Accreditation Visit

Definition:

For Departments whose programmes are due for reaccreditation and/or new programmes with no or limited commonality with other accredited programmes and/or previously unaccredited programmes. This applies to programmes accredited in the UK or overseas.

Trigger:

Decision Letter, ADAMS, Annual Report

Protocol:

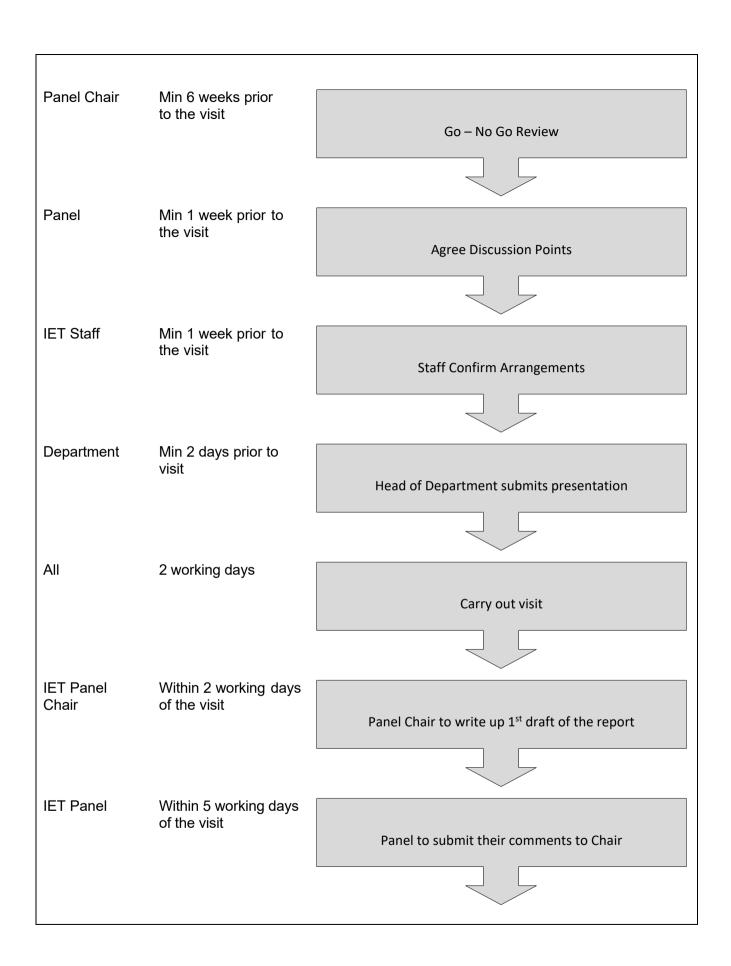
- At the end of the 5-year cycle, the Department will initiate a full visit in order to reaccredit their programmes.
- New programmes, or programmes that have not been accredited before, may also be reviewed during a visit following an initial consultation or advisory visit.
- The information required to undertake this review is defined in ADAMS and also in the Submission Guidance Accreditation Visit document.
- Normally up to four IET accreditors will review the submission and will attend the visit with one IET staff member.
- The Department would normally need to submit an Action Plan to the IET following the receipt of the visit report.
- Action plans should be reviewed by Visit Panels before being submitted to the committee. Visit Panels have the right to request the action plan be strengthened. Departments have the right to submit their Action Plan whatever the Visit Panel's recommendation.
- For current (legacy) joint visit protocol with BCS and IMechE see PA-B-19.
- Feedback is sought from the Department and accreditors and staff once the process is concluded see PA-B-20 and PA-B-21.

Supporting Documentation:

- Accreditation Information Pack (PA B 30)
- Submission Guidance Accreditation Visit
- REPORT Accreditation Visit (PA B 15)
- AGENDA Accreditation Visit (PA B 29)

Owner	Target timescale	Action
Department	Various	
		Submit visit request and request date
IET Staff	Min 20 weeks prior to the visit (usually	
	much more than this)	Confirm Date
Department	Min 14 weeks prior to the visit	
		Select accreditors and organise logistics
Department	Min 8 weeks prior to the visit	
		Submit Data
۸۵۵		Page 1 of 2

ACC Issue 16.0



IET Panel Chair	Within 10 working days from the visit date	Chair to coordinate Panel comments and submit to IET
IET Staff	Within 20 working days from the visit date	Staff to check Visit Report and send Visit Report to Department for factual check and Action Plan
Department	20 working days from receipt of visit report	
		Carry out factual check and respond with Action Plan
Panel	2 to 4 weeks from when Action Plan is received	Panel to review Action Plan response (Panel may request the Department to strengthen the Action Plan).
Committee	Various	
		Report and Action Plan to Committee process.
IET Staff	Within 3 weeks	Communicate decision to HEI