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EAB

Engineering Accreditation Board

AHEP 4.0 SUBMISSION FOR ACCREDITATION

of Foundation degrees, Bachelors, Bachelors(Hons), Integrated Masters, other Masters, and Engineering Doctorate Programmes delivered in the UK

supporting Engineering Council Registration

|  |
| --- |
| Department/School of [*please insert details*]University of[*please insert details*] |

|  |  |
| --- | --- |
| **Signed**: |  |
|  | **(Head of Department/School)** |

|  |  |
| --- | --- |
| **Date:** |  |

**Please Return Documentation to:**

|  |  |  |
| --- | --- | --- |
| Qualifications and Programmes Executive Assistant / EAB Secretariat | Email:Tel: | accreditation@engc.org.uk020 3206 0550 |

Please use email and electronic file sharing to make your submission, or if using USB sticks contact the EAB Secretariat to confirm the postal address and number of USB sticks required (note electronic sharing is requested whilst Covid means the Secretariat and many PEI staff and accreditors are working at home).

**The completed Submission for Accreditation (EAB Form ACC2) and supporting documentation must be received by the EAB Secretary at least twelve weeks before the visit.**

**Please note:**

|  |  |
| --- | --- |
| 1 | This document is provided by the EAB for joint professional engineering institutions (PEIs, sometimes referred to as Engineering Council Licensees) accreditation teams that are reviewing UK degree programmes for accreditation in fulfilment of the educational requirements for Chartered or Incorporated Engineer registration. Any requests to consider accreditation of degrees delivered outside the UK will be considered on a case-by-case basis, and should such visits be planned a version of this form for international visits will be produced. |
| 2 | Much of the information will be common to all programmes being reviewed for accreditation. Where more than one programme is being reviewed, a number of the sheets will have to be completed as appropriate for EACH programme. Please cross reference information wherever possible to avoid duplication. |
| 3 | Where information is not available please indicate why and when it will be provided. |
| 45 | If the answer to any question is available in another document, attach the relevant text as an appendix, incorporate it into this form, or indicate where this information is provided within the submission.Additional information may be required if visits are held virtually (subject to Engineering Council policy and PEI decisions) and/or there have been significant changes to delivery and/or assessment (for example due to Covid-19). Please confirm details of any additional requirements with the EAB Secretariat  |
| 6 | Please ensure if submitting USB sticks that you are aware of how many copies are required of the Submission for Accreditation, as well as the completed [Methods of Assessment (EAB/ACC2/A](https://www.engc.org.uk/media/3543/eab-form-acc2a-methods-of-assessment-ahep-4.docx)), [Graduation Statistics (EAB/ACC2/B)](https://www.engc.org.uk/media/3544/eab-form-acc2b-graduation-statistics-ahep-4.docx) and Output Standards Matrix [(EAB/ACC2/C)](https://www.engc.org.uk/media/3545/eab-form-acc2c-output-standards-matrix-ahep-4.xls)  |

**When completing the document please ensure that:**

1. All core information is provided in the relevant and appropriately numbered sections of the submission, unless indicated otherwise.
2. Information is not duplicated.
3. All statistics are double-checked.
4. **Every** page is numbered.
5. The shaded areas containing the statements/questions are not removed from the document.
6. Any printed documentation is printed on both sides of the paper, with documents bound or stapled (ring binders must not be used)
7. Your educational institution name is on every document submitted.
8. Each section or table may be expanded as required. However, the information supplied should be concise and responses should be restricted to 1xA4 page maximum (unless indicated otherwise).

**Submission of electronic data**

Instructions for the electronic file structure can be found in [EAB Briefing Manual for Educational Institutions Annex A.](https://www.engc.org.uk/media/3542/eab-accreditation-briefing-manual-for-educational-institutions-ahep-4.pdf) Please note that if you use an online sharing system, the university would be responsible for providing the usernames and access to the system (please note not all panel members will have access to eduroam).

**An additional hard copy of the entire submission should be provided by the educational institution at the visit.**

**Submission for Accreditation**

**CONTENTS**

**SECTION A GENERIC INFORMATION**

A1 GENERAL INFORMATION

A2 QUALITY ASSURANCE AND GRADUATE DESTINATIONS

A3 STAFF

A4 RESOURCES

A5 FUTURE PLANS AND INTENTIONS

**SECTION B PROGRAMME INFORMATION**

B1 PROGRAMMES

B2 PROJECTS

B3 INDUSTRIAL INPUT AND INFLUENCE

B4 PARTNERSHIP ARRANGEMENTS AND OVERSEAS STUDY

B5 ADMISSIONS, PROGRESSION, AWARD & DESTINATION

B6 PROFESSIONAL MEMBERSHIP, PROMOTION OF ACCREDITATION, EUR-ACE

B7 SPECIAL / COMMENDABLE FEATURES

**SECTION C OUTPUT STANDARDS MATRIX**

C1 PROGRAMME CONTENT

**SECTION D ELECTRONIC DOCUMENTATION AND CHECKLIST**

D1 CHECKLIST

**SECTION E ADDITIONAL INFORMATION FOR VISIT**

E1 ADDITIONAL INFORMATION

**SECTION F ADDITIONAL INSTITUTION SPECIFIC INFORMATION FOR VISIT**

F1 ADDITIONAL INFORMATION

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| **SECTION A: GENERIC INFORMATION** |

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| **A1 GENERAL INFORMATION** |

**A1.1 General Details**

|  |  |
| --- | --- |
| Name and Address of Educational Institution |  |
| Department/School |  |
| Name and email of Head(s) of Department1  |  |
| Name, email and telephone number of Member of Staff responsible for submission2 |  |
| Name and email address for Vice Chancellor3 |  |
| Agreed date for visit4 |  |

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

2 Include name, email and telephone number.

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

4 Ideally, 18 months’ notice should be given and visits take place over two consecutive days (not Mondays or Fridays); students and industrial advisory board/committee members must be available to meet with the panel. The EAB Secretariat will confirm the agreed visit date with the educational institution after receipt and consideration of EAB Form ACC1 – Initial Data Form by the PEIs.

**A1.2 Programme Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 Institution (PEI)8** | **Registration Category9** | **Included on initial submission** (yes/no)10 |
| **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 accredited 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 intake is sought - from intake month and year to intake month and year (September 20xx to August 20xx if running a usual academic year), 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).

9 Please indicate which PEI(s) you wish to seek accreditation from. For details of EAB member PEIs that are licensed by the Engineering Council to undertake academic accreditation visit <https://www.engc.org.uk/professional-registration/pocket-guide-to-professional-registration/> Please indicate registration category against which 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.

10 Please confirm whether programmes were included on the initial submission. Note that it is not always possible to consider programmes for which accreditation requests are made after the initial submission, particularly if they are significantly different to other programmes being considered.

|  |
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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.** |
|  |

**A1.3 Details of Previous Accreditation** (if applicable)

|  |  |
| --- | --- |
| Date of previous EAB visit |  |
| Professional Engineering Institutions involved |  |
| Have all the actions required from the previous EAB visit been addressed yes/no | Yes/No *If yes, please include a copy of the completed action plan in electronic file share.* |
| If any actions have not been completed, please provide details. |  |
| Please provide brief details of any major changes since your last accreditation visit, for example, significant staff, infrastructure or programme changes. |  |

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| List any of the programmes for which you are seeking accreditation that were most recently accredited during a sole institution visit, or a none EAB joint visit (e.g. JBM) and confirm whether or not any required actions have been completed: |
| **Award and title of Programme** | **Date of visit & name of** **Professional Engineering Institution**  | **Actions completed?****Yes/no/no actions** |
|  |  |  |
|  |  |  |
|  |  |  |

**A1.4 Programme Specifications**

**In file share:** Please submit programme specifications for each degree title.

**A1.5 External Examiners Reports**

**In file share:** Please submit External Examiners’ Reports for each degree title for the past 3 years.

**A1.6 Programme Learning Outcomes**

**In file share**: Please provide the following information (this may repeat information provided in Part D of the initial data form):

Please provide a statement not exceeding 200 words explaining how the University has ensured that the programmes meet appropriate ISCED or Frameworks for Higher Education Qualifications and UK Degree-Awarding Bodies levels descriptors and the AHEP 4.0 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.

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| **A2 QUALITY ASSURANCE AND GRADUATE DESTINATIONS** |

**In file share:** Please provide details of the Departmental QA management structure and procedures including;

**A2.1 TEF**

Please provide details of provider and if applicable subject TEF rating

**A2.2 Internal Programme Review Reports**

Please provide the three most recent reviews (including annual and periodic), covering teaching and learning and the Department’s response.

**A2.3 Graduate Destinations Data**

Please provide the most recent institution level graduate destination data – DLHE (Destination of Leavers of Higher Education) 6 month or longitudinal data, and/or internal statistics. This should capture graduate destinations, whether graduates work in graduate roles and starting salaries.

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| **A3 STAFF** |

**A3.1 Teaching Staff**

**On tables below**: Please provide the following information about staff members.

|  |  |
| --- | --- |
| **Summary** |  |
|  | Number |
| Number of Teaching Staff |   |
| Number of Support Staff (Admin/Secretarial) |   |
| Number of Technical Staff |   |
| Student/Staff Ratio \* |   |
| Number of Research Staff |   |
| Number of CEng/IEng |   |
| Membership of Professional Engineering Institution (PEI):*Please state which PEI(s) and number of staff members* |    |
| Membership of other engineering professional or regulatory body*Please state which body and number of staff members* |  |

\* Please indicate how the Student/Staff Ratio was calculated

Please provide the following information about staff members.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Professional Affiliation | Area of Teaching | Staff Research Activity | Relevant Industrial experience (if any) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**A3.2 Staff Development and Training**

**In file share**: Provide brief details of the development policies for all staff; please detail how these are implemented and information on the staff appraisal scheme. Specify the training available and how this is funded. Include induction training for new staff. Please also state how professional registration with a Professional Engineering Institution is encouraged.

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| **A4 RESOURCES** |

**In file share**: Please provide the following details.

**A4.1 Facilities**

Provide details of the facilities available under the following headings, including access hours:

1. Teaching Laboratories and Workshops
2. Library Facilities
3. Computers and Computer Laboratories
4. Lecture Rooms
5. Student study areas
6. Finances available and Renewal Plan (state how funding is provided and maintained)

**A4.2 Student Experience**

Provide brief details on the following:

* Pastoral, academic and welfare support available to students
* Department’s response to the most recent National Student Survey
* Describe the role and operation of the Staff-Student Liaison Committee and any other mechanism that have been established to obtain student feedback
* Explain how such feedback is used to improve student support and learning
* Please include any formal minutes of the Staff Student Liaison Committee meetings for the past year.

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| **A5 FUTURE PLANS AND INTENTIONS** |

**A5.1 Planned changes**

**In file share:** Provide details of any major changes planned or intended in the programme structure or content, facilities, equipment, staff or student intake which could affect the learning experience of the students over the period of accreditation.

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| **SECTION B: PROGRAMME INFORMATION** |

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| **B1 PROGRAMMES** |

**PROGRAMME TITLE**

**In file share**: Please provide the following information by programme title

**B1.1 Programme Structure**

Provide a diagram for the programme structure for each mode of delivery clearly showing core and optional subjects, their total credit value\*, and all possible routes through the overall programme OR indicate where this information is provided elsewhere in the submission.

**B1.2 Syllabuses/Module Descriptors**

Module Descriptors should be provided. The descriptors should state their credit value\*, pre-requisites and co-requisites. The recommended reading material for each year of the degree should also be provided.

**B1.3 Examination Papers\***

Please supply examination papers for all years of study for the past 3 years.

*\*Engineering Council regulations do not specify modes of delivery or assessment, if programmes do not have any examinations please confirm this to be the case*.

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| **B2 PROJECTS\* (INDIVIDUAL & GROUP PROJECTS)** |

**In file share:** Please provide the following information.

**B2.1 Project List**

Please provide a list of individual projects and Group projects for MEng students. Titles and marks should be provided for the most recent year available.

**B2.2 Confidentiality Agreements**

Please indicate if there are any confidentiality agreements in place which would have an impact on the availability of project reports for review by accreditation panel members.

If a confidentiality agreement is in place, please could you confirm that a waiver has been requested or whether arrangements have been put in place for panel members to sign a waiver agreement? Any requests for panel members to sign a waiver or confidentiality request must be made well in advance of the visit, be made with consideration of the [EAB Statement on Confidentiality Agreements](https://www.engc.org.uk/media/3535/eab-statement-on-confidentiality-agreements.pdf) and highlighted to the EAB Secretariat no later than the deadline for the final EAB submission.

**B2.3 Selection and Allocation of Projects**

Please state the process for selection and allocation of projects.

**B2.4 Project Assessment**

Please list details of how projects are assessed including any marking criteria used.

**B2.5 Project Failures**

Please state the implications for a student who fails a project.

**B2.6 Project Guidance**

Include, where available, the *Student Project Handbook* including a copy of the policy on re-submission of project work.

*\*Engineering Council regulations do not specify modes of delivery or assessment, if programmes do not include projects please confirm this to be the case.*

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| **B3 INDUSTRIAL INPUT AND INFLUENCE** |

**In file share:** Please provide the following information.

**B3.1 Industrial input, influence and research**

Provide brief details of the industrial and research inputs to the programme review and development processes.

**B3.2 Industrial Advisory Board**

Where the School/Department has an Industrial Advisory Board (IAB) or equivalent, describe the various ways in which the IAB contributes to the support and development of the programmes put forward for accreditation.

Please provide the following:

* Details of the Membership of IAB (Names, Affiliations and Professional titles).
* Terms of Reference
* Information on the frequency of the meetings
* Minutes of meetings of the IAB for the past 3 years.

**B3.3 Visiting Lecturers**

Provide details of any arrangements for lectures to students by visiting lecturers and how these relate to the programmes of study. This should include the names of the lecturers, modules covered and qualifications of the lecturers.

**B3.4 Industrial Experience**

Provide brief details of industrial experience, including sandwich placements, industry placements, internships or apprenticeships, available to students. Please state the method of monitoring and the name(s) of the staff member(s) responsible. Please state how the industrial experience contributes to the degree result. Please state the number of students who are currently on undertaking industrial experience.

**B3.5 Industrial Visits**

Provide brief details of industrial visits or any other provision by the Department for students to obtain relevant experience off campus for the past 3 years. Detail how these experiences contribute to the overall degree result. Include the name(s) of the staff member(s) responsible.

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| **B4 PARTNERSHIP ARRANGEMENTS AND OVERSEAS STUDY** |

**In file share:** Please provide the following information.

**B4.1 Period of Study Overseas**

Provide brief details of any period of time spent overseas, indicating the length of time spent overseas; when such study occurs (i.e. at which part of the programme); details of the host educational establishment; the elements of study undertaken overseas; how such work is assessed. Please also state the arrangements in place to assure that the study is compatible with that in the home university and whether the work contributes to the degree result.

**B4.2** **Partnership and Collaboration with Other Institutions\***

Please state the details of any programmes put forward for accreditation that are offered in collaboration with other institutions. Details should include the agreement in place, any variants in entry or exit requirements, variants in assessment and pass marks, and progression between the universities involved in the programme.

**B4.3 Franchise Arrangements\***

If applicable, indicate the Institution where any programme is franchised, and the proportion of the programme studied at that Institution. Please provide procedures by the School/Department to ensure that the franchise arrangements are reviewed.

*\*Please note that PEIs have a requirement to visit any other providers involved in the programme(s) put forward for accreditation.*

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| **B5 ADMISSIONS, PROGRESSION, AWARD AND DESTINATION** |

**In file share:** Please provide the following information.

**B5.1 Programme Details**

Provide details of the following:

* Year the programme commenced
* Year the programme was last revised
* Number of students currently on the programme
* Details of any title changes (including intake years for which titles apply)

**B5.2 Published Entry Requirements**

Provide details of the published entry requirements for all the programmes submitted for accreditation.

**B5.3 Cohort Support**

If this programme admits students with a wide range of evidenced ability levels and/or admits students directly into later years of the programme, provide details of how these students are supported.

**B5.4 Methods of Assessment**

Using [EAB/ACC2/A: Methods of Assessment](https://www.engc.org.uk/media/3543/eab-form-acc2a-methods-of-assessment-ahep-4.docx)please indicate for each module how much is assessed by:

* Written examinations
* End of unit tests
* Programme assignments and practical work
* Major project
* Other (e.g. placements)

Provide details of pass marks and any provision for compensation, together with referral procedures and opportunities to re-sit examinations.

* Please include a copy of the policy on re-sitting examinations
* Please detail the arrangements for resubmitting programme work and project work
* If it is a collaborative programme with another institution, please provide the above information for the partner institution.

**B5.5 Progression**

Please detail the conditions governing progression and / or transfer on undergraduate programmes:

* From one year to another for each of the programmes
* From one programme to another (e.g. between BEng (Hons) and MEng)

Please also provide information where available on graduate destinations (employment, further study etc)

**B5.6 Exit Award**

Please state any exit policy or award in place for non-completion of a specified degree programme.

**B5.7 Classification**

State how the award of the degree is determined and details on pass/fail/distinction.

**B5.8 Graduation**

Using [EAB/ACC2/B: Graduation Statistics](https://www.engc.org.uk/media/3544/eab-form-acc2b-graduation-statistics-ahep-4.docx) please supply the results for the last 2 cohorts to graduate, indicating graduation year.

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| **B6 PROFESSIONAL MEMBERSHIP, PROMOTION OF ACCREDITATION, EUR-ACE®** |

**In file share:** Please provide the following information.

**B6.1 Published information**

Please detail how professional membership and programme accreditation is integrated into all published material (e.g. website, prospectus, handbook, Key Information Set (KIS)) and the process for ensuring accuracy of such information.

**B6.2 Student Members**

Please state how membership and registration with professional engineering institutions is promoted to the students. Please state how many students are members of a professional engineering institution, including a breakdown by institution.

**B6.3 Professional Institutions**

 Provide details of staff and student involvement in the activities of Professional Institutions and how such engagement adds to the learning experience.

Please state how many staff are professionally registered, including a breakdown by institution.

Provide details of how the university informs students and staff of such activities and the requirements for professional membership and Engineering Council registration

**B6.4 EUR-ACE® Labels**

The EUR-ACE® (European) quality label for engineering programmes is awarded by the European Network for Accreditation of Engineering Education (ENAEE) via authorised agencies, of which the Engineering Council is one. ENAEE makes a charge for award of the label on a programme by programme basis. UK universities may apply for a label for any degree holding accredited status since November 2006. Labels are valid for the duration of accreditation.

If you wish to apply for EUR-ACE® Labels for any or all of the programmes put forward for accreditation please let the Engineering Council know once accreditation is confirmed. If you are interested in purchasing labels for programmes that are current accredited please email international@engc.org.uk for further information.

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| **B7 SPECIAL / COMMENDABLE FEATURES** |

**In file share:** Please provide the following information.

**B7.1 Examples of Innovative Features**

Please provide details of any innovative programmes, teaching practice, programme design or innovative modes of delivery that you wish to draw to the attention of the accreditation panel (less than 1000 words).

Please also indicate if you would be happy to share details or links to such activity, or to provide a case study to be published on the Engineering Council website:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

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| **SECTION C: OUTPUT STANDARDS MATRIX** |

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| **C1 PROGRAMME CONTENT** |

**C1.1 Output Standards** **Matrix**

Please complete the relevant worksheet(s) in form [EAB/ACC2/C Output Standards Matrix](https://www.engc.org.uk/media/3545/eab-form-acc2c-output-standards-matrix-ahep-4.xls)

Engineering programmes must demonstrate through their teaching and assessment methods that graduates have reached the desired threshold level of each of the Output Criteria as specified in the UK-SPEC document Accreditation of Higher Education Programmes (AHEP).

**Guidance:**

* A separate form should be completed for each programme
* Please refer to the AHEP 4.0 qualification descriptors and learning outcomes

List all the Programme Modules for all years of the programme and indicate against each module which output criteria statements the module makes a major contribution to for all students who pass that module.

Please note that a learning outcome must only be indicated against a module where *all* students completing that module are assessed against the learning outcome described. If a module *may* deliver a learning outcomes for *some* students (often the case for projects) this should not be indicated.

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| **SECTION D: ELECTRONIC DOCUMENTATION AND CHECKLIST** |

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| **D1 CHECKLIST** |

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| --- | --- | --- | --- |
| **Reference** | **Description** | **Included?** | **Notes** |
| A1.4 | Programme Specifications |  |   |
| A1.5 | External Examiners Reports |  |  |
| A1.6 | Programme Learning Outcomes |  |  |
| A2.1 | TEF |  |   |
| A2.2 | Internal Programme Review Reports |  |  |
| A2.3 | Graduate Destinations Data |  |  |
| A3.2 | Staff Development and Training |  |  |
| A4.1 | Facilities |  |  |
| A4.2 | Student Experience, including Staff-Student Liaison Committee Minutes and National Student Survey |  |  |
| A5.1 | Planned Changes |  |  |
| B1.1 | Programme Structure |  |  |
| B1.2 | Syllabuses/Module Descriptors |  |  |
| B1.3 | Examination Papers |  |  |
| B2.1 | Project List, including titles and marks |  |  |
| B2.2 | Confidentiality Agreements, including waiver agreements (the EAB Secretariat must be separately advised of any requirement for panel members to sign such agreements in advance of or at the time submission) of |  |  |
| B2.3 | Selection and Allocation of Projects |  |  |
| B2.4 | Project Assessment |  |  |
| B2.5 | Project Failures |  |  |
| B2.6 | Project Guidance, including student handbook |  |  |
| B3.1 | Industrial input, influence and research  |  |  |
| B3.2 | Industrial Advisory Board, including Industrial Membership, Terms of Reference, Advisory Board Minutes |  |  |
| B3.3 | Visiting Lecturers |  |  |
| B3.4 | Industrial Experience |  |  |
| B3.5 | Industrial Visits |  |  |
| B4.1 | Periods of Overseas Studies |  |  |
| B4.2 | Partnership and Collaboration with Other Institutions |  |  |
| B4.3 | Franchise Arrangements |  |  |
| B5.1 | Programme Details |  |  |
| B5.2 | Published Entry Requirements |  |  |
| B5.3 | Cohort Support |  |  |
| B5.4 | Methods of Assessment, including EAB/ACC2/A: Methods of Assessment |  |  |
| B5.5 | Progression |  |  |
| B5.6 | Exit Award |  |  |
| B5.7 | Classification |  |  |
| B5.8 | Graduation, including EAB/ACC2/B: Graduation Statistics |  |  |
| B6.1 | Published Information |  |  |
| B6.2 | Student Members |  |  |
| B6.3 | Professional Institutions |  |  |
| B7.1 | Examples of Innovative Features |  |  |
| C1.1 | Output Standards Matrix (one per programme)EAB/ACC2/C  |  |  |

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| **SECTION E: ADDITIONAL INFORMATION FOR VISIT** |

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| **E1 ADDITIONAL INFORMATION REQUIRED FOR VISIT \*** |

Please be prepared to make available the following from the start of the visit:

* Model solutions for all examination papers provided on the submission
* Module boxes (physical or online)
	+ Samples of assessed student work (including examination scripts and programme work) for all modules and programmes (except for any new modules where these are not yet available)
	+ Samples of student lab books
* Student Projects
	+ Samples of assessed student projects with marking schemes
	+ MEng and BEng Major Projects (at least 2 good, 2 average and 2 weak for each programme)
* Copy of latest prospectus
* Programme/Programme/Student Handbook
* Details of resources to support diversity and inclusion
* Details of any changes to delivery and/or assessment (eg due to Covid) impacting cohorts for which accreditation is sought (please seek confirmation from the EAB Secretariat of the current requirements for additional information where delivery and assessment has changed)

**The minimum requirement for EAB panel members to see evidence is from the previous two academic years, along with any available evidence from the current academic year, plus any additional years for which backdating of accreditation is sought.**

\* Please be aware that certain PEIs may request some of this material in advance of the visit. Note that where student work is required in advance of a visit, the HEI should send copies of the work, not originals.

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| **SECTION F: ADDITIONAL INSTITUTION SPECIFIC INFORMATION FOR VISIT** |

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| **F1 ADDITIONAL INSTITUTION SPECIFIC INFORMATION REQUIRED FOR VISIT \*** |

If any of the following Institutions are attending the visit, please be prepared to produce additional information, as outlined below:

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| **RAeS** | The RAeS believes that all students on programmes that it accredits within the broad sphere of aerospace engineering should have practical flight experience. This may be a self-contained flight test course, or consist of an integrated programme of flight test and flight simulation. The Society also recognises the growing importance of remotely piloted vehicles, relatively inexpensive examples of which are in the scope of universities to design, instrument, construct and flight test. These may also provide an important means by which students may gain practical experience of flight vehicles. For more general engineering programmes which may lead to careers in the aerospace industry, it is recognised that, although desirable, the constraints on such programmes may preclude the inclusion of these features. A statement on the School’s policy on this matter should be included along with the ACC2 form. Further guidance on this requirement can be found in the RAeS Accreditation Handbook |
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| **BCS** | Explicitly detail where Legal, Social, Ethical and Professional issues are **taught** in the core material of the programme and specifically identify where these areas are **assessed**.Please supply **samples of final year project reports** for each programme. These should be sent with the documentation and offer a range of abilities including some bare passes. Include the individual marking sheets with each project and also details of the marking scheme. A **maximum** of 16 project reports (across all programmes) should be sent with the submission. Electronic format is preferred. Also provide a list of the degree programmes, project titles/author and final mark. |
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| **JBM** | Please submit a separate ‘‘threads matrix’’ that shows how the themes of design,sustainability and health and safety risk management (Annexes B, C and D of the JBM degree guidelines) are embedded in the curriculum. A template for a threads matrix will be provided by the JBM Secretariat.A list of staff members designated as making a contribution to the specialist civil engineering pathway at Levels 3 and 4 should be provided. Confirmation is required that the JBM team would expect to meet with all the staff who are designated as contributing to the civil engineering specialist pathway as one group. The HEI should provide a commentary on how the civil engineering pathway satisfies the Group A core subjects of Materials, Structures and Geo technics and Group B optional subjects.Examples of student work should be provided for those students completing the civil engineering pathway that demonstrate that the threads of design, health and safety risk management and sustainability are being achieved. |
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| **IChemE** | Please complete the appropriate part 1, 2 and 4 of the supplementary documents <http://www.icheme.org/accreditation/university-accreditation/application.aspx> The full guidance can be found at <http://www.icheme.org/accreditation/university-accreditation/guidance.aspx>It is advisable to contact the IChemE directly as soon as possible to confirm that you have completed the correct forms.These documents **together** with evidence of learning outcomes\* must be forwarded to IChemE **3 months** prior to a visit.\*The complete listing of required documents can be found in IChemE’s accreditation guide page 18 Table 7 [http://www.icheme.org/sitecore/shell/Controls/Rich%20Text%20Editor//~/media/Documents/icheme/Membership/Accreditation/accreditationguide2016.pdf](http://www.icheme.org/sitecore/shell/Controls/Rich%20Text%20Editor/~/media/Documents/icheme/Membership/Accreditation/accreditationguide2016.pdf)All documentation must be submitted within the appropriate timeframe prior to the visit to enable IChemE panel members to take part in the accreditation exercise.In order for the IChemE assessors to have an opportunity to have some in-depth conversation with members of the chemical engineering department we would ask that a slot prior to the EAB agenda is made available. Therefore, we request that 9.00-10.30 on the morning of the scheduled EAB visit is reserved for an IChemE and chemical engineering staff meeting. |
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| **IET** | Before the visit alongside the submission of EAB/ACC2 please provide a minimum of nine (9) samples of student projects (if available) for each project module: three high performing, three average, and three poor, including their marking sheets. This should include group project modules. If one project module is undertaken in several programmes the nine samples must include projects from each programme. Please ensure that there is at least one example of a project for each programme the IET has been asked to review.It should be noted that the IET’s guidance regarding professional registration is that a minimum of 50% of teaching staff should be professionally registered as either CEng or IEng, and half of these with the IET. It is advised that all of the IET’s requirements/guidance for accreditation should be checked, and these are accessible on pages 10-13 of the infopack via the following link: <https://www.theiet.org/academics/accreditation/policy-guidance/infopack.cfm?type=pdf>Please note that the IET will only consider new programmes for accreditation where the first cohort is in their final year of the programme at the time of the visit.  If you wish to clarify how this will affect your programmes, please contact IET directly via accreditation@theiet.org Please note this does not include programmes which can be accredited via a Commonality Review. |
| **EI** | Please submit a separate "Energy Matrix" ([EAB Form ACC2D)](https://www.engc.org.uk/media/3546/eab-form-acc2d-ahep-4-energy-matrix-only-completed-if-energy-institute-requested-for-visit.xlsx) (for EAB 3 this was ACC2E) that shows the energy content for relevant modules, an example has been provide as part of the template. Please indicate whether the module is a compulsory or optional component of the course. This process should be completed for each programme being submitted. |
| **IMechE** | The IMechE will wish to ascertain how the programmes provide students with appropriate laboratory work and hands-on experience of engineering applications in an engineering workshop environment. Please therefore complete the IMechE’s ‘Laboratory/Hands-on Experience’ table for each programme put forward for accreditation. The table can be found at <http://www.imeche.org/membership-registration/support-for-universities/how-do-i-get-my-university-accredited>.  |