

AHEP 4.0 INITIAL SUBMISSION DATA FORM

For academic programmes delivered from a non-UK supporting Engineering Council registration

**PART A: General details**

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| Name and address of educational institution |  |
| Department |  |
| Name(s) and email address(es) for Head(s) of department1 |  |
| Member of staff responsible for submission2 |  |
| Name and email address for Vice Chancellor3 |  |
| Suggested dates for accreditation visit (2 days), please suggest options in three different weeks with, ideally, 18 months’ notice4 |  |

1 For joint degrees, give the names of all heads and departments and their email addresses.

2 Include name, email address and telephone number.

3 As a matter of courtesy, a copy of the final report and action plan may be sent to the Vice Chancellor.

4 Visits are usually held Tuesday and Wednesday, or Wednesday and Thursday, avoiding the days immediately before or after a national holiday. Scheduling of visits depends upon the availability of key university staff and students, professional engineering institution staff and volunteers. To enable publication of accurate accreditation information in KIS Universities should allow a minimum 6 months period between the date of a visit and the deadline for submitting KIS relating to the entry year for which they are seeking initial accreditation or reaccreditation. It is anticipated that the Covid-19 emergency will impact upon capacity for visits for a number of years, so 18 months notice is a guide, but it is not guaranteed that all professional engineering institutions and the Accreditation Officer will be able to accommodate visits within that timescale. Should Covid-19 or other events make physical visits problematic potential for virtual visits will be considered on a case by case basis.

**PART B: Programme details**

**Please list all programmes you wish to be considered for accreditation**

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| **Award and ProgrammeTitle5** | **Engineering Council reference number6** | **Mode of delivery7** (Full Time, Part Time, Sandwich, Work Based, Distance Learning) **and length of programme** | **Year of entry of first cohort if programme not previously accredited** | **Accreditation period8 for which accreditation is sought by professional engineering institution9** | **Registration category10** |
| 1, |  |  |  |  |  |
| 2, |  |  |  |  |  |
| 3, |  |  |  |  |  |

5 For example: BEng (Hons) Mechanical Engineering. Use the title that appears on the degree certificates, including any variations e.g. ‘with a year in industry’.

 Please list all programmes you wish to be considered for accreditation.

6 Please refer to Engineering Council <http://www.engc.org.uk/courses>. If programme is new, please indicate (NEW).

7 Students graduating from a programme delivered in a non-accredited mode cannot be treated as holding an accredited degree. *Note if you are looking for recognition of an apprenticeship (including a degree apprenticeship or graduate apprenticeship) such programmes may be approved or accredited in line with the Approval and Accreditation of Qualifications and Apprenticeships (AAQA) which may require a different process to an standard accreditation visit.*

 8 Please indicate years for which accreditation is sought - from intake month and year to intake month and year (September 20xx to August 20xx if running a usual academic calendar), covering a maximum of five years - plus any backdating (*note backdating of accreditation can be considered only in exceptional circumstances and panel members must be able to review work from all cohorts for which backdated accreditation is sought).*

 9 Please indicate the registration category against which each programme accreditation is sought (e.g. IEng or CEng).

 **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

 **Doctorates** can be accredited as further learning for CEng.

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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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| **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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A visit to a single site will not normally support accreditation of collaborative or franchised provision, and the Accreditation Officer should be contacted separately if accreditation is sought for programmes that are delivered collaboratively, on a franchised basis or (unless distance learning) in multiple locations.

**Previous accreditation visits** *if applicable*

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| --- | --- |
| Date of previous InstMC visit |  |
| Have all the actions required/recommended from the previous InstMC visit been addressed - yes/no |  |
| If no, please give further details: |  |

List any of the programmes for which you are seeking an InstMC visit that were previously accredited by another institution and confirm whether or not any required/recommended actions have been completed:

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| --- | --- | --- |
| **Designation and title of Programme** | **Date of visit & name of****Professional Engineering Institution (PEI)** | **Actions completed?****Yes/no/no actions** |
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**PART C: Programme specifications**

Please submit programme specifications for each degree programme by title. This can be submitted as email attachments or if the folders are too large via an electronic file sharing platform or on USB memory sticks.

**PART D: Programme learning outcomes**

Please provide a statement not exceeding 200 words explaining how the University has ensured that the programme(s) meet the **AHEP 4.0 Edition** **Learning Outcomes** across the six key areas of learning:

* Science and mathematics
* Engineering analysis
* Design and Innovation
* The Engineer and Society
* Engineering practice
* Sustainability

To avoid repetition reference should be made where appropriate to the programme specifications.

**PART E: Resources**

**Teaching facilities**

Describe the development of the laboratories that contribute to the student teaching. This can include details of equipment, finances available and renewal plan (hardware and software).

Give details of the facilities available under the following headings, indicating any significant changes since the last full visit:

1. Teaching laboratories and workshops
2. Drawing/design offices or studios
3. Library facilities
4. Computers and computer laboratories
5. Lecture rooms
6. Accommodation for private study
7. Finances available and renewal plan (state how funding is provided and maintained)

**PART F:** **UK professional engineering institution membership**

1. How many students are members of a UK professional engineering institution?  Please list the name(s) of the professional engineering institutions and number of students.
2. How are the UK professional engineering institutions promoted to the students?
3. How are the students informed of the requirements for registration?
4. Provide details of staff and student involvement in the activities of UK professional engineering institutions and how such engagement adds to the learning experience.
5. Provide details of how the university informs students and staff of such activities and the requirements for professional membership and Engineering Council registration.
6. What are the requirements for registration in your country?
7. Are you a member of another local institution?
8. Are you a member of a UK professional engineering institution? If yes, please indicate which.
9. Are you seeking accreditation through another signatory?

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| --- | --- |
| **Signed:** | **Date:** |

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| **Please return documentation to:**Leila AthertonInstitute of Measurement and Control297 Euston RoadLondonNW1 3AD | Tel: 020 7387 4949Email: membership@instmc.org  |

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