



Procedure for Accreditation

of

Engineering Education Programmes

October 2015

** To be interpreted throughout this document as “Registrar (or other designated representative)”*

Procedure for Accreditation of Engineering Education Programmes

1. Scope of Procedure

This procedure is designed to enable the accreditation of the engineering education programmes in a college, which are proposed to satisfy the education standard for the registered titles of Chartered Engineer, Associate Engineer and Engineering Technician as laid down in the Accreditation Criteria of Engineers Ireland.

2. Objective of Procedure

The objective of the procedure is the enabling of the accreditation of one programme or a group of engineering programmes to take place as effectively and efficiently as possible, both for Engineers Ireland and the College.

3. Application Procedure

The college should download the Application Form for accreditation from the Engineers Ireland website. This should be completed and returned, together with the appropriate fee, programme documents and electronic media, six weeks prior to the visit to the college.

4. Information to be Provided by College

A college should forward to Engineers Ireland, in respect of **each** programme for accreditation, and no later than **six weeks** prior to the accreditation visit, five copies of one document and five copies of electronic media which provide information as described in Section 4 below.

If the application for accreditation is for a number of programmes which are similar in nature Engineers Ireland will try and facilitate that these programmes are evaluated by as few panels as required. However the following guidelines shall apply:

- The maximum number of programmes a panel can consider is 3, covering a maximum of 2 different education levels. In the event that a panel cannot reasonably cover all of the material during the site visit the college shall indicate which programmes take priority for evaluation purposes.
- It is expected that programme groupings will have some logical basis e.g. completion of one programme is the entry level to another programme; or the programmes must share a significant amount of the same modules and resources.
- Programmes presented for first time accreditation cannot be evaluated alongside other programmes.

5. Programme Document (60 to 80 pages maximum) and Electronic Media (CD-ROM or USB memory stick)

5.1 Programme Document

The 60-80 page programme document should be organised under the headings listed below. The information to be provided under each heading should be as described below, both in terms of content and format.

a) Titles of programmes

The titles of programmes should be provided in English in the format used on the parchment awarded to successful candidates.

b) Education standard being claimed

The Accreditation Criteria of Engineers Ireland are in four parts and specify the Programme Outcomes and the Programme Subject Areas which apply to the educational standard for NFQ level 6,7,8,9.

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Each college should specify the title(s) for which it believes its programme(s) reach the relevant educational standard.

- c) Organisation of Engineering Education
A diagram should be provided which shows the Faculty, Schools and Departments responsible for delivering all engineering education. Key personnel should be identified in the diagram. Where teaching resources are provided by departments other than engineering, relevant information should be provided.

- d) Programme educational objectives and viability
The college should describe the objectives of the programme in the context of the mission and strategy of the college/department and the requirements of industry, students and the engineering profession. The capacity of the college to deliver the programme and the viability of the programme in the context of expected student enrolments on the programme should be described.

- e) Entry Standard, Transfer and Mobility Requirements
The college should describe its ethos, policies and procedures in terms of the entry standard of students being admitted to stage 1 of the programme.

The college should also describe its policy in relation to students transferring into the programme in its later stages, both in relation to students coming from other engineering programmes and from programmes in subject areas cognate to engineering such as physics, computer science and other applied sciences.

The normal entry requirements and all alternative entry and mobility requirements should be provided.

- f) Programme duration, structure and module list
The programme duration and structure in terms of years, stages, semesters, modules, credits, etc., should be described. If more than one duration/structure is offered, descriptions of each duration / structure should also be included here.

There should be a table listing all of the modules that are required/available for students on the programme. The following headings should be included in this table as a minimum:

- Module Code
- Module Title
- Elective Flag
- Stage/Year of programme (or level of module)
- Semester
- No. of ECTS Credits assigned
- Module Coordinator
- Exam/Continuous Assessment (CA) breakdown
- Total numbers of hours of lectures
- Total numbers of hours of tutorials
- Total numbers of hours of labs/practicals

Modules that stretch over two semesters should be indicated as such. Modules (such as projects or industrial placement) that take place outside of semesters should be indicated as such.

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- g) **Analysis and implementation of Programme Outcomes**
The college should provide a detailed explanation of its understanding of each programme outcome and should also be able to demonstrate how each programme's design has been influenced by the programme outcomes.

This is the most important section of the accreditation document. Engineers Ireland will not restrict the college to a pro-forma response. However, the college should ensure that, as every element of the programme contributes to the achievements of programme outcomes, each element should be comprehensively dealt with in the documentation.

The college should analyse and describe the full set of learning outcomes intended to be achieved in each module, bearing in mind that the summation of these equates to the Programme Outcomes.

The contribution of all programme elements such as laboratory work, projects, work placement, etc., towards the achievement of learning outcomes, should be comprehensively described.

Under the headings of each programme outcome, the college should lay out its case as to how the learning outcomes it has assigned to each module/learning experience, contribute to achievement of that programme outcome. It is not necessary that learning outcomes from all modules should contribute to each Programme Outcome.

In presenting a summary of the contribution of modules to Programme Outcomes, the preferred approach should be through a table, listing for each core (required) module on the programme,

- the module code,
- the module title,
- the number of credits,
- for each Programme Outcome, an indication of the contribution that module makes to that Programme Outcome (PO).

This contribution might be indicated using a five-point scale such as the one that follows, but other indications are acceptable as long as there is a clear discrimination between modules on the extent to which they support different Programme Outcomes:

- 4: Module strongly contributes with a large component of assessment relating to the Programme Outcome.
- 3: Fairly strong contribution, with significant assessment relating to the Programme Outcome.
- 2: Some assessment relating to Programme Outcome, but the Programme Outcome is not a central theme of the module.
- 1: Only a small portion of assessment relates to the Programme Outcome.
- 0: Module does not contribute to the Programme Outcome.

The contribution from a set of electives to each Programme Outcome will be determined by the minimum contribution to that Programme Outcome over all the electives in the set.

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- h) Assessment of student performance
The college should describe its approach to the assessment of student performance so that the extent to which students achieve the learning outcomes underpinning the Programme Outcomes can be evaluated.
- Details in relation to the allocation of marks/grades to examinations, course work, projects, etc., for each module should be provided for each year/stage of the programme. The percentage marks or grades required for the various levels of Honours and for a Pass should be provided.
- i) Titles of final-year projects
The college should provide a list consisting of the titles of all final year/capstone projects carried out by graduates in at least one graduating year immediately prior to the date of the submission of the programme document.
- j) Statistics of student performance in examinations
Tables showing the performance of students in the year/semester examinations (both summer and autumn) of all stages of the programmes for each of the three years immediately prior to the date of the submission of the programme document should be presented.
- k) Programme Management and Development
- i) Processes for Setting and Reviewing Programme Outcomes
The manner in which the college assures that Programme Outcomes set down by Engineers Ireland are achieved by the design and content of the programme should be clearly stated together with the frequency and timing of such reviews. The individual who has overall responsibility for programme design and outcomes should be identified.
- ii) Approval Processes for Programme Development and Amendment
The college should describe the processes that control programme development and amendment. The way in which stake-holders interests are considered should be stated. The relevant committees or organisations within the college which has responsibility for programme development and amendment should be described and the committee members identified. The title and position of overall Programme manager or coordinator should be made clear.
- l) Quality Assurance Processes
Programmes which successfully ensure that graduates can demonstrate achievement of the Programme Outcomes can only satisfactorily achieve this in an academic environment which is subject to proper and rigorously implemented quality assurance processes. The college should describe how this is achieved by describing, in concise format, how such processes operate in the context of the programmes for accreditation. The college manual on quality assurance will not suffice for this purpose.

As part of this description the outcomes of the most recent Quality Review should be included in the programme document.

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Panels should be provided with information on the administrative processes which apply to dealing with extern examiners' reports, examination results reports, student concerns, etc.

- m) Reports of graduate and employer surveys
The opinions of graduates and employers are of considerable importance. Engineers Ireland needs to be informed of these opinions, gleaned normally through surveys, insofar as they relate to graduates being able to demonstrate achievement of the programme outcomes at the level specified through the programme subject areas.

5.2 Electronic Media

The following material should be provided in electronic form. As this material will be referred to by the panel as part of the programme assessment process, it should be easily accessed and should contain only material described as follows:

- (a) Description of each module in terms of learning outcomes, pre-requisite modules, syllabus content, assessment system, etc;
- (b) Descriptions of facilities including buildings, laboratories and equipment;
- (c) CVs of academic, technical and support staff;
- (d) Complete set of examination papers for previous year, for all years of programme;
- (e) Copies of Extern Examiners' reports for previous three years or a statement from each examiner concerning the standard/level of the programme.
- (f) Relevant Quality Assurance material.

6. Evidence Material required for the Accreditation Visit – its presentation and organisation:

The panel visit to the college requires intensive effort from the panel and college alike. To reduce the time searching for evidence the following is recommended:

For each programme under evaluation there should be clearly identified modules/course work for each Programme Outcome:

- For each module that contributes strongly to the respective Programme Outcome, there should be a printout of the Module Description with Learning Outcomes listed.
- In the list of Learning Outcomes, those which contribute to the respective Programme Outcome should be highlighted.
- For each highlighted Learning Outcome, a reference should be given to the examination question number or continuous assessment element that supports the achievement of that Learning Outcome.

Within the box/area containing the material for a particular programme outcome the assessment material being made available to the panel should be arranged by module and by year of programme. Where multiple programmes take a given module, only the material for the programme in question should be included, unless this is not possible because, for example, of group work that involves students from different programmes.

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For first time accreditations of a programme there must be at least one year of graduates along with evidence for one full cycle of the programme i.e. each year of the programmes duration.

Assessment Material

If the module has a formal end-of-module exam, there should be:

- a) a copy of the exam paper;
- b) a copy of solutions to the exam paper (if normally provided);
- c) a full set of scripts for all the students on this programme who attended the relevant sitting of the exam paper;
- d) a printout of any assignment descriptions and/or instructions given to the students about completing the assignments;
- e) examples (if possible) of work submitted for the assignments;
- f) a full set of mark sheets giving the results for the students registered for this module on the year in question, broken down by exam and individual CA element where possible.

Where the CA element for a module is 50% or greater of the overall module result, it is expected that a greater level of supporting material will be provided for the CA element.

Project Reports should be accompanied by marking sheets that indicate the marks allocated to various elements in the report and comments that justify the marks allocated.

Where a project report represents 70% or less of the contribution to a project module, other supporting materials (descriptions and examples) should be included covering at least 70% of the marks gained in the project module to allow an evaluation of contribution to the Learning Outcomes made by the student.

7. The Accreditation Panel

7.1 For each programme, or similar group of programmes to be accredited a Programme Panel will be appointed by the Registrar* consisting of a Programme Chairman plus two assessors, one of whom will be the rapporteur. The Programme Panel Chairman also functions as an assessor.

Where there is more than one group of programmes to be reviewed for accreditation, the combined Programme Panels shall constitute the Accreditation Panel and a member of one of the Programme Panels, or an additional Accreditation panel member, shall act as the Accreditation Panel Chair. The Registrar of Engineers Ireland shall be a member of the accreditation panel.

7.2 Conflicts of Interest

7.2.1 An individual may not hold an Accreditation Panel membership position who

- (a) is a present or former member of the academic staff (full or part-time) involved in a programme being accredited, or
- (b) has graduated from the programme within the previous ten years, or
- (c) is a close family relative of a member of the academic staff on the programme, or of a student on the programme.

7.2.2 Where the Accreditation Board Chairman has chaired or been a member of an accreditation panel, he/she shall relinquish the chair at the Accreditation Board meeting where the report of his/her panel is being considered.

7.2.3 Any Accreditation Board member, who is connected in a significant manner with a college, shall absent himself/herself from any discussions at the Board

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meetings on topics concerning his/her college or relating to accreditation of programmes in his/her college.

7.3 Duties of Panel Members

7.3.1 The Accreditation Panel Chairman is responsible for co-ordinating the activities and ensuring consistency in the findings as between the Panels, acting through the programme Chairmen.

The Programme Panel Chairman also functions as an Assessor.

7.3.2 The Registrar is responsible for:

- a) ensuring that the Accreditation Criteria and Procedures are satisfactorily implemented and
- b) processing Accreditation Panel Reports, in consultation with the Programme Rapporteurs

7.3.3 Programme Panel

Prior to the visit the assessors are required to thoroughly acquaint themselves with the programme documents.

The Programme Panel Chairman must be satisfied that the documentation is satisfactory prior to the visit taking place. The Programme Panel Chair should produce a short report (1 page) on the documentation (Appendix 3). If any significant deficit in the material is identified, the Registrar of Engineers Ireland, on the advice of the Panel Chairman, shall advise the college in writing of the additional information or clarifications required at least two weeks prior to the visit to the college.

If within two weeks of visit the Programme Panel Chair is not satisfied that the documentation is sufficient the visit will be deferred.

The Programme Panel Chairman is responsible for ensuring that the accreditation of an engineering education programme is carried out in accordance with the Accreditation Criteria and these procedures.

The Programme Panel Chairman should attend the meeting of the Accreditation Board at which the accreditation report is being considered and present the Panel's findings. This applies even if the Programme Panel Chairman is not a member of the Board.

The Programme Panel Rapporteur is responsible for producing, in consultation with Programme Panel members, the Accreditation Report which deals with the programme being accredited. The Programme Panel Chair should ensure that the Accreditation Report is produced on time.

The three programme assessors shall decide whether, in their judgement, the Programme satisfies each of the Accreditation Criteria for the relevant education standard.

8. **The Agenda for the Accreditation Visit to the College**

8.1 The Agenda will describe the programme of work to be carried out. (See Appendix 1)

8.2 In order that the accreditation progresses in an efficient and timely manner, the following facilities should be provided by the college:

- a) Meeting room to accommodate the full Accreditation Panel.

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- b) Meeting room to accommodate the Panel and senior members of academic staff on all programmes for accreditation.
 - c) Meeting rooms in which each Programme Panel can meet privately or with academic staff for the programme being accredited.
 - d) Light lunch facilities, preferably in meeting room (b).
 - e) A separate room for each programme for accreditation in which evidence of the achievement of the programme outcomes is displayed.
 - f) The college shall arrange for a guided tour for the panel members of the principal facilities and resources that are used in the programme
- 8.3 The meetings between each panel and students, graduates and employers shall be separate meetings and each devoted to separate discussions with each of the three groups.
- 8.4 At the end of the visit, the Accreditation Panel Chairman/Programme Panel Chairman shall present their draft Recommendations to the Accreditation Board in respect of each programme to the senior academic staff of the college.
- 9. The Panel Report (See Appendix 2)**
The Report will consist of the following main sections:
- General
 - Findings and Recommendations in respect of each Programme
 - Conclusion
- 9.1 General
In this section the following information should be provided:
- a) Name of College
 - b) Title of Faculty/School/Academic Unit
 - c) Education Standard being claimed by college for programmes being accredited (i.e., CEng, AEng, EngTech)
 - d) Award title for each programme
 - e) Names of Programme Panel Chairman and Registrar
 - f) List of Programme Panel members for each programme.
- 9.2 Findings and Recommendations in respect of each Programme
- 9.2.1. The Panel Report for each programme being accredited will be written by the Programme Rapporteur using the headings shown in Appendix 2.
- 9.2.2. Recommendation to the Accreditation Board
- (a) *Programme fully satisfies the requirements of the Accreditation Criteria*
The Accreditation Recommendation shall be for accreditation for five graduating classes. The Panel may also list recommendations which by definition are not mandatory but which will, in the opinion of the Panel, improve the programme. The following headings should be used in the drafting of the Report to the Accreditation Board:
- i. Graduating classes to be accredited
 - ii. Recommendations

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(b) Programme does not satisfy achievement of one or more outcomes or parts of outcomes

Subject to (c) below, the Accreditation Recommendation shall be for a maximum of three graduating classes, depending on the extent of non-achievement of Programme Outcomes. The deficits in achievement of Programme Outcomes should be described and listed as conditions, which by definition are mandatory.

The Panel may also list recommendations, which by definition are not mandatory but which will, in the view of the Panel, improve the Programme.

The following headings should be used in the drafting of the Report to the Accreditation Board:

- i. Graduating classes to be accredited
- ii. Conditions
- iii. Recommendations

(c) Programme does not satisfy a significant number of Programme Outcomes or parts of Programme Outcomes

The Accreditation Panel shall not recommend that the programme be accredited. The deficits in achievement of the Programme Outcomes should be described.

10. Post-visit Activities

10.1 Completion and Confirmation of Accreditation Panel Report

Within two weeks of the panel visit each Rapporteur should circulate a draft of the panel report to the other panel members for comment. The final report, modified to include these comments as appropriate, should be sent to the Registrar. The report should be in two formats

- A full report with panel's comments and recommendations
- An abridged report without the panel's comments and recommendations. This report will be sent to the college by the secretariat.

The Report, excluding the recommendations to the Accreditation Board, will then be forwarded to the college for verification of factual detail. The Registrar will make any changes necessary to the Report which arise as a result of clarifications from the college. If any changes to be made, would, in the opinion of the Registrar and the Programme Panel Chairman, result in a change to any part of the Recommendation to the Board, this will be rectified in consultation with the members of the Programme Panel and the Accreditation Panel Chairman.

10.2 Consideration by the Accreditation Board and Executive Committee of the Council

The final report is included as an agenda item at the next meeting of the Accreditation Board. If accepted by the Accreditation Board, the recommended accreditation decision, including the programme title, name of college and period of accreditation, is forwarded to the Executive Committee of the Council for adoption. If adopted, the Executive Committee agrees on accreditation of the programme for the period stated.

10.3 Communication of Accreditation Decision to College

- a) The full report and recommendations are then forwarded by the Registrar to the Heads of Department providing the programme and copied to the Dean of Faculty or the Head of School as appropriate.

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- b) Where there are conditions (mandatory) attached to the Accreditation Decision, a College must make proposals on how it plans to deal with these conditions, by submitting these to Engineers Ireland no later than six months following the date of the Accreditation Board meeting which adopted the Recommendation.

When the response from the college is confirmed as satisfactory, following consultation with the Programme Panel by the Registrar, an evaluation of how these are being implemented will be arranged by the Registrar within a period of two years. If this implementation is deemed satisfactory, the Registrar will recommend to the Board that the accreditation period be extended up to the maximum of five graduating classes.

- c) Where accreditation of a programme is not being recommended, a college may submit, at a later date, proposals to deal with the deficits in achievement of Programme Outcomes. If these are deemed satisfactory following consultation with the Panel by the Registrar, the college will be invited to submit new accreditation documents for consideration by Engineers Ireland. A full accreditation visit will then follow. The Accreditation Board will be kept apprised of these developments.
- d) The Accreditation Parchment
An accreditation parchment is prepared and presented to the Dean/Head of School at a presentation ceremony at a later date.

10.4 Publication of List of Accredited Programmes:

The list of programmes accredited by Engineers Ireland is published on the Engineers Ireland website. The Registrar shall ensure that any new accredited programmes will be added to this list.

APPENDIX 1

SAMPLE ACCREDITATION AGENDA

ACCREDITATION OF ENGINEERING EDUCATION PROGRAMMES

Name of College: ABC College

Date of Visit: Thursday 24th & Friday 25th October 20XX

VISITING PANEL

Accreditation Panel Chairman: A.N. Other

Registrar: A.N. Other

PROGRAMMES FOR ACCREDITATION

1. BEng (Hons) in Electronic Engineering

Educational Standard being claimed: Chartered Engineer

Programme Panel

Chairman: A.N. Other

Rapporteur: A.N. Other

Assessor A.N. Other

2. BEng (Hons) in Civil Engineering

Educational Standard being claimed: Chartered Engineer

Programme Panel

Chairman: A.N. Other

Rapporteur: A.N. Other

Assessor A.N. Other

Agenda for Visit to the College

Day One, Thursday 24th October 2013

1	Panels meet for Briefing Session in the college or hotel	09.00
2.	Accreditation Panel assembles in Engineering School of college	10.00
3	Introductory meeting between Panels and Senior Academic Staff to include 15 minute presentation by college.	
4.	Parallel meetings of Programme Panels with academic staff for each programme.	
5.	Parallel evaluations of physical facilities for each programme.	11.45
	Light Buffet Lunch – Accreditation Panel & Staff	13.00
6.	Parallel sessions, in separate “evidence” rooms, of programme Panels, to include:	14.00
	<ul style="list-style-type: none">• Meeting to discuss panel views on documentation and pre-visit data.• Evaluation of “evidence” of achievement of Programme Outcomes.<ul style="list-style-type: none">- Examination questions and answer books (scripts) for all years of each programme- Laboratory Reports / Note books- Project Work- Final Year Projects- Other relevant material (if applicable)• Meeting to discuss mid-point findings to date.	
7.	Private Plenary meeting of Accreditation Panel to discuss mid-point findings of each Programme Panel.	17.00
8.	Conclusion of Day One	18.00
	Dinner for Accreditation Panel and Academic Staff	19.30

Day Two, Friday 25th October 2013

9.	Private Meeting of Accreditation Panels in college or hotel	08.45
10.	Meeting between Panels and Academic Staff focusing on achievement of Programme Outcomes common to all programmes <i>(time allocation to be decided)</i>	09.15
	Coffee	10.45
11.	Parallel meetings of Programme Panels with Academic Staff to discuss separately (separate rooms) achievement of Programme Outcomes for each Programme	11.15
	Light Buffet Lunch – Accreditation Panel and Staff	13.00
12.	Parallel separate discussions on how Programme Outcomes are being reached on each programme between each Programme Panel and a) Employers who have employed numbers of recent graduates from each programme. b) Final Year students on each Programme c) Previous Graduates of each Programme	14.00
13.	Private Parallel Meetings of Programme Panels to discuss findings in respect of each Programme.	15.15
14.	Plenary Meeting of Accreditation Panel to finalise a consistent set of findings in respect of each programme.	15.45
15.	Concluding Meeting Accreditation Panel Chairman / Programme Panel Chairmen present findings, (see 8.4 in “Procedure”) in respect of each programme, to senior academic staff. 16.15	
16.	End of Visit	16.30

APPENDIX 2

SAMPLE PROGRAMME PANEL REPORT

PROGRAMME PANEL REPORT

(for completion by Programme Rapporteur)

College Name:

Dates of Visit:

1. **Programme Title:**

2. **Educational Standard being sought – CEng, AEng, EngTech, MIEI (for programmes completed from 2013)**
(delete as required)

3. **Programme Panel**
Chair :
Rapporteur :
Member :

4. **Programme Status**
4.1 Is this the first time the programme has been accredited YES/NO
4.2 If NO, please comment on the progress of the implementation of any conditions or recommendations since the last visit.

5. **Analysis and Implementation of Programme Outcomes.**
Programme Outcome (a)
Programme Outcome (b)
Programme Outcome (c)
Programme Outcome (d)
Programme Outcome (e)
Programme Outcome (f)
Programme Outcome (g) (where appropriate)

6. Organisation of Engineering Education

- 6.1 Programme Educational Objectives
- 6.2 Entry Standard, Transfer and Mobility Requirements
- 6.3 Programme duration, structure and module list
- 6.4 Analysis and implementation of Programme Outcomes
- 6.5 Assessment of Student Performance
- 6.6 Titles of final-year projects
- 6.7 Statistics of student performance in examinations
- 6.8 Resources including buildings, laboratories, equipment, academic and support staff
- 6.9 Programme management and development
- 6.10 Quality Assurance Processes
- 6.11 Reports of graduate and employer surveys
- 6.12 Features and Strengths of Programme

7. Recommendation to the Accreditation Board

This section to be removed in the version sent to college.
Save file as two versions in the format Year College Programme e.g.
1999 UCC BE Biomedical Engineering.doc
1999 UCC BE Biomedical Engineering-college .doc

7.1 Graduating Classes for Accreditation

First Time Accreditation?					Yes/No		
If No – when does existing accreditation expire?							
	2011 retrospective	2012 retrospective	2013	2014	2015	2016	2017
Title e.g. CEng,							
MIEI							

7.2 Conditions (mandatory) to apply to Accreditation
Or
Deficits in Programme for which accreditation is not recommended

7.4 Recommendations (non-mandatory) for improvement of the programme

APPENDIX 3

CHAIRMAN'S PRE-VISIT REPORT

(for completion by Chairman)

College Name:

Dates of Visit:

1. **Programme Title:**
2. **Educational Standard being sought – CEng, AEng, EngTech, MIEI (for programmes completed from 2013)**
(delete as required)
3. **Comments on documentation submitted.**
 - Does the documentation cover all of the required headings and subject areas?
 - Is there sufficient information to enable a productive visit by an accreditation panel to proceed?
 - Has the institution addressed any previous recommendations/ conditions?
4. **Are there any areas in which the institution can provide further information *prior to the visit* that would assist the panel?**
 - <List Areas>
5. **Are there any areas which the institution to provide more details on *during the visit*?**
 - <list areas>
6. **Confirmation from the college that the evidence is presented by outcome as per the procedure (section 6).**

The visit should/should not proceed.

Date of this report:

By (Chairman Name):

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