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

INSTITUTION DETAILS

Contact Nos. **Email Address** +65 9180 2603 / +65 9385 9582

Website

accreditation@aaresearchindex.com or tdpublications@aaresearchindex.com

www.aaresearchindex.com

AI-REQUIRE: 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.	Al-ENCOURAGE: 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.
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Name of Institution Address Address

Line 1					Line 2			
City		_	State/F Regior	Province/		Zip		Country
Contact No.	A	Alternativ	/e			Mobile		

Contact No. (Landline) No Website/s Social Media Account/s (Facebook, Twitter, Instagram)

Current Student Population Current Student Population (Graduate Level up) (Undergrad Level only)

Estimated number of theses/dissertations produced Bachelor's Master's Doctorate Degree Dissertation Degree Thesis Degree Thesis by graduating students every school year

Briefly describe existing theses/dissertations repository and preservation site/method

AUTHORISED REPRESENTATIVE/S

Authorised Representative 1

Full Name	Position /	
	Designation Title	
E-Mail	Alternative E-Mail	
Address	Address	
Contact No.	Alternative Mobile	
(Landline)	Contact No. No.	
Authorised Rep	Representative 2	

Authorised Repr	CSCHIGHT 2	
Full Name		Position /
		Designation Title
E-Mail		Alternative E-Mail
Address		Address
Contact No.	Alternative	Mobile
(Landline)	Contact No.	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/YYY):
		, ,
Name:	Signature:	Date (DD/MM/YYY):

Additional Requirements:

- Scanned copy of authorised representative's/s' Institution ID.
- List of Institutions' Executive Officials (see attached form in page 2 to 3)
- List of Programme Offerings (Undergraduate, Graduate and Post-Graduate Levels)
- 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.



Ascendens Asia Theses and Dissertations Digital Archive

www.aaresearchindex.com

Name of	
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Institution	

List of Institutions' Executive Officials, including all Deans and/or Chairpersons

Full Name with Title/s	Position/Designation	E-Mail Address	Alternative E-Ma Address, <i>if any</i>	il Mobile Number

Why should you apply for institutional accreditation?

An Ascendens Asia Theses and Dissertations Digital Archive (AATDDA) Accredited Institution:

- Affords students, faculty, and staff unlimited access to the journals, theses, and dissertations published in the AA Research Index database.
- Provides better access to local related studies given that published works are mostly concentrated from the Asian region.
- Opens better repository and dissemination venue option for theses and dissertations for your graduates as AATDDA is committed to its key goal of providing a lifetime and beyond service of preserving months/years of hard work and invaluable knowledge/discoveries.

 Enables members to automatically enjoy the institutional preferential rates on one-time/lifetime Thesis/Dissertation individual publication fee.
- Institutional subscription is complimentary.
- Students/Faculty/Staff/Alumni enjoy institutional preferential rates and institutional subscription for AATDDA unlimited access.



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