**FORM: OS**

Submission for Academic Accreditation of University degree programmes leading to Incorporated Engineer or Chartered Engineer.

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| **About this Form**  Use this Form if your University Department or School is applying for re-accreditation of its programmes or has completed **FORM: IAF** (UK or International) and has been granted permission by the IMechE Academic Standards Committee to undertake an accreditation visit for formal consideration of Foundation degrees, Bachelors, Bachelors(Hons), Integrated Masters, other Masters, and Engineering Doctorate Programmes delivered in the UK supporting Engineering Council Chartered and Incorporated Engineer Registration.  The information provided in this Form will be reviewed against the latest versions of the following documents:   * The Accreditation of Higher Education Programmes (AHEP), Fourth Edition; Engineering Council. * Academic Accreditation Guidelines; Institution of Mechanical Engineers.   **Using this Form**  Please fill in all applicable fields in this Form using a black font only.  Much of the information will be common to all programmes put forward for consideration. Where more than one programme is being reviewed, complete sheets for **each** programme and cross reference information where possible to avoid duplication.  If the answer to any question is available in another document, attach the relevant text as an appendix, incorporate it into this Form or indicate where this information is provided within the submission. | **The application process**  Once you have completed all sections of this Form, please **submit your completed submission** along with all required accompanying documentation to the Institution **electronically via IMechE file share at least 12 weeks before the visit\*** (hardcopies will not be accepted and folders should not be zipped).  **Submission of electronic data:**   * The completed **FORM: OS** must be provided in Microsoft Word format. * Accompanying documentation can be in either Microsoft Word or PDF format. * The Output Standards Matrix must be a Microsoft Excel document. * Please include a table of contents referencing the names of the files and ensure that all formats are readable on multiple platforms.   Upon receipt of the completed Form, the documentation will be sent to the accreditation team conducting the accreditation visit for review.  ***\*Please note*** *that all information must be available before the IMechE is able to conduct an accreditation visit.*  The Institution charges a fee of £3,000 for academic Accreditation and Re-accreditation Visits. An invoice will be issued approximately 30 working days prior to your visit date.  Once the accreditation visit has taken place, a report will be produced by the accreditation team and a recommendation on accreditation will put to our Academic Standards Committee, who will make the final decision at one of its quarterly meetings following the submission of any further information required after the visit. |

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| **Guidance**  When completing this document please ensure that:   1. All core information is provided in the relevant sections of the submission, unless indicated otherwise. 2. Information is not duplicated. 3. All statistics are double-checked. 4. **Every** page is numbered. 5. The shaded areas containing the statements/questions are not removed from the document. 6. Your university name is printed on every document submitted. 7. Each section or table may be expanded as required. However, the information supplied should be concise and the response should be restricted to 1xA4 page maximum (unless indicated otherwise). | **This Form has six parts and five accompanying documents**  You must complete all parts of the Form before you submit your application:   1. General Information 2. Programme Information 3. Output Standard Matrix 4. Checklist 5. Additional Information for Visit 6. Signature   Accompanying Documents:   * ***IMechE/Laboratory/Hands-on Experience Details*** * ***IMechE/Graduation Statistics*** * ***IMechE/AHEP4: Methods of Assessment*** * ***IMechE/AHEP4: Output Standards Matrix*** * ***IMechE AHEP 4 Degree Output Standards and Learning Outcomes*** |
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| **Purpose of Application**  Please state whether your application is for accreditation leading to (tick all that apply\*): |
| **Incorporated Engineer**  **Chartered Engineer**  ***\*Please note*** *that from September 2022, accreditation sought for partial CEng (further learning required) will no longer grant automatic dual accreditation for IEng. Should you choose to apply for IEng accreditation in addition to partial CEng accreditation, separate mapping will be required.* |

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| **PART A: GENERAL INFORMATION** | | | | | | | | | | | | |
| **A1:** General Information | | | | | | | | | | | | |
| **A1.1:** 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. *Students and industrial advisory board/committee members must be available to meet with the panel* | | | | | | | | | | | | |
| **A1.2:** Programme Details  (in the following order: undergraduate programmes BEng, BEng(Hons), MEng, postgraduate programmes) | | | | | | | | | | | | |
| **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) | | | | | | | | | | | | |
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| 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. | | | | | | | | | | | | |
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| **A1.3:** Previous Accreditation Visit Details (if applicable) | | | | | | | | | | | | |
| Date of previous accreditation visit | | | | | | | Have all the actions required from the previous visit been addressed? | | | | | |
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| Type of visit (i.e. IMechE only, Joint Visit or EAB) and Professional Engineering Institutions involved (if applicable): | | | | | | | If any actions have not been completed, please provide details. | | | | | |
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| Please provide brief details of any major changes since your last accreditation visit, for example, significant staff, infrastructure or programme changes. | | | | | | | | | | | | |
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| List any of the programmes for which you are seeking accreditation (ibid. A.1.2) that were most recently accredited during a non-IMechE visit by Professional Engineering Institution\* (e.g. IET or EAB) and confirm whether any required actions have been completed: | | | | | | | | | | | | |
| **EngC Ref *(1)*** | | **Designation *(2)*** | | | **Course Title *(3)*** | | **Date of visit & name of PEI\*** | | | **Actions completed?**  **Yes/no/no actions** | | |
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| **A1.4:** Programme Specifications | | | | | | | | | | | | |
| **In file share**: Please submit programme specifications for each degree title | | | | | | | | | | | | |
| **A1.5:** Programme Learning Outcomes | | | | | | | | | | | | |
| **In file share**: Please provide a statement not exceeding 200 words explaining how the University has ensured that the programmes meet appropriate Frameworks for Higher Education Qualifications and UK Degree-Awarding Bodies levels descriptors and the AHEP 4 Learning Outcomes across the five key areas of learning:   * Science and mathematics * Engineering analysis * Design and innovation * The Engineer and society * Engineering practice   To avoid repetition, reference should be made where appropriate to the Programme Specifications. | | | | | | | | | | | | |
| **A2:** Quality Assurance | | | | | | | | | | | | |
| Please provide details of the Departmental QA management structure and procedures including: | | | | | | | | | | | | |
| **A2.1:** TEF\* | | | | | | | | | | | | |
| **In file share**: Please provide details of provider and if applicable subject TEF rating.  *\*For Scotland, please provide the latest Enhancement-led Institutional Review* | | | | | | | | | | | | |
| **A2.2:** Internal Programme Review Reports | | | | | | | | | | | | |
| **In file share**: Please provide the three most recent reviews (including annual and periodic), covering teaching and learning aspects and the Department’s response. | | | | | | | | | | | | |
| **A2.3:** Graduate Destinations Data | | | | | | | | | | | | |
| Please provide a hyperlink to your KIS statements which shows the most recent institution level graduate destination data – DLHE (Destination of Leavers of Higher Education) 6 month or longitudinal data, and/or internal statistics. This should capture graduate destinations, whether graduates work in graduate roles and starting salaries. | | | | | | | | | | | | |
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| **A2.4:** External Examiner Reports | | | | | | | | | | | | |
| **In file share**: Please provide the external examiner reports for each degree title for the past 3 years. | | | | | | | | | | | | |
| **A3:** Staff | | | | | | | | | | | | |
| **A3.1:** 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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| **A3.2:** Staff Development and Training | | | | | | | | | | | | |
| **In file share**:Provide brief details of the development policies for all staff. Detail how these are implemented and provide information on the staff appraisal scheme. Specify the training available and how this is funded. Include induction training for new staff. Please also state how professional registration with a Professional Engineering Institution is encouraged. | | | | | | | | | | | | |
| **A4:** Resources | | | | | | | | | | | | |
| **A4.1:** Facilities | | | | | | | | | | | | |
| **In file share**:Describe the laboratories and workshops that contribute to the new/revised student teaching. This can include details of:   * Equipment Details * Finances available * Renewal Plan (hardware & software)   Please give details of the facilities available under the following headings, indicating any significant changes since the last full visit (if applicable). Include access hours:   1. Teaching Laboratories and Workshops 2. Drawing/Design Offices or Studios 3. Library facilities 4. Computers and Computer Laboratories 5. Lecture Rooms 6. Student study areas 7. Accommodation for student study areas | | | | | | | | | | | | |
| **A4.2:** Student Experience | | | | | | | | | | | | |
| **In file share**: Provide brief details on the following:   * Pastoral, academic and welfare support available to students * Department’s response to the most recent National Student Survey * Describe the role and operation of the Staff-Student Liaison Committee and any other mechanism that have been established to obtain student feedback * Explain how such feedback is used to improve student support and learning * Please include any formal minutes of the Staff Student Liaison Committee meetings for the past year. | | | | | | | | | | | | |
| **A4.3:** EngD: Research Engineer Experience | | | | | | | | | | | | |
| **In file share**: If seeking accreditation of an EngD programme, please provide brief details on the range of facilities and appointments available | | | | | | | | | | | | |
| **A5:** Equality, Diversity and Inclusion | | | | | | | | | | | | |
| **A5.1:**  Equality, Diversity and Inclusion | | | | | | | | | | | | |
| Please state what your department/school/faculty/HEI is doing to address Equality, Diversity and Inclusion issues amongst both students and staff. Please detail any external recognition, for example the Race Equality Charter and the Disability Employment Charter. | | | | | | | | | | | | |
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| **A5.2:** Gender Equality | | | | | | | | | | | | |
| Does your HEI hold an Athena Swan award\*, and if so, at what level?  Please state what your department/school/faculty is doing to address gender imbalance amongst both students and staff, and to promote gender equality.  *\*For further information on the Athena Swan Charter, please visit:* [*https://www.advance-he.ac.uk/equality-charters/athena-swan-charter*](https://www.advance-he.ac.uk/equality-charters/athena-swan-charter) | | | | | | | | | | | | |
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| **A6:** Changes | | | | | | | | | | | | |
| **A6.1:** Changes since Last Accreditation Visit | | | | | | | | | | | | |
| **In file share**: Please provide a finalised Action Plan which gives details of how previous conditions and recommendations have progressed; provide updates on any major changes to the department and/or programmes, since the last accreditation visit. | | | | | | | | | | | | |
| **A6.2:** Planned Changes | | | | | | | | | | | | |
| **In file share**: Please provide details of any major changes planned or intended in the programme structure or content, facilities, equipment, staff or student intake which could affect the learning experience of the students over the period of accreditation. | | | | | | | | | | | | |

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| **PART B: PROGRAMME INFORMATION** | | | |
| **B1:** Programmes | | | |
| **B1.1:** Programme Structures | | | |
| Please provide the following information by programme title:  **In file share**: Provide a diagram for the programme structure for each mode of delivery, clearly showing core and optional subjects, their total credit value, and all possible routes through the overall programme OR indicate where this information is provided elsewhere in the submission.  If this is an EngD, indicate whether the programme structure is a portfolio of short projects or a PhD style research project. | | | |
| **B1.2:** Syllabi/Module Descriptors | | | |
| Please provide the following information by programme title:  **In file share**: 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. | | | |
| **B1.3:** Examination Papers | | | |
| **In file share**: Where assessment is by examination, please provide the following information by programme title from the last three years sets of:   * final year examination papers * Model solutions * Re-sit papers | | | |
| **B2:** Projects | | | |
| **In file share**: Please provide the following information.  Please provide brief statements of no more than 500 words each which describes the approach to the following in the programmes, how they are linked to the AHEP learning outcomes and the AHEP learning outcomes are assessed:   * Individual Technical Investigative Projects * Group working * Group Projects (where relevant to the programme) | | | |
| **B2.1:** Project List | | | |
| **In file share**: Please provide a list of individual projects and Group projects for MEng students. Titles and marks should be provided for the most recent year available. | | | |
| **B2.2:** Selection and Allocation of Projects | | | |
| **In file share**: Please state the process for selection and allocation of projects. | | | |
| **B2.3:** Project Assessment | | | |
| **In file share**: Please list details of how projects are assessed including any marking criteria used. | | | |
| **B2.4:** Project Failures | | | |
| **In file share**: Please state the implications for a student who fails a project? | | | |
| **B2.5:** Project Guidance | | | |
| **In file share**: Include, where available, the *Student Project Handbook* including a copy of the policy on re-submission of project work. | | | |
| **B3:** Laboratory Work and Engineering Applications | | | |
| **B3.1:** Laboratory Work and Engineering Applications | | | |
| **In file share**: Please complete:   1. a brief statement of no more than 400 words which describes how the programmes provide students with appropriate laboratory work and hands-on experience of engineering applications in an engineering workshop environment (include any handbooks for laboratory programmes, design & make exercises and workshop practice, etc. where available along with information of which modules the exercises contribute to and their weighting) 2. the relevant table within ***IMechE/Laboratory/Hands-on Experience*** for each programme put forward for accreditation. | | | |
| **B4:** Industrial Engagement and Influence | | | |
| **B4.1:** Industrial Engagement and Influence | | | |
| Please provide a brief statement of no more than 400 words which describes how industrial engagement and influence into the programme review and development process is achieved. | | | |
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| **B4.2:** Industrial Advisory Board | | | |
| **In file share**: Where the Department has an Industrial Advisory Board (IAB) or equivalent, describe the ways in which the IAB contributes to the support and development of the programmes. Please show how the Department ensures the programmes are up to date and appropriate for the destination of student cohorts. Please provide the following:   * Details of the membership of IAB (names, affiliations, and professional titles) * Terms of Reference * Information on the frequency of meetings * Minutes of IAB meetings for past 3 years | | | |
| **B4.3:** Evidence of Industrial Engagement | | | |
| The accreditation process will require to see evidence and the effectiveness of the mechanisms used, either as part of this submission or during the accreditation visit.  **In file share**: Provide any records of industrial engagement relevant to the development of the programmes. Where the Department maintains a log of industrial engagement, please provide a copy of the log records since the previous accreditation visit. | | | |
| **B4.4:** Industrial Placements and Visits | | | |
| **In file share**: Provide brief details of industrial placements and visits or any other provision by the Department for students to obtain relevant experience off campus for the past 3 years. How do these experiences contribute to the degree result?  If the placement contributes to AHEP learning outcomes and/or the degree result, please provide evidence of the assessment. Please state the number of students currently undertaking industrial experience. Give the name of the staff member responsible. | | | |
| **B4.5:** Visiting Lecturers | | | |
| **In file share**: Provide details of any arrangements for lectures to students by visiting lecturers and how these relate to the programmes of study.  This should include the names of the lecturers, modules covered and qualifications of the lecturers. | | | |
| **B4.6:** EngD: Collaboration with Industry | | | |
| **In file share**: If seeking accreditation of an EngD programme, please list all companies that support the programme and details of their core business. | | | |
| **B5:** Research Input to Programmes | | | |
| **B5.1:** Research Input to Programmes | | | |
| **In file share**: Provide brief details of how any research inputs to the programme including the programme review and development processes. | | | |
| **B6:** Partnership Arrangements and Overseas Study | | | |
| **B6.1:** Period of Study Overseas | | | |
| **In file share**: Provide brief details of any period spent overseas, indicating the length of time spent overseas; when such study occurs (i.e. at which part of the programme); details of the host educational establishment; the elements of study undertaken overseas; how the work is assessed.  Please also state the arrangements in place to assure that the study is compatible with that at the home university and whether the work contributes to the degree result. | | | |
| **B6.2:** Partnership and Collaboration with Other Institutions\* | | | |
| **In file share**: Please state the details of any programmes put forward for accreditation that are offered in collaboration with other institutions. Details should include the agreement in place, any variants in entry or exit requirements, variants in assessment and pass marks, and progression between the universities involved in the programme.  *\*****Please note*** *that PEIs have a requirement to visit any other providers involved in the programme(s) put forward for accreditation or else agree a suitable way of differentiating the location of study, e.g., by having the transcript display the campus location of study.* | | | |
| **B6.3:** Location of Study and Franchise Arrangements\* | | | |
| **In file share**: If applicable, indicate the Institution where any programme is franchised, and the proportion of the programme studied at that Institution. Please provide procedures by the Department to ensure that the franchise arrangements are reviewed.  Where any franchised programme has the same title as a programme put forward for accreditation as part of this submission, please indicate how the awarded degree of the franchised programme is differentiated from that of the programme included in this submission.  *\*****Please note*** *that PEIs have a requirement to visit any other providers involved in the programme(s) put forward for accreditation or else agree a suitable way of differentiating the location of study, e.g. by having the transcript display the campus location of study.* | | | |
| **B7:** Admissions, Progression, Award and Destination | | | |
| **B7.1:** Programme Details | | | |
| **In file share**: Provide details of the following:   * Year the programme commenced * Year the programme was last revised * Number of students currently on the programme * Details of any title changes (including intake years for which titles apply) | | | |
| **B7.2:** Published Entry Requirements | | | |
| **In file share**: Provide details of the published entry requirements for all programmes submitted for accreditation. | | | |
| **B7.3:** Cohort Support | | | |
| **In file share**: If the programme(s) admits students with a wide range of evidenced ability levels and/or admits students directly into later years of the course, provide details of how these students are supported. | | | |
| **B7.4:** Graduation | | | |
| **In file share below**: Using ***IMechE/Graduation Statistics***, please supply the results for the last 2 cohorts to graduate, indicating graduation year. | | | |
| **B7.5:** Methods of Assessment | | | |
| **In file share**: 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) | | | |
| **B7.6:** Compensation and Condonement | | | |
| Please provide details of pass marks and any provision for compensation and condonement, together with referral procedures and opportunities to re-sit examinations.   * Please include a copy of the policy for re-sitting examinations * Please detail the arrangements for resubmitting coursework and project work   If it is a collaborative programme with another institution, please provide the above information for the partner institution. | | | |
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| **B7.7:** Progression | | | |
| **In file share**: Please detail the conditions governing progression and / or transfer on undergraduate programmes:   * From one year to another for each of the programmes? * From one programme to another? (e.g. between BEng (Hons) and MEng)   Please also provide information where available on graduate destinations (employment, further study etc) | | | |
| **B7.8:** Exit Award | | | |
| **In file share**: Please state any exit policy or award in place for non-completion of a specified degree programme. | | | |
| **B7.9:** Classification | | | |
| **In file share**: State how the award of the degree is determined and details on pass/fail/distinction. | | | |
| **B8:** Professional Membership and Promotion of Accreditation | | | |
| **B8.1:** Student Members | | | |
| * How many students are members of a Professional Institution? * How are the Institutions promoted to the students? * How are the students informed of the requirements for registration? * How are EngD students informed of the requirements for professional registration? | | | |
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| **B8.2:** Professional Institutions | | | |
| Provide details of staff and student involvement in the activities of Professional Institutions and how such engagement adds to the learning experience.  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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| **B8.3:** Published Information | | | |
| Please detail how professional registration and programme accreditation is integrated into all published material (e.g. website, prospectus, handbook, Key Information Sets (KIS)) and the process for ensuring accuracy of such information. | | | |
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| **B8.4:** Published information about programmes under consideration for accreditation **(ibid. A1.2)** | | | |
| **EngC Ref *(1)*** | **Designation *(2)*** | **Course Title *(3)*** | **Insert link to the website** |
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| **B9:** Special/Commendable Features | | | |
| **B9.1:** Examples of Innovative Features | | | |
| Please provide details of any innovative features, teaching practice, programme design, or areas of good practice that you wish to draw to the attention of the accreditation panel (less than 1000 words). Any examples provided may be considered by the Institution for an ‘Innovation Award’ and shared with the Engineering Council or other Professional bodies for the purposes of promoting and recognising innovation and good practice. If you wish to be considered for this Award and are content for examples provided to be shared, please tick the box: | | | |
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| **PART C: OUTPUT STANDARDS MATRIX** |
| **C.1.1:** Output Standards Matrix |
| **In file share**: 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 and ***IMechE AHEP 4 Degree Output Standards and Learning Outcomes*** for more information on Learning Outcomes. * 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. * 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. * If you apply for IEng accreditation in addition to partial CEng accreditation, separate mapping will be required.   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.  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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| **PART D: CHECKLIST** | | | |
| **D1.1:** Checklist | | | |
| **In file share**: Please use this checklist to ensure that all required documentation can be found within the documentation files shared with the Institution. | | | |
| **Reference** | **Description** | **Included? (Y/N)** | **Notes** |
| A1.4 | Programme Specifications |  |  |
| A1.5 | Programme Learning Outcomes |  |  |
| A2.1 | TEF |  |  |
| A2.2 | Internal Programme Review Reports |  |  |
| A2.3 | Graduate Destinations Data |  |  |
| A2.4 | External Examiner Reports |  |  |
| A3.2 | Staff Development and Training |  |  |
| A4.1 | Facilities |  |  |
| A4.2 | Student Experience |  |  |
| A4.3 | EngD: Research Engineer Experience |  |  |
| A6.1 | Changes Since Last Accreditation Visit |  |  |
| A6.2 | Planned Changes |  |  |
| B1.1 | Programme Structures |  |  |
| B1.2 | Syllabuses/Module Descriptors |  |  |
| B1.3 | Examination Papers |  |  |
| B2 | Project |  |  |
| B2.1 | Project List |  |  |
| B2.2 | Selection and Allocation of Projects |  |  |
| B2.3 | Project Assessment |  |  |
| B2.4 | Project Failures |  |  |
| B2.5 | Project Guidance |  |  |
| B3.1 | ***IMechE/Laboratory/Hands-on Experience Details*** |  |  |
| B4.2 | Industrial Advisory Board |  |  |
| B4.3 | Evidence of Industrial Engagement |  |  |
| B4.4 | Industrial Placements and Visits |  |  |
| B4.5 | Visiting Lecturers |  |  |
| B4.6 | EngD: Collaboration with Industry |  |  |
| B5.1 | Research Input to Programmes |  |  |
| B6.1 | Period of Study Overseas |  |  |
| B6.2 | Partnership and Collaboration with Other Institutions |  |  |
| B6.3 | Location of Study and Franchise Arrangements |  |  |
| B7.1 | Programme Details |  |  |
| B7.2 | Published Entry Requirements |  |  |
| B7.3 | Cohort Support |  |  |
| B7.4 | ***IMechE/Graduation Statistics*** |  |  |
| B7.5 | ***IMechE/AHEP4: Methods of Assessment*** |  |  |
| B7.7 | Progression |  |  |
| B7.8 | Exit Award |  |  |
| B7.9 | Classification |  |  |
| C1.1 | ***IMechE/AHEP4: Output Standards Matrix*** |  |  |

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| **PART E: ADDITIONAL INFORMATION FOR VISIT** |
| **E1.1:** Additional Information Required for Visit\* |
| **In file share**: Please make the following available for each programme title six weeks prior to the visit:  Major Individual and Group projects  For each year of the last three complete academic years:   * For each programme, a minimum of nine samples for both Individual and Group project reports across the whole band of marks i.e. top, middle and bottom (or for the whole cohort if less than nine) with student names removed as necessary. * A copy of the project marking/feedback sheets, along with marking rubric for each of the projects provided. * A copy of the project module marksheet for the whole cohort.   Other Modules  A copy of the module marks for the whole cohort (if this clearly shows the marks for each element in the module, then separate coursework and/or exam marks do not need to be provided as indicated below):  *Coursework*  For each assignment worth 5 credits or more, or it is the only element instrumental in meeting AHEP learning outcomes in a module:   * A minimum of three sample coursework assignments at the threshold pass\* (or the whole cohort if less than three) with student names removed as necessary from the most recent complete academic year only. The sample shall include work at (or just above) the standard module pass mark (typically, a mark of 40% for levels 4, 5, 6 / 50% for level 7 modules). * A copy of the marking/feedback sheets for each of the sample assignments provided from the most recent complete academic year only. * A copy of the coursework brief and exemplar solution where appropriate from each year of the last 3 complete academic years. * A copy of the coursework marks in that module for the whole cohort from each year of the last 3 complete academic years.   *Exams*   * A minimum of three sample exam scripts at the threshold pass\* (or the whole cohort if less than three) with student names removed as necessary from the most recent complete academic year only. The sample shall include work at (or just above) the standard module pass mark (typically, a mark of 40% for levels 4, 5, 6 / 50% for level 7 modules). * A copy of the exam paper and the exemplar solutions from each year of the last 3 complete academic years. * A copy of the exam marks for the whole cohort from each year of the last 3 complete academic years.   *\*A threshold pass represents the minimum acceptable level that a student needs to reach to demonstrate achievement of the intended learning outcomes for the assignment/exam (e.g. typically, a grade of at least 40% or equivalent for an undergraduate module). The sample should include work at or just above the pass mark (e.g. typically, a grade of 40-45% or equivalent), or the lowest scoring ‘passed’ samples as appropriate.*  **Failure to provide this material four weeks before may result in the cancellation of your accreditation visit.**  Please provide the below additional documentation on the day of the accreditation visit:   * A3 size printouts of the Output Standard Matrices for all programme titles * Copy of latest prospectus * Course/Programme/Student Handbook   Additional documentation may also be requested by the visiting team to be made available on the day of the accreditation visit. Any such requests will be made in advance.  *\*****Please note*** *where backdating of accreditation is sought, evidence from those additional years will also be required for IMechE accreditation to be considered.* |

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| **PART F: SIGNATURE** | |
| **F1.1:** Declaration | |
| By submitting this application, the University agrees to pay the accreditation visit fee due and 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. Should the accreditation visit be cancelled or postponed by the University or by the Institution because of an incomplete submission less than 30 calendar days prior to the agreed commencement date of the visit, the University agrees to pay the accreditation visit fee in full by way of compensating the Institution for time lost. In such circumstances this fee will levied as a ‘cancellation fee’.  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. | |
| **F1.2:** Signature | |
| Name: | Position (Head of Department/School/Faculty): |
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| Signed: | Date: |
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