

***BASES Undergraduate Endorsement
Scheme (BUES)
APPLICATION MANUAL***

*FOR INSTITUTIONS APPLYING FOR
UNDERGRADUATE COURSE ENDORSEMENT
WITH THE
BRITISH ASSOCIATION OF
SPORT AND EXERCISE SCIENCES
(BASES)*

UNDERGRADUATE COURSE ENDORSEMENT POLICY

INTRODUCTION

There has always been both a close relationship between the British Association of Sport and Exercise Sciences (BASES) and higher education and strong support for the development and implementation of guidelines for the endorsement of courses in sport and exercise sciences. This manual has been designed to provide guidance to universities seeking to gain BASES endorsement for their courses in exercise and sports sciences and to help guide education providers who may be considering the development of new courses. The guidelines are designed to provide flexibility and allow for diversity in the organisation of academic schools/departments, while at the same time ensuring courses are providing graduates the opportunity to develop with the necessary knowledge, skills and competencies, as identified by BASES, required to work in the profession.

While course endorsement has not previously occurred in the UK for programmes in sport and exercise sciences, such procedures have been operative for some time in similar professional bodies and in other countries. The endorsement procedures of these groups have been considered and BASES is particularly grateful to the Australian Association of Exercise and Sport Science for allowing access to their guidelines for course accreditation.

It is anticipated that the procedures outlined in the manual will undergo refinement and modification as appropriate. However, it is widely considered that implementation of this endorsement process will be an important factor in the enhancement of university courses in sport and exercise sciences and will be an important milestone in the professional development of this field.

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SECTION 1

GUIDELINES FOR USERS

The following summaries contain a brief description of information covered by each section of the manual.

SECTION 2 PHILOSOPHY OF EDUCATION FOR SPORT AND EXERCISE SCIENTISTS

Outlines the philosophy of education for sport and exercise scientists in the overall context of health and sport today and in the future. Sections 3 to 7 guide the development and evaluation of courses for entry-level sport and exercise scientists.

SECTION 3 THE ROLE OF BASES IN THE EDUCATION OF SPORT AND EXERCISE SCIENTISTS

Describes the policy of BASES on education.

SECTION 4 CURRICULUM DEVELOPMENT

Describes the core fields of study in sport and exercise. These core fields of study represent broad subject areas considered important and are intended as guidelines for curriculum development.

SECTION 5 SPECIFIC GUIDELINES FOR COURSE ENDORSEMENT

Outlines the guidelines for any university wishing to apply for BASES Endorsement for their sport and exercise science related course.

SECTION 6 POLICIES FOR AND THE PROCESSES OF ENDORSEMENT AND RE-ENDORSEMENT

Includes criteria for endorsement and re-endorsement of courses as well as the course/programme report, which BASES requires to be completed for the endorsement process to proceed.

PHILOSOPHY OF EDUCATION FOR SPORT AND EXERCISE SCIENTISTS

BASES was founded in September 1984 following the dissolution of the Sport Biomechanics Study Group (SBSG), the British Society of Sports Psychology (BSSP) and the Society of Sports Sciences (SSS). The process of change involved establishing the British Association of Sports Sciences (BASS) in order to be able to speak with one more powerful voice about UK sports sciences. The original aims of BASS were to facilitate communication amongst those actively engaged in the scientific study of sport both within and between the constituent sections and to promote the dissemination of information derived from the scientific study of sport.

At the first BASS conference, in Chichester in September 1985, Prof Clyde Williams spoke of the enthusiasm, goodwill and spirit of cooperation that had led to the establishment of BASS. He also spoke of two challenges, namely, to establish a "position statement" on the role of testing in elite sport and to reflect on the nature and content of sport science degrees in order to ensure that they had a higher position in the "pecking order" within academic institutions.

BASES is *the* recognised UK professional body for those working in sport and exercise science and is committed to establishing, developing and promoting career paths for practitioners in these areas, who are in turn committed to good practice and client well-being.

In the development of BASES there has been close consultation with practitioners, the industry, as represented by Government and non-government agencies concerned with physical activity and sport, health authorities and other related professional groups. There has been a significant increase in the number and range of employment opportunities for graduates in sport and exercise sciences and definition of the role and responsibilities of practitioners has been a major part of BASES activities. Completion of an appropriate course in sport and exercise science will allow for employment in a wide range of settings such as community, and corporate health and fitness, government agencies associated with sport, and physical activity and health, sports academies, and professional sports, rehabilitation clinics and hospitals, private business in personal training and rehabilitation, and in universities and colleges with involvement in teaching and research.

The term sport and exercise science scientist is a generic name encompassing all those qualified specialists who are associated with the servicing of high performance athletes; the training of potential sport and exercise scientists; health and fitness professionals, and those who work in pure/applied research relating to sport or exercise.

The Association seeks to provide an infrastructure that supports individuals with a specific background in sport and exercise science, specifically in the sub-disciplines of physiology, biomechanics, psychology and their derivatives, as well as the area of

interdisciplinary sport and exercise science.

Significantly, BASES has had a continuing involvement with the training of professionals in these areas through strong and continuing liaison with the universities, and many departments and their staffs have been active in the work of the organisation. BASES has successfully implemented procedures for the recognition of individuals with Accreditation in the specialised areas of sport and exercise science.

The objectives of BASES with respect to education are:

- To promote, progress and improve education and communication in the profession of sport and exercise sciences
- To promote and advance the standard of educational offerings in sport and exercise sciences
- To provide and promote seminars, workshops and conferences to benefit the profession of sport and exercise sciences
- To promote and advance scientific studies in sport and exercise sciences.

To further these objectives it was considered essential to implement procedures for the endorsement of university courses in sport and exercise science. The aim of the endorsement process is to ensure a high standard of education and training of sport and exercise scientists through courses which contain an appropriate balance of theoretical and practical experiences and the development of the knowledge, skill and competency which reflects the needs of industry and continuing education in the discipline. Endorsement assures the appropriateness of the curriculum, resources and opportunities that undergraduate courses offer for training sport and exercise scientists.

SECTION 3

THE ROLE OF BASES IN THE EDUCATION OF SPORT AND EXERCISE SCIENTISTS

BASES is dedicated to promoting the recognition and continuing development of sport and exercise science as distinct fields of study, research and practice. BASES undertakes to support the existing departments, schools and faculties within UK universities educating sport and exercise scientists, to ensure that existing resources are maintained and increased to meet future requirements. BASES recognises the need for diversity and innovation in educational programmes that reflect the changing demands of the community, without compromising the standards of the profession.

BASES is committed to the concept of a breadth of knowledge in each of the sub-disciplines of sport and exercise science, prior to more detailed specialisation in one of the defined professional areas.

The broad range and scope of courses that currently exist suggest that not all universities will seek or be able at this time at least, to seek and gain endorsement.

CURRICULUM DEVELOPMENT

Programmes in sport and exercise sciences should seek to develop in graduates a range of skills and knowledge that prepare them for professional practice or further study. The undergraduate experience is considered as the entry level to the professional training offered by BASES through its workshop programme and Supervised Experience scheme leading ultimately to Accreditation. The following principles should be considered when developing the curriculum for new, or in the modification of existing, courses.

General Principles

1. Programmes should provide undergraduates with a multi-disciplinary experience of sport and exercise sciences including coverage of relevant areas of Biomechanics, Physiology and Psychology. Such a multidisciplinary focus is important to ensure that all sport and exercise scientists have grounding in the fundamental disciplines recognised by the Association.
2. In addition to the multi-disciplinary nature of the programme of study, students should be given the opportunity to experience interdisciplinary study. These first two requirements mirror the philosophical core of sport and exercise science.
3. Students need to have opportunities to develop laboratory/practical skills in each of the disciplines in appropriately equipped and maintained facilities.
4. Students must be introduced to issues linked to professional practice by staff with recent experience of work in the field of sport and exercise science.
5. Students should be trained in research and inquiry methods and should subsequently also engage in a period of independent study in the field of sport and exercise science. As a professional body in a science discipline BASES views it as *essential* that graduate members have an understanding of scientific methods, research design and practice.

SPECIFIC GUIDELINES FOR COURSE ENDORSEMENT

To gain BASES Endorsement, courses will have to demonstrate that they satisfy the following specific criteria. These criteria set out the issues of course design, content and delivery and provide an indication of how these may be satisfied.

Where a measure of 'quantity' of student involvement in certain aspects of study is included, these are expressed as a percentage of student effort time. Percentage of time has been used in preference to specific numbers of credits or units/modules due to the range of different models used across the university sector. Course teams can translate time to units or credits by converting this using the total student effort hours of the programme and effort hours per unit/credit.

For example, assuming that each level of an undergraduate course is the equivalent of 1,200 students' effort hours, the award as a whole will be 3,600 hours in total. Thus 10% will be 360 hours, 20% will be 720 hours etc.

If each level comprises six units/modules, these will each represent 200 effort hours. So to satisfy the 10% requirement a course would have to include two units giving a total of 400 effort hours or 11.1%.

Where material is delivered in a multi- or inter-disciplinary unit the relative contribution of different elements can be identified as a percentage of effort time. For example a unit looking at sports injuries may be 50% biomechanics, 30% psychology and 20% physiology. Thus for a course made up from units equivalent to 200 student effort hours, the biomechanics content would represent 100 hours, psychology 60 hours and physiology 40 hours. Or 2.8% of total effort hours for biomechanics, 1.6% for psychology and 1.1% for physiology.

The exception to this is with regards to the development of practical skills where the requirement is for a specific amount of time. Since this relates to actual time spent in practical activities rather than the more abstract 'student effort time' used to quantify exposure to disciplinary content.

SPECIFIC ENDORSEMENT CRITERIA.

1. **Multidisciplinary Nature of Programme**

Programmes should engage students for a minimum of 10% of student effort time in **each** of the three disciplinary areas of Biomechanics, Physiology and Psychology. See BASES website for operational definitions of the discipline areas.

A minimum of 50% of total student effort time should be dedicated to the study of the three disciplinary areas – Biomechanics, Physiology and Psychology.

Examples

In an 18 unit programme (six units at each level) the above could be achieved with one unit/module in each disciplinary area at each level, giving three modules in each in total. Thus 1/6th (~17%) of the programme is dedicated to each discipline and a total of 50% in total.

Alternatively, a programme may contain two modules each of Biomechanics, Physiology and Psychology (one in each for the first two levels); and at level three the student specialises in one of these, taking three modules in this discipline and none in the other two. The first two disciplines each occupy 11% (2 out of 18 units) of student effort and the third 28% (5 out of 18 unit), again resulting in a total of 50%.

Guidance Note:

Note that for Joint Honours programmes the calculation for the percentage of credits should be based on the total programme credits and not the credits in the subject area.

In programmes where disciplinary material required to meet the criteria is delivered in option units, the applicant will be expected to demonstrate that the majority of students will make selections which would lead to the criteria being met. It is appreciated that in complex provision it is not possible to calculate all of the possible permutations of student choice, and thus applicants are asked to provide the reviewers with a guide to probable or the most common combinations.

2 Provide an Introduction to Interdisciplinary Study

A minimum of 5% of student effort time should be dedicated to providing students with exposure to the inter-disciplinary study of sport and exercise science. This should be at either level two or three. This time may be double counted with criteria 1 above if the disciplinary content is offered in an interdisciplinary context. See BASES website for an operational definition of interdisciplinarity.

3. Develop Laboratory Practical Skills

A minimum of 150 hours (total) of practical/laboratory experience, across the three discipline areas, should be included in the programme. This time may include an element of practical time associated with project work.

BASES Endorsed programmes should be delivered in facilities that allow students to gain a range of practical skills in each of the discipline areas of biomechanics and physiology. In these discipline area the programme should provide facilities for students to gain experience in at least 50% of the techniques/competencies identified in the Criteria for Supervised Experience (see Appendix 1). This is not to say that students will gain the competency thresholds but that they will be exposed to the use of the equipment and techniques associated with these.

Psychology is not included as the competencies in this discipline are not generally dependent upon the use of specific equipment.

Guidance Note:

To facilitate the review process it is helpful to include with the application an annotated time-table to show where laboratory / practical classes are based. As there are great variations in the appearance of time-tables between institutions and many make use of local abbreviations etc., please take time to highlight the critical sections and provide either detailed annotations or a supporting commentary.

4. Staff with Recent Professional Experience

To ensure that undergraduates are made aware of relevant professional issues and are able to draw on the knowledge and skills of staff with recent professional experience in Sport and Exercise Science, the programme team must comprise at least two BASES Accredited sport and exercise scientists from different BASES Sections. Accreditation may be in either research or scientific support.

Guidance Note:

If all other criteria are met with the exception of having two Accredited individuals it may be possible to gain Conditional Endorsement (usually for 1 year) provided that it can be demonstrated in your application that it is reasonable to believe that this criterion can be satisfied within the next two Accreditation submission windows.

You should therefore indicate details of staff that are not yet Accredited but whom you believe will be in a position to apply for Accreditation within 12 months.

5. Develop Research Skills and Scientific Method

To develop the students' skills in experimental design, data analysis and other aspects of research methods, programmes must include at least 5% of student effort time in '*research methods*'. This definition can be quite broad but must include aspects of scientific methods, statistics and research design. Whilst it is accepted that different institutions badge this material in different ways, it should be clear from the programme documents where this material is located.

There should also be a major piece of independent study in the form of a research project or similar in the field of sport and exercise science. This will normally be located in the final level of study and should comprise not less than 5% of the total student effort time. Effort time dedicated to the project can be double counted with the disciplinary time but not with that for '*research methods*' since the Research Methods study is a necessary underpinning for the project.

6. Extent of Endorsement

Endorsement will be awarded to specific Programmes (Courses) or Named Pathways through programmes.

In the case of Joint/Combined Honours provision or complex modular schemes the number of possible combinations may be large and as a consequence the achievement of the criteria may depend upon the specific modules selected by each individual student. In such cases it may be necessary to limit the Endorsement to specific combinations of modules rather than endorsing the 'Programme' in its entirety.

Where an Institution offers a number of programmes sharing a common core of modules but leading to different named outcomes a number of programmes could be endorsed based on one application. For guidance on whether you need to submit a single or multiple applications for complex provision please contact the BASES office.

Guidance Note:

In programmes where disciplinary material required to meet the criteria is delivered in option units, the applicant will be expected to demonstrate that the majority of students will follow a combination of modules / units which would lead to the criteria being met. It is appreciated that in complex provision it is not possible to calculate all of the possible permutations of student choice, and thus applicants are asked to provide the reviewers with a guide to probable or the most common combinations possibly by indicating the percentage of students following particular options.

SECTION 6

POLICIES FOR AND THE PROCESSES OF ENDORSEMENT AND RE- ENDORSEMENT

COURSE ENDORSEMENT POLICY

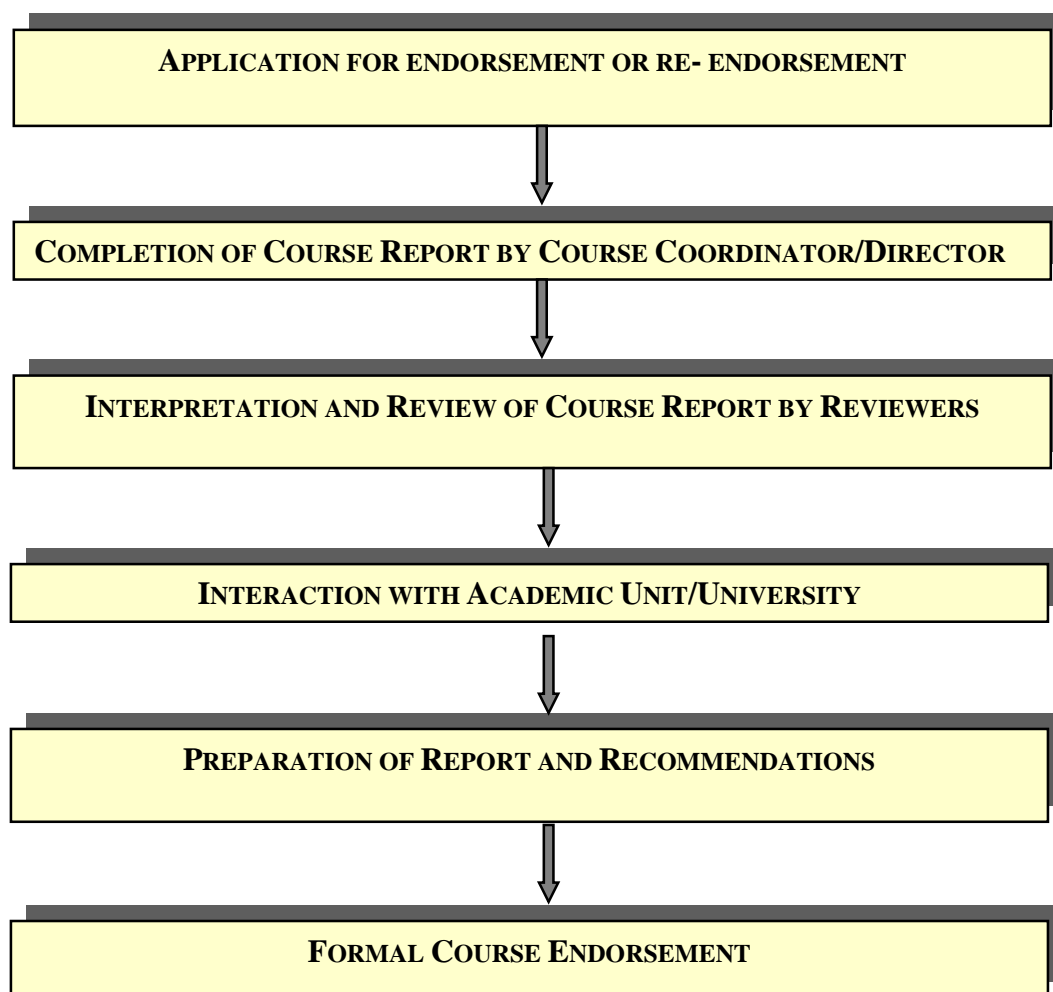
Endorsement of sport and exercise science courses is necessary to maintain standards of sport and exercise scientists entering into the profession. Endorsement needs to benefit both parties, that is, the university offering the course and the sport and exercise science profession. Endorsement is normally for a period of 5 years.

A summary of the steps in the Endorsement process is shown in Figure 1.

6.1 APPLICATION FOR ENDORSEMENT

Institutions wishing to apply for BASES Endorsement are required to complete the appropriate application forms and provide details of how each of the endorsement criteria is met. This would normally be done by the Course Coordinator or Course Director. As alterations to the course occur, the course report will need to be revised and amended accordingly and this information forwarded to BASES. Note that only modifications that fundamentally change the programme would need to be considered by the Reviewers. Minor changes to unit/module content and/or modes of assessment would not constitute a need for reassessment.

FIGURE 1 – SUMMARY OF THE STEPS TO ENDORSEMENT




6.2 ENDORSEMENT APPLICATION REPORT

The endorsement application report will contain the following sections:

- CURRICULUM
e.g., Identifying the appropriate percentage contribution of each of the disciplinary areas, research methods and project work.
- PRACTICAL EXPERIENCE
e.g., Where in the programme practical activities are delivered and the time allocated to these.
- RESOURCES
e.g., Identification of the laboratory resources to support practical experience and the BASES Accreditation status of teaching staff.

The Reviewers will provide feedback on the application report to the University until the course is considered to meet the criteria as indicated in the submitted documentation.

6.3 ENDORSEMENT APPLICATION FEE

At the time of the submission of documentation, BASES will forward the academic unit/university an Invoice for the Endorsement fee required by BASES. The fee of £1,000 is set by BASES. Endorsement will generally be for a period of five (5) years, during which time the programme will be included on BASES Course Finder for free and marked with a tick. 

6.4 BUES REVIEWERS

The reviewers will comprise appropriately qualified and experienced members of BASES. Each application will be reviewed by two such individuals independent of the applying institution.

6.5 ENDORSEMENT OPTIONS

a. Endorsement

The status of endorsement will be recommended if the course meets all of the guidelines, or if there are matters of a minor nature that need to be addressed. If the latter is the case, then a date by which they should be addressed will be stated.

b. Conditional Endorsement

The course will be accorded the status of conditional endorsement subject to agreement that areas in which the guidelines are not met are

addressed. In contrast to gaining 'endorsement' status, the matters of concern would be expected to have greater impact on the course offered. A detailed list of matters to be addressed and a date by which these should be done will accompany this recommendation to the institution. If they are adequately addressed by the date, then the conditional qualification will be removed and full endorsement recommended. If they are not addressed, then the course may lose its conditional endorsed status.

c. Loss of or failure to gain endorsement

The course will lose its endorsed status, or in the case of a course not previously endorsed, will not obtain accredited status. The recommendation shall only be made if serious concerns arise which the course team does not intend to or cannot address. The recommendation will be accompanied by a detailed justification, which outlines the areas of concern.

d. Appeals against reviewers' decisions

If an Institution wishes to appeal against a decision they do so to the BASES Strategic Management Team (SMT). The SMT will consider the appeal and in the light of all available information will either accept or reject the application. Letters of appeal should be addressed to the BASES Office.

Guidance Note:

Programmes granted Conditional Endorsement will be entitled to use the term BASES Endorsed and the associated logos etc for the period indicated in the conditions (normally 12 months). If following this period the conditions of endorsement have been satisfied, then the period of endorsement will be extended to five years from the date of first endorsement.

Where the conditions have not been met the Endorsed status may be withdrawn, or the period of Conditional Endorsement extended if the review committee think that this is appropriate.