

# Commonality review

<b>Definition:</b>	A Commonality Review is an assessment to confirm whether new programmes or programmes not put forward for accreditation previously share 70 percent of their content with accredited programmes within the same department, with a view to awarding accreditation.
<b>Trigger:</b>	ADAMS request from Department.
<b>Protocol:</b>	<ul style="list-style-type: none"> <li>Occurs in response to a request from the Department to accredit programmes between visits.</li> <li>Request is normally reviewed by the previous chair of the visit plus one other panel member.</li> <li>Accreditation can only be awarded to the programmes under consideration in line with the accredited programmes they have been assessed against.</li> <li>If this review reveals significant issues the decision may be deferred until the next full accreditation visit or the Department may request an accreditation visit.</li> </ul>
<b>Supporting Documentation:</b>	<ul style="list-style-type: none"> <li>Accreditation Information Pack (PA B 30)</li> <li>Submission Guidance</li> <li>REPORT_Commonality Review (PA B 11b)</li> <li>TEMPLATE_CommonalityReviewMapping (PA B 11c)</li> </ul>

Owner	Target timescale	Action
Department	Various	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Submit Request and Data</div> <div style="font-size: 2em; margin: 10px auto;">↓</div> </div>
IET Staff	Within 10 working days of submission	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Select Accreditors</div> <div style="font-size: 2em; margin: 10px auto;">↓</div> </div>
Accreditors	Within 20 working days of submission	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Accreditors carry out review. Communicate decisions to staff (may include requests for additional information).</div> <div style="font-size: 2em; margin: 10px auto;">↓</div> </div>
IET Staff	Within 10 working days of decision	<div style="text-align: center;"> <div style="border: 1px solid black; background-color: #d9ead3; padding: 10px; width: fit-content; margin: 0 auto;">Decision letter sent to Department and IET and Engineering Council databased updated.</div> </div>