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| **FORM: IAF (INT)**  Initial Assessment of degree programmes delivered outside of the UK for the purposes of Academic Accreditation. | |
| **About this form**  Use this form if you are a University Department or School **not** based in the UK which seeks IMechE accreditation for the first time. If arranging your next scheduled visit for an existing accredited degree, please complete the main submission form (**FORM: OS**).  This Initial Assessment Form will allow the Institution’s Academic Standards Committee (ASC) to conduct an initial assessment of the degree content, structure and learning outcomes, as outlined in the latest version of the Accreditation of Higher Education Programmes (AHEP), to determine whether the programmes put forward are suitable for accreditation and whether a visit to review the degree programmes can go ahead.  **The application process**  Once you have completed all sections of this form, please submit a signed digital copy of **FORM: IAF (INT)** in Microsoft Word format along with any supporting or supplementary information by email to [uniaccreditation@imeche.org](mailto:uniaccreditation@imeche.org); hardcopies of this form will not be accepted.  Once this form has been assessed by the ASC we will be in touch with the decision. Should the application be deemed satisfactory you will be asked to complete the main submission form (**FORM: OS**) and agree a date for the academic accreditation visit to take place. Please note that there may be a delay in conducting the accreditation visit due to ongoing high demand.  **Using this form**   * Please type using a black font only * Please fill in all applicable fields in this form | **Guidance**  Each section or table may be expanded as required but when completed the form should be no longer than ten pages long (this does not include the additional documentation required to support the submission).  Please ensure the folder structure of your submission matches the structure of this form.  More information on accreditation can be found by visiting:  [www.engc.org.uk/ahep](http://www.engc.org.uk/ahep)  [www.imeche.org/membership-registration/support-for-universities/how-do-i-get-my-university-accredited](http://www.imeche.org/membership-registration/support-for-universities/how-do-i-get-my-university-accredited).  **This form has eight parts**  You must complete all parts of the form before you submit your application:   1. General Details 2. Programme Details 3. Aims and Objectives 4. Supplementary Information 5. Programme Learning Outcomes 6. Resources and Teaching Facilities 7. UK Professional Engineering Institution (PEI) Membership 8. Signature   Appendix:   * ***IMechE/ Methods of Assessment*** * ***IMechE/AHEP4: Output Standards Matrix*** * ***IMechE AHEP 4 Degree Output Standards and Learning Outcomes*** |

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| **Part A:** General Details | | | | | | | | | | | |
| **A.1:** General Details | | | | | | | | | | | |
| University Name | | | | | | | Head(s) of Department ***(1)*** | | | | |
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| Department/School/Faculty Name | | | | | | | Member of Staff responsible for submission ***(2)*** | | | | |
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| University Address | | | | | | | Agreed date for visit ***(3)*** | | | | |
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| 1. *For joint degrees, give the names of all heads of departments and their email addresses.* 2. *Include name, email and telephone number.* 3. *The Institution is currently booking accreditation visits at least two years in advance. Please factor this in when providing a suggested date for the visit.* | | | | | | | | | | | |
| **A.2:** Teaching Staff | | | | | | | | | | | |
| **On the table below**: Please provide the following information about staff members. | | | | | | | | | | | |
| **Name** | | **Area of Teaching** | | | **Professional Registration (e.g. CEng, IEng, HEA)** | | | **Staff Research Activity** | | **Relevant Industrial experience (if any)** | |
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| **On the table below**: Please provide a summary of numbers for the categories below. | | | | | | | | | | | |
| Number of Teaching Staff | | | | | | |  | | | | |
| Number of Support Staff (Admin/Secretarial) | | | | | | |  | | | | |
| Number of Technical Staff | | | | | | |  | | | | |
| Student/Staff Ratio\* | | | | | | |  | | | | |
| Number of Research Staff | | | | | | |  | | | | |
| Number of CEng/IEng | | | | | | |  | | | | |
| Membership of Professional Engineering Institution (PEI):  *Please state which PEI(s) and number of staff members* | | | | | | |  | | | | |
| Membership of other engineering professional or regulatory body  *Please state which body and number of staff members* | | | | | | |  | | | | |
| \*Please indicate how the Student/Staff Ratio was calculated | | | | | | | | | | | |
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| **Part B:** Programme Details | | | | | | | | | | | |
| Programme Details | | | | | | | | | | | |
| **EngC Ref *(1)*** | **Designation *(2)*** | | **Course Title *(3)*** | **Mode & Duration *(4)*** | | **Previous Accredited Intakes *(5)* or Year First Offered *(6)*** | | | **Registration category *(7)*** | | **Number of students enrolled on programme** |
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| 1. *Please refer to the Engineering Council’s* [*accredited degree database*](https://www.engc.org.uk/education-skills/course-search/recognised-course-search/)*. If programme is new, please indicate (NEW).* 2. *This is the award of the degree that will appear on the degree certificates, for example: BEng(Hons); MEng, MSc, etc.* 3. *Use exact title that appears on the degree certificates, e.g. Mechanical Engineering (please do not include the award here).* 4. *For Sandwich degrees, identify the year in industry and the duration of the placement, e.g. Year 3, 10 months.* 5. *Please include both the month and the year of the cohort intake. Should the cohort have multiple intake periods, i.e. September and January, please put the month in which the first intake occurs as the accreditation will cover all intake periods of a cohort.* 6. *Applies to new degrees not previously put forward for accreditation only. In addition to including the month and year as per note 5, please ensure that the initial intake date takes into consideration any students who may be transferring into the programme (e.g. by direct entry or off the initial stages of another accredited programme) so that all students are included in the period of accreditation requested.* 7. *Please indicate registration category under which you wish the programme to be accredited. (i.e. CEng or IEng). Foundation degrees can be accredited as partially meeting the underpinning knowledge and understanding requirement for IEng; Bachelors top-up degrees can be accredited as further learning for IEng; Bachelors degrees can be accredited as meeting in full the underpinning knowledge and understanding requirement for IEng; Bachelors (Hons) degrees can be accredited as meeting in full the underpinning knowledge and understanding requirement for IEng and/or partially meeting the underpinning knowledge and understanding requirement for CEng; Integrated Masters (e.g. MEng) degrees can be accredited as meeting in full the underpinning knowledge and understanding requirement for CEng; Masters degrees other than Integrated Masters, and Doctorates can be accredited as further learning for CEng.* | | | | | | | | | | | |
| |  | | --- | | When accreditation is sought for NEW programmes, will evidence of first output be available by the time of the visit? (If applicable) | |  | | Are there any programmes that have not been put forward for accreditation that share the same title with the ones above? Please give details below. | |  | | | | | | | | | | | | |
| **B.1:** Validation of the degree(s) | | | | | | | | | | | |
| Date and details of the most recent internal department review and the date of the next scheduled internal review. | | | | | | | | | | | |
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| **B.2:** Partnership & Franchise Arrangements | | | | | | | | | | | |
| Please give the name and address of the institution where the programme is franchised, year(s) of the programme that is/are franchised and period of study in the franchised institution. | | | | | | | | | | | |
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| **B.3:** Professional Engineering Institutions from which accreditation is sought | | | | | | | | | | | |
| If requesting a joint visit with IMechE, list the PEIs such as IMechE, RAeS, IET, etc. | | | | | | | | | | | |
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| **B.4:** Other degrees taught by the Department | | | | | | | | | | | |
| List the undergraduate/postgraduate degrees that are not offered for accreditation and their particular accreditation status e.g. CEng or IEng, and whether they are accredited by other Institutions e.g. IET, RAeS, etc. | | | | | | | | | | | |
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| **Part C:** Aims and Objectives | | | | | | | | | | | |
| Aims and Objectives | | | | | | | | | | | |
| Give the aims, objectives and learning outcomes of **each** degree offered for accreditation. If already published, please cut, and paste the text here. | | | | | | | | | | | |
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| **Part D:** Supplementary Information | | | | | | | | | | | |
| **D.1:** Programme Specifications | | | | | | | | | | | |
| **Additional Documentation** – Please submit programme specifications for each degree programme title. | | | | | | | | | | | |
| **D.2:** Syllabi/Module Descriptors | | | | | | | | | | | |
| **Additional Documentation** – Please submit module descriptors for each degree programme title.  Module Descriptors including the recommended reading material for each year of the degree should be provided. The descriptors should state their credit value, pre-requisites and co-requisites, intended learning outcomes and methods of assessment. | | | | | | | | | | | |
| **D.3:**  External Examiners Reports | | | | | | | | | | | |
| **Additional Documentation** – Please submit External Examiners Reports for each degree title. | | | | | | | | | | | |
| **D.4:** TEF | | | | | | | | | | | |
| **Additional Documentation** – Please provide details of provider and if applicable subject TEF rating. | | | | | | | | | | | |
| **D.5:** Student Handbooks | | | | | | | | | | | |
| **Additional Documentation** – Please submit student handbooks. | | | | | | | | | | | |
| **D.6:** Methods of Assessment | | | | | | | | | | | |
| **Additional Documentation**: Using ***IMechE/Methods of Assessment***, please indicate for each module how much is assessed by:   * Written examinations * End of unit tests * Programme assignments and practical work * Major project * Other (e.g. placements) | | | | | | | | | | | |
| **Part E:** Programme Learning Outcomes | | | | | | | | | | | |
| **E.1:** Programme Design | | | | | | | | | | | |
| Please provide a statement not exceeding 200 words explaining how the programme(s) has/have been designed to meet the Learning Outcomes in AHEP. Further information can be found at: <http://www.engc.org.uk/ahep>. | | | | | | | | | | | |
| Science and mathematics | | | | | | | | | | | |
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| Engineering Analysis | | | | | | | | | | | |
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| Design and Innovation | | | | | | | | | | | |
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| The Engineer and Society | | | | | | | | | | | |
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| Engineering practice | | | | | | | | | | | |
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| **E.2:** Satisfying Output Requirements | | | | | | | | | | | |
| Please provide a statementon the approach to satisfying the output requirements under each of the Learning Outcome headings. Please identify areas of particular strength e.g. analysis, design, projects. | | | | | | | | | | | |
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| **E.3:** Output Standards Matrix | | | | | | | | | | | |
| Please complete the relevant worksheet(s) in Form ***IMechE/AHEP4: Output Standards Matrix***.  Engineering programmes must demonstrate through their teaching and assessment methods that graduates have reached the desired threshold level of each of the Output Criteria as specified in the UK-SPEC document **Accreditation of Higher Education Programmes.**  **Guidance:**   * A separate form should be completed for each programme. * Please refer to the ‘Summary of Learning Outcomes’ tab within the ***IMechE/AHEP4: Output Standards Matrix*** where appropriate:   List all the Programme Modules for all years of the programme and indicate against each module where the output criteria statements are addressed and summatively assessed.  Please note that it is expected when an AHEP learning outcome is indicated as being covered, this learning outcome should be delivered and assessed within that module. This includes project modules. Learning outcomes should only be indicated where they can be guaranteed to be covered by every student taking the module.  Please refer to ***IMechE AHEP 4 Degree Output Standards and Learning Outcomes*** for more information on Learning Outcomes.  In completing the Output Standards Matrix, the modules should be structured to segregate compulsory (C) and optional (O) modules in each stage of the programme for clarity.  The accreditation process will consider the coverage of all AHEP learning outcomes by all students irrespective of which combination of optional modules are taken. Where the university allows for a restricted selection of optional modules, the matrix should indicate this and group these accordingly. | | | | | | | | | | | |
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| Finances available and renewal plan (state how funding is provided and maintained) | | | | | | | | | | | |
| **Part F:** Resources and Teaching Facilities | | | | | | | | | | | |
| **F.1:** Laboratories | | | | | | | | | | | |
| Please describe the development of the laboratories that contribute to the student teaching. This can include details of *Equipment; Finances available* and *Renewal Plan (hardware & software).* | | | | | | | | | | | |
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| **F.2:** Facilities | | | | | | | | | | | |
| Please give details of the facilities available under the following headings, indicating any significant changes since the last full visit (if applicable): | | | | | | | | | | | |
| Teaching Laboratories and Workshops | | | | | | | | | | | |
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| Drawing/Design Offices or Studios | | | | | | | | | | | |
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| Library facilities | | | | | | | | | | | |
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| Computers and Computer Laboratories | | | | | | | | | | | |
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| Lecture Rooms | | | | | | | | | | | |
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| Accommodation for student study areas | | | | | | | | | | | |
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| **Part G:** UK Professional Engineering Institution (PEI) Membership | | | | | | | | | | | |
| **G.1:** Student Membership | | | | | | | | | | | |
| How many students are members of a UK Professional Engineering Institution? Please list the name(s) of the PEIs and number of students. | | | | | | | | | | | |
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| **G.2:** Promotion of PEIs | | | | | | | | | | | |
| How are the UK PEIs promoted to the students? | | | | | | | | | | | |
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| **G.3:** Requirements of Registration | | | | | | | | | | | |
| How are the students informed of the requirements for registration? | | | | | | | | | | | |
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| **G.4:** PEI Engagement | | | | | | | | | | | |
| Provide details of staff and student involvement in the activities of UK PEIs and how such engagement adds to the learning experience. | | | | | | | | | | | |
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| **G.5:** Involvement in PEI Activities | | | | | | | | | | | |
| Provide details of how the university informs students and staff of such activities and the requirements for professional membership and Engineering Council registration. | | | | | | | | | | | |
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| **G.6:** Local Registration Requirements | | | | | | | | | | | |
| What are the requirements for registration in your country? | | | | | | | | | | | |
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| **G.7:** Membership of Local Institutions | | | | | | | | | | | |
| Are you a member of another local institution? | | | | | | | | | | | |
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| **G.8:** PEI Membership | | | | | | | | | | | |
| If you are member of a UK Professional Engineering Institution – please indicate which PEI. | | | | | | | | | | | |
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| **G.9:** Other Accreditation | | | | | | | | | | | |
| Are you seeking accreditation through another signatory? | | | | | | | | | | | |
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| **Part H:** Signature | | | | | | | | | | | |
| **H.1:** Declaration | | | | | | | | | | | |
| By submitting this application, the University understands that it is responsible for ensuring that all relevant personnel involved in the delivery and development of the degree programmes put forward for accreditation are fully aware of this application and the Institution’s requirements.  Accreditation is subject to review at any time and may in exceptional circumstances be withdrawn; this would only be implemented after extensive discussions between the University, the Institution, and the Engineering Council. It is a condition of accreditation that any significant changes which could affect the accreditation of a degree programme must immediately be notified in writing to the Institution.  I understand and consent to the information provided on this form being processed by the Institution for the administration, maintenance and assessment of my application and professional development scheme in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation and the Institution’s own data protection policies and guidelines.  The information provided is also used by the Institution, and that of any other Professional Engineering Institutions and/or the Engineering Council, for the purposes of promoting, delivering and improving my experience of those Institutions and their products and services. You may be contacted directly by the Institution to invite you to sign up to receive marketing communications.  I confirm that, where information has been provided on this form in relation to any individuals other than myself, I have any necessary consents from those individuals to enable that data to be provided and used in the manner set out above.  Please visit <https://www.imeche.org/privacy-policy/imeche-privacy-policy> for the Institution’s Privacy Policy.  On behalf of the named University, I apply for accreditation of the selected degree programmes described in this document. I have read the information above and understand and accept the implications of making this application. | | | | | | | | | | | |
| **H.2:** Signature | | | | | | | | | | | |
| Name: | | | | | | | Position (Head of Department/School/Faculty): | | | | |
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| Signed: | | | | | | | Date: | | | | |
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