



202 Lambeth Road, London, SE1 7LQ, United Kingdom

T: +44 (0)20 7928 1351 F: +44 (0)20 7401 2817 E: [recognitions@nautinst.org](mailto:recognitions@nautinst.org) W: [www.nautinst.org](http://www.nautinst.org)

## Appendix III

### **THE NAUTICAL INSTITUTE RECOGNITION SCHEME – RENEWAL FORM AND ANNUAL REPORT**

This renewal form and annual report is to be completed and submitted for each product or service from all providers of a Nautical Institute recognised training service or product where continuing recognition is requested. This must be submitted within the 30 days prior to the recognition period expiry.

Please complete the form as accurately as possible, incomplete or incorrect forms may delay or prejudice the application. As in your initial recognition application, answers should be word processed, spell checked and written in the English language only.

All applications should be sent to [recognitions@nautinst.org](mailto:recognitions@nautinst.org) Please allow up to 14 days for the Institute to respond to your submission.

#### **A. CONFIRMATIONS**

1. Name of recognised product or service:

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2. Recognised provider's name in full:

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3. Name of contact person:

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4. Contact person's email address:

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5. Contact person's telephone number:

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6. Address:

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7. Date recognition was granted:

.....

8. Date this report was filed with NI:

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**B. DETAILS OF CHANGE**

1. Please tick this box if no details have changed since initial recognition was awarded
2. Please provide details of any alterations or changes that have been made to the product or service since initial recognition by The Nautical Institute:

*(Please note if the Nautical Institute considers that significant changes have been made to the product or service a new application for recognition may be required) Please use a separate sheet of paper if required.*

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3. Detail any changes in the course syllabus, method of delivery, resources used for delivery, administrative procedures: *Please use a separate sheet of paper if required.*

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4. Detail any changes with instructors, providing updated CVs/qualifications as applicable:

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**C. STUDENT FEEDBACK**

Provide a summary of the feedback received from students, detailing any issues that have arisen and how these issues have been dealt with:

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**D. REMARKS/COMMENTS**

1. Outline of future planned developments:

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2. Any other comments:

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## DECLARATION

In signing this form:

- I have read and understood the terms, conditions and policies of The Nautical Institute pertaining this to recognition scheme.
- I confirm that I am authorised to apply for the renewal of recognition on behalf of the product or service provider.
- I accept that a decision on this application will be based only on the information provided initially and on this form and any supporting evidence.
- I understand that The Nautical Institute reserve the right to withdraw recognition at any time and may reasonably request to observe the product or service at the point of delivery or further investigate any claims made in an application for recognition.
- I understand that no refund of monies will be due where recognition of a product or service is withdrawn, declined or terminated by The Nautical Institute.
- The Nautical Institute is subject to the provisions of the EU General Data Protection Regulation (GDPR). The personal data you provide to us will be processed on a 'legitimate interests' basis under Article 6 (1) of the GDPR.
- *I confirm that all information I have submitted in this application and any supporting evidence thereto, is true, accurate and up-to-date to the best of my knowledge.*
- *The product or service provider promises that all course material submitted is original work. If it contains material which is someone else's copyright, the product or service provider promises that unrestricted permission of the copyright owner has been obtained. Please attach written evidence of this. This applies to all course material including illustrations, graphs, photographs and other images. The product or service provider will indemnify The Nautical Institute in full against any costs, claims, damages and expenses arising out of or by reason of a claim that any part of the course material (including for the avoidance of doubt any Third Party Material included in the course material) infringes the Intellectual Property Rights of any third person.*

By ticking this box I declare I have read, understood and agree to the statements above including processing my personal data under the provisions of the GDPR.

Signed: .....

Date: .....

Print: .....

Position: .....

Please submit the Renewal Form and Annual Report and any supporting information in a timely manner to:

Email: [recognitions@nautinst.org](mailto:recognitions@nautinst.org)

Telephone: +44 (0) 207 928 1351