ADAMS User Guide
For Departments

Contents

Introduction

ADAMS - the Academic Database and Accreditation Management System - is the IET's bespoke accreditation management system that allows Departments to manage their accreditation activities and accreditation submissions online. It is a browser-based system that does not require any installation and can be securely accessed from any location. It allows Departments to view their accreditation history and the next activity due for all of their programmes. ADAMS can also be used to manage joint visits with other Professional Engineering Institutions (PEIs).

The submission for an accreditation activity is divided into 3 sections – Modules, Programmes and Supporting Information. It is recommended that module-level data is entered first as some of the submission at the programme level relies on module data being available. Supporting information is separate from the module and programme-level data and so can be entered independently.

Once all the necessary data and documentation is uploaded and submitted by the department, ADAMS will then process this automatically into the format required by the IET accreditation process without further formatting being required.

Please note that within this document the term 'Department' refers to a school or a faculty. It is defined as a budget holding entity within a higher education institution (HEI) which provides and administers a suite of programmes.

Similarly, the term 'module' is used to refer to a defined unit which forms part of a programme of study leading to a qualification. Within this document these programmes of study are referred to as 'Programmes'.

'HEI' stands for Higher Education Institution and is used to describe any academic institution that provides programmes of study.

Throughout the system, red asterisks are used to denote required fields of information.
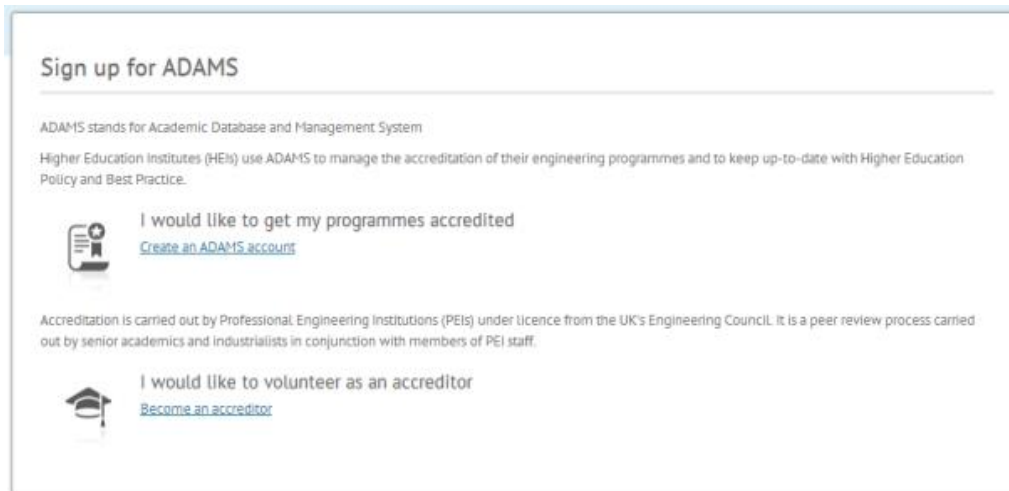
Getting Started on ADAMS

Please note that for both existing and new departments, ADAMS cannot associate your login details with your department unless you have been issued with an invitation to the system and logged in using the link in the e-mail. Setting up or already having an account on the IET website will not give you access to the ADAMS system without an invitation.

Departments with existing accredited programmes

If you have previously used ADAMS for previous accreditation activities you will not need to complete any set up and can go straight to requesting your next accreditation activity. For Departments with existing accredited programmes who have not yet used ADAMS your basic contact and programme details will be uploaded into ADAMS by the IET, if you have any questions regarding this process please contact us by emailing accreditation@theiet.org.

When the first person logs in from the department they will be asked to confirm contacts, site details and programmes as described in Confirming Departmental Details.

New Departments

Sign up for ADAMS

ADAMS stands for Academic Database and Management System

Higher Education Institutes (HEIs) use ADAMS to manage the accreditation of their engineering programmes and to keep up-to-date with Higher Education Policy and Best Practice.

I would like to get my programmes accredited
Create an ADAMS account

Accreditation is carried out by Professional Engineering Institutions (PEIs) under licence from the UK's Engineering Council. It is a peer review process carried out by senior academics and industrialists in conjunction with members of PEI staff.

I would like to volunteer as an accreditor
Become an accreditor

New departments will have to register themselves through the website by using the 'Create an ADAMS account' link shown here. You will then be asked to log in or create an account. Clicking on 'create a new account' will take you to the IET website where you will need to complete a brief online application form in order to set up a new account.

Create an ADAMS Account

Is your HEI already in ADAMS?

To see if your HEI is already on the ADAMS system, please enter its name in the box below:

Institution Name: [   ]

[Search]

[Save and Continue]

You will then be asked to either select an existing HEI from the system or add a new HEI as shown here. Before adding a new HEI, please always check whether it is already listed. If you need to add a new HEI, you will need your HEI's address and Vice-Chancellor's contact details.

If you are adding a department to an existing HEI, you will be presented with a warning dialogue as shown above. If your department already exists then you contact the IET as duplicate departments could cause problems with your department's accreditation details.

If your department is not already listed then you will be required to add your departmental details. Finally you will be required to provide your own contact details and job title.

Is your HEI already in ADAMS?

To see if your HEI is already on the ADAMS system, please enter its name in the box below:

Institution Name: education

[Search]

HEI Name	Select
University of Education	⦿

⚠ **Warning!**   x

The following departments are already using ADAMS:

- **Department of Engineering**

If your department appears in this list then please speak to your department contact for more information about the accreditation status of your department. Alternatively contact the ADAMS system administrator

Confirming Departmental Details

Once you have registered your department, you will be taken into the ADAMS system where you will be asked to complete the setup for your department.

The first page will ask you to confirm the departmental contacts for the following areas:

- Department Accreditation Contact
- Head of Department
- Head of Department Admin
- Finance Contact
- IET Student Advisor

If you are a new department, these details will default to the user who set up the department and for both existing and new departments you will need to invite new users (see User Management) in order to select them as contacts. Clicking 'Save & Continue' takes you to the next page which asks you to confirm your departmental details. The final page then asks you to check your list of programmes (if you are an existing department) or to add programmes (if you are a new department). For new departments, at least one programme must be added before you are able to continue. For more information on adding a programme please see Adding or Amending a Programme.

Please note that whoever is listed as the Head of Department and the Accreditation Contact at the time of submission will be the only users who are able to submit and use the task tracker within an activity.

The Dashboard

The dashboard is the home page for the ADAMS system. Please note that if you do not log out of the system using the button shown below then you will automatically be logged in and taken to the dashboard when you access the site. **Please remember to log off if you are using a public computer.**

The dashboard gives you access to the different areas of the ADAMS site using the menu shown to the left below. Non-senior departmental staff members (see User Management) will not see the option to Submit Requests. The dashboard also shows the status of any current activities that the department is engaged in. Clicking either the coloured button under the 'Activity' heading or the link under 'Task Title' will take you to the Activity Area.

Sarah Odong
Department Senior Member of Staff

University of Education - Training Department

[my profile] [switch role] [logout]

- Dashboard
- Activities
- Submit Requests
- Programmes
- Supporting Information
- Modules
- News
- System Settings

Dashboard

Urgent Items   Activities Calendar

Show [10 ▾] entries

Showing 1 to 3 of 3 entries

Activity	Current Task	Task Title	PEI (s)	HEI	Department	Activity Owner	Task Owner	Task Due Date
Accreditation Visit	Task 5 of 15	Review Accreditation Visit Submission	IET	University of Education	Department of Engineering	Dan Canty	Panel Chair	OCT 22 2012
Initial Review	Task 2 of 5	Submit Data in Support of this Activity	IET	University of Education	Department of Engineering	Sarah Stokes	Department Staff Member	MAR 31 2013
Initial Review	Task 2 of 5	Submit Data in Support of this Activity	IET	University of Education	Department of Engineering	Sarah Stokes	Department Staff Member	MAR 31 2013

[First] [Previous] [1] [Next] [Last]

The dashboard provides the following information about your activities:
- Activity – the activity type (accreditation visit, monitoring review, etc.)
- Current Task – Task x of y, showing where the activity is in relation to the Task Tracker
- Task Title – the title of the current task
- PEI(s) – which institution(s) is involved in the activity
- HEI
- Department
- Activity Owner – the staff member at the IET who is your point of contact for the activity
- Task Owner – the owner of the current task (either Activity Owner, Panel Chair or Department Accreditation Contact)
- Task Due Date – date will show in red if current task is overdue, Amber if the task is due shortly and blue if the task is not yet due.

Activities

Activities refers to any accreditation process that must occur for accreditation to be granted to a programme (or that is a pre-requisite for the next stage in the process to occur, for example all new departments must have an initial review and advisory visit before having a full accreditation visit). Each activity has a certain submission requirement in terms of the data and documentation that must be provided by the department and approved by the accreditation panel. Where an activity name is not followed by 'visit' then it is a documentary review which does not require a physical visit to the department. Guidance as to what is required for each activity type can be found below (note that the 'Initial Review' is not a submission through ADAMS but has been included for completeness):

<Initial review>	<Advisory Visit>	<Accred/ Int>
<FirstOutput>	<Monitor>	<Extension>
<Commonality>		

Types of Activities

Initial Review

Initial reviews are required for all new departments and are recommended for new programmes being put forward for accreditation by existing departments. An initial review:

- assesses whether the programme content falls within the remit of IET accreditation
- assesses whether the accreditation department has the resource to carry out the review and potential advisory or accreditation visit that may follow.
- if successful, does not indicate that a programme is accredited nor is it a guarantee that accreditation will be awarded

The initial review is a documentary-only process and does not require a visit to the department. As minimal information is required for this activity it is conducted outside of ADAMS usually via email.

Advisory Visit

An advisory visit follows from a successful initial review and is also a requirement for new departments seeking accreditation. It is also recommended for existing departments whose accreditation may have lapsed or who have had significant changes within the department, e.g. in the key departmental contacts or in the portfolio of programmes offered. The advisory visit allows the panel to review a subsection of the documentation that would be required for the full visit as well as providing advice on the accreditation process. An advisory visit usually lasts for 1 day.

Accreditation Visit

An accreditation visit is required in order for any programme to be accredited. An accreditation visit requires a full set of documentation to be provided on the ADAMS system and the visit itself usually lasts for 2 days. An accreditation visit will usually result in an action plan, with a list of requirements and recommendations that the department must respond to before accreditation is granted.

First Output Report

A first output report is required where a programme has been accredited that has not yet produced a graduating output (generally we would expect that students be in the final year of the programme, at the time of the visit). Once the first cohort has graduated, the department must provide a submission covering the output of these students.

Monitoring Visit

A monitoring visit is required where a department has been awarded less than the maximum 5 years' accreditation as a result of their original accreditation visit. A successful visit would allow the accreditation to be extended up to 5 years. A department must provide an updated action plan (from the accreditation visit) and any documentary evidence to support actions taken. The visit would normally last for 1 day.

Monitoring Review

A monitoring review is the same as a monitoring visit, but is treated as a documentary exercise only. The panel will make a judgement as to whether a visit or a review is required in each circumstance.

Extension Review

Extensions to accreditation for programmes can be requested if the full accreditation visit needs to be postponed from its original date to ensure that there are no gaps in the accreditation status of a programme. Reasons for this may include programmes being due for major restructure during the scheduled year of the visit or if a department is undergoing a major restructure during the scheduled year of the visit. Extensions would normally only be granted for 1 year.

Commonality Review

A commonality review is an assessment to confirm whether new programmes or programmes not put forward for accreditation previously share 70 per cent of their content with accredited programmes within the same department.

International Accreditation Visit

An international accreditation visit is the same as an accreditation visit but has a different [Task Tracker](#) to reflect the slightly different processes and timescales involved in setting up the visit. Additionally, an international accreditation visit may last for longer than the standard 2 days of an accreditation visit dependent on the location and number of programmes being accredited.

Submit Requests

Selecting the 'Submit Requests' option from the left-hand menu brings up a selection of buttons as shown above. Simply click on the type of activity that you wish to book and complete the application form. Some activity types will ask you to select suitable dates (e.g. Accreditation Visit, International Accreditation Visit); some will have dates selected by the IET (e.g. Monitoring Visit, as we generally like to have members of the original panel carry out the visit); and some will begin at the point the request is made (e.g. First Output Report). In all cases, you will receive an e-mail confirming that your request has been received and an IET member of staff will be in touch with you to discuss your requirements.

Start Date
For activity types other than Accreditation Visit and International Accreditation Visit you will also be asked to select a 'start date'. This date should indicate when you plan (or started) to upload data for that activity. This is how ADAMS will determine what to pull through for the Accreditors for the activity.

Please note that whoever is listed as the Head of Department and the Accreditation Contact at the time of submission will be the only users who are able to submit and use the task tracker within an activity.

This section will also show you any historic requests you have made.

For all activity types, please ensure that you select the correct programmes for the activity – changes are not always possible at a later stage. Additionally, if your list of programmes goes over 1 page, please change the 'number of items shown' so that the programmes appear in a single page as this will ensure that all your programmes are selected correctly.

Once the request has been submitted you will receive an automated email to confirm it has been received by the IET. You will also receive a notification once it has been approved and is now live on the system.

The Activity Area

When your activity request has been processed by the IET, clicking either the coloured button under the 'Activity' heading or the link under 'Task Title' in the Dashboard will take you to the Activity Area.

This contains all the information relating to your activity in the activity Dashboard, as well as the Task Tracker, Submission, FAQs and Forum.

Dashboard

The Institution of Engineering and Technology

Katherine Bunting
Accreditor
IET

my profile | switch role | logout

Dashboard

Activities [2]
- All Activities
- Initial Review
- Advisory Visit
- Accreditation Visit (1)
- First Output Report
- Monitoring Visit
- Monitoring Review
- Extension Review
- Non IET Led Visit
- Commonality Review
- International Accreditation Visit (1)

Submit Requests

News

Activities

Dashboard   Task Tracker   Submission   FAQs   Forum

Activity Details

Accreditation Visit

Test

University of Education

SEP
01
2016

Activity Owner: Katherine Bunting

Task Details

Current Task: [3] of [16]

Submit Data

Due Date: 07 Jul 2016

Task Owner:

Department Accreditation Contact

Programme Details

[Add / Remove Programmes]

Show [100] entries   Search: [_____]

PEI	Title	Type	UCAS / Short Code	Mode	Duration	Accreditation Level
IET	Advanced Electrical and Electronic Engineering	MSc	XXXX	Full Time	1 Year	Partial CEng (Further Learning)
IET	Electrical and Electronic Engineering	BEng (Hons)	H600	Full Time	3 Years	Partial CEng
IET	Electrical and Electronic Engineering	BEng (Hons)	H600	Part Time	5 Years	Partial CEng
IET	Electrical and Electronic Engineering	BEng (Hons)	H600	Sandwich	4 Years	Partial CEng
IET	Electrical and Electronic Engineering	MEng	H601	Full Time	4 Years	Full CEng
IET	Electrical and Electronic Engineering	MEng	H601	Part Time	6 Years	Full CEng
IET	Electrical and Electronic Engineering	MEng	H601	Sandwich	5 Years	Full CEng

Showing 1 to 7 of 7 entries

First Previous [1] Next Last

Visit Address

University of Education - Test - 11
33
FDG55

Contacts

Katherine Bunting
PEI Accreditor (Trainee) - (IET)
Send Email

Marilyn Comparetto
01438 765610
Head of Department - Test
Send Email

Andrew Downton
01206 250288
Panel Member - (IET)
Send Email

Sean Wellington
01865 484200
Panel Chair - (IET)
Send Email

These are the tabs to navigate the activity. The dashboard provides the overview for the visit.

- Activity Owner
- Visit detail
- Date of the visit (also known as the activity date)
- Visit address

List of contacts for the visit. This will include:
- Head of Department being accredited
- Accreditation contact at the dept.
- Activity Owner/IET Staff Member
- Panel Chair
- All other Panel members *(this may include trainee accreditors and accreditors from other PEIs).*

This is the list of programmes the department wishes to be accredited. Detailing title, length and accreditation level sought.

Task Tracker

The task tracker shows the progress of your activity, along with the expected dates for the completion of future tasks as shown below. It also contains the resource pod for the activity which contains the relevant templates and IET policies. To complete a task, click on the green button to the left of the task number and then follow the step instructions, marking each as complete when you have done so. You will only be able to mark those tasks you are responsible for as complete.

The task tracker shows at a glance what stage the activity is in and who is currently responsible. It also records the completion dates of each task compared with the due date.

This is the resource pod where you will find all the guidance documents and report templates associated with this academic activity.

The top section contains documents the accreditors may refer to in their preparation, as well as template for the department to use for their presentation etc.

If you are the current task owner (in this case the panel chair) then the task will be eliminated and you will be able to click on the green cross to expand the tasks and view the steps. Once each step has been completed the task owner will press the blue 'complete' button and the task tracker will move onto the next task and task owner. Please note that there are a few tasks 'owned' by the Department Accreditation Contact

NB: Each time the task tracker moves on an automatic email is sent to the next task owner to alert them that their task is now due.

These steps can only be completed by the task owner

Submission

0.0 Executive Summary
1.0 Programme Aims, Learning Outcomes and Content
2.0 AHEP Learning outcomes
3.0 Assessment
4.0 Projects
5.0 Student Support and Staffing
6.0 Resources and Facilities
7.0 Quality Assurance and Enhancement
Modules
Programmes
External Review

The submission is the view used by the accreditation panel to review the departmental documentation. It is arranged in a different way to the departmental input to match the reports that the accreditation panel will complete.

The screen shot to the left shows the submission menu. The only activities which will display all of these sections are the accreditation visit and international accreditation visit. Other activities will only display certain sections and subsections depending on the submission requirements for that activity. Comments can be made by accreditors and departments within the submission. For more information on this please see the Forum.

FAQs

If you cannot find the answer to a question you have in the FAQs then please e-mail accreditation@theiet.org

Forum

This is the last tab on an activity. Here will be the main place you will communicate with your fellow Panel members and the IET staff, as well as the department. The forum is standard in that the most recent comment is first on the screen.

Activities   Dashboard   Task Tracker   Submission   FAQs   **Forum**

Activity Details

Accreditation Visit

Test

University of Education

SEP
01
2016

Activity Owner: Katherine Bunting

Forum

Post a Comment

You can either reply to a comment if you wish to continue that thread of conversation (by clicking the reply button in that comment), or post a new thread by clicking the Post a Comment blue button at the top of the Forum.

Test comment
Posted by: Mrs Katherine Bunting Edit

Updated On 29 March 2016 at 12:51
Reply

Please note this is a test comment as part of ADAMS testing.

Please ignore

Visible to PEI staff and accreditors only

Attachments

📄   Dummy_Data.pdf   size: 84.76 KB

Anyone posting a comment can upload a file/s as part of the comment they will be displayed as attachments

Test Submission
Posted by: Mrs Katherine Bunting Edit

Updated On 21 January 2016 at 16:00
Reply

Hi both,

Just setting this activity up now so I can keep a track of what information is stil outstanding. You shouldn't receive any more notifications until we 'submit'.

Thanks

Katherine

Visible to PEI staff and accreditors only

The person who posts the comment will appear in the left corner. If you have posted the comment you will see the 'edit' button which will allow you to amend your text in case you have included any error.

Posting a comment

Post a Comment

Comment Visibility

Who should see this
comment? *   Everyone ▾

Add a Comment

Comment title: *   [   ]

Comment body: *   [   ]

Comment Attachments

Private or Public
File Type   Activity Document ▾

Upload File

Save Cancel

Whether you click on the Post a Comment or reply buttons you will see this pop up window.

The first section Comment Visibility will be automatically set at Everyone, there are other options available to the Accreditation panel whilst they deliberate the report etc.

The comment title, to be used similar to Email titles.

Comment body. This is where you will enter your text. Please note that currently ADAMS does not include any spelling or grammar checks so please review your text before submitting.

If you wish to include an attachment keep the attachment as 'Activity Document' the other options refer to logistics documents for the IET staff to use.

You can upload more than one file but will need to press the 'Upload File' button each time you add a document.

When you have finished press save and your comment will appear in the forum.

Viewing replies to a comment

Forum

Post a Comment

test
Posted by: Mrs Sarah Odong Edit Delete
Reply

Updated On 13 June 2018 at 11:41

test comment
Visible to PEI staff and accreditors only

Show Reply

Forum

Post a Comment

test
Posted by: Mrs Sarah Odong Edit Delete
Reply

Updated On 13 June 2018 at 11:41

test comment
Visible to PEI staff and accreditors only

Hide Reply

RE: test
Posted by: Mrs Sarah Odong Edit Delete

Updated On 13 June 2018 at 11:43

test reply
Visible to PEI staff and accreditors only

The default for replies in the forum is to 'hide' them.

If there are any replies to a forum post a 'show replies' button will appear. Click on the show replies button to view the reply.

You can hide the reply again by clicking on the same button that will display as 'hide reply'

Entering the Data for your Submission

You can enter data onto ADAMS at any time and do not need to have an open activity to update your documentation. If you are preparing for an accreditation activity please refer to the individual activity guidance notes to confirm what documentation will be required.

As a general note you will see blue boxes throughout ADAMS. These contain relevant information for that section and may answer some of your questions about data entry.

If at any time you are unsure of how to proceed please contact the IET staff via accreditation@theiet.org

Adding or amending a module

Module information should be completed before programme information as some areas of the programme submission are reliant on information entered for modules.

The following information is required to add a module to the system:

- Module type – standard, individual project and group project. Please only use the project module types for the major group or individual projects.
- Module code
- Module title
- Module level – as per the UK National Qualifications Framework
- Credit allocation

Once these basic details have been entered then upon pressing 'Save' the module homepage will be shown again and the new module will be added to the list. Pressing 'edit' will open the module details and allow the department to upload additional data and documentation.

Learning Outcomes

Learning outcomes are mapped at module level to allow programme level coverage to be generated automatically. It also ensures that mapping only needs to be carried out once even for a module that is used in multiple programmes. Due to the fact that modules can be used in different programmes, mapping can be carried out on all levels of accreditation. Select the category of Learning Outcome from the menu on the left hand side and then tick the Learning Outcome that the module provides coverage of.

You also have the opportunity to provide a brief commentary on how this is achieved and assessed. Please note that this will not pull through as part of the submission and is purely to aid you when you come to complete the Programme Learning Outcome Comments It is recommended that you save after completing each category. Hovering over the Learning Outcome code shows a brief description of the Learning Outcome.

Data Unavailable Option

You can only select this option if the module does not deliver any AHEP learning outcomes. Choosing this option means that the module level learning outcomes, assessment and marks data are not required for this module but the module is still available to map to the programme structure. A 'data unavailable' report will be generated for the Accreditors.

Assessment

Enter the number of examinations, unseen timed tests and assignments that each module contains, plus the duration (in hours) for the exams and tests and the weighting of each assessment type (in percentage) in the calculation of the final module mark.

Exams, Tests and Coursework Assignments

Please enter the requested information for each type of assessment for this module.
Please enter zero (0) where applicable.

	Examinations	Unseen Timed Tests	Lab & Coursework Assignments
Number	1	1	1
Combined duration (hours)	3.0	1.0	
Weighting of this component in the final module mark (%)	40	10	50

Save   Cancel

Departments are also required to provide papers, mark schemes and example(s) of student work for each assessment type. When uploading files the system will require you to identify the file type (exam paper, exam example, etc.) and the academic year for each file as shown below.

Please note you should have the individual student's permission to include their name and/or student ID with their work. If this has not been agreed (either directly or via a data policy signed by the student covering such eventualities) then please blank out all personal data i.e. Name, Student ID etc.

You can drag and drop the relevant files into this upload box. If you want to upload more than one file at a time simple press the +File Group button which will provide you with another line. Do this until you have the right number of lines for the files you have.

It will help the accreditation panel if the files you upload have identifiable file names. For example Project-threshold-example-12-13.docx

Data Unavailable Options

1. Select All	2. Select individual items
If no assessments are available for the module then you should tick the data unavailable box will produce a pop up window. You can select 'All' and provide an explanation. To change the selection at a later stage you should tick the 'data unavailable' box again (even though it will appear to already be ticked), this will produce the pop-up window again. You can also delete any selections you have on the main page.	If certain assessments are unavailable for certain academic year you can select these from the drop down in the same way. To add more rows you can click on the '+Group' button. To change the selection at a later stage you should tick the 'data unavailable' box again (even though it will appear to already be ticked), this will produce the pop-up window again. You can also delete any selections you have on the main page.
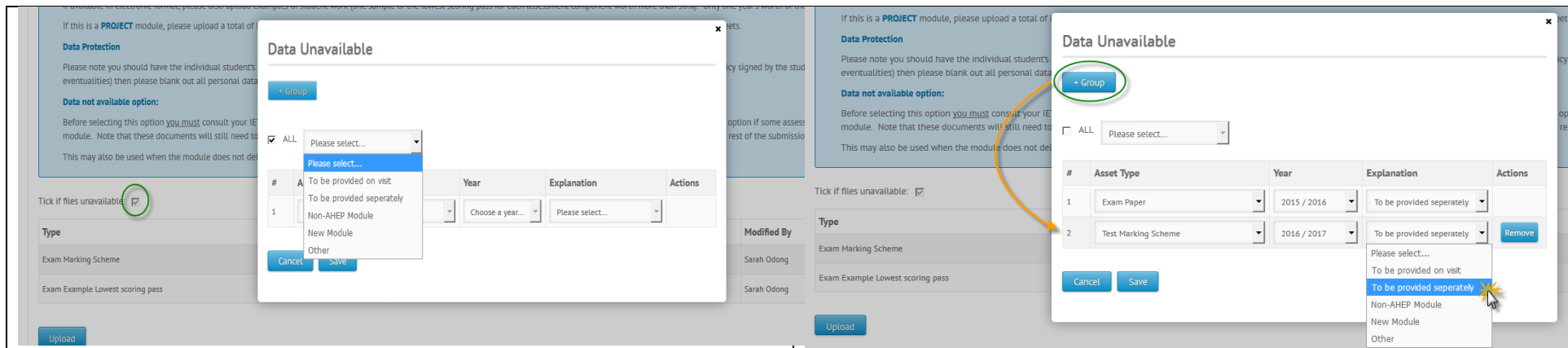
Before selecting any of these options you <u>must</u> consult your IET staff contact. Normally this option is only selected if certain assessments are available in electronic format or it is a new module. You cannot select this option if some assessments of a specific type for the same academic year are available for the module. Note that these documents will still need to be provided if the submission guidance requires it, either on the visit if you are having one or uploaded to the output when the rest of the submission is submitted. There is a 'data unavailable' report produced for the Accreditors in the submission.

Marks

This is one of the areas of the system that requires upload of data in a formatted template to allow graphs to be created from the data. Upload of the file will fail if you do not use the template provided. Please note that if you are uploading marks for a module which only has one type of assessment please leave the other assessment column blank do not add zeros. Adding zeros will create an output which shows your students all failed that type of assessment.

Data Unavailable Option

Before selecting this option **you must consult your IET staff contact**. Normally this option is only selected if no marks are available in the format required for ADAMS. If you select this option, you cannot upload any marks data for this module and these must be provided separately if they are available. Note that if the submission guidance you are following requires this data it must still be provided and must resemble the ADAMS output that would otherwise be generated (a histogram and scatter gram for assessment marks per module, grouped by module level). This information will need to be uploaded to the Forum within the activity. A 'data unavailable' report will be generated for the Accreditors.

To indicate that the data is not available you will need to 'tick' the radio button underneath the blue guidance box.

'To be provided on the visit' indicates that you will make the histograms and scatterdiagrams of the module marks available on the visit.

'To be provided separately' indicates that the histograms and scatter diagrams will be made available before the visit.

'non-AHEP module' indicates that the module does not deliver AHEP learning outcome and therefore the data is not required. Selecting this option in any of the module tabs will automatically select this option across all tabs. If a module is 'non-AHEP' then only the basic module details are required.

'New module' indicates that this module has not yet generated an output.

'Other' allows you to enter a brief reason for the data not being available in ADAMS

Project Management

If you are entering details onto a Project Module (either Individual or Group) you will see an extra section labelled Project Management. This is a section were you will need to upload information on how projects are selected, marked etc. as well as examples of the project handbooks given to students.

Programmes

For existing departments, the programme list will already be populated. For new departments programmes will need to be added manually (see Adding or amending a programme). This screen shows the status of programmes and also allows the following actions:

- Edit – opens the programme and allows departments to add documentation and data in support of an accreditation activity
- Copy (whole programme) – if a department introduces a new programme which has commonality with an existing programme then an existing programme can be copied. Clicking 'copy' brings up a modal screen which allows the programme details to be changed and saved. The new programme will then be created with all the data and documentation entered for the original programme. Programmes can also be copied between departments in the same HEI (for example, in the event of a programme moving departments or being offered as a franchise arrangement) but this can only be done by IET staff – please e-mail accreditation@theiet.org to request this
- Delete – a programme can only be deleted if it does not have an accreditation history. Deleting removes a programme and all its associated data and documentation from the programme list
- Close – marks the programme as closed and makes it read-only rather than editable. Closed programmes can be re-opened, please e-mail accreditation@theiet.org with the programme details to request this
- Withdraw – notifies the IET that the programme is not closed, but that the department no longer wishes it to be considered for IET accreditation

Adding or amending a programme

The following information is required to add a programme to the system:

- Programme Title
- UCAS or other short code
- Subject Category (choose the drop down which matches best the majority of the programme content).
- 1st Intake year - the first year that students began the programme. If the programme is a revalidated or renamed version of an older programme please provide the date for the older programme
- 1st graduation year – the first graduating cohort. As above with regards to revalidated/renamed programmes
- Programme Classification type – 1st, 2:1, 2:2 or Pass, Merit, Distinction or GPA/ CGPA
- What mode the programme is taught in and the length of the programme for the different modes.
- Other delivery sites. Please indicate whether the programme has a 'study abroad' element, or is taught via any franchise arrangements.

It is recommended that if a programme is taught as both full time and sandwich but the sandwich has a different title (i.e. '…with industrial experience') that this is treated as modes of the same programme as opposed to distinct programmes. This reduces the work required by the department and the IET can reflect the difference in title in the accreditation record.

Once these basic details have been entered then upon pressing 'Save' the module homepage will be shown again and the new module will be added to the list. Pressing 'edit' will open the module details and allow the department to upload additional data and documentation.

Sharing programme data

There are several places in ADAMS where you can share data between programmes. If the 'copy-to' function has been used the programmes will be listed separately in the department view to those that do not have any shared. If you wish to remove the links between programmes you will need to go to the section(s) you have copied data to/ from, click on the 'copy-to' button and remove the programmes from the pop-up window. IET staff will receive a report of the programmes that have shared data once you have submitted.

Sections that have the option to share programme data include:

Programme – Details – Programme documents
Programme – Structure – Block diagram
Programme – Structure – Credit Allocation

Programme – Structure – Structure tables per year
Programme – Entry data
Programme – Entry data – Non-standard
Programme – Progression data

When clicking on 'copy-to' button a pop-up window will appear that allows you to select or remove programmes from data sharing.

To copy this file to other programmes

Note that this will 'link' the programmes together. The programme where the original data or document was uploaded to will become the 'parent' programme and the programme that has had the document copied to will become the 'child' programme. The list of programmes in the Department will then group the 'linked' and 'not linked' programmes together.

To remove the link you will need to go into the copy function again and 'remove' the programme you want to 'unlink'.

Note that linking and unlinking will only effect the section you are in. All the linkable sections will remain unlinked or linked depending on whether the user has used the 'copy to' function.

Programme details

You will need to complete the programme details for every programme

HEI: Will be populated automatically by ADAMS
Department: Will be populated automatically by ADAMS
Programme Type: e.g. FDEng, FDSc, BEng, BSc, B.Tech, MEng, M.Tech, MSc, MRes
Programme Title: The title that is awarded on graduation
UCAS or other Short Code: UCAS is for UK programmes or can use University's own code for the programme
Subject Category: A drop down of subject categories will be available
1st Graduation Year: Enter the year the first cohort completes the programme
Programme Classification Type: Choose from the drop down menu, that will include, first/second/ third, Merit/ Pass/ Distinction , CGPA/ GPA, percentage and letter grading. Note that this is will dictate the fields to enter Graduation data against in the Programme- Progression tab.

Delivery

Enter the number of years for each delivery mode

If there is any element of the programme studied elsewhere other than the campus that the IET will be visiting please indicate that here.

The yellow box will appear whether you select 'credit bearing' or 'non-credit- bearing' for question 2. This lists the supplementary data that is required if the programme (either wholly or in Part) is delivered elsewhere. You will find that clicking on the 'Admissions' link will direct you to the supporting information – admissions tab within ADAMS, in a new window, where you will be able to upload this information.

Programme Documents
Here you should upload the most recent programme specifications and also the validation/ re-validation document for the programme. There is a copy-to function if these documents cover other programmes within ADAMS.

Block Diagram
You will be asked to upload a block diagram for each programme. There is a 'copy to' option for this section for you to use if the document also applies to other programmes.

Credit Allocation and Weighting Per Year
In this section you will need to confirm what the credit allocation for each year of study will be and also what percentage weighting that year counts towards the final award. There is also a 'copy to' function so that you can copy the data to other programmes.

As an example, a three year BEng programme may look like this:

	Year 1	Year 2	Year 3
Credit Allocation	120	120	120
Weighting (%)	10.00	30.00	60.00

Save   Copy to

The weighting percentages must add up to 100%.

Weighting of Continuous Assessment
Here you need to enter the percentage of Laboratory and Coursework Assignments versus Exams and un-seen timed tests.

The weighting percentages must add up to 100%.

Programme Structure

The programme structure can only be completed once modules have been added to the system and learning outcomes and the assessment table for these modules have been completed (if these two sections have not been completed then modules will appear in light grey and will not be selectable).

Next for each year, select which modules are core (i.e. they must be taken as part of the programme) and which are optional.

Programme Structure

Select modules and module pathways for Year 1 **ONLY**.

💬 Please use the 'select modules and pathways' option below to select the modules taught in each year of the programme, identifying core and optional modules.

Please note: this needs to be completed on a year-by-year basis selecting the relevant year on the tabs above.

💬 **STEP 1** - Please select the modules that are taught on this programme in the year indicated above. Please differentiate between core (compulsory) modules and optional modules.
Copy to function
You can use the 'copy to' function to share the data input with another programme. You will still be able to edit/ delete the files from the programme you have copied to/ from. This functionality is intended for use in the instance that the same data is relevant for many programmes or when the data is very similar across programmes.

Select Modules for Year 1 **ONLY**.   Copy to

Code	Level	Title	Credit Allocation	Type	Coursework (%)	Examinations (%)	Not Allowed	Core Module	Optional Module
EEE101	4	Circuits and Communications 1	20	Standard	30	70	○	◉	○
EEE102	4	Computing for Engineers 1	20	Standard	100	0	○	◉	○
EEE103	4	Design Projects 1	20	Standard	100	0	○	◉	○

Once you have completed the module mapping for the year you can use the 'Copy to' button to copy your choices over to another programme or programmes. You can choose these within the drop down menu in the pop-up window that will appear.

Note that the programme structure will remain editable so you can use this function if the module selections are similar too.

To remove the link to other programmes you should click on this button and remove the links to other programmes in the pop-up window.

Learning Outcomes

IET accreditation requires a commentary on the delivery, development and assessment of AHEP Learning Outcomes at the programme level. In order to do this in ADAMS you must first complete the programme structure tab and ensure that you have selected the correct level of accreditation for the programme in the learning outcomes tab. If you are unsure what level of accreditation your programme should be assessed under please ask your IET accreditation contact.

There is a colour-coded system that shows the number of modules that cover a particular learning outcome. This count is based on input at the module level. Red indicates no coverage, orange indicates coverage in only one module and green indicates coverage in more than one module.

There are two sub-tabs in this section one tab is called 'webform' and the other is called 'template'. You can choose to enter the data for this section straight into the webform (see page 32) or you can use the downloadable templates in the template section (see page 33).

Yearly view

You can review the module level coverage and comments for each year of the programme. To do this, you will need to click on 'view comments' and a pop-up window will appear that shows the AHEP learning outcome in full and also lists the module (s) and any comments you have made at the module level. To edit these you will need to go back to the module-learning outcome tabs. ADAMS draws this information from the module level learning outcomes and also the programme structure.

The Programme level commentary is entered in the 'combined' tab. (See next page). ADAMS will always display the 'combined' tab by default unless you select a specific year.

Webform sub-tab

AHEP Competency	AHEP Learning Outcome	Module Count	Commentary
Science and Mathematics	SM1m	Covered in 1 Module	Download Guidance on meeting AHEP Learning Outcomes test1 [Edit Comments]
	SM2m	Covered in 1 Module	test test [Edit Comments]
	SM3m	Covered in 1 Module	test test [Edit Comments]
	SM4m	Covered in 1 Module	test test [Edit Comments]
	SM5m	Covered in 1 Module	test test [Edit Comments]
	SM6m	Covered in 1 Module	test test [Edit Comments]
Engineering Analysis	EA1m	Not Covered	test [Edit Comments]
	EA2m	Not Covered	test [Edit Comments]
	EA3m	Not Covered	test [Edit Comments]

I want to review: Full CEng — Learning Outcomes

Modified By: viral ajmera on 9 May 2018

Year 1 / Year 2 / Year 3 / **Combined**

This screen only becomes available once the programme structure tab has been completed and you have selected the level of accreditation for the programme in the learning outcomes tab.

As with the module-level learning outcome mapping, hovering over the learning outcome code provides a brief description of the learning outcome requirement.

In the combined view, you can see the comments that have been made. To enter these comments for the first time, click on the dark blue button 'Add comments'. This will bring up a pop-up window that will show the module-level comments provided (if any) and a box to provide programme level comments. Once these comments are saved, the button will turn light blue and show 'edit comments' as seen in the screenshot.

Template sub-tab

Programme Learning Outcomes

Web Form **Templates**

💬 You can use the templates below to carry out the programme level learning outcomes mapping. When re-uploading the template it will automatically populate ADAMS.

NB: Any edits you make in the 'webform' part will not save to the template.

☐ Learning Outcomes Matrix PartCEng AHEP
☐ Learning Outcomes Matrix FullIEng AHEP
☐ Learning Outcomes Matrix FullCEng AHEP
☐ Learning Outcomes Matrix PartIEngFL AHEP
☐ Learning Outcomes Matrix PartIEng AHEP
☐ Learning Outcomes Matrix PartCEngFL AHEP

☐ Select All Templates

Download

You can select individual templates or opt to download all templates to carry out your AHEP mapping. When opting to download all the templates will download as a zip file that you can then save to your own machine.

💬 **Step 2:** Once you have completed your Learning Outcomes spreadsheet, please upload it in either .xls or .xlsx format.

Upload

Show 10 entries   Search: [   ]

You will need to use the templates provided in ADAMS as they are compatible with ADAMS. On upload the contents of the templates will populate the webform.

Entry Data (and non-standard Entry data)

Entry Data

💬 We also need to know about the actual entry data for this programme. Please download the template using the button below and then enter or import individual UCAS entry scores (or other form of combined entry grade) before saving it on your local drive. ADAMS will produce a graph from this data for each cohort.

Please complete this for the most recently completed academic year.

If it is more relevant to give this information for a suite of programmes which share many modules, this is acceptable.

For MSc programmes please provide the degree classification that the student obtained in their undergraduate degree in the format 1, 2.1, 2.2, 3, P.

Data not available option:

Before selecting this option <u>you must</u> consult your IET staff contact. Normally this option is only selected if the data is unavailable in the format required for ADAMS or of the data needs to be aggregated to combine programme data. A template is available on request should you need to provide it separately. You cannot select this option if some data is available. Note that if the submission guidance you are following requires this data it must still be provided and must resemble the ADAMS output that would otherwise be generated. This information will need to be uploaded to the output when the rest of the submission is submitted.

Copy to function

You can use the 'copy to' function to share the data input with another programme. You will still be able to delete the files from the programme you have copied to/ from. This functionality is intended for use in the instance that the same data is relevant for many programmes or when the data is very similar across programmes.

Download 🌟

💬 **Step 2:** Once you have completed your entry data spreadsheet, please upload it in either .xls or .xlsx format.

Tick if files unavailable: ☐

Upload 🌟   **Delete All**

A template is available for download for the UK's Universities and Colleges Admissions Service (UCAS) scores and undergraduate degree classifications (for entry onto postgraduate programmes) only.

For all other data types please use the 'Non-Standard' Entry data section to provide entry qualifications.

Use the 'copy-to function if this data is shared between more than one programme within the ADAMS syste,.

The 'data unavailable option can also be used to indicate that the data is not available. Usually this is because the data is not in a format compatible with ADAMS

Progression Data

Progression and graduation data for each mode of the programme (full-time, part-time, etc.) should be collated together and entered under the full-time mode.

To enter this data into ADAMS you should download and complete the template provided. Once completed you should upload the template ensuring that you also complete the graduation data too.

If you are unsure how to enter your data please contact the accreditation team who can provide you with a spreadsheet to help sort your data into these categories.

There is also a 'copy to' function available so that you can copy the data to other programmes.
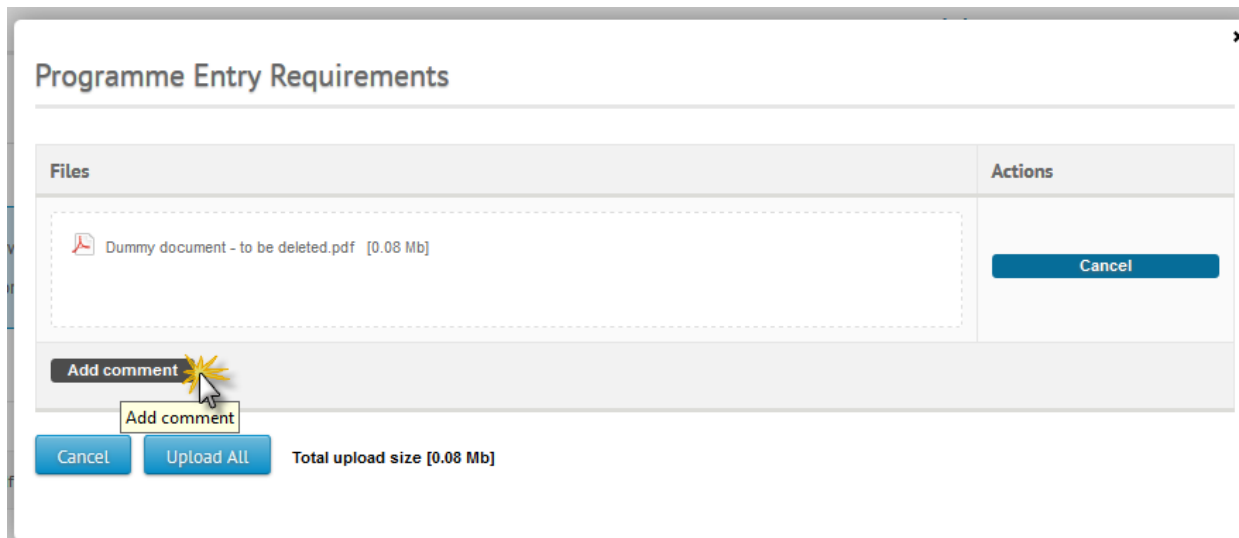
There is also an option to say that the data is unavailable. You should use this function in consultation with your IET contact and is usually because the data is incomplete or not available in a format that is compatible with ADAMS.

Current Accreditation Status

This screen shows the current accreditation status and history of the programme, indicating what form of accreditation the programmes holds, for what period of time, and any gaps in accreditation. If you believe that the accreditation history for a programme is incorrect, please e-mail accreditation@theiet.org with the details. This screen will be blank if the programme has not been accredited by the IET previously.

Supporting Information

The supporting information section contains documentation and data which relates to the department as a whole as opposed to individual programmes or modules. There are options to either upload a file or provide some free-text in most sections and where it is appropriate to do so. In the majority of cases when uploading a file there is also an opportunity to provide a comment for that file. This comment is pulled through for the Accreditors and so can be used to say something about the document and/ or to pin point where the information is in the document that has been uploaded. Below is an example of where this is possible

Click on 'Add Comment button after uploading the file to say something about it.

Industry
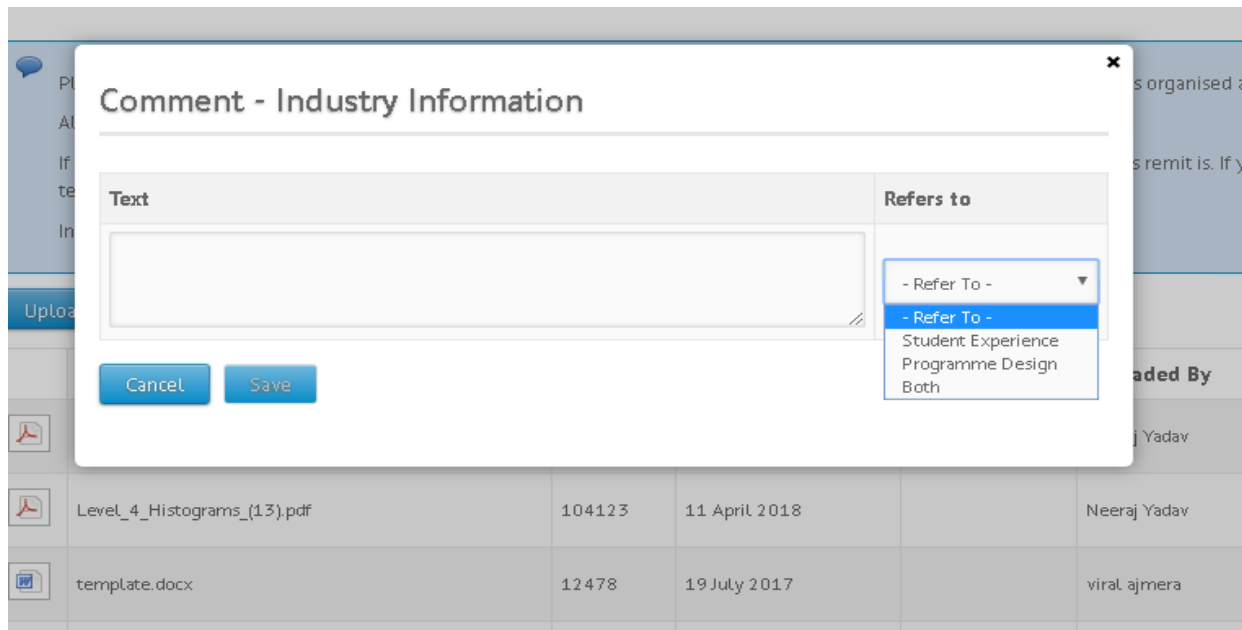
The Industry section asks for you to provide information on the Industrial Input and Influences in terms of Programme Design, Student Experience and the delivery of Employability skills.

You have the choice the upload a file or enter free text in this section.

When uploading a file or entering free text you will be asked to indicate whether this addresses Programme design or Student Experience (or Both) aspects of Industry engagement. E.g. An Industry partnerships strategy document may address the influence on Programme design and a list of industrial visits may address the Student Experience aspects.

Admissions

This section asks for information on Entry Requirements, Assessment of Prior Learning, Entry routes (e.g. percentages of mature and non-residential students), Assessment regulations and Academic and Pastoral Support for Students.

Assessment

This section asks for information on Laboratory and Continuous Assessment, Group Working Skills and AHEP Additional General Skills (for which a template is available to download, complete and upload).

Staff

This section asks for information on Recruitment, Development and Training, Teaching Fellows, PostGraduate Tutors, Demonstrators and Visiting Staff, Staff/ Student Ratios, Student Awareness of Professional Registration and Membership, Subject Expertise and Professional Registration Levels of Academic Staff (template available) and Scholarship, Research and Consultancy.

IET Student Advisor

The IET Student Advisor section is pre-populated based on the Department profile. This remains editable for the purposes of the submission. Editing your entry in this section will change your entry for the Department overall. Only one name can be entered.

Use the edit button in the 'actions' column to edit the IET Student Advisor in the pop-up window as shown.

You can also qualify your entry by adding a comment.

You can also use this comment box to provide any additional information regarding Student Awareness of Professional Registration and Membership.

Resources

This section asks for information on Laboratories and Computer facilities.

QA (Quality Assurance)

This section asks for information on Programme Review and Modification, Periodic Review, National Student Survey and External Examining Arrangements.

Overview

This section asks for information on the University and Department Strategy and Philosophy and Aspirations as well as providing an opportunity to provide a general overview of the programmes and the submission. It also asks for overall student numbers and if you have requested an activity with other professional bodies this section is where you will provide any additional information they have requested.

You will also need to provide a self-assessment against the IET's Requirements and Guidelines for Accreditation. For each IET accreditation Requirement and Guideline you will need to indicate whether your University/ Department guidelines are in alignment. Comments are mandatory if you have selected 'Partly Aligned', 'Not Aligned' or 'Not Applicable'.

Click here to download the full IET Information Pack which contains all the Criteria, Requirements and Guidelines for IET Accreditation

Your entries will be saved automatically at the point of input but you can also save your entries by clicking on the save button.

IET Information Pack

Save

Requirement

Guidelines

	Fully Aligned	Partly Aligned	Not Aligned	Not Applicable	Comment
R1	○	○	●	○	test
R2	○	○	●	○	test2 r2
R3	○	●	○	○	test
R4	○	○	○	●	
R5	○	○	●	○	testtesttesttesttesttesttest testtesttesttesttesttesttest testtesttesttesttesttesttest testtesttesttesttesttesttest

Requirements and Guidelines are on two different tabs.

Enter comments against each of the Requirements and Guidelines

To reveal the full text of the Requirement or Guideline, hover your cursor over the shorthand codes.

Action Plan

In this section you will need to upload the department's updated action plan which should show the progress made against the original.

System Settings
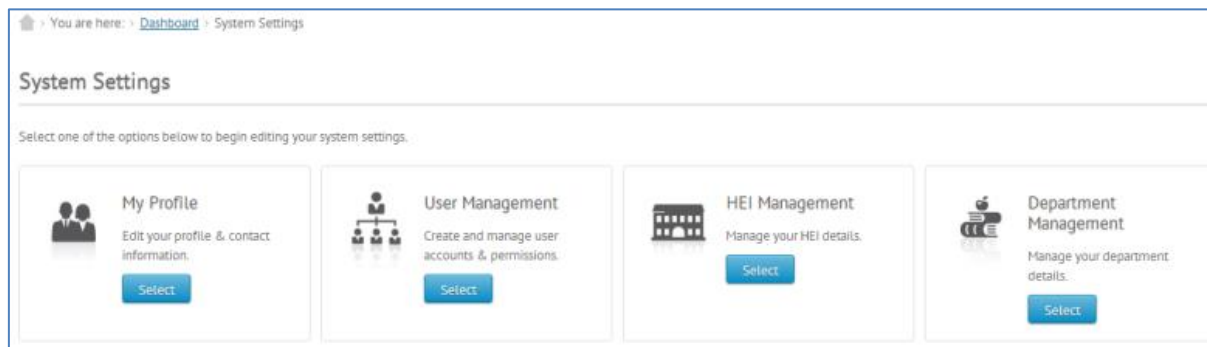
System settings can be accessed through the left-hand menu and give the department options as shown above. Staff members will only have the option to amend their profile; senior users will also have access to the other area (see User Management for other differences between the Department roles.)

My Profile

This allows the user to make changes to their contact details and upload a photo if they wish.

User Management

This allows new users to be invited to the system and for the profiles of existing staff members to be edited. Users who have already been issued an invitation but have not yet responded to it can also have invitations re-issued.

Send an Invite

Field	
Title *	- Select a Title -
First Name *	
Last Name *	
Email Address *	
HEI / Department	University of Education (Department - Department of Engineering)
Role *	- Select a Role -

[Send Invitation]

Department Staff roles:

Department Observer: Can only view input data and activity, but can still post comments in the activity forum.

Department Staff Member: Can only input data and cannot view the activity unless they are specifically added as a contact to it.

Senior Department Staff Member: Can Submit Requests, View activities, Submit, invite other users, input data and carry out progress checks.

HEI and Department Management

HEI management gives the ability to amend a HEI's address and Vice Chancellor's contact details and upload a logo for a HEI.

Your Department

Contacts

[Send an Invite]

Allocate active users within your department, to these roles.

Contact Role	Assigned to
Department Accreditation Contact	A Nother
Head of Department Admin	A Nother
Finance Contact	A Nother
IET Student Advisor	A Nother
Head of Department	A Nother

[Save Department Contacts]

Department management allows for the departmental address to be amended by clicking the 'Edit' button under 'Actions' in the table at the bottom of the screen.

Additionally, by clicking 'Departmental Contacts' at the top right of the screen, the key departmental contacts can be amended. However, please note that users must be invited to use the system before they can be allocated as a key contact.

Checking your submission

Progress Check

This is available against individual Modules, Programmes and across individual tabs in the Supporting Information and is only available for Senior Department Staff users. This progress check is always available to the department, regardless of whether you have a live activity set up within the system.

Clicking on the 'progress check' button will prompt ADAMS to run a completeness check for that particular section and it will produce an on-screen report, that is downloadable in an excel format.

Modules

Add a Module

💬 On this page you can upload new modules and edit or delete existing modules.
Please be very careful when deleting modules, ensuring that they are not used in **ANY** of the programmes submitted before doing so.

Show 100 entries

Showing 1 to 80 of 80 entries

Search:

Title	Code	Level	Type	Actions
Analogue Electronics	EO229	5	Standard	edit delete Progress Check
Analogue Electronics	EO127	4	Standard	edit delete Progress Check
Automotive Communication Systems	XEM73	7	Standard	edit delete Progress Check
Automotive Control Systems	XEM44	7	Standard	edit delete Progress Check
Communication Systems	EO231	5	Standard	edit delete Progress Check
Communication Systems 3	eeng32000	6	Standard	edit delete Progress Check
Communications	EO328	6	Standard	edit delete Progress Check
Communications	eeng22000	5	Standard	edit delete Progress Check

You are here: > Dashboard > Progress Check

ADAMS Progress Check for Analogue Electronics , EO229

16/05/2016 11:22

Tab	Sub-section	Progress
Details	Module descriptor	Completed
Learning Outcomes		Please check that the learning outcomes mapping is complete. (note that ADAMS will not check whether comments have been inputted as these are optional)
Assessment	Exams, Tests and Coursework Assignments	Completed.
	Papers, Assignments & Marking Schemes	Please check that you have uploaded 3 years' worth of assessments in this section as well as providing 3 examples of student work per performance level for those assessments.
Marks		Please check that you have provided marks data for the current academic year.

Export to Excel   Close

Submission completeness check

Once the task tracker for an activity shows the 'submit data' task, then this allows the department to run the submission checker to show the status of the submission. Clicking the 'submit' button under the task runs the checker – this can take some time, especially for accreditation visits which involve a large amount of data and documentation. The checker will then report any missing data or documentation and will link directly to the part of the submission which is incomplete.

Please note that until you have completed the programme structure the checker will not check for completeness in the modules (as it won't know which modules are relevant for this submission). Therefore once you have completed the programme structure you may notice your list of errors increases as it will now check the module documentation.

It is recommended that departments run this check on a regular basis to assess the status of their submission and to ensure that they are aware of the requirements for submission for each activity. The report is divided into two sections:

- Errors – the documentation/data must be provided in order for the submission to be processed.

- Warnings – the documentation/data is not required in ADAMS, but the department is being warned in case its omission is unintentional.

If you have any queries regarding the submission checker report for your activity, please contact the IET using the details below.

Support and Feedback

For ADAMS support please e-mail accreditation@theiet.org or call +44 (0)1438 767298 9:00 – 17:00. If you have feedback about the system then please e-mail accreditation@theiet.org.

Problems Logging on:

The first thing to determine is whether you have entered the correct username and password. If you receive the below error your username and/or password are not correct. You can try again if you think you miss-typed, request a username and/or password re-set or visit the help pages which provide contact to our IT department if resetting the username/password does not work.

IET Logon

Sorry, there is no account with that combination of username and password. Passwords are case-sensitive.

Please try again, request a username reminder and/or password re-set or refer to our help pages.

If you log in and the view you see is not what you are expecting. Ensure you are logged in as the right role. This will only apply to those of you who are both accreditors and department users of ADAMS. Please see Logging into ADAMS to see how to log on to each role. When you are already logged on you can switch between roles by clicking on the blue 'Switch Role' button on the top left of your screen below your picture.

Cannot upload Files:

The maximum size of file that is manageable in ADAMS is 10MB, although ADAMS will accept anything up to 100MB, we strongly recommend that you do not attempt to upload anything larger than 10MB. ADAMS does not accept zip files. If you are trying to upload a file within these parameters please contact accreditation@theiet.org who will investigate the matter for you.

Cannot access the activity:

If when you log onto ADAMS you cannot see any activities firstly check you are logged in as an accreditor (for those of you who are also department users of ADAMS) and then contact the IET staff at accreditation@theiet.org to ensure you are confirmed on the visit. They may need to add you to the activity.

Cannot view in browser:

ADAMS works best when using FireFox browser (which can be downloaded for free). Please do not try to use ADAMS in Internet Explorer as it is not completely compatible and some aspects may not fully work. If you are using FireFox and are still experiencing issues please contact IET staff at accreditation@theiet.org

Not authorised error:

If you receive a Not Allowed or Not Authorised Error whilst using ADAMS please press the back page on your browser to return to where you were and try again to navigate to that particular page. If you still receive the error please contact IET staff at accreditation@theie.org ensuring you detail which page you were trying to view.

Glossary

ADAMS & Accreditation Glossary

Modules

1. **Credit**
Credit is a unit that gives weight to the value of an academic module taken at an educational institution. Typically a three year UK Higher Education Degree will consist of 360 credits. This is broken down into modules of work each worth a set amount of credits (usually 120 per year).

2. **Examination**
This is a paper or computer test typically taken in a confined area under examination conditions, i.e. limited and specific resources available to the candidate (for example, set texts only, calculator etc.), independently completed without any outside assistance.

3. **Lab & Coursework Assignments**
This refers to any work completed by the student during each module which is assessed and counts towards the final mark for that module. Typically this includes coursework which the student may do alone or in a group, with or without lab work as well as standalone lab assessments. It does not include end of module examinations or timed tests within a classroom.

4. **Learning Outcome**
Learning outcomes are statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a module or programme. In other words, learning outcomes identify what the learner will know and be able to do by the end of a module or programme. In terms of the Learning Outcome for IET accreditation, we have a set list of Learning Outcomes which need to be met from an accredited degree programme. These are listed in ADAMS and you will be asked to identify which of these Learning Outcomes each Module and Programme demonstrate.

5. **Module**
This is a single unit of learning /course on a particular subject. Several modules when completed will make up a degree programme. A module will have its own Learning Outcomes, assessment and usually a module leader who is in charge of the delivery of that module. Students will receive one mark for the completion of a module, although this could be made up of several components (coursework and examinations, for example).

6. **Module Descriptor**
This will be a document which describes the following about the module:
   - Title – i.e. Introduction to Electronics
   - Code – Any form of code used internally to identify the module. E.g. AB101
   - Duration – How many semesters / terms does this module cover

- Credit value – How many credits is this module worth
- Purpose – Why is the module an option for students? What does it aim to give them?
- Format – Is it only lectures? Will there be seminars and laboratory sessions too? If so, how many and how long etc.?
- Assessment – How will the students be assessed during and on completion of the module?
- Learning Outcomes – What are the Learning Outcomes a student will achieve on completion of this module?
- Leader – Who is in charge of the running of this module?

7. **Module Level**
This refers to at what level in relation to the UK National Qualifications Framework a particular module is. All modules within the same academic year will have the same level. An example of levels and where they fall within a UK degree are shown in the table below:

Level	Year
3	Foundation year
4	Bachelor year 1
5	Bachelor year 2
6	Bachelor year 3
7	Masters year 1

8. **Unseen Timed Tests**
An unseen exam is a time-constrained assessment task, presented to students for the first time at the beginning of the assessment. These are usually within the middle of the module and are separate to the end of module examinations. For the sake of IET accreditation we are only interested in any unseen timed tests which count towards the final mark for that module.

9. **Weighting**
For Modules we require you to confirm the weighting of a component in the final module mark as a percentage. For example, if a module has one examination and one piece of coursework will these each be presented equally in the final mark achieved by the student (50% and 50%) or is one assessment worth more than the other (for example Examination 70% and coursework 30%).

Programmes

1. **Cohort**
This refers to a group of students who enter the programme at the same time. For example, all students who entered the degree programme in September 2016 may be referred to as the 2015/16 cohort.

2. **Credit**
(See Modules No.1)

3. **Credit Allocation**
   This refers to the weighting of this module as a part of the programme or year.

4. **Delivery Site**
   This refers to the address where the programmes are taught.
   (Site visits and Industrial placements will not count as separate delivery sites but if an entire module or group of modules are taught at a separate campus for example, this would count as a separate Delivery Site).

5. **Entry Requirements**
   What academic qualifications and/or industrial experience you will accept from a student in order for them to begin their studies on this programme.

6. **Graduating Year**
   Refers to the year a student completes their studies.

7. **Intake Year**
   Refers to the year a student starts their studies

8. **Internal Review**
   Refers to the process which your department/faculty or university will review your current programmes and modules. This may be an annual review or part of a larger review every few years.

9. **Learning Outcome** *(See Modules No. 4)*

10. **Non-Standard Entry Data**
    Entry Data refers to the qualifications and/or industrial experience that students on the programme achieved prior to commencing their studies. For the sake of ADAMS Non-Standard Entry Data will be the information for students who did not have a UCAS score.
    (This will be relevant for all non-UK students)

11. **Programme**
    This is the degree programme. For example, Bachelor of Engineering in Electrical Engineering

12. **Programme Classification Type**
    This refers to how the degree is awarded on completion, for example, First/Second/Third or a GPA score.

13. **Programme Specification**

This refers to a brief document which defines the overview for the programme and what the overall learning outcomes a student will achieve on completion of the programme. It may contain the number of years of study, brief details of the topics available and any projects within the degree.

14. Programme Type
This refers to the type of qualification, for example, Bachelors (BEng/BE/BSc etc.) or Masters (ME/MEng/MSc).

15. Progression Conditions
This refers to the standards that a student must maintain in order to progress from one level of study to the next. For example, do they need to achieve a particular average pass mark for that level, do they need to pass each piece of assessment, etc.

16. Progression Data
This details how each cohort moves through the programme. For example, how many progress to the next stage, how many fail that stage, how many continue on a part time basis. It will also detail the graduation statistics, i.e. how many students achieved the top classification. *(A spreadsheet template is available for this to help you with this section of the submission.)*

17. Subject Category
This refers to the type of engineering that this programme falls into. For example, Electrical Engineering or Mechanical Engineering.

18. UCAS or Short Code
For UK programmes this will be the code given by UCAS applicants for postgraduate and overseas programmes this will be the short code you use to refer to the programme within your internal documents. If you have no official short code this can simply be entered as XXXX.

19. Validation
This refers to the approval process a university will conduct before running new programmes. Some universities will also complete a re-validation process every 5 years or so to confirm that the programme is still a valid programme to be running.

20. Weighting *(See Modules No. 9)*

Supporting Information

1. External Examiner
External Examiners act as independent reviewers of standards and procedures related to assessment. They may also advise on the development of the curriculum. They will review examination papers, coursework assignments, examples of students work and can attend the assessment boards. They will write an annual report to the university commending what is good and making recommendations for improvements where needed. The department/university should create a formal response to these reports.

2. **NSS Report**

   This refers to the UK National Student Survey Report. Non-UK universities will not have one of these but there may be an equivalent.

3. **Overview of Philosophy & Aspirations**

   This refers to how the department/faculty etc. fits within the university. What are the aims for the department for the future and a brief history on how the department was formed, if this is seen as relevant.

4. **Periodic Review**

   The purpose of a periodic review is to monitor the quality and standards of the programmes and awards offered by each department. The process enables the university to check the health of its taught provision, to identify areas for development and to identify and disseminate good practice in learning and teaching. This is more of an overview for the department than the internal review or validation processes.

5. **Programme Review and Modification**

   This is how you assess the effectiveness of the programmes you teach, how you modify them as a result of this assessment process and how you check the effectiveness of these modifications. Please also tell us how new programmes are initiated and how they are designed and implemented.

6. **QA (Quality Assurance)**

   This is an overview term relating to any steps you have in place to ensure that the quality of your programmes, assessment and teaching are maintained.