

# Academic Accreditation Fee

2022 / 23 Academic Year

Frequently Asked Questions





# Frequently Asked Questions (FAQs)

This document refers to the fees payable for IET accreditation of degree programmes delivered by UK-based Higher Education Institutions (HEI) in the UK.

For information regarding the fees applicable for accrediting programmes *outside* of the UK please contact [accreditation@theiet.org](mailto:accreditation@theiet.org)

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



# Frequently Asked Questions (FAQs)

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## **How much is the fee?**

£650 plus VAT (i.e. £780).

The annual fee for Academic Accreditation for the 2022 / 23 academic year will remain the same as last year.

With effect from the 2023 / 24 academic year, the IET has decided that the fee will be increased to £750 plus VAT (i.e. £900).

## **When is the fee payable?**

The fee is payable annually on 1<sup>st</sup> October. An email will be sent to each department during July to advise them that the fee is due and how it can be paid.

## **What period does the fee cover?**

The fee covers the period between 1st October and 30th September the following year.

## How is payment made?

Payment can be made by invoice or by credit card.

## How do you pay by invoice?

If you require an invoice in advance of making your payment, please send either a Purchase Order number for £650 plus VAT (i.e. £780), or a reference to quote on the invoice, to [accreditation@theiet.org](mailto:accreditation@theiet.org). Please also confirm to which email address the invoice should be sent otherwise it will be sent to the Head of Department.

If you haven't made a payment to the IET before, you will need to complete a New Supplier Form, available upon request.

## How do you pay by Credit Card?

If you intend to pay using a credit card, please call the IET Finance Department, on the number quoted below, who will process the payment for you.

- For HEIs whose first letter is between **A – L**                      01438 767 200
- And for HEIs whose first letter is between **M – Z**                      01438 767 432



## **How is the fee calculated?**

The IET is keenly aware of the HEIs need to budget for any fee payable. Fees should be perceived as fair and easy to administer from both the IET's and the HEIs' points of view.

The IET annually reviews all costs incurred in academic accreditation activities to ensure that those costs are recovered in a fair and equitable way whilst continuing to maintain a high standard of support to the HEIs without compromising the IET's public benefit remit.

## **How is the fee applied?**

Each Department that requests a visit will be liable for the fee.

There is no restriction on the number of programmes, or academic specialisms, that may be submitted per accreditation visit providing that 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.

Likewise, should the fee remain unpaid after the due date, a Department will be unable to book their next visit, with any arrears being added to the next years' fee.

## **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 fee represents a small proportion of the IET's total spend on academic accreditation activities and is based on the direct costs incurred when training and supporting visit panels to HEIs.

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

The IET pays for a dedicated team of five to six staff experts, supports a number of internal and external committees and their associated working parties, supports ADAMS, runs a team of around 100 accreditors and provides training for all accreditors and HEIs. The IET accredits over 1750 academic programmes in around 90 organisations in the UK.

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

Accreditors work for the IET on a voluntary basis.

## **What costs are the HEIs / Departments directly responsible for?**

For the duration of the visit Departments are responsible for providing rooms and refreshments for accreditation panels.

## How many and what type of visits are included in the fee?

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 fee to cover the travel and subsistence costs attributable to that visit. This fee will be discussed and agreed in advance of the visit taking place.

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

Visits to other UK campuses and other delivery sites as part of the same accreditation activity will not incur any extra fee.

Visits to non-UK campuses and other delivery sites will incur an extra fee.

For these cases please contact our International Academic Accreditation Account Manager via [accreditation@theiet.org](mailto:accreditation@theiet.org) or +44 (0)20 7344 5702 for a quote.



## **My HEI has two Departments with accredited degrees. Will the fee be payable 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 fee.

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

All Departments will be required to pay on 1<sup>st</sup> October if accreditation is awarded for that academic year.

## **The visit to our department has been delayed due to the Coronavirus pandemic, resulting in a lapse in accreditation. Is the fee still payable for the lapsed year?**

Yes, a fee is still payable if it is intended that re-accreditation is sought at some point. Please contact [accreditation@theiet.org](mailto:accreditation@theiet.org) to arrange your visit.

As mentioned above, the fee has not been increased for this year due to the Coronavirus pandemic.

## **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 unless accreditation status resumes.

## **What if my Department misses the payment deadline?**

Should the fee remain unpaid after the due date, a Department will be unable to book their next visit, with any arrears being added to the next years' fee.

## **Any other questions?**

If your question has not been answered either by these FAQ's or by the information on our website, please contact us at [accreditation@theiet.org](mailto:accreditation@theiet.org) with any questions that you may have.