Annex 2: Accreditation questionnaire and assessors’ report for  
 D-Standard programmes

Part 1: Sections A and B

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| --- | --- |
| **Instructions for completing this form**  Note: **Macros should be Enabled for this form to function properly.** | |
| *All* | Indicative limits which have been set for text boxes to guide the level of detail required. Please try to work within these limits.  This is Part 1 of the form, covering Sections A and B.  **Part 2 (Section S), Part 3 (Sections C and D) and Part 4 (Credit Analysis Tool) are separate downloads.** |
| *Universities* | Please complete Part 1 and Part 4.  Please also complete a separate Part 2 for each programme to be reviewed.  **Your completed Parts 1, 2 and 4, together with supporting materials, must be submitted at least three months before the assessment visit** |
| *Accreditation assessors* | Please add comments in support of your findings in A5 and in each part of Section B and also complete Part 3 Section C. **Your completed Parts 1, 3 and 4 must be submitted to IChemE within three weeks after the assessment visit** |
| ***Return completed form to:* accreditation@icheme.org** | |

Section A – General information

|  |  |  |  |
| --- | --- | --- | --- |
| **A.1 University and contact information** | | | |
| Name of university or college | ..... | | |
| Academic unit (department/school) | ..... | | |
| Head of academic unit: | ..... | | |
| Staff member responsible for accreditation submission | ..... | | |
| Address: | ..... | Email: | ..... |
| Phone: | ..... |
| Mobile: | ..... |
| Further information (if required) ..... | | | |
|  | | | |
| **A.2 Assessment visit details** | | | |
| Dates of visit | From *....* to *.....* | | |
| *Names of assessors (please indicate the lead assessor):* | | | |
| Academic assessor | ..... | | |
| Industry assessor | ..... | | |
| Third assessor | ..... | | |
| Other (observer etc) | ..... | | |

Section A (continued)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A.3 Staff numbers supporting the programmes under review** | | | | | | | | | | | | | | |
| **Academic** | | Total | | | ..... | | FTE teaching | | | | | ..... | | |
| IChemE members | | | ..... | |  | | | | | | | |
| **Support** | | Technical | | | ..... | | Administrative | | | | | ..... | | |
| Other student support | | | ..... | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **A.4 Summary of programme(s) submitted for accreditation** | | | | | | | | | | | | | | |
| University Code | Award type  (BSc / Diploma etc) | | Title | | | | | Full-time/ part-time/ Distance Learning | Length (years) | | Latest cohort size | | Multi-campus offer? | Date of last accreditation visit |
| ..... | ..... | | ..... | | | | | .. | ..... | | ..... | | .. | ..... |
| ..... | ..... | | ..... | | | | | .. | ..... | | ..... | | .. | ..... |
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| ..... | ..... | | ..... | | | | | .. | ..... | | ..... | | .. | ..... |
|  | | | | | | | | | | | | | | |
| **A.5 Previous Accreditation**  *Verify that any conditions set in the previous accreditation have been met, or otherwise* | | | | | | | | | | | | | | |
| **University Comment: (200 words max)** | | | | | | | | | | | | | | |
| ..... | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Assessor Comment: (150 words max)** | | | | | | | | | | | | | | |
| ..... | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **A.6 Explanatory notes**  *Space for any explanatory notes regarding Section A*  **(200 words max)** | | | | | | | | | | | | | | |
| ..... | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **A.7 Report submission dates** | | | | | | | | | | | | | | |
| **Date submitted by university** | | | | ..... | | **Date submitted by assessors** | | | | ..... | | | | |
|  | | | |  | |  | | | |  | | | | |
| **Date of EAF/VAP review** | | | | .... | | **Chaired by** | | | | …. | | | | |
| **Date approved by EAF/VAP review chair** | | | | .... | |  | | | |  | | | | |

Section B – Assessment of the degree programme(s)

Universities please provide detailed comments on the following aspects of the programme(s) to be reviewed.

Assessors should complete these sections after reference to the degree programme questionnaire and to the programme material reviewed before and at the formal visit

**B.1 Programme context and objectives**

B1.1 High level objectives and context

Comment upon the high-level objectives of the programme(s) and upon any other aspects that will help to set the context for the accreditation. Where relevant, also identify what is new and different since the previous accreditation:

|  |
| --- |
| **University Comment: (500 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B1.2 Other campuses (if applicable)

Where the university operates (or plans to operate) any of the programmes under review in different locations (e.g. other campuses, franchises etc), please provide details of the arrangements and accreditation arrangements:

|  |
| --- |
| **University Comment: (150 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.2 Entry requirements**

Comment on the entry criteria and profiles (including the years at which students are admitted to the degree programme), the entry numbers and trends, and the strategy for attracting students to the degree programme:

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.3 Summary of programme content and structure**

Use the Credit Analysis Tool (Annex 2 Part 4) to evaluate the credit in each group of programmes submitted and enter the results in the table below.

See notes below (NB point 6). Universities to enter the weightings of programme structure against the defined categories. Assessors to make an independent evaluation to validate the university’s assessment. Use a basis of 1 credit per 20h of study (combined teacher-led and independent), converting locally used metrics to this standard:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Basis:*  *1 credit per 20h of study* | | *Programme Code(s):* | ….. | | ….. | | ….. | | ….. | | *IChemE minimum credit guide* |
|  | *University* | *Assessors* | *University* | *Assessors* | *University* | *Assessors* | *University* | *Assessors* |
| Level-D | Underpinning Mathematics, Science & Other Engineering | | … | … | … | … | … | … | … | … | Appropriate |
| Core Chemical Engineering | | … | … | … | … | … | … | … | … | 60 |
| Chemical Engineering Practice | | … | … | … | … | … | … | … | … | 10 |
| Chemical Engineering Design Practice & Design Projects | | … | … | … | … | … | … | … | … | 10 |
| Embedded learning | | | ... | … | … | … | … | … | … | … | Sufficient |
| **Sub total of IChemE specified content (minimum)** | | | … | … | … | … | … | … | … | … | 60 – D-Standard |
| Complementary topics | | | … | … | … | … | … | … | … | … | - |
| **Total programme content** | | | … | … | … | … | … | … | … | … | - |

**Important notes:**

*1.* **Allocation***: All credit counts are on an exclusive basis. Therefore total content of whole programmes or modules cannot be accounted for twice nor appear under two categories of learning. If departments consider that it is appropriate for content of modules to be allocated across categories of learning, this is acceptable, provided full explanation of rationale is given in Section B4 below.*

*2.* **Underpinning mathematics and science***: The appropriate amount of underpinning material will vary according to the entry achievement of students and the nature of the programme itself. In all cases, the underpinning material must enable students to understand and achieve all of the chemical engineering outcomes. (see Guidelines Section 3.6, Appendix B1)*

*3.* **Embedded learning***: – It is expected that modules throughout a programme include, illustrate and reinforce aspects of sustainability, SHE and, where possible ethics, along with General Transferable Skills, as set out in Guidelines Appendix B5. It is expected that a wide variety of delivery methods is used throughout so that students acquire the range of interpersonal and management skills etc to equip them to the modern engineering workplace. No credits should be allocated to the embedded learning section.*

*4.* **Complementary topics***: Complementary topics must not be included in the credit assessment. (see Guidelines Section 3.9)*

*5.* **Multiple programmes and options***: Please group substantially similar programmes. Where a choice is available to students, the “worst” case should be evaluated – i.e., in each category, show all the compulsory material plus the minimum that a student could elect to study. (see Guidelines Section 4.1.3)*

B.3.1 Comments on programme content and structure

Comment on how the programme structure and credit relate to IChemE requirements and explain any particular variants in the structure, such as options and pathways.

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.4 Learning outcomes**

B.4.1 Achievement of learning outcomes at Level D

Comment upon how the Learning outcomes are achieved in the following specified categories:

B.4.1.1 Underpinning mathematics, science (chemistry, physics, biology) and associated engineering disciplines  
(see Guidelines Section B1)

|  |
| --- |
| **University Comment: (500 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.4.1.2 Core chemical engineering (Guidelines Section B2)

|  |
| --- |
| **University Comment: (500 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.4.1.3 Chemical engineering practice (Guidelines Section B3)

|  |
| --- |
| **University Comment: (150 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.4.1.4 Chemical engineering design practice & Design Projects (Guidelines Section B4)

|  |
| --- |
| **University Comment: (500 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.4.1.5 Embedded learning (Guidelines Section B5)

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.4.2. Study away from home university (academic/industry)

If the programme contains a period of study away from the home university, please comment on how the learning outcomes are defined, delivered, assessed and quality assured:

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.5 Innovative features**

Are there any aspects of the programme that merit highlighting due to their novel or innovative nature?

B.5.1 Teaching practice

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.5.2 Programme design

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.6 Culture and practice**

B.6.1 Safety, Health & Environment culture and practice

Comment on the safety culture prevalent within the academic unit and the uniformity of adoption in practice:

|  |
| --- |
| **University Comment: (300 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.6.2 Ethics culture

Comment on the ethics culture prevalent within the academic unit

|  |
| --- |
| **University Comment: (150 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.7 Assessment and quality assurance**

Comment upon pertinent details of the assessment strategy and the quality assurance in place to ensure outcome standards are consistently and fairly assessed:

B.7.1 Philosophy and methods of assessment

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.7.2 Quality assurance mechanisms

|  |
| --- |
| **University Comment: (300 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.7.3 Compensation strategy (management of student progression)

Is it possible for a student to graduate from the programme without having passed ALL course modules? Yes –  No –

If yes, please detail the compensation strategies used to enable progression and/or graduation.

|  |
| --- |
| **University Comment: (150 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.8 Resources**

Comment on the adequacy of resources to support delivery of the programme:

B.8.1 Academic staff

Summarise and comment on the numbers of academic staff at each grade (lecturer/ professor etc) and numbers in professional membership of IChemE or equivalent.

Indicate the full-time equivalent of staff input to teaching the programmes under review, along with any further information pertinent to the assessment:

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.8.2 Technical and administrative support

Give the full-time equivalent numbers of technical, administrative and student support staff engaged in supporting the programmes under review, along with any further information pertinent to the assessment.

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.8.3 Student facilities

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.8.4 Laboratory facilities

In addition to noting the available facilities, also indicate the time a typical student spends in laboratories (e.g. per week or per year) and the usual size of student experimental groups:

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.8.5 Information management facilities (IT, Library)

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.8.6 Industrial input to teaching and programme development

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.8.7 Any other resources not covered above

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.9 Assessors’ observations arising from discussions**

Summarise key concerns or issues arising from your time spent with the following groups during your visit:

B.9.1 Discussions with students

|  |
| --- |
| **Assessor Comment: (300 words max)** |
| ..... |

B.9.2 Discussions with staff

|  |
| --- |
| **Assessor Comment: (300 words max)** |
| ..... |

**B.10 Developments**

Summarise key changes made, or planned, which may impact upon the educational provision of this programme within the academic unit:

B.10.1 Recent developments

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

B.10.2 Future plans

|  |
| --- |
| **University Comment: (200 words max)** |
| ..... |
|  |
| **Assessor Comment: (150 words max)** |
| ..... |

**B.11 Conclusions**

**Please note** that this report will be considered at the next meeting of the Education & Accreditation Forum. Following the meeting, the University/Department will be informed of the Forum’s decision regarding the accreditation status of the programmes under review and of any conditions which need to be fulfilled.

Summarise key findings and conclusions from the materials assessed and the assessment visit:

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

**B.12. Additional information (optional)**

Please use the space below to add any further information not already covered.

|  |
| --- |
| **University Comment:** |
| ..... |
|  |
| **Assessor Comment:** |
| ..... |