**Extension request review**

**Definition:** An extension request review is carried out when the department requests an extension of accreditation beyond their 5-year period. The request is usually a result of major structural changes to the organisation or programmes or moving buildings that means holding a visit will be impractical.

**Trigger:** Annual report, ADAMS request from Department.

**Protocol:**
- Occurs in response to a request from the Department
- Evidence required includes changes since the last visit and status of the action plan.
- Request is normally reviewed by the previous chair of the visit plus one other panel member.
- Accreditation period usually extended by a maximum of 2 years beyond a 5-year accreditation period.
- HEI enters a new 5-year cycle.
- If this review reveals significant issues a monitoring visit may be required.

**Supporting Documentation:**
- 2019-20 Accreditation Information Pack (PA B 30)
- Submission Guidance
- REPORT_Extension_2019-20 (PA B 24)

<table>
<thead>
<tr>
<th>Owner</th>
<th>Target timescale</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Various</td>
<td>Submit Request and Data</td>
</tr>
<tr>
<td>IET Staff</td>
<td>Within 10 working days</td>
<td>Select Accreditors</td>
</tr>
<tr>
<td>Accreditors</td>
<td>Within 20 working days of submission</td>
<td>Accreditors carry out review/Communicate decisions to staff (may include requests for additional information or convert to monitoring visit).</td>
</tr>
<tr>
<td>IET Staff</td>
<td>Within 10 working days of decision</td>
<td>Decision letter sent to Department and IET and Engineering Council database updated. Department allocated new 5-year cycle.</td>
</tr>
</tbody>
</table>

**IET Staff**
- Within 10 working days of decision
- Decision letter sent to Department and IET and Engineering Council database updated. Department allocated new 5-year cycle.