

## **CHARGING FOR ACADEMIC ACCREDITATION – Q&A**



### **Introduction**

This document attempts to answer questions you may have about the IET's charge for academic accreditation. Further questions may be addressed to [accreditation@theiet.org](mailto:accreditation@theiet.org) or 01438 765 523.

Please note that the term 'Department' may refer to a School or a Faculty. It is defined as a budget holding entity within a higher education institution (HEI) who provides and administers a suite of programmes.

**This document is about charges for IET accreditation of degree programmes delivered by UK-based Higher Education Institutions in the UK. Please contact [accreditation@theiet.org](mailto:accreditation@theiet.org) for more information on the cost of accrediting programmes outside of the UK.**

### **How much will be charged?**

For the 2017/18 academic year the annual charge for academic accreditation is £650 plus Vat (£780).

### **How does charging fit with the IET's public benefit remit?**

The IET remains committed to accreditation and will continue to devote resources to support it. The charge represents a level of cost recovery equivalent to approximately 15% of the IET's total spend on academic accreditation activities and is based on the direct costs incurred when sending visit panels to HEIs.

### **What costs are involved in accreditation?**

The IET pays for a dedicated team of staff of three to four experts, supports a number of internal and external committees and their associated working parties, runs a team of 70 accreditors and provides training for all accreditors and HEIs. The IET accredits over 1100 academic programmes in around 86 organisations in the UK.

In addition, the IET arranges and supports accreditation, monitoring and advisory visits to approximately 40 HEIs every year.

### **How was the charge calculated?**

The IET is keenly aware of the HEIs need to budget for any charges introduced, for the charges to be perceived as fair and for the charges to be easy to administer from both the IET's and the HEIs' points of view.

To this end the IET reviewed all costs involved in accreditation activities and decided that the fairest way to implement the charge would be to recover direct visit costs only, divided equally between each Department.

### **How will the charge be applied?**

Each Department that requests a visit will be eligible for the charge.

The charge is applied annually on October 1<sup>st</sup>.

There is no restriction on the number of programmes or academic specialisms that may be submitted per accreditation visit providing they can be dealt with in a single set of submission documentation. The IET may revisit this decision should the number or variety of programmes submitted by Departments become too complex for the panel to review in a single visit.

**Will there be any other changes to the financial relationship between Departments, accreditors and the IET?**

No, accreditors will still work for the IET on a voluntary basis and Departments will still be responsible for providing rooms and refreshments for accreditation panels.

**How many and what type of visits are included in the charge?**

Ideally, the IET is seeking to enable Departments to present all their programmes in a single visit once every five years.

Where a Department seeks accreditation for additional programmes between these visits the IET can consider them as a paper exercise or with a smaller panel over a single day.

In exceptional cases, where this is not possible and a second full visit is required, the IET reserves the right to apply a discretionary one off charge to cover the travel and subsistence costs attributable to that visit. This charge will be discussed and agreed in advance of the visit taking place.

Monitoring visits and advisory visits are included in the annual charge.

Visits to other UK campuses and other delivery sites may not incur any extra charge.

Visits to non-UK campuses and other delivery sites will incur an extra charge. For these cases please contact Lorna Hadfield, International Academic Accreditation Account Manager on [lhadfield@theiet.org](mailto:lhadfield@theiet.org) or 0207 3445702 for a quote.

**My HEI has two Departments with accredited degrees. Will we be charged twice?**

Yes, because each Department is accredited by a separate visit panel and therefore incurs the full set of costs associated with a visit.

**How will charging be applied to joint visits?**

Joint visits do not affect the charge. The charge has been set at a level which the IET hopes will not discourage HEIs from seeking joint visits.

**I am seeking accreditation for my Department's suite of programmes for the first time. When do I have to pay?**

All HEIs will be required to pay on October 1<sup>st</sup> if accreditation is awarded for that academic year or if a visit has been arranged for that academic year.

For visits booked after October 1<sup>st</sup> in any given academic year an invoice will be sent to the Department as soon as the visit date is confirmed. The invoice will be due for payment in advance of the visit taking place.

**What if, following an accreditation visit, my Department's programmes are not awarded accreditation?**

It is very rare that the entire suite of programmes provided by a Department is not awarded accreditation as the IET tries to identify serious problems before a visit is made. However, the IET will have incurred the visit cost regardless of the outcome and therefore the payment made before the visit will not be refundable. No further payments will be required.

**What is the outline process for accreditation including payment points?**

