



The Institution of
Engineering and Technology



Guidance for Planning and Completing an ADAMS Submission

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theiet.org

Background

Full details can be found in the ADAMS submission guidance document which is available via ADAMS or on the IET website.

1. Planning Stage

a. Time allocation

For the average submission (10 programmes with little commonality) we advise that you need to allocate a full-time resource (or equivalent) over a 3-month period to input data. The planning and collation of data should start at least 6 months before the visit date. Some of the data input is clerical but it does require input and oversight from academic staff, such as module leaders and programme leaders.

b. Submission Coordinator

It is recommended that a Senior Academic member of staff takes the lead and coordinates input and collation of information. This person should be the 'Accreditation Contact' within ADAMS.

c. Consult and stay in regular contact with your allocated IET Staff contact

We can advise on how to use ADAMS to create your submission. For example, if you have programmes with a significant amount of commonality but have different titles we can advise on how to limit the amount of duplicate entries you may have to make.

d. Housekeeping

If this is not the first time your department has used ADAMS, please take some time to delete the data that is no longer relevant to your current visit before submitting. Not only is this good GDPR practice it will also ensure the accreditation panel are only supplied with up to date and relevant information about the current provision.

2. Check your Alignment with the IET's Requirements, Guidelines and Policies

These can be found in the information Pack. You can flag any concerns or queries to your IET staff contact.

3. Changes to Programmes

Please discuss, with your IET staff contact, how to present information within ADAMS if you are planning major changes to the programmes the year of the visit, e.g. a re-validation event.

Usually the visit can go ahead as planned but it is dependent on whether sufficient data is available for the new versions of the programmes. The submission should be based on the new version of the programmes, although assessment examples and student work from a predecessor will be accepted for new modules where appropriate. Sight of an 'old to new' mapping document would be very useful for the accreditation panel should this be the case.

If there is not going to be sufficient documentation readily available by the time of the submission deadline then it may be that the best option is to postpone the visit until the following academic year or later on in the current academic year. You may be entitled to an extension of accreditation depending on your circumstances.

Background

4. New Programmes

The IET can only consider programmes for accreditation once they are in their final year of operation, unless they share 70 per cent commonality (across all levels) with programmes currently accredited by the IET, though we are happy to provide advice. It may be that it is appropriate to carry out an Advisory Visit, particularly if there are a number of new programmes or if the programmes are at a different level to those previously accredited within the department.

Only create a new programme entry in ADAMS for new titles with significant differences in content (more than 30% each level) from an existing record. It is possible to use the 'copy' function against a similar programme to use as a basis for a new programme. The copy function is often used for 'new streams' of a programme, for example where there is an 'Electrical Engineering programme' and a 'Power Systems pathway' is created with the introduction of some Power Systems modules, making the programme title Electrical Engineering (Power Systems) or similar.

You should not create a new programme entry for title changes where there is no significant change to the content (less than 30% each level).

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