



# Guide to Academic Accreditation for Higher Education Institutions

# Supporting Standards in Engineering Education



I am delighted that you are considering strengthening the support given to your students by having your programmes accredited by the IET.

By seeking accreditation, you are demonstrating your commitment to offering a high quality education experience and providing an ideal preparation for a career in engineering.

I trust that this guide will convince you of the benefits to be gained through accreditation and through building a closer relationship with the IET.

**Michelle Richmond, CEng, FIET**

Director of Membership & Professional Development

# What is Academic **Accreditation**?

The IET is one of the world's leading professional societies for the engineering and technology community and IET accreditation is recognised around the world as an indicator of quality.

Accreditation is awarded to higher education programmes that meet the educational requirements of the UK Standard for Professional Engineering Competence (UK-SPEC). It centres on a review of a programme's content and delivery and includes areas such as relevance, coherence, challenge, assessment, staffing, quality assurance and resources.

UK-SPEC has been developed, and is regularly updated, by the Engineering Council on behalf of the engineering profession, including employers

and engineering educators. The IET is licensed by the Engineering Council to carry out accreditation and is audited regularly.

Types of programmes that may be accredited include Bachelors, Integrated Masters (MEng), MSc, EngD and Foundation Degrees. These are awarded different types of accreditation based on their level of fulfilment of the educational requirements for Incorporated Engineer (IEng) and Chartered Engineer (CEng) registration.

Individuals with awards from accredited programmes will avoid some or all of the detailed assessment of the educational requirements necessary for IEng or CEng registration, making the registration process more straightforward.

# What are the **benefits?**



## **For departments:**

- The IET accredits programmes across a diverse spectrum, including electrical, electronic, manufacturing, mechanical, systems and software engineering and specialist areas such as bioengineering, nanotechnology and renewable energy. This means that a large number of programmes can be included in one accreditation visit.
- Accreditation provides benchmarking against other accredited programmes by your peers and confirms your reputation as a quality provider of engineering education.
- IET accreditation works alongside your Quality Assurance processes to ensure that your programmes are continually improving and in line with the latest guidance and good practice.
- Accredited programmes and their host Departments are included in the published list of IET Accredited Programmes and on the Engineering Council's Accreditation Database. The IET Accredited Programme logo and the Engineering Council Accreditation logo can be used on promotional material and programme documentation.
- ADAMS, the IET's bespoke accreditation management software, allows you to make your submission online and leads you through the accreditation process from initial advice to the accreditation decision.
- The IET provides extensive guidance, a dedicated team and the support of IET Accreditors during the accreditation process.



- The IET has joint visit protocols with IMechE and BCS and is a member of the Engineering Accreditation Board (EAB) who facilitate joint visits. Visits may also be conducted alongside Internal Periodic Reviews.
- Accreditation can act as a catalyst for deeper and broader involvement with the IET including the Academic Partner initiative.\*

#### **For students:**

- Accreditation provides evidence to prospective students of an independent and rigorous assessment by a recognised and trusted third party.
- Accreditation supports graduate employability by ensuring programmes are responsive to industry needs.

- Accreditation explicitly links programmes to UK-SPEC to ensure students develop the appropriate skills and knowledge-base for a career in engineering and for registration as an Incorporated or Chartered Engineer.
- Undertaking an IET accredited programme is part of the eligibility criteria for many IET Scholarships and Prizes.
- IET Accredited programmes are automatically recognised by countries who are signatories to the Washington and Sydney Accords. In addition, offering IET accredited programmes entitles Departments to purchase a EUR-ACE label allowing them to be recognised in many parts of Europe.

\*Academic Partner status is not automatically conferred on Departments with accredited programmes. Further details can be provided by visiting [www.theiet.org/academic-partners](http://www.theiet.org/academic-partners).



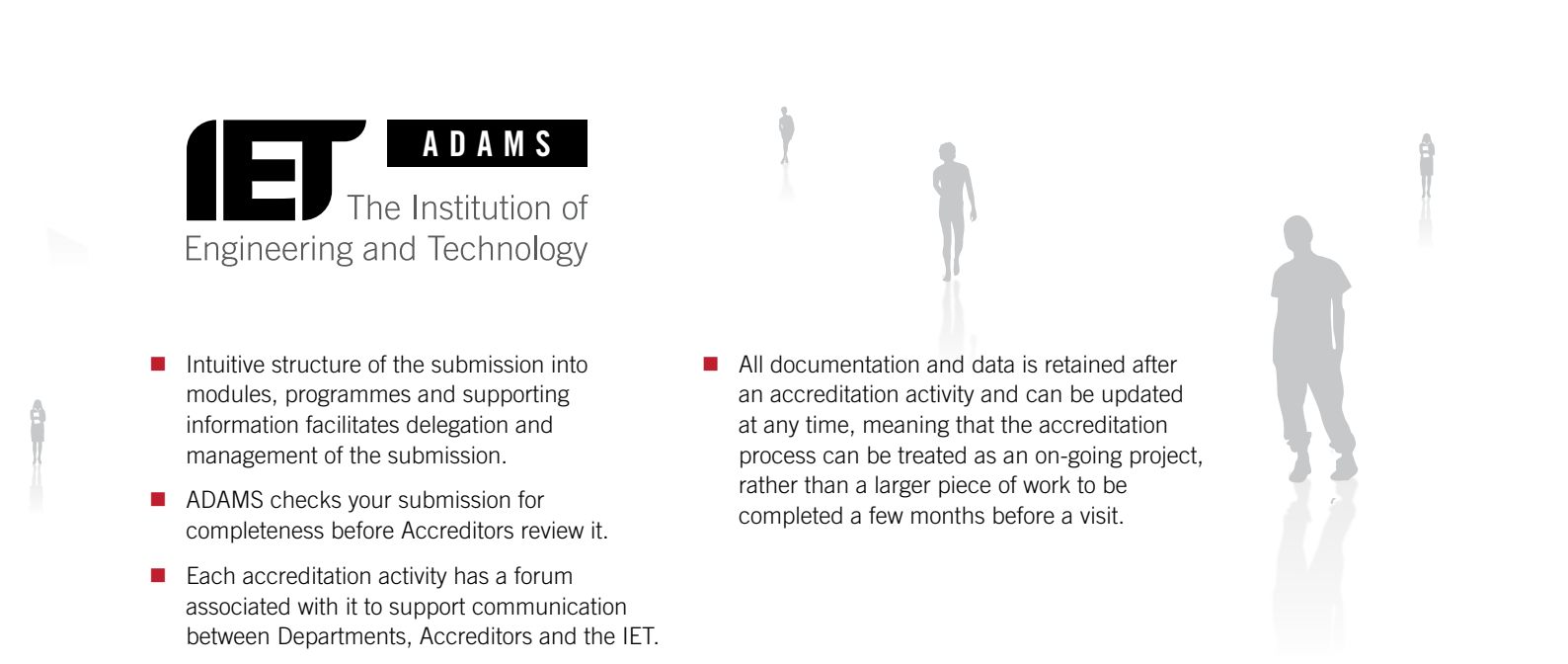
# ADAMS: Academic Database and Accreditation Management System

ADAMS (Academic Database and Accreditation Management System) is the IET's bespoke accreditation management system that allows you to manage your accreditation activities online. It is a browser-based system that does not require any installation and can be securely accessed from any location. You can use ADAMS to initiate requests, complete submissions, view guidance, track the progress of your requests, communicate with IET staff and Accreditors and view the next tasks required to maintain your accreditation status. ADAMS can also be used to manage joint visits with other Professional Engineering Institutions.

Benefits of using ADAMS:

- Departments are provided with their own secure area and can invite users to the system directly, meaning that you are in control of who is involved in the production of your submission.
- You can keep track of the progress of your submission, helping you to manage the process more efficiently.
- Up-to-date policies and guidance are available within the system.





**IET** **ADAMS**  
The Institution of  
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- Intuitive structure of the submission into modules, programmes and supporting information facilitates delegation and management of the submission.
- ADAMS checks your submission for completeness before Accreditors review it.
- Each accreditation activity has a forum associated with it to support communication between Departments, Accreditors and the IET.
- All documentation and data is retained after an accreditation activity and can be updated at any time, meaning that the accreditation process can be treated as an on-going project, rather than a larger piece of work to be completed a few months before a visit.



# The process



IET accreditation is carried out by a panel of trained and expert Accreditors representing both industry and academia who work in partnership with the Department seeking accreditation. This panel makes recommendations to the Academic Accreditation committee which is responsible for all accreditation decisions. Accreditation can be granted for up to five years and is awarded by year of student intake.

Applying for accreditation consists of two main elements:

- A documentary submission through ADAMS, our online accreditation system.
- A visit to the Department so the panel can explore the documentary evidence, meet with staff and students and view facilities such as laboratories.

Following a visit, the panel will draft a report which will usually contain a number of commendations, recommendations and requirements that the Department must respond to in an action plan. It will also include a recommendation to the Academic Accreditation committee about the period of accreditation to be awarded.

For Departments that are new to accreditation, or whose accreditation has lapsed, initial reviews and advisory visits are provided to assess the suitability of a programme for accreditation and to help prepare for an accreditation visit.







# Become an **Academic Accrerator**

The benefits of becoming an Academic Accrerator include:

- Networking opportunities with your peers at committee meetings, visits and other events.
- Provides an insight into all aspects of programme provision at other establishments.
- Provides an opportunity to share examples of good practice.
- Develops an in-depth knowledge of the accreditation process.
- Provides an opportunity to give back and help develop the next generation of engineers.

Information about the application process and criteria is available on request.

## **Fees**

Please note that there is a fee for the accreditation service. More information is available on request.

## **Contact and further information**

Further information on ADAMS, the accreditation criteria, guidance documents and details of the process and associated fees are available on our website: **[www.theiet.org/accreditation](http://www.theiet.org/accreditation)**

For more information about IET Accreditation or to find out more about becoming an IET Accrerator, please contact:

T: +44(0)1438 765 610

E: [accreditation@theiet.org](mailto:accreditation@theiet.org)



## Useful Links

### ADAMS

[www.adams.theiet.org](http://www.adams.theiet.org)

### Academic Partners

[www.theiet.org/academic-partners](http://www.theiet.org/academic-partners)

### The IET for Academics

[www.theiet.org/academics](http://www.theiet.org/academics)

### Membership

[www.theiet.org/membership](http://www.theiet.org/membership)

### Professional Registration

[www.theiet.org/profreg](http://www.theiet.org/profreg)



The Institution of  
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## IET Offices

### London\*

Savoy Place  
2 Savoy Place  
London  
WC2R 0BL  
United Kingdom  
[www.theiet.org](http://www.theiet.org)

### Stevenage

Michael Faraday House  
Six Hills Way  
Stevenage Herts  
SG1 2AY  
United Kingdom  
**T:** +44 (0)1438 313311  
**F:** +44 (0)1438 765526  
**E:** [postmaster@theiet.org](mailto:postmaster@theiet.org)  
[www.theiet.org](http://www.theiet.org)

### Beijing

Suite G/10F  
China Merchants Tower  
No.118 Jianguo Road  
Chaoyang District  
Beijing China  
100022  
**T:** +86 10 6566 4687  
**F:** +86 10 6566 4647  
**E:** [china@theiet.org](mailto:china@theiet.org)  
[www.theiet.org.cn](http://www.theiet.org.cn)

### Hong Kong

4412-13 Cosco Tower  
183 Queen's Road  
Central  
Hong Kong  
**T:** +852 2521 2140  
**F:** +852 2778 1711

### Bangalore

Unit No 405 & 406  
4th Floor, West Wing  
Raheja Towers  
M. G. Road  
Bangalore 560001  
India  
**T:** +91 80 4089 2222  
**E:** [india@theiet.in](mailto:india@theiet.in)  
[www.theiet.in](http://www.theiet.in)

### New Jersey

379 Thornall Street  
Edison NJ 08837  
USA  
**T:** +1 (732) 321 5575  
**F:** +1 (732) 321 5702

## IET Venues

### IET London: Savoy Place\*

London  
**T:** +44 (0) 207 344 5479  
[www.ietvenues.co.uk/savoyplace](http://www.ietvenues.co.uk/savoyplace)

### IET Birmingham: Austin Court

Birmingham  
**T:** +44 (0)121 600 7500  
[www.ietvenues.co.uk/austincourt](http://www.ietvenues.co.uk/austincourt)

### IET Glasgow: Teacher Building

Glasgow  
**T:** +44 (0)141 566 1871  
[www.ietvenues.co.uk/teacherbuilding](http://www.ietvenues.co.uk/teacherbuilding)

\*Savoy Place will be closed for refurbishment from summer 2013 until autumn 2015. During this time IET's London home will be within the Institution of Mechanical Engineers building at:

1 Birdcage Walk  
Westminster  
London  
SW1H 9JJ

If you are attending an event during this period, please check the venue details carefully.

[www.theiet.org](http://www.theiet.org)