Advisory visits

**Definition:** To prepare HEIs for an accreditation visit and to increase the likelihood of success for HEIs without currently accredited degrees.

**Trigger:** ADAMS (following Initial request and review process) or at the request of the Department.

**Protocol:**
- For departments:
  - new to accreditation
  - whose accreditation has lapsed for 2 or more years
  - who have undergone significant changes since their last accreditation visit
  - who are seeking accreditation at a new level.
- The output from an advisory visit is a report recommending:
  - Whether the programmes are accreditable
  - If yes, then in what timeframe
  - Also what actions the Department needs to take in order to prepare for accreditation
- May result in the HEI seeking an accreditation visit
- The information required to undertake this review is defined in ADAMS.

**Supporting Documentation:**
- 2019-20 Accreditation Information Pack (PA B 30)
- Submission Guidance
- REPORT_AdvVisit_2019-20 (PA B 18)
- If full Advisory Visit is not appropriate we have an alternative procedure called Accreditation Consultation (see PA B 2a and PA B 2b)

<table>
<thead>
<tr>
<th>Owner</th>
<th>Target timescale</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Various</td>
<td>Department requests Advisory Visit via ADAMS</td>
</tr>
<tr>
<td>IET Staff</td>
<td>Within 20 working days</td>
<td>Set Date/Select Accreditors/Organise Logistics</td>
</tr>
<tr>
<td>Department</td>
<td>Min 20 working days prior to visit 60 for non-UK submissions</td>
<td>Submit data via ADAMS</td>
</tr>
</tbody>
</table>