

**EUROPEAN COUNCIL ON CHIROPRACTIC EDUCATION
COMMISSION ON ACCREDITATION
ANNUAL MONITORING REPORT (AMoR)**

ANNUAL MONITORING REPORT (AMoR) FOR ACADEMIC YEAR _____

Institution name	
Programme title	
Name of awarding body	
Name of validating university (if different from above)	
Name and title of reporting officer	
Date of initial accreditation (yyyy)	
Date of most recent re-accreditation (yyyy)	
Expected date for submission of Self- Study Report for initial accredited status (for institutions with candidate (for accredited status only) (mm/yyyy)	
Signature	

Please submit by ONE COPY (with attachments) to:

Executive Secretary ECCE
Mr David Burtenshaw
1 Spinnaker View,
Bedhampton,
Havant
PO9 3JD, UK
E-mail: ecceexsec@aol.com

and

ONE COPY (with attachments) to:

Chair, Commission on Accreditation
Dr Arvid Thorkeldsen,
AECC, 13-15 Parkwood Road,
Bournemouth
BH5 2DF, UK
E-Mail: athorkeldsen@aecc.ac.uk

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COHORT DATA FOR ACADEMIC YEAR _____

	Year 1	Year 2	Year 3	Year 4	Year 5	Graduates	Total
Number entering cohort at start academic year							
Number leaving during year							
Number passing at end of year							
Number referred at end of year							
Number leaving at end of year							

Attach a summary of the nationalities of all graduating students. Names are not required for data protection reasons. Please state the number of graduates who received each level of classification such as class of degree.

**STUDENT RECRUITMENT DATA FOR ACADEMIC YEAR _____
(NEW STUDENTS ONLY ENTERING INTO THE PROGRAMME)**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Number NEW students entering cohort at start						
Number at Standard entry*						
Number at advanced entry*						
Number at Non-Standard entry*						
Other*						

* Define criteria for each stage of entry (next page):

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*Standard entry	
*Advanced entry	
*Non-Standard entry	
*Other	

CLINIC TRAINING PATIENT NUMBERS (Final year)

ACADEMIC YEAR _____

	Mean number of NEW PATIENTS per student	*SD	Range of NEW PATIENTS per student	Mean number of (return) PATIENT VISITS per student	*SD	Range of (return) PATIENT VISITS per student
Entire cohort						

*** Standard Deviation**

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PATTERNS of STAFFING ACADEMIC YEAR 2008-2009 Staff/ Student ratio (Full Time Equivalents) for Years (1-4): (For an example of calculation method please see page 6)

Show calculation:

**Staff/ Student ratio (FTE) for Year 5
(Final clinic training year):**

Show calculation:

CHANGES TO ACADEMIC STAFFING ACADEMIC YEAR

Please enter names and details of all academic staff with teaching responsibilities (Part-time/Full-time) and dates of joining and/or leaving during the academic year.

Name	Date joining	Date leaving	Qualifications	Area(s) of main responsibility(ies)

Insert continuation sheets if necessary

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Changes to the institutional academic procedures/policies/activities.

ACADEMIC YEAR _____

Outline any significant changes that have taken place during this academic year under the headings below and, where appropriate, give additional information in a cross-referenced attachment.

	No Change (please tick)	Change (please tick)	Attachment Number
Educational programme			
Aims and objectives			
Curriculum content			
Teaching & learning methods			
Programme management			
Assessment methods			
Students			
Admission policies			
Selection procedures			
Student support			
Academic staff			
Promotions			
Staff development			
Staff appraisal			
Educational resources			
Physical facilities			
Clinical facilities			
IT			
Library			
Research			
New activities/grants			
Publications			
Quality Management			
Evaluation mechanisms			
Involvement of stakeholders			
Governance & Administration			
Membership of Governing Body			
Management Structures			
Allocation of budgets			
Continue to comply with Eligibility Criteria*			
Response (if applicable) to concerns and weakness required by most recent Evaluation Report at accreditation/re-accreditation	<i>Please give response in an attachment</i>		
Future Plans/Developments	<i>Please respond in an attachment</i>		

*Refer to 'Accreditation Procedures and Standards' Part 4, 2.1-2.6 inclusive. Please add any other matters that you wish to draw to the attention of the Commission on Accreditation.

Method for calculating Staff Student Ratios:

1. State how many hours the FTE is based on (e.g. 32 hours per week)
2. Work out for each member of staff approximately how many hours in college teaching and how many hours in clinical final year (i.e. how their workload is roughly divided between college and clinic)
3. Total up number of hours in each of college and clinic and then the number of FTEs in each (based on number of hours stated under 1 above)
4. Work out staff/ student ratio for both (college and clinic). Number of students in college (before final year) and number of students in clinic (final year)

Alternatively please use the methodology used by your institution with a suitable explanatory paragraph.

COA does not mean by choosing a particular method of calculating the Student Staff Ratio to compare figures between the different institutions but wishes to use one methodology as a guide for working out figures taking into account the different parameters specific to each institution.

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The ECCE as a part of its internal monitoring of the quality of its activities wishes to receive feedback from institutions on a regular basis in order to improve the quality of our service provision. Please answer the following:

1. Are you satisfied with the service that the ECCE provided in this last academic year?

Yes No

2. In what way (if any) would you suggest ECCE improves the service it provides?

3. Are you satisfied with the response of CoA to your last AMoR? Yes No

4. Can you suggest any improvements to how CoA responds to AMoRs?

5. Have you any suggestions for how the CoA may better serve your institution?

Please add any further comments that you would like to make.