

ACADEMIC ACCREDITATION VISIT TIMETABLE

Institution of
**MECHANICAL
ENGINEERS**

ACCREDITATION VISIT TO

(Department/School)
(University)

(Date)

IMECHE VISITING TEAM

Panel Chair –
Academic Panellist –
Industrial Panellist –
Observer –
Secretariat –

PRE-VISIT

**12 WEEKS
BEFORE**

University Sends Accreditation Submission to IMechE

The University uploads its main submission to IMechE's SharePoint for review.

**6 WEEKS
BEFORE**

University Provides Additional Pre-Visit Material for Review

University provides samples of student material via IMechE's SharePoint.

Material to be provided via file share:

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 pass¹ (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.

Failure to provide this material 4 weeks in advance may result in the cancellation of your accreditation visit.

2 WEEKS BEFORE

Private Team Preparation Meeting

Visiting Team meets to compile a list of initial questions for the University and request any further material that may be required following review of the submission and pre-visit material.

5 DAYS BEFORE

University Provides Responses to Initial Questions

University provides written responses to all the Visiting Team's initial questions along with any further material requested. A copy of the PowerPoint presentation to be used in the University's introduction session should also be provided along with a list of the names and roles of staff who will be attending each session and the names of those representatives from the Industrial Advisory Board who will be meeting with the Visiting Team.

Failure to provide this information/material on time may result in the cancellation of your accreditation visit.

1 DAY BEFORE

Private Team Pre-Visit Meeting

Visiting Team meets to review responses to initial questions and agree final plans for the accreditation visit.

¹ 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.

THE ACCREDITATION VISIT

The below is a typical accreditation visit timetable and is provided for illustrative purposes only. The final timetable is decided upon by the Institution's Panel Chair.

DAY ONE

12:00 – 12:30 Arrival of Visiting Team and Private Team Meeting

12:30 – 13:00 Welcome and Introduction to Key Staff

Chair introduces the visiting team followed by introductions by the university. Key staff from the department will be present and the Vice Chancellor or another senior member of staff, if available, is invited to attend. This session will include a brief presentation² by the Head of Department, giving an overview of the department (10 min approx.) which considers the following:

- a broader context given under which the programmes under consideration sit
- changes since the last accreditation visit, including implementation of Conditions and Recommendations (if applicable)
- strategy for industrial engagement and influence
- future plans

13:00 – 13:15 Refreshment Break

To allow for changeover time between sessions.

13:15 – 14:15 Lunch with Students³

Max. 16, to include a cross-section from all programmes and all years.

14:15 – 14:45 Meeting with Staff on Aims and Objectives of the Programmes

Breadth, depth and Learning Outcomes achieved.

14:45 – 16:15 Tour of Facilities

16:15 – 16:30 Refreshment Break

To allow for changeover time between sessions.

16:30– 17:30 Meeting with Industrial Advisory Board Representatives⁴

To discuss industrial engagement and influence into the programmes, including:

- committee composition, meetings and key activities
- areas of industrial involvement and influence
- opportunities to share industry 'good practice' with students

17:30 – 17:45 Private Team Meeting

To review Day One.

² The presentation should not include any research or scholarly activity unless it has a direct impact on teaching.

³ Any students from remote sites may join virtually.

⁴ N.B. This meeting may be conducted virtually.

17:45 – 18:00 Informal Meeting with Head of Department/Key Member of University Staff⁵

To discuss final details and arrangements for the following day and to make any requests for additional information/information missing from the materials and submission, if appropriate.

18:00 End of Day One

DAY TWO

09:00 – 10:00 Private Team Meeting

To include a review of any additional material requested.

10:00 – 12:45 Meeting with Staff

This session should be limited to only those staff members able to answer questions on the AHEP Learning Outcomes as it will be to discuss:

- Science and Mathematics
- Engineering Analysis
- Design and Innovation
- The Engineer and Society
- Engineering Practice

The session includes a 15-minute refreshment break.

12:45 – 14:30 Private Team Meeting and Working Lunch

To include a further review of material if required and to decide on feedback to the university.

14:30 – 15:00 Final debriefing session

Visiting team to meet with staff to report on accreditation recommendations.⁶

15:00 Visiting Team departs

Please note that the timings indicated in the above agenda are not prescriptive and have been provided as a guide only.

POST-VISIT

At the end of the accreditation visit the visiting team will conclude whether it has been able to ascertain sufficient information to form an accreditation recommendation to the Institution's Academic Standards Committee. The visiting team's decision on this matter will be communicated to the university as part of the final debriefing session along with next steps.

⁵ The IMechE understand that the scheduling of this session late in the day may pose challenges for attendees with caring commitments. The intent of this session is to help the Department prepare for the second day. Where this may pose an issue to staff, please discuss this with the IMechE ahead of the visit, or with the visiting team during day one and we will do our utmost to provide flexibility.

⁶ The debriefing session is not intended to reflect any decision on accreditation. It is used to highlight some aspects examined during the visit.

The visiting team will prepare a visit report for the Academic Standards Committee which will be sent to the university for factual checking and completion of the Action Plan. The report and its recommendations will then be considered by the Committee and a decision whether to accredit or not will be made at that stage. Accreditation can be awarded for a maximum of five years.