*Official letter heading*

Agency for Public Health Education Accreditation

Avenue de Tervueren 153,  
1150 Brussels, Belgium[[1]](#footnote-1)

Date

**RE: Application for Institutional Accreditation of** *enter school or institution name***,**

Please find herewith an invitation to the Agency for Public Health Education Accreditation (APHEA) to initiate the accreditation process of the above referenced institution.

We have carefully read and understood all required components of the application process towards obtaining a future accreditation of the aforementioned institution. This includes Curriculum Validation, the self-evaluation process and the on-site consultation visit by a review team. We also understand that the fees for the stages of application, validation, evaluation and consultation, as well as the logistical costs of the review team and APHEA representative during the site visit, are borne by ourselves.

Kind regards,

|  |  |  |
| --- | --- | --- |
| *Signatory 1*  *name*  *Position* |  | *Signatory 2*  *name*  *Position* |

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**INITIAL APPLICATION DOCUMENT**

## SECTION 1: NAME AND ADDRESS DETAILS

|  |  |
| --- | --- |
| Institution name: |  |
| Programme title |  |
| Address 1: |  |
| Address 2: |  |
| Address 3: |  |
| Town / City: |  |
| Country: |  |
| Name and position of person completing this document: |  |
| Contact email: |  |
| Website address for programme: |  |
| Date: |  |

## SECTION 2: PROGRAMME LEVEL DETAILS

If you have produced the following elements for your national accreditation or elsewhere and they are in English and include the following areas then they will be accepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Title of degree (in English and in national language as appears on certification). |  | | | |
| 1. Level of degree (Bachelor or Master) |  | | | |
| 1. Awarding body/institution. |  | | | |
| 1. National accreditation (mandatory or voluntary accrediting body if exists).   Plus | Body name | |  | |
| Date of expiration | |  | |
| Curriculum or Institutional level (or both) | |  | |
| 1. Mode (full time &/or part time). |  | | | |
| 1. Mode of delivery (e.g., onsite, online, blended) |  | | | |
| 1. Number of students in last cohort[[2]](#footnote-2). |  | | | |
| 1. Off-campus locations (if applicable). |  | | | |
| 1. Language of the curriculum (include language admission pre-requisites if required). |  | | | |
| 1. Admission criteria. |  | | | |
| 1. Curriculum aims |  | | | |
| 1. Programme final outcomes[[3]](#footnote-3) |  | | | |
| 1. Duration of curriculum in months, nominal study time for students. |  | | | |
| 1. Number of terms (semesters, modules etc.) per academic year. |  | | | |
| 1. Number of credits required for completion of degree. |  | | | |
| 1. Total credits in core courses. |  | | | |
| 1. Total credits in elective courses. |  | | | |
| 1. Total credits for integrating experience. |  | | | |
| 1. Total student workload hours. | Total workload hours | Contact hours | | Self-study hours |
|  |  | |  |
| 1. Curriculum coordinator (or group). |  | | | |

## SECTION 3: CURRICULUM CONTENT

APHEA guidelines for curriculum content are based on the core competences expected from a public health curriculum and are outlined in the following table. For generalist awards most of the competences will need to be present. Specialist public health programmes may find only a few of the core competences are present in their curriculum. In this case the applicant is asked to add, and code, the additional competences within the box entitled X "Other / additional competences and learning areas" and to refer to these within the last column in the matrix in Appendix A.

|  |  |
| --- | --- |
| **CORE SUBJECT AREAS** | **CURRICULUM COMPETENCES & LEARNING AREAS** |
| 1. **Introduction** | 1. Introduction and/or essentials in public health |
| 1. **Methods in public health** | 1. Epidemiological methods, 2. Biostatistical methods, 3. Qualitative research methods, 4. Survey methods |
| 1. **Population health and its determinants** | 1. Environmental sciences (considering exposures to physical, chemical and biological factors), 2. Communicable disease 3. Non- communicable disease, 4. Occupational health, 5. Social and behavioural sciences, 6. Health risk assessment, 7. Health inequalities along social gradient |
| 1. **Health policy, economics, and management** | 1. Economics, 2. Healthcare systems planning, 3. Organisation and management, 4. Health policy, 5. Financing health services, 6. Health curriculum evaluation, 7. Health targets |
| 1. **Health education and promotion** | 1. Health education, 2. Health promotion, 3. Health protection and regulation, 4. Disease prevention |
| 1. **Other/Cross-disciplinary themes (mandatory or elective courses)** | 1. Biology for public health, 2. Law, 3. Ethics, 4. Ageing, 5. Nutrition, 6. Maternal and child health, 7. Mental health, 8. Demography, 9. IT use, 10. Health informatics, 11. Leadership and decision- making, 12. Social psychology, 13. Global public health, 14. Marketing, 15. Communication and advocacy, 16. Health anthropology, 17. Human rights, 18. Curriculum planning and development, 19. Public health genomics, 20. Technology assessment |
| 1. **Integrating Experience, practicum/Internship/ final project /thesis/ dissertation/exam /memoire** | 1. Supervised by faculty (full time and/or adjunct) |
| **X. Other / additional competences and learning areas** | The list above is drawn from previous work in ASPHER. To keep our processes pertinent, we ask you to include here any competences that you believe are missing from the list but which are used by yourselves. These can be discipline related or "soft" / transversal skills for example, problem solving, conflict resolution etc. They can apply to all curriculum/module and integrating experience elements.  Please try to use concise terms which will be universally understood and code them up using X.(plus a number) in the same way as above so the reviewers can clearly see these as self-generated. Place the list in this box and reference within the table in Appendix A. Applicants are advised to refer to the European Core Competences for Education booklet found [here](http://www.aphea.net/docs/research/ECCMPHE1.pdf). |

In order to check the curricular content of your curriculum, please provide evidence that the curriculum contains elements of the following core areas within public health by classifying the required courses within the four core areas (plus cross-disciplinary category) in the matrix below and listing the disciplines and/or specific topic areas covered in those modules which fall into the given areas. Please refer to matrix above to see what topics fall within the core areas and the suggested credit range corresponding to each core area. While programmes may define the public health core requirements more broadly, elements from each specified core area must be present in the curriculum. **(*Applicants will find this matrix as appendix A at the rear of this document which has been orientated to landscape to give more space for the full module titles.*)**



Agency for Public Health Education Accreditation

APPLICATION | Curriculum Validation

## APPENDIX A: Core Competences Framework (Section 4)

*Matrix to be filled in by applicant:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Methods in public**  **health** | **Population health and its**  **determinants** | **Health policy, economics and management** | **Health education and promotion** | **Other/cross- disciplinary themes** | **'X' Other** | **Total number of credits** |
| **CORE / Compulsory** | | | | | | | |
| **Module\* 1** |  |  |  |  |  |  |  |
| **Module 2** |  |  |  |  |  |  |  |
| **Module 3** |  |  |  |  |  |  |  |
| **Module X etc** |  |  |  |  |  |  |  |
| **Integrating experience** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ELECTIVE / Optional** | | | | | | | |
| **Module 4** |  |  |  |  |  |  |  |
| **Module 5** |  |  |  |  |  |  |  |
| **Module 6** |  |  |  |  |  |  |  |
| **Module X etc** |  |  |  |  |  |  |  |
| **Integrating experience** |  |  |  |  |  |  |  |

(\*Replace "Module" with the proper title of your modules. "Module" is often expressed as, for example, as course, block or unit)

Copy and paste table for specialisations / tracks / pathways.

1. *Please return electronically to APHEA office@aphea.be - subject heading: " Application for Institutional Accreditation"* [↑](#footnote-ref-1)
2. please add present or future expected cohort if curriculum not yet installed. [↑](#footnote-ref-2)
3. See Glossary of Terms: <https://www.aphea.be/Pages/A6.MORE/Glossary_of_Terms.html> [↑](#footnote-ref-3)