# International Academic Accreditation

# Key features

# Table of Contents

# Introduction

The IET accredits 1700 engineering degree programmes in the UK and also accredits programmes in a number of other countries including Bahrain, China, Hong Kong, India, Jordan, Kuwait, Macao, Malaysia, Mauritius, Oman, Slovakia, Sri Lanka, Trinidad & Tobago and the United Arab Emirates.

This document outlines the accreditation process.

If, having read the document, you would like to discuss any aspect of the process outlined or have any further questions, please contact:

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Or contact accreditation@theiet.org

# Benefits

- The IET accredits programmes across a wide spectrum including electronic, electrical, manufacturing, mechanical, systems and software engineering plus more specialised areas such as bioengineering and renewable energy. This means that a large number of programmes can be included in one accreditation visit.

- Accreditation provides international benchmarking against other accredited programmes.

- Accreditation confirms your reputation as a quality provider of engineering education.

- IET accreditation works alongside your Quality Assurance processes to ensure that your programmes are continually improving and in line with the latest guidance and good practice.

- Accredited programmes and their host departments are included in the published list of IET accredited programmes and on the Engineering Council's Accreditation Database (ACAD)

- The IET provides extensive guidance, a dedicated team and the support of IET accreditors throughout the accreditation process.

# Accreditation Criteria

Each programme considered for accreditation by the IET will be reviewed against the following criteria:

- Programme aims, learning outcomes and content
- Achievement of AHEP 4 learning outcomes
- Assessment
- Projects
- Student support and staffing
- Resources and facilities
- Quality assurance and enhancement

Further information can be found in the IET Information Pack which contains details of the IET's accreditation requirements and guidance.

https://www.theiet.org/career/accreditation/academic-accreditation/

# The Accreditation Process

This comprises 3 stages:

## Initial Review

This is a desk-based activity. The Higher Education Institution (HEI) is asked to complete a template with details of the programmes they wish to put forward for accreditation. This will include information on learning outcomes, structure of the programmes, content, and student numbers. An Accreditation Panel will then review the information and confirm whether the programmes fit the IET's remit for accreditation.

## Advisory Visit

Subject to a successful outcome from the Initial Review the HEI can agree an advisory visit date with the IET. Information for the Advisory Visit submission will need to be uploaded to the ADAMS database. An Accreditation Panel (normally two accreditors) will, in most cases, conduct an online visit to the HEI to advise on any changes or further work required in order for the accreditation to be successful. The Panel members will also be able to answer any questions on the accreditation process and the standards required by the IET.

## Accreditation Visit

Subject to a successful outcome to the advisory visit and the HEI making progress against any recommendations identified in the Advisory visit action plan, a visit date can be agreed for the accreditation visit. The HEI will need to submit substantial information on each programme to be accredited. An Accreditation Panel (usually a minimum of 2 accreditors and 1 IET staff member depending on the number of programmes and subjects involved) will visit the HEI after reviewing the documentation. The Panel will review facilities, talk to members of staff and students and discuss topics/issues, arising from their review of the documentation, with the HEI.

If the Panel decides that the programmes are of an appropriate standard, accreditation is recommended subject to successful completion of any actions identified during the visit and final approval of the decision by the IET's Academic Accreditation Committee. Accreditation can be granted for up to 5 years.

In order for a programme to be considered for accreditation there must be graduates from the programme or there must be a cohort of students in their final year when the Accreditation Visit takes place.

# The Submission

## ADAMS Database

ADAMS is the IET's bespoke accreditation management system that allows a university to manage accreditation activities online. ADAMS can be used to initiate requests, complete submissions, view guidance, track the progress of requests, communicate with IET staff and accreditors and view the next actions required to maintain a university's accreditation status.

ADAMS submission guidance documents provide detailed information on what to upload to ADAMS.

## Submission deadlines

For an Advisory Visit, the submission must be uploaded to the ADAMS systems 12 weeks prior to the visit taking place. For a full Accreditation Visit the submission must be uploaded 16 weeks prior to the visit taking place. This is to allow for the increased administration and time required to arrange the visits.

# Visit Format

## Timescales

These vary but we would normally expect an Advisory Visit to take place within 6 to 9 months of the Initial Review. The Accreditation Visit must take place within 2 years of the advisory visit.

## Length of the accreditation visit

An accreditation visit will normally take 3 or 4 days but will depend on the number of programmes and subject aeras involved and whether programmes are delivered at any additional campuses which would need to be visited.

## Size of the accreditation panel

This will depend upon the number of programmes being accredited; the range of subject areas being covered and whether there is more than one campus being visited. However, for a full Accreditation Visit it would normally range from 2 to 4 accreditors plus a member of IET staff.

# Accreditation Fees

There is a fee associated with each stage of the accreditation process.

Standard fees are listed below however the final fee is based on a number of factors including the region, whether this is a re-accreditation visit, the number and location of delivery sites.:

| Initial Review | £715 |
| --- | --- |
| Advisory Visit | £6050 |
| Accreditation Visit | £20350 |

A discount on the fees is available for organisations that choose to become Academic Affiliates of the IET. This provides students with access to IET membership, engineering resources, events and competitions. Further details can be provided on request.

In addition to the accreditation fee the HEI will need to make the arrangements and fund the costs for members of the IET Accreditation Panel for the duration of the accreditation visit for the following:

- Business class air fares (direct where possible)

- Transfers to and from airport in the host country
- Travel from the hotel to the HEI campus whilst the visit takes place
- Hotel accommodation - Minimum UK 4* rating (or equivalent), Restaurant facilities on-site, ideally located close to campus
- Subsistence

# Training, support and guidance

## The role of the IET Accreditation Adviser (IAA)

Following the Advisory Visit one of the panel members will be nominated as the IET Accreditation Adviser (IAA). Their role will be to offer advice on IET accreditation, submission requirements, policy, guidelines and procedure to ensure that accreditation criteria are understood and to enable the HEI to produce a submission that is fit for purpose. They will not be a member of the panel for accreditation visit.

The IAA may not be necessary if the HEI has in place an external academic auditor/examiner/adviser who is conversant with IET accreditation and its requirements.

## Accreditation Training

Training on the accreditation process and the use of ADAMS is provided at each stage of the process via video conferencing or as part of the Advisory Visit. Training videos are also available covering topics including AHEP learning outcomes, using ADAMS and preparing for an accreditation visit.

The IET Academic Accreditation team can provide advice via email and online meetings.

# Washington Accord

The Washington Accord is an agreement signed by international accreditation agencies where qualifications accredited or recognised by other signatories are recognised by each signatory as being substantially equivalent to accredited or recognised qualifications within its own jurisdiction.

Signatories of the Washington Accord operating outside of their home jurisdiction must obtain the permission of local Accreditation agencies before a visit can take place.

Any accreditation awarded by Signatories outside their home jurisdiction is not recognised by other Washington Accord signatories.

# Requesting accreditation

1. If you wish to request accreditation, please complete the Institution Information form to begin the process. On receipt of the completed form the IET will produce a quote.

2. The HEI will be asked to confirm acceptance of the quote and the accreditation terms and conditions before the process can commence.

   Please note that, if the HEI is not located in a country with which the IET is familiar, this will initiate background work on the country, its education system, position of the HEI within that environment, qualifications framework and associated cultural aspects. A due diligence process is completed to ensure the risks to the IET and its representatives are clearly understood. In rare circumstances the IET may decide that there is a risk accrediting in a particular country and we will therefore not pursue the process with that HEI.

**IET** The Institution of Engineering and Technology

IET Academic Accreditation

Institution Information required to deliver a quote

| | |
|---|---|
| Name of Institution | |
| Address of Institution | |
| Name of Department/s | |
| Name of contact | |
| Email address of contact | |
| Telephone Number of contact | |
| | |
| What programmes would you like to be considered for IET accreditation? (specify their name and type e.g., BEng Electrical and Electronic Engineering) | |
| Are you seeking accreditation for the first time? | |
| Are you interested in the Academic Affiliate Scheme discount? | |
| How many sites/campuses are involved in the delivery of these programmes? | |
| What delivery modes are used (*e.g., full time, part-time, sandwich)* | |

Please provide a brief description of the programmes:

You will normally be provided with a quote within 10 working days of submitting this information.