her own learning and make selective use of a variety of resources including appropriate texts, research articles and other primary sources in his/her work.  A10. Critically evaluate experimental findings against previous measurement or the scientific literature, in terms of statistical significance and research methodology. |

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| **B4. Programme details** | | | | | | | |
| **Topic** | **Total programme contact hours** | | | | | Number of credit (CATS) points | Proposed teaching delivery method (i.e. lectures, online, tutorials, PBL) and other comments |
|  | Lectures | Tutorials | Practicals | Demos | Other |
| **Entry component** | *Note that no more than 30 points of credit (CATS points) can be transferred from these areas of the degree.* | | | | | | |
| Health and Safety |  |  |  |  |  |  |  |
| Life Sciences |  |  |  |  |  |  |  |
| Introduction to Information Literacy |  |  |  |  |  |  |  |
| Core Physical Sciences or Core Engineering |  |  |  |  |  |  |  |
| **Compulsory components** | *These can comprise between 30 and 90 points of credit (CATS points) depending on the amount of specialist material* | | | | | | |
| Fundamentals of Physical Science or Engineering in Medicine |  |  |  |  |  |  |  |
| Radiation Safety or Safety and Risk |  |  |  |  |  |  |  |
| Statistical and research methods |  |  |  |  |  |  |  |
| ICT and Image Processing or ICT and Signal Processing |  |  |  |  |  |  |  |
| **Specialist component** | *A maximum of 25% in non-physics/engineering modules* | | | | | | |
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| **Specialist component** | *Please write down the proposed learning outcomes for each specialist topic module.* |
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| **Research project component** | *Must contribute at least 60 credit points to the degree. Please outline the structure of the project module, include any additional aspects below (i.e. additional training).* |
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| **Communication skills** | *Please indicate where in the programme these are taught and how they are assessed* |
| Poster |  |
| Talk |  |

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| **B5. Learning outcome map. Please list the programme module(s) that delivers each subject area learning outcome. Write N/A if not used in the programme.** | | | | | | | |
| **Entry level** | | E4/F4 |  | J1/K1 |  | **Project level**  *These may all be the same module* | |
| B1 |  | E5/F5 |  | J2/K2 |  |
| B2 |  | E6/F6 |  | J3/K3 |  | P1 |  |
| B3 |  | F7 |  | J4/K4 |  | P2 |  |
| C1 |  |  |  | J5/K5 |  | P3 |  |
| C2 |  | **Compulsory level** | | L1 |  | P4 |  |
| C3 |  | G1/H1 |  | L2 |  | P5 |  |
| C4 |  | G2/H2 |  | L3 |  | P6 |  |
| D1 |  | G3/H3 |  | L4 |  | P7 |  |
| D2 |  | G4/H4 |  | L5 |  |  |  |
| D3 |  | G5/H5 |  | M1/N1 |  |  |  |
| D4 |  | G6/H6 |  | M2/N2 |  | **Specialist level**  *Please list these learning outcomes, specific to your programme, in the appropriate section of B4.* | |
| D5 |  | G7 |  | M3/N3 |  |
| E1/F1 |  | G8 |  | M4/N4 |  |
| E2/F2 |  | G9 |  | M5/N5 |  |
| E3/F3 |  | G10 |  | M6 |  |

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| **B6. If you propose to use, or already use an externally organised module or programme to teach some educational content, please provide full details of the programme.** | |
| Title of the module or programme |  |
| Name and Address of the External Department/Unit with prime responsibility for delivering the programme. |  |
| What is the contribution of the examination from this programme to that of the whole Programme? |  |
| Please provide full details of the assessment method. |  |
| **B7. Please state the examination and assessment rules for your programme (You may provide a copy of the Programme handbook pages if you prefer).**  Please include information about re-sits, condoned or compensated passes etc.  Please provide copies of several recent (or proposed) examination papers.  Outline answers may be requested during assessor’s visit. |  |
| **B8. Please give details of your university’s policy on academic conduct. Include details of plagiarism-checking software used etc.** |  |
| **B9. Please give details on how your department ensures fair and equal procedures for all students and staff in line with IPEM’s Equality policy. (For IPEM policy see**: <https://www.ipem.ac.uk/AboutIPEM/Equality,DiversityandInclusion.aspx>) |  |

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| **C. Dissertations** | |
| **C1. Please indicate probable areas for individual projects and the resources available to support these.**  The project should be hypothesis-based work that includes an experimental, computational or theoretical component, as well as a literature review of the field of investigation within its work  Please outline how these dissertations will meet these requirements. |  |
| **C2. Please state what proportion of the projects are likely to be conducted in:**  Hospital environments  Industrial environments  HEIs or academic environments  Other | = %  = %  = %  please specify |
| **C3. Please give details on how the students are supported in the preparation of their dissertations**  e.g. help with using databases and referencing systems and guidance on planning and writing their reports. |  |

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| **D. Additional Information** | |
| **D1. Are there any innovative aspects of the Programme, or outstanding features compared to other HEI courses in the field, which you wish to bring to the Assessor’s attention?** |  |
| **D2. Please add any constructive comments on**  (a) Suggestions for possible improvements to the IPEM Accreditation process  (b) Any developments in the subjects covered by your programme which could be included in future revisions of the framework. |  |
| **D3. There are several programme director responsibilities. IPEM expects all accredited programmes to return an annual December audit of this Masters programme, and names a programme director on its website for each course**  Please indicate here if another staff member will be responsible for either, and include a backup contact. | Named programme director on website:   Individual responsible for autumn audit:  Backup HEI contact (i.e. dept. administrator) |
| **D4. IPEM expects all accredited HEIs to provide the name of an active volunteer assessor willing to undertake up to one framework assessment visit alongside a committee member each year.**  Travel expenses will be paid, and this activity can be used for CPD or professional duties | Name, contact details and job title/academic position of volunteer assessor: |
| **E1. Ethical and Environmental policy**  IPEM takes a long-term view on the delivery of its role and of its responsibility to act in an ethical and environmentally sustainable manner at all times. IPEM seeks to work with organisations and suppliers where values the broadly align with IPEM’s own and seek evidence of their commitment to Corporate Responsibility, including (but not limited to) discrimination in employment practices or in the workplace.  In order to process your application, we require a copy of your institution’s Ethical and Environmental policy to be submitted with your application. | Please confirm that your Ethical and Environmental policy is included with this application. |
| Signed: |  |
| Name: |  |
| Date: |  |

Please return this form and enclosures (including completed Student Prize Award application form), together with your remittance/purchase order in respect of the application/renewal fee, to:

Workforce and Training Department

[Training@ipem.ac.uk](mailto:Training@ipem.ac.uk)

**Privacy Policy**

# Overview

The Institute of Physics and Engineering (IPEM) and its subsidiary IPEM Enterprises Ltd is committed to protecting your privacy. This privacy notice explains how IPEM will use any personal information we collect from you and what rights you have.

# **Data controller**

The Data Controller is the Institute of Physics and Engineering in Medicine. Our Registration Number in the Data Protection Public Register is Z6395648. You can contact the data controller by emailing [office@ipem.ac.uk](mailto:office@ipem.ac.uk); writing to us at our registered address; or by telephoning us on 01904 610821. The data protection lead is Kathryn Surtees and she can be contacted by emailing [claire@ipem.ac.uk](mailto:Kathryn@ipem.ac.uk)

# What Information we collect about you

This section shows groups of people whom we collect information about. It then details (for each group) how we collect your data; what we use your personal information for; the legal basis for processing; how long we keep it; categories of personal data; and who we share your data with.

## Professional Contacts

### How we collect your data

We collect data about you in a variety of ways, starting at the point you either first contact or we first contact you regarding a professional common interest.

### Purposes of the processing

Personal information which you supply will be used to enable us to contact you about our common interest.

### Legal basis for processing

We process your information under the legitimate interest basis for processing your data.

### Legitimate interest

Professional Contacts expect us to keep their data so that we can contact them regarding current or new professional common interests.

### Data retention period

We will keep an electronic record of you while we have a relationship with you + 3 years.

### Categories of personal data

*Personal Details*

* Name
* Work Address
* Work Email Address
* Work Telephone Number
* Work Mobile Number
* Name of Employer
* Employer Address

### Who we share your data with

We share some of your data with other organisations and individuals who process data on IPEM’s behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

#### With our IT software and IT support service providers

We share your personal data that we hold with our IT providers and IT support Service Providers to ensure that you get the best possible service.

# How we will keep your data safe

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

# Your rights

You have rights under data protection law that you can exercise against IPEM but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against IPEM, please contact the Head of Operations and Finance who will be able to tell you more.

Here is a short description of your rights:

## Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

## Right of access (Article 15)

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

## Right to rectification (Article 16)

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed. **This can usually be done easily on the MY IPEM section of the IPEM website (ipem.ac.uk) or by emailing** [membership@ipem.ac.uk](mailto:membership@ipem.ac.uk)

## Right to erasure ‘the right to be forgotten’ (Article 17)

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, IPEM has a legal duty to retain or process your information.

## Right of restriction of processing (Article 18)

In certain circumstances, you have the right to obtain from IPEM a restriction of processing.

## Notification obligation regarding rectification or erasure or restriction of processing (Article 19)

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

## Right to data portability (Article 20)

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

## Right to object (Article 21)

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

## Right not to be subject of automated decision-making (Article 22)

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. IPEM does not make any automated decisions.

# Changes to this privacy notice

This notice was last updated on 25 May 2018. IPEM may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).

**APPENDIX: GUIDELINES ON COMPENSATION AND CONDONEMENT**

When considering the issue of compensation or condonement it is suggested that we follow the Engineering Council’s guidelines as far as possible. In many cases these will be in line with the university’s rules but, where they differ, assessors are requested to try to ensure that the guidelines below are complied with.

**Definitions**

The Engineering Council defines compensation as:

*“The practice of allowing marginal failure (i.e. not more than 10% below the nominal pass mark) of one or more modules and awarding credit for them, often on the basis of good overall academic performance.”*

The Engineering Council defines condonement as:

*“The practice of allowing students to fail and not receive credit for one or more modules within a degree programme, yet still qualify for the award of the degree.”*

**Guidelines**

The guidelines to be used in the consideration of the accreditation of MLAF degree programmes are:

1. Evidence that all MLAF learning outcomes are met by all variants of each programme must be provided before accreditation can be granted.

2. No condonement of modules delivering MLAF learning outcomes is allowed.

3. A maximum of 20 credits can be compensated in a Masters degree programme.

4. Major individual and group-based project modules must not be compensated.

5. The minimum module mark for which compensation is allowed is 10% below the nominal module pass mark (or equivalent if a grade-based marking scheme is used).