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**Notification of International Visit Form**

**Part A (to be completed by the organisation seeking IET accreditation)**

|  |  |
| --- | --- |
| Name of organisation seeking IET Accreditation: |  |
| List of programmes for which IET accreditation is sought:  List each undergraduate or postgraduate program as its name will appear on the degree certificate |  |
| Evidence of current Washington or Sydney Accord accreditation status (if any) for each program listed:  Submit a weblink to the Accrediting Agencies published list of accredited degrees or a copy of the accreditation certificate, decision letter or any other written evidence of the accreditation status of each program listed above. |  |
| **Name of Vice Chancellor  (or equivalent)** |  |
| **Signature of the Vice Chancellor  (or equivalent)** |  |

**Part B (to be completed by the relevant Washington Accord accrediting agency)**

|  |  |
| --- | --- |
| Name of Washington Accord accrediting agency: |  |
| Name of Head of Accreditation Agency (or equivalent) |  |
| We wish to observe the visit:  Delete as appropriate | Yes/No |
| We object to the visit:  Delete as appropriate | Yes/No |
| Reasons for objecting (optional): |  |
| **Name of Head of Accreditation Agency (or equivalent):** |  |
| **Signature of Head of Accreditation Agency (or equivalent):** |  |

**Notes**

1. The Washington Accord is an agreement signed by international accreditation agencies where qualifications accredited or recognized by other signatories are recognised by each signatory as being substantially equivalent to accredited or recognised qualifications within its own jurisdiction.
2. Signatories are not obliged to recognise accreditation awarded by other signatories operating outside of their home jurisdiction.
3. Signatories of the Washington Accord operating outside of their home jurisdiction must obtain the permission of local Accreditation agencies before a visit can take place.
4. Therefore the IET requires all Institutions seeking IET Accreditation to complete Part A of this form then engage with their local Signatory to complete Part B.
5. For a list of Washington Accord signatories see: <https://www.ieagreements.org/accords/washington/signatories/>
6. Please return this form to your IET staff contact or send a scanned copy to [accreditation@theiet.org](mailto:accreditation@theiet.org) Contact IET staff for guidance if needed.