# Extension request review

**Definition:** An extension request review is carried out when the department requests an extension of accreditation beyond their 5-year period. The request is usually a result of major structural changes to the organisation, pandemic or moving buildings that means holding a visit will be impractical.

**Trigger:** Annual report, ADAMS request from Department.

**Protocol:**
- Occurs in response to a request from the Department
- Evidence required includes changes since the last visit and status of the action plan.
- Request is normally reviewed by the previous chair of the visit plus one other panel member.
- Accreditation period usually extended by a maximum of 2 years beyond a 5-year accreditation period.
- If more than 1 year is requested the request needs to be approved by Engineering Council R&SC
- HEI enters a new 5-year cycle.
- If this review reveals significant issues a monitoring visit may be required.

**Supporting Documentation:**
- Accreditation Information Pack (PA B 30)
- Submission Guidance
- REPORT_Extension (PA B 24)

## Target timescale and Action

<table>
<thead>
<tr>
<th>Owner</th>
<th>Target timescale</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Various</td>
<td>Submit Request and Data</td>
</tr>
<tr>
<td>IET Staff</td>
<td>Within 10 working days</td>
<td>Select Accreditors</td>
</tr>
<tr>
<td>Accreditors</td>
<td>Within 20 working days of submission</td>
<td>Accreditors carry out review. Communicate decisions to staff (may include requests for additional information or convert to monitoring visit).</td>
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<tr>
<td>IET Staff</td>
<td>Within 10 working days of decision</td>
<td>Decision letter sent to Department and IET and Engineering Council databased updated. Department allocated new 5 year cycle.</td>
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