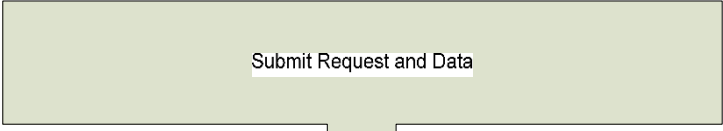
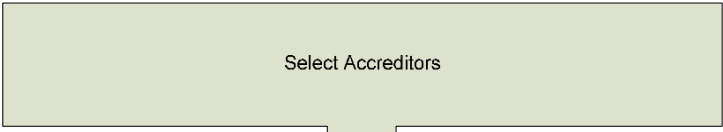
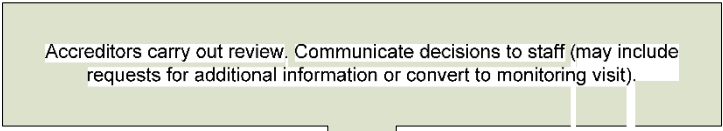
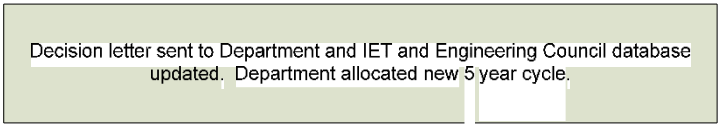


Extension request review

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:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 2019-20 Accreditation Information Pack (PA B 30) Submission Guidance REPORT_Extension_2019-20 (PA B 24)

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