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EAB

Engineering Accreditation Board

AHEP 4.0 INITIAL SUBMISSION DATA FORM

For academic programmes from a non-UK provider supporting Engineering Council registration

**PART A: General details**

|  |  |
| --- | --- |
| Name and address of educational institution |  |
| Department |  |
| Name(s) and email address(s) for Head(s) of department1 |  |
| Member of staff responsible for submission2 |  |
| Name and email address for Vice Chancellor3 |  |
| Suggested dates for accreditation visit (2 days), please suggest options in three different weeks with, ideally, 18 months’ notice4 |  |

1 For joint degrees, give the names of all heads and departments and their email addresses.

2 Include name, email address and telephone number.

3 As a matter of courtesy, a copy of the final report and action plan may be sent to the Vice Chancellor.

4 Visits are usually held Tuesday and Wednesday or Wednesday and Thursday. Scheduling of visits depends upon the availability of key university staff and students, professional engineering institution staff and volunteers, and the EAB Secretary. To enable publication of accurate accreditation information should allow a minimum 6 month period between the date of a visit and the deadline for submitting of information relating to the entry year for which they are seeking initial accreditation or reaccreditation. It is anticipated that the Covid-19 emergency will impact upon capacity for visits for a number of years, so 18 months notice is a guide but it is not guaranteed that all professional engineering institutions and the EAB secretariat will be able to accommodate visits within that timescale. Should Covid-19 or other events make physical visits problematic potential for virtual visits will be considered on a case by case basis. It is also possible that a longer time period may be needed to plan for non-UK visits.

**PART B: Programme details**

**Please list all programmes you wish to be considered for accreditation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Award and ProgrammeTitle5** | **Engineering Council reference number6** | **Mode of delivery7 (**Full Time, Part Time, Sandwich, Work Based, Distance Learning) **and length of programme** | **Year of entry of first cohort if programme not previously accredited** | **Accreditation period8 for which accreditation is sought by professional engineering institution9** | **Registration category10** |
| 1, |  |  |  |  |  |
| 2, |  |  |  |  |  |
| 3, |  |  |  |  |  |

5 For example: BEng (Hons) Mechanical Engineering. Use the title that appears on the degree certificates, including any variations e.g. ‘with a year in industry’.

 Please list all programmes you wish to be considered for accreditation.

6 Please refer to Engineering Council [course search database](http://www.engc.org.uk/courses) If programme is new, please indicate (NEW).

7 Students graduating from a programme delivered in a non-accredited mode cannot be treated as holding an accredited degree. Note if you are looking for recognition of an apprenticeship (including a degree apprenticeship or graduate apprenticeship) such programmes may be approved or accreditation in line with the Approval and Accreditation of Qualifications and Apprenticeships (AAQA) which may require a different process to an EAB visit.

8 Please indicate years for which accreditation is sought – from intake month and year to intake month and year (September 20xx to August 20xx if running a usual academic calendar), covering a maximum of five years - plus any backdating (note backdating of accreditation can be considered only in exceptional circumstances and panel members must be able to review work from all cohorts for which backdated accreditation is sought).

8 Please indicate which professional engineering institution(s) (sometimes referred to as Engineering Council Licensees) you wish to seek accreditation from. For details of EAB member professional engineering institution(s) that are licensed by the Engineering Council to undertake academic accreditation please visit this page: <https://www.engc.org.uk/professional-registration/pocket-guide-to-professional-registration/>

9 Please indicate the registration category against which each programme accreditation is sought (e.g. IEng or CEng). Foundation degrees can be accredited as partially meeting the underpinning knowledge and understanding requirement for IEng; Bachelors top-up degrees can be accredited as further learning for IEng; Bachelors degrees can be accredited as meeting in full the underpinning knowledge and understanding requirement for IEng; Bachelors (Hons) degrees can be accredited as meeting in full the underpinning knowledge and understanding requirement for IEng and/or partially meeting the underpinning knowledge and understanding requirement for CEng; Integrated Masters (e.g. MEng) degrees can be accredited as meeting in full the underpinning knowledge and understanding requirement for CEng; Masters degrees other than Integrated Masters, and Doctorates can be accredited as further learning for CEng.

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| **Statement describing the commonality amongst these programmes in support of your application for a joint EAB accreditation visit11.** |
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11 For an EAB visit to be held there must be sufficient commonality between the programmes.

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| **Are there any programmes that have not been put forward for accreditation that share the same title with the ones above? Please give details below.** |
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| **When accreditation is sought for NEW programmes, will evidence of first output be available by the time of the visit?** *If applicable* |
|  |

An EAB visit to a single site will not normally support accreditation of collaborative or franchised provision, and the EAB Secretariat should be contacted separately if accreditation is sought for programmes that are delivered collaboratively, on a franchised basis or (unless distance learning) in multiple locations.

**Previous accreditation visits** *if applicable*

List any of the programmes for which you are seeking an EAB visit that were previously accredited during a sole institution visit, or a non-EAB joint visit (e.g. JBM) and confirm whether or not any required/recommended actions have been completed:

|  |  |  |
| --- | --- | --- |
| **Designation and title of Programme** | **Date of visit & name of****professional engineering institution** | **Actions completed?****Yes/no/no actions** |
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**PART C: Programme specifications**

Please submit programme specifications for each degree title as email attachment(s) or if the documents are too large via electronic file sharing or on a USB memory stick.

**PART D: Programme learning outcomes**

Please provide a statement not exceeding 200 words explaining how the University has ensured that the programme(s) meet the **AHEP Fourth Edition Learning Outcomes** across the five key areas of learning

* Science and mathematics
* Engineering analysis
* Design and Innovation
* The Engineer and Society
* Engineering practice

To avoid repetition reference should be made where appropriate to the programme specifications.

**PART E: Resources**

**Teaching facilities**

Describe the development of the laboratories that contribute to the student teaching. This can include details of equipment, finances available and renewal plan (hardware and software).

Give details of the facilities available under the following headings, indicating any significant changes since the last full visit:

1. Teaching laboratories and workshops
2. Drawing/design offices or studios
3. Library facilities
4. Computers and computer laboratories
5. Lecture rooms
6. Accommodation for private study
7. Finances available and renewal plan (state how funding is provided and maintained)

**PART F: UK professional engineering institution membership**

1. How many students are members of a UK professional engineering institution? Please list the name(s) of the professional engineering institutions and number of students.
2. How are the UK professional engineering institutions promoted to the students?
3. How are the students informed of the requirements for registration?
4. Provide details of staff and student involvement in the activities of UK professional engineering institutions and how such engagement adds to the learning experience.
5. Provide details of how the university informs students and staff of such activities and the requirements for professional membership and Engineering Council registration.
6. What are the requirements for registration in your country?
7. Are you a member of another local institution?
8. Are you a member of a UK professional engineering institution? If yes, please indicate which.
9. Are you seeking accreditation through another signatory?

**PART G: Visit charges**

A number of professional engineering institutions currently charge for accreditation visits. These charges vary from institution to institution and charging information can be provided on request.

Please list any professional engineering institutions for which you would like the Engineering Council to provide you with information on current policy on charging (note policies and rates may change between this initial submission and a visit. Additional charges may apply for international visits, including potentially to recoupe costs for the EAB Secretariat. (The Engineering Council cannot accept responsibility for any unexpected charges or the rate of expenses where a PEI claims these back).

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| **Signed:** | **Date:** |

**Please return documentation to:**

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| Qualifications and Programmes Executive Assistance/EAB secretariatPlease contact the EAB secretariat for full postal address if you are planning to submit using USB sticks | Tel:Email: | 020 3206 0550 accreditation@engc.org.uk |