Annexes 1 & 2: Accreditation questionnaire and assessors’ report

Part 3: Sections C & D

Section C – Assessor panel recommendations

Note: **Macros should be Enabled for this form to function properly.**

For internal ichemE purposes only – assessors and Education and Accreditation Forum (EAF)

Guidance

– A degree programme can only have accredited or non-accredited status.

 (It is not possible to award provisional accreditation)

– A new programme can only be accredited for up to 3 years without condition.

– An existing accredited programme can be re-accredited for up to 5 years without condition.

– A condition is defined as work that the academic unit must implement if accreditation status is to be maintained. A time frame for implementation of any conditions must be proposed.

University: **.....** Visit: from date to date

Lead Assessor: **…..** Date of visit report: date

**C.1 Summary of assessor recommendations by programme**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| University Code | Award type(MEng/ BEng / Diploma etc) | Title | Full-time/ part-time/ Distance Learning | Programme length(years) | Recommended Accreditation standard | Accredit for how long? (years) | Conditions apply? (Y/N) | For EAF use |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |
| ..... | ..... | ..... | .. | ..... | .. | .. | .. | ..... |

**C.2 Points for EAF discussion**

Highlight below specific areas of the report that the Education and Accreditation Forum (EAF) should discuss in detail, particularly raising any issues of concern that you have found as a result of your assessment.

|  |
| --- |
| **Assessor Comment: (500 words max)** |
| ..... |

**C.3.1 Conditions**

If you suggest that conditions should be imposed on any programme, please propose below and provide an indication of when it would be reasonable for changes to be implemented to the programme.

NB Conditions are binding and must be met in order for accreditation to continue beyond the time specified.

|  |  |  |
| --- | --- | --- |
| Programme (Univ Code) | Conditions | To be completed by (date) |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

**C.3.2 Recommendations**

If you recommend that the university changes any aspect of the provision, please propose below.

NB Recommendations are not binding on the university and do not affect the accreditation outcome at the stage; they will be reviewed at the next accreditation visit.

|  |  |
| --- | --- |
| Programme (Univ Code) | Recommendations |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |

**C.4 Good practice and innovation**

Are there particular features of good practice/innovation that the academic unit would agree can be shared amongst the accredited IChemE community?

|  |
| --- |
| **Assessor Comment: (500 words max)** |
| ..... |

**C.5 Where accreditation is not recommended**

If you recommend the programme should not be accredited, please cite the key reasons for this recommendation.

|  |
| --- |
| **Assessor Comment: (500 words max)** |
| ..... |

Section D – EAF Rapporteur’s Report Sheet

For internal ichemE purposes only – assessors and Education and Accreditation Forum (EAF)

Guidance

* The rapporteur is asked to discuss the assessors’ report with the lead assessor by email/phone etc, as convenient.
* The aim is to clarify and resolve as many issues as possible arising from the report prior to the EAF meeting, so that these can be noted with minimal need for further EAF discussion.
* The rapporteur should identify any particular issues which need further discussion by EAF.
* Please complete and return this report as soon as possible, ideally at least one week before EAF meets.
* The report should be returned to: accreditation@icheme.org

University: .....

Lead Assessor: …...

Rapporteur:…... VAP meeting date: date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Q #* | *Rapporteur’s question* | *Assessor’s response* | *Rapporteur comment* | *Pre-VAP status* | *VAP comments/ decision* |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |
|  | ..... | ..... | ..... | ..... | ..... |

Right click in table above to add/delete a row (or click **+** at rhs)