

Engineering Accreditation Board (EAB) Accreditation Visit Schedule for Panel Members

Day 1

- 11:00 – 13:00 **Materials available for review**
Access to the base room will be made available from 10.30 (or earlier if requested and agreed) to allow panel members to review the material.

The university will be asked to provide examples of individual and group project work, project marking lists, course work and tutorial work sheets. A full set of the submission documentation and access to a computer terminal will also be available.
- 13:00 – 13:30 **Private panel lunch** (base room if possible, otherwise close by)
- 13:30 – 14:00 **Visit Chair's introduction to EAB Panel and overview of visit**
The session is for the visit panel only. University staff must not be present.
- 14:00 – 14:30 **Welcome & Introduction to Key Staff**
EAB visit Chair introduces the EAB visit panel followed by introductions by the university. Key staff from the department will be present and the Vice Chancellor, if available, is invited to attend. This session will include a brief presentation by the Head of Department, giving an overview of the department (10 min approx.), which considers the following:
- a broader context given under which the programmes under consideration sit
 - changes since the last accreditation visit
 - future plans
- NB: the presentation should not include any research or scholarly activity unless it has a direct impact on teaching*
- 14:30 – 15:30 **Tour of facilities**
The tour should include laboratories, workshops, computer facilities and library. The EAB visit panel may split into groups to visit separate areas of the facilities.
- 15:30 – 16:00 **Panel Meeting**
Panel Meetings are to exchange views and to prepare a list of common and specialist issues and questions to be discussed later with the department. University staff must not be present.
- 16:00 – 17:00 **Meeting with students** (ideally in a private room or rooms other than the base room).
This meeting is between the visit panel and students only in order to ensure confidentiality between the students and visit panel. Students and panel members may split into groups depending upon the number of students available and range of programmes being considered. University staff must not be present.
- 17:00 – 17:45 **Meeting with the Industrial Advisory Board (or equivalent)**
This meeting is between the visit panel and the IAB only in order to ensure confidentiality between the committee and visit panel. University staff must not be present.
- 17:45 – 18:00 **Private Panel Meeting**
Feedback from the meetings with students and Industrial Liaison Committee, discussion of material reviewed. University staff must not be present.
- 18:00 – 18:15 **Meeting with Head of Department**
EAB Secretariat and EAB visit Chair to report issues and questions to the Head of Department, for response in the morning.
- 18:15 **Panel departs for hotel**

Day 2

- 09:00 – 10:00 **Private Panel meeting**
Continue review of materials. University staff must not be present.
- 10:00 – 10:45 **Discussion with Head of Department and senior staff**
Discussion of generic/strategic issues (such as resources, QA etc).
- 10:45 – 13:15 **Meeting with programme staff**
To discuss the aims and objectives of the programmes in terms of breadth and depth and how the UK-SPEC outcomes are being met.
- 13:15 – 14:00 **Private panel lunch**
- 14:00 – 14:30 **Private panel discipline-specific meetings**
To discuss findings and to produce a list of discipline-specific matters to be discussed in the full panel meeting and included in the report. University staff will be asked to be available if required for panel members to consult.
- 14:30 – 15:45 **Private panel meeting and review of material**
A further review of documentation, if required, discussion of findings and draft visit report. University staff will be asked to be available if required for panel members to consult.
- 15:45 – 16:00 **Debriefing session with EAB visit panel and key staff**
The visit Chair will report on the recommendations the various PEIs will be making to their individual accreditation committees. The Chair will usually highlight any areas of good practice and areas of concern that are likely to be included in the visit report.
- There is no discussion following the debriefing session. The HEI will be informed that the panel can only make recommendations and the final decision will be made by the individual PEI accreditation committees. Any further clarification will be provided for the University when the visit report and action plan is sent to the University for factual checking. The timing of this session may be adjusted in agreement with University staff depending upon the time needed for prior discussion.
- 16:00 **EAB team departs**