



# Guide to International Academic Accreditation

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

# 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 Institution of Engineering and Technology (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 UK on behalf of the engineering profession, including employers

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

Types of programmes that may be accredited include Bachelors, Integrated Masters and Post Graduate Masters. These are awarded different types of accreditation based on their level of fulfilment of the educational requirements for Incorporated Engineering (IEng) and Chartered Engineering (CEng).

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 and their University:**

- The IET accredits programmes across a diverse spectrum that includes electronic, manufacturing, mechanical, systems and software engineering and speciality areas such as bioengineering, nanotechnology and renewable energy. This means that a large number of programmes can be included in one accreditation visit for each Department.
- 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.
- IET accreditation is recognised worldwide and provides the Department with international recognition of their programmes.
- 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 UK Accreditation logo can be used on promotional material and programme documentation.
- ADAMS, the IET 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.

## **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 provides international recognition that their programme of study has passed a rigorous assessment.



# ADAMS: Academic Database and Accreditation Management System



ADAMS is the IETs bespoke accreditation management system that allows you to manage your accreditation activities online. It is a browser-based system that does not require an 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.

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.
- 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.

The process for applying for accreditation is detailed opposite; detailed guidance is available on request.



University Department contacts the IET requesting academic accreditation.

A team of IET accreditors review an initial submission of brief information on the University and the programmes submitted for accreditation.

If the accreditors deem the programmes suitable for the accreditation process an advisory visit will take place. This will be both an opportunity for the University to ask questions about the process and for the accreditors to advise on issues that will need to be looked at before a full accreditation visit takes place.

The University is provided with feedback from the advisory visit. After any necessary changes are made a full accreditation visit can be arranged.

The University will need to submit extensive information regarding all programmes and modules to be reviewed in addition to the University and Departmental processes, such as the Quality Assurance. Please see the process document for full details.

A visiting panel made of academics and an industrialist will conduct a full accreditation visit. At the end of the visit the panel will advise the Department of their recommendations for accreditation. Following the visit they will write a formal report and outline any actions necessary in an action plan.

The University will then be asked to review the action plan and respond to state what they propose to do for each action requested.

The action plan and report will then be presented to the IETs Academic Accreditation Committee. (AAC) This is made up of several academics and industrialists all of whom are involved with the accreditation process.

The AAC will either accept the University's action plan and accredit the programmes for 1, 3 or 5 years or they will ask the University to make changes to their action plan before accreditation can be given.

# Fees

There is a fee associated with each stage of the academic accreditation process to cover our costs and ensure we can continue to deliver a professional and efficient service.

In addition to this, the Department is required to cover the cost of travel and subsistence for the Accreditors and the IET staff member. An indication of the scale of each stage is indicated below. Please note that each Department will receive a personalised quote at the time of enquiry based on their circumstances.

Visits to additional delivery sites as part of an already occurring full accreditation visit will incur an additional cost.

Please note that a credit check will be carried out before the first accreditation activity can be arranged. Please also note that payment of the fees will be required before any results can be issued at each stage of the process.

Activity	Typical Visit Team Size (excluding IET staff)	Travel to be paid?	Subsistence to be paid?	Fee to be paid?
Initial review	- (paper exercise)	No	No	Yes
Advisory visit	2	Yes	Yes	Yes
Full visit	3	Yes	Yes	Yes

If you would like to receive a quote please contact [accreditation@theiet.org](mailto:accreditation@theiet.org) with the following table completed as well as a small paragraph on each programme for which you would be seeking accreditation:

Name of Institution	
Accreditation or Reaccreditation	
Department	
Number of Main deliver sites	
Number of subsidiary delivery sites	
Number of programmes	
Number of disciplines	
Number of Delivery modes	
Programme types	
Accreditation type (if known)	

## 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)



## 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)