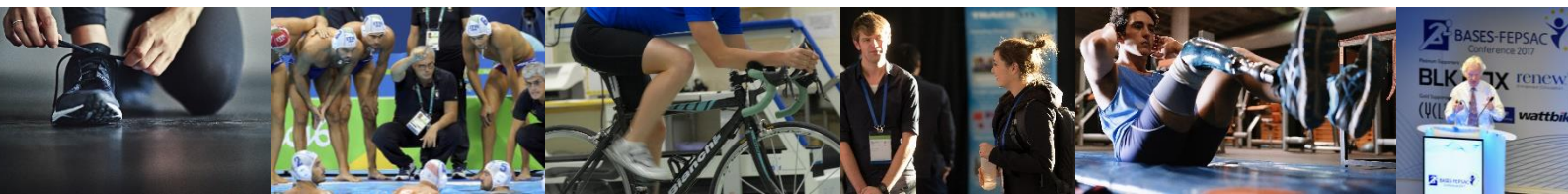




The British Association of
Sport and Exercise Sciences

BASES Undergraduate Endorsement Scheme (BUES) Application Guidelines

February 2019



“Promoting excellence in sport and exercise sciences”

Overview

The BASES Undergraduate Endorsement Scheme (BUES) awards endorsement to sport and exercise science undergraduate courses that provide undergraduates with the opportunity to develop the knowledge and skills essential to enter into the profession.

BASES is a professional association that has endorsed sport and exercise science undergraduate courses since 2005. BUES is the recognised standard for all sport and exercise science undergraduate degree programmes in the UK.

BASES endorsement is awarded to courses that meet specific criteria covering the necessary foundation of sport and exercise science knowledge and technical skills, in addition to professional development competencies required to succeed in the profession.

Criteria for course endorsement

To gain BASES endorsement, applicants will have to demonstrate that an undergraduate degree course satisfies the criteria outlined in the BUES application form, which is structured around the following seven sections:

- 1. Scientific knowledge:** Programmes should be able to demonstrate the development of understanding of the key bodies of knowledge relevant to sport and exercise science (in the sub-discipline areas of physiology, psychology and biomechanics).
- 2. Technical skills:** Programmes should be able to demonstrate the development and application of scientific and practical techniques relevant to sport and exercise science (in the sub-discipline areas of physiology, psychology and biomechanics).
- 3. Application of knowledge and skills (Interdisciplinary):** Programmes should be able to demonstrate the application of knowledge and technical skills in interdisciplinary contexts, including sport performance, exercise and health, and environmental/occupational.
- 4. Understanding and use of research:** Programmes should be able to demonstrate training in research that enables the interpretation and application of research methods and findings.
- 5. Professional development and practice:** Programmes should be able to demonstrate the development of self-reflection on academic, professional and personal attributes.
- 6. Employability and career readiness:** Programmes should be able to demonstrate the preparation of students for graduate level employment in the sport and exercise science sector, including opportunities for work-based or work-related learning and career planning.
- 7. Professional accreditation and affiliations of academic and technical staff:** Programmes should be able to demonstrate appropriate professional accreditation and affiliation of academic and technical staff (BASES and other professional bodies).

In completing the application form, institutions will need to demonstrate that their teaching strategies and programme activities meet the above criteria, with relevant supporting documentation provided to support their application (e.g. programme specifications, module descriptors, laboratory manuals).

When can applications be submitted?

There are three application deadlines each year for BUES application submissions:

- 6th January
- 6th May
- 6th September

How do I submit an application form?

Application forms can be downloaded from the BASES website. Once completed, the form and all supporting documentation should be emailed to: officemanager@bases.org.uk.

Completing the application form

Applicants are required to complete the BUES application form to demonstrate that a course meets the criteria for BUES endorsement. This is done via two core components:

1. A brief narrative explanation of how the course meets each of the specified criteria within each section of the application form. The sections are broken down into core elements (e.g. knowledge areas, technical skills) representing the expected areas of coverage of an undergraduate degree in sport and exercise science. The narrative provided should focus on *how* the course provides students with opportunities to develop the requisite knowledge, skills and professional development competencies identified.
2. Documentary evidence, to be submitted with the application form, providing assessors with more detailed information about module content and learning outcomes, laboratory practices and teaching/learning strategies to support the narrative provided in the application form. For each element of each section of the form, applicants need to reference the appropriate supporting documents (module specifications/descriptors, laboratory manuals etc.). It is recommended that a simple referencing system is used to easily reference supporting documentation within the application form (see more details below).

Supporting documentary evidence

It is up to the applicant to select relevant documentation to support their application. There are no mandatory requirements or specific documents that must be submitted, but the following are the types of documents that are likely to provide relevant supporting evidence:



The British Association of
Sport and Exercise Sciences

- Programme specifications
- Module descriptors/guides (including session topics)
- Laboratory manuals
- Student handbooks

It is requested that applicants use a basic referencing/numbering system for the documents submitted with the application form, enabling simple referencing of documents on the application form to assist reviewers in finding appropriate documentation. For example:

Documents submitted:

- 1.1. SES112 Anatomy & Physiology Module Descriptor
- 1.2. SES115 Foundations of Sport and Exercise Psychology Module Descriptor
- 1.3. SES121 Physiological Responses to Sport and Exercise
- 2.1. L4 Biomechanics Lab Manual
- 2.2. L4 Physiology Lab Manual

How documents should be referenced on the application form:

	Discipline Element	Briefly explain how each listed subject knowledge discipline element is developed	Supporting Documentary Evidence (Module Descriptors, Lab Manuals etc.)
1.2.1	Structure and function of the human body	Students undertake lectures and seminars that cover control and integration, Homeostasis, Thermoregulation, structure and function of the CV, Respiratory, muscular systems at rest, structure of the skeletal system, skeletal landmarks, the joints of the human body and structure and function of the digestive system. This knowledge then becomes progressively applied, depending on the modules elected through the programme. For example, students may study further into the strength and conditioning of junior sports, the physiology of team sports, or the physiology of individual endurance sports.	1.1. SES112 Anatomy & Physiology Module Descriptor 1.3. SES121 Physiological Responses to Sport and Exercise 2.2. L4 Physiology Lab Manual

Professional Accreditation and affiliations of academic and technical staff

To ensure that undergraduates are made aware of relevant professional issues and are able to draw on the knowledge and skills of staff with current professional experience in sport and exercise science, the programme team must comprise at least 2 staff members with relevant professional accreditations, one of which needs to be a BASES Accredited Sport and Exercise Scientist.

Support and advice on completing the application form

Any queries relating to BUES applications should be initially directed to the BASES office by emailing enquiries@bases.org.uk or calling 0113 812 6162.

If more dedicated support or guidance is required, applicants may request additional support/advice from a member of the BUES review panel, dependent upon panel members' availability. Request for support should be in relation to specific queries about the BUES criteria (reviewers will not provide general advice on completing a BUES application to applicants).

Application assessment and feedback

Each BUES application is reviewed by two members of the BUES Review Committee; a lead reviewer and a second reviewer. Reviewers will assess the application and the supporting documents and make a decision, which will be one of the following four outcomes:

1. **Endorsed:** the course/programme has been judged to fully meet the endorsement criteria.
2. **Endorsed with recommendations:** the course/programme has been judged to meet the endorsement criteria, however, the reviewers have identified some areas where there is potential improvement in coverage/provision, which will be detailed in the recommendations provided.
3. **Deferred pending additional evidence:** the course/programme has been judged to meet most of the endorsement criteria, however, there are some aspects of the application where further evidence or clarification is required for the reviewers to make a final decision. In their feedback, the reviewers will provide details of the additional information or evidence that is required. Upon receiving the requested information from the applicant, the two reviewers will make a decision on the final outcome of the application (Endorsed; Endorsed with recommendations; or Not endorsed).
4. **Not endorsed:** The course/programme has been judged to not meet the endorsement criteria. In this scenario, reviewers will not ask for additional evidence or information, as it has been judged that the programme/course structure, content and/or provision does not meet the BUES criteria.

The reviewers' decision and feedback will be provided to the applicant on the BUES Review Feedback Form, which will include the decision on endorsement, feedback providing rationale for the decision and, if applicable, recommendations.

BUES endorsement renewal

If endorsed, an undergraduate degree programme will hold BASES endorsement for a period of five years, at which point a renewal endorsement application must be submitted.

For renewal, the same BUES application form must be completed in full, though where only minor changes have been made to the course, it is acknowledged that much of the information and documentation submitted will be the same as the previous application.

Changes to degree programmes

If modifications are made to undergraduate degree courses (within the five year endorsement period) which fundamentally change the programme's provision (e.g. core modules removed/replaced), BASES must be informed of these changes. It is the responsibility of the named contact for the endorsed degree to outline the changes by emailing: officemanager@bases.org.uk.

Any changes outlined will be reviewed by a member of the BUES Review Committee, resulting in one of the following outcomes:

- **No action required:** If the changes outlined are deemed not to impact on the degree course meeting the BUES endorsement criteria
- **Re-application required:** If the changes outlined are deemed to be significant enough that it is no longer clear whether the course meets the criteria for BUES endorsement, the reviewer will recommend that a re-application is required. A period of 3 months will be given to complete and submit a new application form. The re-endorsement fee will be adjusted based on the number of years since the previous endorsement application was submitted.

Endorsement fees

The endorsement fee for a single degree course is £1,500 + VAT. This covers the cost of the application review and assessment process; and the five-year period of endorsement.

For additional courses, routes or pathways that are part of the same 'programme framework' and therefore submitted within the same application, the endorsement fee is £300 + VAT for each additional named route/pathway. To be classed a part of the same 'programme framework', all of the different routes/pathways must share common 'core' modules making up at least 75% of the total course content.

If an application for endorsement is not successful 80% of the total application fee will be refunded.

FAQs

Do BASES only endorse “Sport and Exercise Science” degree courses?

The BUES scheme is intended to endorse undergraduate degrees that provide the underpinning knowledge and skills required for a career in sport and/or exercise science – therefore a variety of degree courses will be eligible for endorsement, not just courses with the title “Sport and Exercise Science”. The new criteria has been developed with more specialist degree courses in mind (e.g. those with a particular focus on clinical exercise science) so that a wider range of degrees can seek and obtain BASES endorsement.

Must a course fulfil every knowledge and technical skill element in the application form to obtain endorsement?

No. The knowledge elements and technical skills listed in the application form are an ‘indicative curriculum’ and therefore it is acknowledged that different degree courses may not provide the opportunity for students to develop every knowledge element or technical skill.

However, the vast majority of knowledge elements, technical skills and professional competencies are expected to have at least basic coverage. Significant gaps in coverage of knowledge and/or skill elements is likely to result in an unsuccessful application.

To what level/depth must the knowledge elements identified in the BUES criteria be covered?

Degree courses will need to demonstrate coverage of at least 2 of the 3 core sport and exercise science sub-disciplines (biomechanics, physiology, psychology) beyond Level 4 to be eligible for endorsement; degrees that cover 2 of the 3 sub-disciplines at Level 4 only are highly unlikely to be able to demonstrate the breadth and depth of coverage required.

The above is also applicable to courses that provide options for students to select pathways as they progress through their undergraduate degree. Only pathways that ensure at least 2 of the 3 sub-disciplines are covered at Level 5 or higher will be eligible for endorsement.

What are the different ‘types’ of undergraduate degree programme that are eligible for endorsement?

Single programme (single honours) – defined as a degree programme with a single course title - e.g. “BSc (Hons) Sport and Exercise Science” – where there are no or few options for students to select which modules they study within the programme; or flexibility is only offered later in the course (i.e. final year) following the completion of a set of mandatory, core modules that meet the BUES criteria.

Joint honours – defined as a degree programme combining more than one subject of study. Joint honours degree programmes must demonstrate that all graduating students will have completed a core set of sport and exercise science-related modules that meet the criteria relating to knowledge and skill development outlined in the application form. Joint honours that give students significant

flexibility in the modules that are studied may not be eligible for endorsement, unless the programme results in clear ‘named pathways’ (see below) which show a graduate has undertaken the necessary modules to cover the knowledge and skill elements detailed in the BUES criteria.

Multiple routes/pathways – defined as a degree programme framework that enables students to select specific, named routes or pathways in order to specialise in particular subjects or disciplines within sport and exercise science. An example of such a programme might be the following named pathways that are part of the same ‘programme framework’:

- BSc (Hons) Sport and Exercise Science (Sport Performance)
- BSc (Hons) Sport and Exercise Science (Physical Activity for Health)
- BSc (Hons) Sport and Exercise Science (Strength and Conditioning)

Degree programmes with multiple named routes or pathways can apply for BASES endorsement via a single application form, as long as all of the named pathways seeking endorsement share common ‘core’ modules making up at least 75% of the total course content. Details should be provided within the application about how and when students are able to specialise by selecting a specific route/pathway.