

# Monitoring Visit

<b>Definition:</b>	For Departments whose programmes were not accredited to the full five years following an accreditation visit and where a monitoring review would not be appropriate. A monitoring visit may also be put in place where a monitoring review, first output report or an extension request reveals significant issues. This applies to programmes accredited in the UK or overseas.
<b>Trigger:</b>	Decision Letter, Annual Report, Monitoring review, ADAMS, on expiry of accreditation.
<b>Protocol:</b>	<ul style="list-style-type: none"><li>• At the end of a limited accreditation period (normally 2 or 3 years).</li><li>• The Department will need to initiate a monitoring visit in order to extend accreditation.</li><li>• The Department will be requested to provide an updated Action Plan, prior to the visit, and evidence in support of this.</li><li>• Following the visit, based on the information provided, the Panel will write up the report and make recommendations on whether to extend the accreditation period.</li><li>• The Committee Chair or their nominee will approve the recommendations.</li><li>• A copy of the report and the decision letter will be sent to the Department/School</li></ul>
<b>Supporting Documentation:</b>	<ul style="list-style-type: none"><li>• 2019-20 Accreditation Information Pack (PA B 30)</li><li>• Submission Guidance</li><li>• REPORT_MonV-MonR_2019-20 (PA B 22)</li></ul>



