



INSTITUTIONAL ACCREDITATION APPLICATION FORM

To submit an application for institutional accreditation please complete this form and return it to the T/D Publications Team by post or email.

Theses/Dissertations Publications Team
 Ascendens Asia Pte. Ltd.
 Royal House, 287 Tanglin Road, Singapore 247940

Contact Nos. +65 9180 2603 / +65 9385 9582
 Email Address accreditation@aaresearchindex.com or tdpublications@aaresearchindex.com
 Website www.aaresearchindex.com

TYPE OF ACCREDITATION APPLYING FOR (Mark "V" inside the box before the description.)

AI-REQUIRE: <i>Theses/Dissertations submitted by graduates of AATDDA Accredited Institutions that REQUIRE their graduating students/ and encourage alumni to publish are automatically able to enjoy 20% less in publication fee.</i>	AI-ENCOURAGE: <i>Theses/Dissertations submitted by graduates of AATDDA Accredited Institutions that ENCOURAGE their graduating students and alumni to publish are automatically able to enjoy 10% less in publication fee.</i>
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INSTITUTION DETAILS

Name of Institution								
Address Line 1				Address Line 2				
City		State/Province/Region		Zip		Country		
Contact No. (Landline)		Alternative Contact No.		Mobile No.				
Website/s				Social Media Account/s (Facebook, Twitter, Instagram)				
Current Student Population (Graduate Level up)			Current Student Population (Undergrad Level only)					
Estimated number of theses/dissertations produced by graduating students every school year			Bachelor's Degree Thesis		Master's Degree Thesis		Doctorate Degree Dissertation	
Briefly describe existing theses/dissertations repository and preservation site/method								

AUTHORISED REPRESENTATIVE/S

Authorised Representative 1

Full Name		Position / Designation Title			
E-Mail Address			Alternative E-Mail Address		
Contact No. (Landline)		Alternative Contact No.		Mobile No.	

Authorised Representative 2

Full Name		Position / Designation Title			
E-Mail Address			Alternative E-Mail Address		
Contact No. (Landline)		Alternative Contact No.		Mobile No.	

I (we) hereby confirm that above details are true and correct representations of our institution. By submitting this accreditation form together with below listed additional requirements, I am (we are) affirming the application for and on behalf of our institution to be recognised as an accredited institution.

Name: _____ Signature: _____ Date (DD/MM/YYYY): _____

Name: _____ Signature: _____ Date (DD/MM/YYYY): _____

Additional Requirements:

1. Scanned copy of authorised representative's/s' Institution ID.
2. List of Institutions' Executive Officials (see attached form in page 2 to 3)
3. List of Programme Offerings (Undergraduate, Graduate and Post-Graduate Levels)
4. High resolution image copy of the institution's official logo in PNG, JPEG, or PDF format to be used in the list of accredited institutions page.

NOTES:

1. Please note that the materials deposited are not automatically selected or made publicly accessible by the National Library Board of Singapore (NLB). All selection and access is managed in compliance with the NLB's policies. Please note that the use, retention, disposal, organisation, preservation and accessibility of the deposited material(s) shall be at the exclusive discretion of the NLB.
2. Under the National Library Board 1995 (chapter 197, No 5 of 1995) at Part II, Section 10, publishers are required to deposit two copies of physical publications including print and Audio-Visual materials published in Singapore with the National Library Board within 4 weeks from the date of publication.
3. Please note further that the materials deposited are automatically selected or made publicly accessible by AATDDA through its online portal. All selection and access is managed in compliance with the AATDDA's policies. Please note that the use, retention, disposal, organisation, preservation and accessibility of the deposited material(s) shall be at the exclusive discretion of AATDDA.
4. To maintain the AI-REQUIRE status of 20% less in publication fee for its students/faculty/staff/alumni, an AI must have at least 60% of its estimated number of theses/dissertations produced by graduating students every school year.

