Accreditation Process Definition

EIZ-E11-P

REVISION No. 0: 21 November 2025

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DEFINITIONS

Accreditation*:* Formal recognition awarded to an education or training programme through a quality assurance procedure that ensured it met the criteria laid down for the type of programme.

Accredited programme*:* A programme that has been evaluated and recognised by EIZ as meeting stated criteria.

Accreditation criteria*:* Statements of requirements that must be satisfied by a programme to receive accreditation.

Assessment*:* The process of determining the capability or competence of an individual by evaluating performances against standards.

Assessment criteria*:* A set of measurable performance requirements which indicate that a person meets a specified outcome at the required level.

Course*:* A building block of a programme with defined prerequisites, content and learning objectives with assessment, which if completed successfully provides credit towards a qualification.

Credit*:* A measure of the volume of learning attaHEAd to a course or module calculated according to the procedure defined in the relevant standard for the type of programme; a level may be associated with a number of credits.

Critical*:* Describes a factor, component, process, issue or decision in an engineering activity from which other consequences follow; an entity or operation that must be successfully implemented or completed to ensure that a more complex operation or system can function – failure of the critical entity or operation compromises the whole.

Dublin Accord: An agreement for the mutual agreement of engineering programmes that provide the educational foundation for professional engineering technicians.

Desktop Evaluation: A comprehensive electronic evaluation of an existing unaccredited programme that produces graduates. May be required as a precondition to an accreditation

visit in the case of education providers that do not have programmes accredited by EIZ but have completed one accreditation cycle.

Engineering Accreditation Committee*:* The committee established by Council to address all education matters.

Engineering education programme*:* An educational programme that aims to satisfy criteria prescribed by EIZ.

Exit Level course: A course that is offered for the last time in the engineering programme and generally is used to assess graduates' attributes.

Evaluation*:* Determination of the compliance of a result with prescribed criteria based on documentation, inspection and the application of judgement supported by reasoning.

Final Accreditation*:* Accreditation of a programme that was given notification of termination of accreditation by the Engineering Accreditation Committee after the previous interim accreditation.

Graduate Attribute*:* A statement of the learning outcomes that a student must demonstrate at the exit-level to qualify for an award of a qualification.

International Engineering Alliance (IEA): A global organisation that comprises members from 41 jurisdictions within 29 countries, across 7 international agreements. These international agreements govern the recognition of engineering educational qualifications and professional competence.

Interim Accreditation*:* Accreditation held at a time within the regular cycle stated by the Engineering Accreditation Committee in the decision on the findings of the previous regular accreditation.

Initial Evaluation: An electronic evaluation of a proposed programme based on comprehensive planning information. Available to education providers that do not have programmes accredited by EIZ for at least one cycle.

Knowledge profile*:* A description of the knowledge of a graduate in terms of the type and balance of knowledge in defined areas.

Standards*:* Statements of outcomes to be demonstrated and the levels of performance and content baseline requirements in the context of engineering educational programmes.

Sydney Accord: An agreement for the mutual recognition of engineering programmes that provide the educational foundation for professional engineering technologists.

Washington Accord: An agreement for the mutual recognition of engineering programmes that provide the educational foundation for professional engineers.

ABBREVIATIONS

AC	Accreditation Committee
Adv Cert	Advanced Certificate
Adv Cert (EP)	Advanced Certificate in Engineering Practice
Adv Dip	Advanced Diploma
Adv Dip Eng	Advanced Diploma in Engineering
BEng	Bachelor of Engineering
BSc (Eng)	Bachelor of Science in Engineering
BEng Tech	Bachelor of Engineering Technology
BEng Tech (Hons)	Bachelor of Engineering Technology Honours
BTech	Bachelor of Technology
HEA	Higher Education Authority
DA	Dublin Accord
Dip	Diploma
Dip Eng	Diploma in Engineering
Dip Eng Tech	Diploma in Engineering Technology
EAC	Engineering Accreditation Committee
EIZ	Engineering Institution of Zambia
GA	Graduate Attribute
HCert	Higher Certificate
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualifications Sub-Framework
IEA	International Engineering Alliance
LMS	Learning Management System
MEng	Master of Engineering
ND	National Diploma
NQF	National Qualifications Framework
PGDip Eng Tech	Post Graduate Diploma in Engineering Technology

PPRND	Policy, Public Relations and National Development Committee
SA	Sydney Accord
SADC	Southern African Development Community
SAFEO	Southern African Federation of Engineering Organisations
ZAQA	Zambia Qualifications Authority
WA	Washington Accord

BACKGROUND

The illustration below defines the documents regarding the system of the Engineering Institution of Zambia (EIZ) for the accreditation of programmes that meet the educational requirements of the professional categories. The illustration also locates the current document.

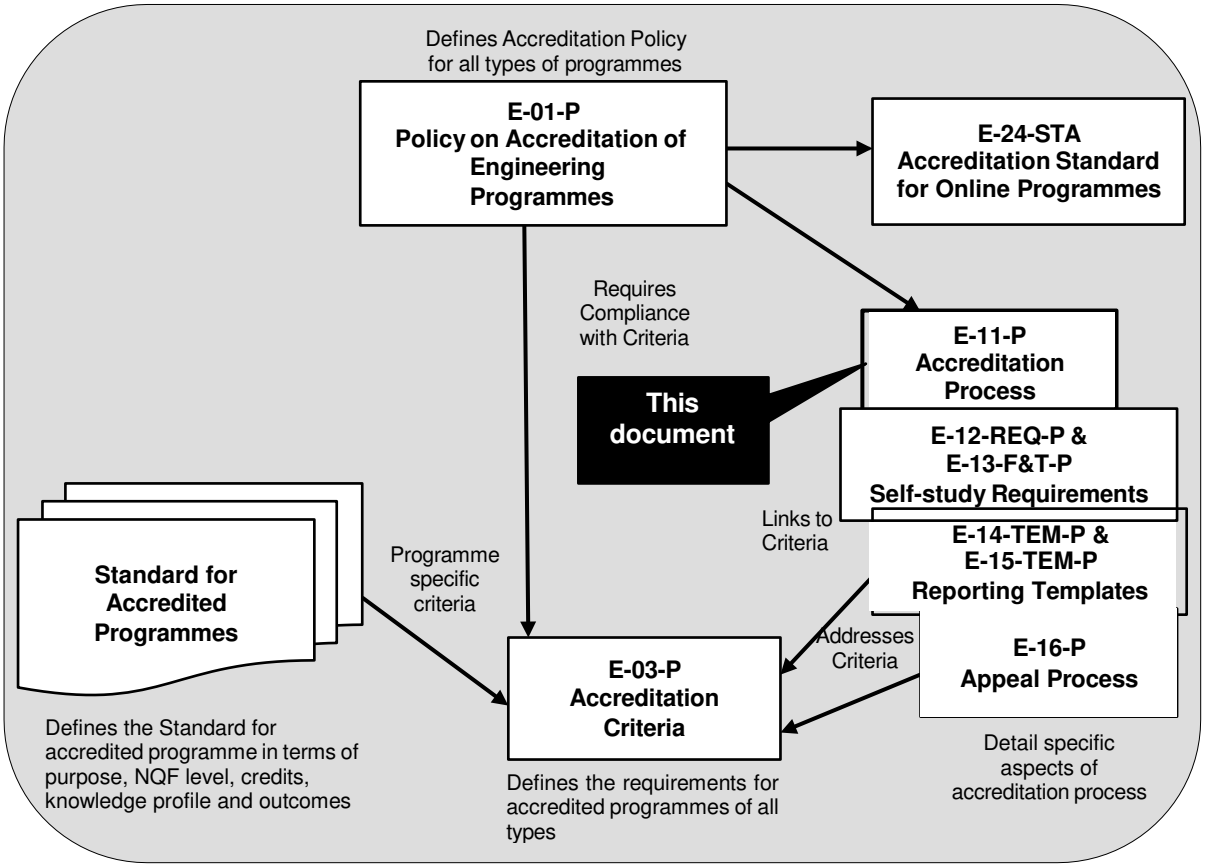


Figure 1: Documents defining the EIZ Accreditation system

1. POLICY STATEMENT

EIZ develops and operates a quality assurance system that leads to the accreditation of various engineering education programmes. The standards, criteria, policies and procedures that define the accreditation system are defined in this set of documents.

The accreditation system assures the public, students, employers, funders and other stakeholders that firstly, the programme fulfils its key purpose of providing the graduate with

the educational foundation for engineering in a stated role at the professional level and secondly, that the teaching, learning and assessment processes are effective.

2. PURPOSE OF THIS DOCUMENT

This document defines the procedure for arranging accreditation i.e. provisional, regular, interim and final.

Accreditation may require an on-site visit or a virtual electronic procedure.

Three phases are covered: pre-accreditation arrangements, the accreditation itself and post-accreditation activities, including consideration of the report. In addition, new programmes are evaluated and processes are defined for programme evaluation by interim reports as indicated in the following sections:

- Section 4 identifies the role players in the accreditation process.
- Section 5 details the pre-accreditation activities and timeline.
- Section 6 describes the arrangements for the activities during the accreditation
- Section 7 describes the steps to finalize the team report for the Engineering Accreditation Committee.
- Section 8 details the procedure for considering reports in the Engineering Accreditation Committee meeting.
- Section 9 details the actions required after the Engineering Accreditation Committee meeting.
- Section 10 details the process for initial and desktop evaluation.

3. RELATED DOCUMENTS

Refer to document **E-01-P** for a list of related documents and the Background **Figure 1** above defining the EIZ Accreditation System.

4. ROLES AND RESPONSIBILITIES

Persons and committees who play key roles and carry important responsibilities in the accreditation process are identified below.

A	Accreditation
APL	Accreditation Panel Leader
ATL	Accreditation Team Leader
EAC	Engineering Accreditation Committee
CEO	Chief Executive Officer
CH	Chairperson
CR	Consistency Reviewer
Dean	Dean of the Faculty in which the programme(s) is/are run
EM	Education Manager/Regulatory Function Division
Head	Person responsible for the programme within the provider
TR	Trainer

The specific responsibilities are flagged in the accreditation arrangements detailed in sections 4 to section 6.

5. PRE-ACCREDITATION ACTIVITIES

5.1 Timing of the accreditation

The accreditation takes place at a time determined by the accreditation cycle or at a time determined by the need for an Interim Accreditation or Final Accreditation or request by the Educational Institution.

The accreditation must take place within normal teaching term time. The accreditation is best timed for a date that provides an opportunity to interview students in the latter part of their final year. At this stage, the students will have experienced second semester courses and possibly viewed project work. If this timing is not possible, postgraduates who completed their degrees in the previous academic year should be interviewed.

5.2 Regular Accreditation or Provisional Accreditation: Pre-accreditation schedule

The time associated with particular activities expressed as A-x indicates that completion is required x time units before the accreditation. Note: All times are latest permissible times but where feasible, activities should be completed earlier.

Table 1: Regular Accreditation – Pre-Accreditation activities, timeline and responsibilities

Timeline (with expected timeframes)	Activity	Responsible
A-52 w	Remind Dean that Accreditation is due, and that information specified in section 4.1 of document E-12-P must be submitted. Offer training for staff.	EM
A-48 w	EIZ receipt of Dean's invitation confirming training, list of programmes to be accredited and accreditation dates.	Dean to EM
A-40 w	Optional training for faculty members to be Accredited.	EM, TR
A-35 w	Confirm dates for accreditation and prepare project plan with schedule of key activities specifying actual dates and indicating responsible persons.	EM
A-26 w	The EIZ selects the accreditation teams. EAC plays an oversight role in selecting the accreditation teams.	EAC, EM
A-25 w	EIZ appoints and secures commitment of accreditation team.	EM
A-20 w	Communicate Accreditation Team Membership to Dean for identification of any conflict of interest.	EM
A-18 w	Dean to confirm/identify any conflict of interest.	Dean to EM
A-12 w	Training of TEAM MEMBERS.	EM, TR
A-12 w	Check acceptability of observers.	Exco to Dean
A-10 w	Confirm acceptability of observers and absence of conflicts of interest.	Dean to EM
A-8 w	Resolve acceptability issues, conflicts of interest and other ineligibility issues as they arise at this stage.	EM/Dean
A-8 w	Confirm on-campus venues with Dean if required.	EM
A-6 w	Agree on detailed Accreditation Timetable for each programme.	Dean, APL, EM Head
A-6 w	Submit documentation to EIZ.	Dean
A-6 w	Check documentation for completeness – if incomplete contact Dean and inform APL.	EM
A-5 w	Distribute documentation to Accreditation Team and observers.	EM
A-3 w	Arrange a virtual meeting with team disciplines to conduct an	EM, APL, ATL

Timeline (with expected timeframes)	Activity	Responsible
	initial evaluation and call for additional documentation.	
A-2 w	EIZ confirms with Educational Institution the arrangement for meetings.	EM, Head, APL, ATL

5.3 Interim Accreditation: Pre-accreditation schedule

Table 2: Interim Accreditation and Final Accreditation – Pre-Accreditation activities, timeline and responsibilities

Timeline (with expected timeframes)	Activity	Responsible
A-26 w	Remind Dean that Interim Accreditation is due. Provide proposed dates and inform that information specified by the EAC must be submitted.	EM
A-24 w	Dean to confirm accreditation.	Dean to EM
A-24 w	Confirm dates for accreditation and prepare project plan with schedule of key activities with actual dates and indicate responsible persons.	EM
A-20 w	Appoint and secure commitment of accreditation team.	EM
A-15 w	Communicate team membership to Dean for identification of conflict of interest.	EM
A-13 w	Dean to confirm/identify any conflict of interest.	Dean to EM
A-11w	Resolve unavailability/ineligibility issues.	EM
A-10w to Aw	As for Regular Accreditation.	

5.4 Interim Report Evaluation

Table 3: Interim Report Evaluation: Pre-evaluation activities, timeline and responsibilities

Timeline (with expected timeframes)	Activity	Responsible
D-20 w	Inform Dean that interim report is due. Provide outcome letter from EAC, which specifies dates and information required by the EAC.	EM
D-18 w	Dean to confirm report date.	Dean to EM
D-6 w	Where necessary appoint new accreditation team members.	EM
D-6 w	In the case of the appointment of new accreditation team, accreditation team members must confirm any conflict of interest.	EM
D-4 w	Secure team members' commitment to evaluate report.	EM
D-2 w	Resolve unavailability/ineligibility issues.	EM
D-2 w	Receipt of Interim Report from Dean.	Dean to EM
D	Team to commence Interim Report Evaluation.	ATL, ATM
D+4 w	Team to complete Interim Report Evaluation.	ATL

The critical date (D) is the start of the evaluation of the Interim Report.

5.5 Venues for on-site accreditation

When an on-site visit is required, three main types of venues are necessary for the accreditation activities:

Plenary CR: A conference room large enough to seat all accreditation team members, all heads and an additional five persons per programme under review. The venue must be centrally located relative to departmental venues to minimize walking time.

Team CR: Each team requires a conference room capable of seating six to eight persons for its exclusive use during the accreditation. Extra tables should be available for on-site documentation as stated in document **E-12-P**. In addition, the TEAM may require a second larger room for interviews with staff and students, for example, a common room that seats approximately 20 persons.

Team Hotel CR: The EIZ EM will secure a conference room in the Team Hotel for both the evening plenary team meetings.

5.6 Computer facilities for teams

Teams usually use a notebook computer that belongs to one of the members. If this is not the case, the department must ensure that the accreditation team is provided with a personal computer with Word 2010 (or later).

The department must provide Internet connectivity for team members, a data projector and printing facilities in the team conference room. Heads of department must liaise with team leaders before the accreditation to check if a notebook computer is being brought by the team and to establish that the correct printer drivers are available. Ideally, each team must also have access to a photocopy machine and a telephone.

Note: Generally, the first experience of an accreditation for novice evaluators should be at a regular accreditation. Thus, there is no training specified at this stage

6. ACCREDITATION ARRANGEMENTS

6.1 Timetable

As indicated in section 5, the Dean and the accreditation panel leader is required to finalize the draft Accreditation Timetable at least 6 weeks before the accreditation. Tables in Appendix A and Appendix B give an example of a pro-forma timetable that can be amended for the accreditation activity. The pro forma is provided to guide the planning of the actual timetable for each accreditation. While the timetable may be varied to suit the needs of particular programmes, the following principles must be applied:

- The timetable contains essential team activities geared towards the evaluation questionnaire in document **E-14-P.** No essential activities may be eliminated.
- The timetable follows the logical sequence of the key questions defined in document **E-14-P** and in turn, focuses on the assessment of outcomes, programme content, effectiveness of teaching and learning, and sustainability/capacity for improvement.

- The pro-forma timetable is well-proven. For this reason, EIZ discourages radical departures from the pro-forma timetable.
- The times shown are indicative and may be adjusted to deal with specific conditions.
- Activities common to more than one team must be synchronized at various stages.
- Accreditation panel leader activities are shown in italics.

Examples of Pro-forma timetables for Engineering Accreditation

- Appendix B defines the normal timetable for an on-site Accreditation.
- Appendix C defines the normal timetable for a virtual on-line Accreditation.
- Minor variations may be made to accommodate local conditions.

7. POST-ACCREDITATION OR EVALUATION ACTIVITIES

7.1 Regular, Provisional and Interim Accreditations

A+x d indicates the deadline x days after the accreditation. M-y d indicates the deadline y days before the EC meeting. Day 1 is the following Monday after the accreditation.

Table 4: Post-Accreditation activities for Regular and Interim Accreditations

Timeline (with expected timeframes)	Activity	Responsible
A+14 d	Produce 2nd Draft report. Procure agreement of Team. Send 2nd Draft to APL.	ATL
A+14 d	Produce 2nd Draft of APL report. Send 2nd Draft. APL report to ATLs.	APL
A+18 d	APL and ATLs agree on consistency of reports.	APL, ATL
A+21 d	Send agreed upon and signed reports to EIZ.	APL to EM
A+21 d	On receipt, refer Team and APL reports to CR.	EM
A+35 d	Complete Consistency Review of reports.	CRs
A+35 d	If necessary, refer report back to APL and ATL as required.	CR (cc EM)
A+49 d	Revise reports.	APL, ATL

Timeline (with expected timeframes)	Activity	Responsible
A+56 d	On receipt, send 2nd draft reports to Dean for checking factual correctness.	EM to Dean
A+56 d	Invite Dean to EAC meeting.	EM
A+70 d	Dean to return matters of factual correctness regarding report to EIZ EM.	Dean to EM
A+77 d	Attend to matters of factual correctness.	APL, ATL,
A+80 d	Produce final report, re-signed if necessary.	ATL
V+80 d	Produce final APL report, re-signed if necessary.	APL
V+84 d	Include reports with EAC meeting agenda.	EM
M-14 d	Circulate reports with EAC meeting agenda.	EM

Note: If it is a final visit, it must be finalised and tabled to council within the current academic year.

7.2 Post-Interim Report Evaluation activities

Table 5: Activities after receipt of Interim Report from the University

Timeline (with expected timeframes)	Activity	Responsible
D+28 d	On receipt of report, refer ATL and APL.	EM
D+42 d	Accreditation team assess report.	ATL, APL
D+42 d	Produce final report, re-sign if necessary.	ATL
D+42 d	Produce final APL report, re-sign if necessary.	APL
D+56 d	Include reports into EAC meeting agenda.	EM
M-14 d	Circulate reports with EAC meeting agenda.	EM

8. EC MEETING PROCEDURE

The steps in addressing the agenda item to consider the Accreditation reports on a particular provider are detailed below.

Table 6: Essential procedure in Engineering Accreditation Committee meeting

Step	Activity	Responsible
1	Invite the Dean to join the meeting either in person or by video conference.	CH
2	Explain the procedure and protocol.	CH
3	Invite the APL to present the APL Report and individual team reports.	CH
4	Present the APL report.	APL
5	Present report and recommendation for a programme.	APL
6	Questions posed by Dean and EC members (no discussion). Repeat steps 5 and 6 until all reports have been presented.	CH, EC, Dean
7	Invite Dean to make statement (no debate).	CH
8	Ask Dean to withdraw from meeting.	CH
9	EC deliberation on reports.	CH, EC
10	Resolution on each programme recommendation.	CH, EC
11	Recall Dean and summarise resolutions (no further discussion). Outline next steps (as in section 8.1).	CH
12	Thank Dean and release from meeting.	CH

9. POST- EC MEETING ACTIVITY

9.1 Mandatory steps

The mandatory steps after the EC meeting are detailed below.

Table 7: Post-Accreditation Committee meeting

Timeline (with expected timeframes)	Activity	Responsible
M+7 d	Write accreditation decision minutes.	EM
M+10 d	HEAck decision minutes.	APL, CH, CEO
M+14 d	Write decision letters.	EM
M+18 d	HEAck decision letters.	APL, CH
M +21 d	Sign decision letters.	CEO
M+21 d	Despatch decision letter to Vice-Chancellor (VC) and cc to Dean Council of Higher Education (HEA) and APL.	EM
M+21 d	Update list of accredited degrees.	EM
M+24 d	HEAck updated list.	CH, CEO
M+28 d	Publish updated list on EIZ website.	PRO/Webmaster
M+28 d	If required, update sHEAdule of Accreditations for Interim Accreditations.	EM
M+28 d	Update register of evaluators.	EM

9.2 Minutes and decision letter

The minutes of the EC meeting must contain a resolution for each programme considered for accreditation. The resolution must contain the accreditation decision using the style of wording defined in the relevant appendix in document **E-14-P**. Decisions conveyed in the decision letter must be verbatim quotations of the relevant resolution. If the decision is based on identified deficiencies, the deficiencies must be specifically identified in the minutes for the programme.

The decision letter signed by the EIZ CEO is addressed to the Vice-Chancellor, and copied to the Dean, the HEA and the APL. The decision letter must convey the decision and

for all cases other than accreditation until the next Regular Accreditation must convey the deficiencies as grounds for the decision. The decision letter must also enumerate the concerns to be addressed by the provider and assessed at the next Accreditation. The Accreditation Panel Leader Report and the individual team reports are appended to the decision letter.

10. PROCESS FOR INITIAL AND DESKTOP EVALUATION

The terms Initial Evaluation and Desktop Evaluation and the eligibility of programmes and providers for each type are defined in document **E-01-P**. The process steps for each of the three processes are defined in Table 8.

Table 8: Essential steps in Initial, and Desktop evaluations

Desktop	Initial	Action	Responsibility
R		Request for Initial or Desktop Evaluation received.	Dean to EM/CEO
R+3 w		Reply to Dean, giving submission requirements.	CEO
S	S	Documentation submitted to EIZ at date S.	
R+2 w		Where necessary EC is consulted.	EM to EC
S+1 w	S+1w	Appoint person of ATL status as Lead Evaluator (LE).	EC/EM
S+3 w	S+3w	Initial Screening documentation for completeness.	CH, LE
S+4 w	S+4w	Documentation not complete: refer back to Dean.	
S+4 w	S+4w	Documentation complete: appoint team members.	EM
S+4 w		Communicate team membership to Dean for identification of any conflict of interest.	EM
S+6 w		Dean to confirm/identify any conflict of interest.	Dean to EM
S+8 w	S+6w	Resolve unavailability/ineligibility issues.	EM
S+8 w	S+6w	Issue documents to TEAM.	EM
S+8 w	S+6w	Team training or briefing where necessary.	EM, LE

Desktop	Initial	Action	Responsibility
S+12 w	S+10w	Draft Report complete and coordinated by LE.	LE
S+12 w	S+10w	Send Draft report to EM.	LE
S+15 w	S+12w	Where required, complete a consistency review of reports.	CRs, EM
Report circulated with EC Agenda		EM	
Member of EC identified by chairperson presents Team Report and EC deliberates formulates Advisory Opinion		CH	

This sHEAdule ensures that a submission will receive an advisory opinion within six months.

REVISION HISTORY

Revision Number	Revision date	Revision details	Approved by
Draft	15 Nov 2025	Initial document draft	Working group
Rev. 4	21 Nov 2025	Approval	Registrar & CEO

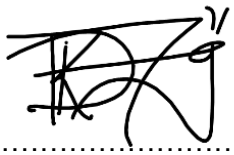
The Definition for:

Accreditation Process Definition

Revision 0 consisting of 35 pages has been reviewed for adequacy by the Technical and Quality Manager and is approved by the Registrar and Chief Executive Officer.

…… 18/11/2025

Technical and Quality Manager Date……



…….. 21/11/2025

Registrar and Chief Executive Officer Date……

The definitive version of this procedure is available on our website.

APPENDIX A: PRO-FORMA VISIT PROGRAMME FOR ENGINEERING TEAM VISIT

Available in Word file EPAC-Prog.doc

Engineering: Day 0 Programme – Evening Before Visit			
Period	**Venue**	**Team Activity**	**Who**
17:30		Arrival at Team Hotel	
18:30–20:00	Team Hotel Conference Room	Private plenary Team Meeting chaired by VL. (Observers are present.) Introductions. VL briefs Teams on visit programme, logistics, procedures, reporting (<15 min). Teams collate members' initial issues and information lists into team list using format demonstrated in document E-14-P (30 min). TLs present initial appraisal and issues to be investigated (<10 min. per programme). Identification of issues and information needs that are common across teams. Further planning of activities as required.	*Instruction: Insert actual posts/names of university persons who must be present or on call during the activity*
20:00	Team Hotel	Private Team Dinner (Observers present).	

Engineering: Day 1 Programme			
Period	**Venue**	**Team Activity**	**Who**
08:30–08:45 08:45–09:00	Plenary CR	VL to chair Plenary Session of all teams and Heads of Departments. Dean gives overview to Plenary Session. Question and Answer (high-level, non-programme-specific issues only).	
09:00–12:00	Team CR	Private Team Meeting **Activity:** Examine material available on site to elicit further information relating to questions 1–4. The Team may call the Head and staff members to ad hoc, short interviews to provide additional information as required: • Review assessment process, verify selected evidence, address issues towards resolving Question 1 in document E-14-P and sample assessment material. • Review programme structure, breakdown, core and engineering science profile towards resolving questions 2.1–2.4. • Review aspects of effectiveness of teaching and learning within the programme (Question 3). • HEAck on remediation of deficiencies and concerns from previous visit. • Identify matters to be raised in interviews with Head, staff and students.	
09:30–10:30	*Deans Office*	*VL interviews Dean. Agenda is faculty quality assurance processes, resource allocation and commitment to programmes.*	
11:00–11:45	*VC Office*	*VL pays courtesy visit to University Executive. Agenda is institutional commitment to engineering in general and to programmes.*	
12:00–12:30	Team CR	Interview Head and/or Programme Co-ordinator.	

Engineering: Day 1 Programme			
Period	**Venue**	**Team Activity**	**Who**
		• Examine key issues. • Appraise potential concerns and deficiencies. • Agree on roster of staff for interviews at 08:30–10:30 on Day 2.	
12:30–13:30		Lunch may be hosted by the University Executive but must be limited to one hour.	
13:30–15:00	Team CR and Walkabout	Examine resources and visit laboratories and other facilities. The purpose of this session is to gather material relevant to: • Question 3 (Teaching and learning effectiveness) • Question 4 (Sustainability/capacity for improvement) • Identification of additional matters for student and staff interviews	
14:00–15:00		*VL meets student leadership of Engineering Faculty.*	
15:00–16:30	Team CR/Other	Student interviews. May be carried out in parallel sessions. All team members should see final-year students and recent graduates. • Pose prepared questions. • Give students the opportunity to raise issues.	
15:30–16:30		*VL to start drafting of VL Report.*	
16:30–17:00	Team CR	Closed Team Meeting to assess progress on issues and identify outstanding issues and information. Update Team Worksheet	
17:00		Transport to Team Hotel	

Engineering: Day 1 Evening Programme			
Period	**Venue**	**Team Activity**	**Who**
18:30– 20:00		Private Plenary Team Meeting chaired by VL (Observers present) • VL presents significant aspects of VL Report to all teams. • TLs provide appraisal of Programme content (Q1 in document E-14-P). • Assessment of outcomes (Q2 in document E-14-P). • Programme teaching and learning effectiveness (Q3 in document E-14-P). • Sustainability/capacity for improvement (Q4 in document E-14-P). • Tentative recommendation. • TLs identify outstanding issues and information needs, particularly those outside the departments. • Consistency HEAck on approach across teams; triangulate findings. • VL to co-ordinate interviews and visits to service departments and common facilities at 10:30–12:30 on Day 2. Teams formed to perform common interest visits, interviews, etc..	
20:00	Team Hotel Private	Private Team Dinner (Observers present)	

Engineering: Day 2 Programme			
Period	**Venue**	**Team Activity**	**Who**
08:00–08:30	Dean's Office	VL meets Dean to co-ordinate activities occurring between 10:30 and 12:30. VL informs teams of confirmed arrangements by 10:00.	
08:00–10:30	Team CR	Interviews with staff members. Staff selected individually or in groups according to numbers and needs: • Pose prepared questions. • Give staff the opportunity to raise issues. • Short interview with Head before closing.	
10:30–12:30	Various	In place of a general tour, coordinated interviews and visits to service departments, the library and other common facilities, concentrating on identified areas according to agreed plan.	
12:30–15:30	Team CR	Private Meeting Light lunch in Team CR Team reviews Q1–Q4 in document E-14-P and selects the recommended decision. Team writes report (To be completed no later than 15:30 as Draft 1).	
13:00–14:30		Each TL consults the VL to test consistency of recommended decision (Must be done by 14:30)	
By 15:30		*VL Report Draft 1 completed*	
15:30		Copy of Team Report given to VL; VL to report to each TL; Backup copy to VL	
15:30–16:00	Department	Feedback session for staff of department responsible for programme.	
16:00–16:30	Plenary CR	Exit interview	

16:45		Transport to airport	

APPENDIX B: PRO-FORMA VISIT PROGRAMME FOR TECHNOLOGY TEAM VISIT

Available in Word file TPAC-Prog.doc

Technology: Day 0 Evening Programme				
Period	**Venue**		**Team Activity**	**Who**
16:00–16:15 16:15–18:00 18:00–19:30	Team CR	Hotel	Plenary: Briefing Private Team Meetings Private Plenary Team Meeting chaired by VL (Observers present). Feedback from teams. • VL presents significant aspects of VL Report to all teams. • TLs provide appraisal of Programme content (Q1 in document E-14-P). • Assessment of outcomes (Q2 in document E-14-P). • Programme teaching and learning effectiveness (Q3 in document E-14-P). • Sustainability/capacity for improvement (Q4 in document E-14-P). • Tentative recommendation. • TLs identify outstanding issues and information needs, particularly those outside the departments. • Consistency HEAck on approach across teams; triangulate findings. • VL to co-ordinate interviews and visits to service departments and common facilities at 10:30–12:30 on Day 2. Teams formed to perform common interest visits, interviews, etc.	*Instruction: Insert actual posts/names of university persons who must be present or on call during the activity*

19:30	Team Room	Hotel	Private Team Dinner (Observers present)	

Technology: Day 1 Programme			
Period	**Venue**	**Team Activity**	**Who**
08:00–08:15	Plenary CR	VL to chair Plenary Session of all teams and Heads of Departments. Dean presents overview to Plenary Session. Question and Answer (high-level, non-programme-specific issues only).	
		Teams move to programme venues	
08:30–13:00	Team CR	Private Team Meeting **Activity**: Examine material available on site to elicit further information relating to questions 1–4. The Team may call the Head and staff members to ad hoc, short interviews to provide additional information as required. • HEAck on remediation of deficiencies and concerns from previous visit. • Review programme structure, breakdown, core, engineering science profile towards resolving Question 1 in document E-14-P. • Review assessment process, verify selected evidence, address issues towards resolving Question 2 and sample assessment material. • Review aspects of effectiveness regarding teaching and learning within the programme (Question 3). • Visit laboratories and other resources (Question 4). • Identify matters to be raised in interviews with Head, staff and students.	

8:30–09:00	*VC Office*	*VL pays courtesy visit to University Executive: Agenda is institutional commitment to engineering programmes and engineering in general.*	

Technology: Day 1 Programme			
Period	**Venue**	**Team Activity**	**Who**
	or local venue		
09:30–10:30	Dean's Office	VL interviews Dean: Agenda is faculty quality assurance processes, resource allocation, commitment to programmes.	
12:30–13:00	Team CR	Light lunch	
13:30–15:15	Team	Interview students • Final Year BEng (1 below average, 1 average, 1 above average). • Recently qualified BEng (2). • First-year BEng (1 below average, 1 average, 1 above average).	
15:15–16:15	Team CR + other	Second-year BEng (1 below average, 1 average, 1 above average). Students completing/completed experiential training (1 below average, 1 average, 1 above average).	
14:00		VL meets student leadership of Engineering Faculty.	
16:15–17:15	Team CR	Interview with Advisory Committee members, local employers and local vocational society branch members, including alumni.	
15:30		VL to start drafting VL Report.	
17:30		Transport to Team Hotel.	

Technology: Day 1 Evening Programme			
Period	**Venue**	**Team Activity**	
18:00– 19:30	Team Hotel CR	Private Plenary Team Meeting chaired by VL (Observers present). VL presents significant aspects of VL Report to all teams TLs provide appraisal of: • Programme content (Q1). • Assessment of outcomes (Q2). • Programme teaching and learning effectiveness (Q3). • Sustainability/capacity for improvement (Q4). • Remediation of deficiencies and concerns. • Tentative recommendation. • TLs identify outstanding issues and information needs, particularly those outside the departments. • Consistency check on approach across teams; triangulate findings • VL to co-ordinate interviews and visits to service departments and common facilities at 10:30–2:30 on Day 2. Teams formed to perform common interest visits, interviews, etc.	
19:30	Team Hotel	Private Team Dinner (Observers present).	

Technology: Day 2 Programme			
Period	**Venue**	**Team Activity**	
08:00–11:45	Team CR; Other as required	Interviews with staff members. Staff selected individually or in groups according to numbers and needs: • Pose prepared questions. • Give staff the opportunity to raise issues. • Short interview with Head before closing. **Staff required:** Science lecturer, Engineering lecturer, supervisor of Engineering laboratories, supervisor of practical/laboratory classes, supervisor for experiential learning, project supervisor	
11:45–13:00	Various	Interview Discipline Librarian, Media Supervisor, Computer Facility Supervisor.	
12:30–13:00		Plenary: TL consults with VL to test consistency of recommended decision.	
13:45–14:00	Dean's Office	VL to meet with Dean.	
13:00–15:30	Team CR	Private Meeting Light lunch in Team CR • Team reviews Q1–Q4 and selects recommended decision. • Team writes report (to be completed no later than 15:30 as Draft 1).	
By 15:30		*Key elements of VL Report completed*	
15:30		Copy of Team Report given to VL; Backup copy to EM.	
16:00–16:30	Plenary CR	Exit interview.	
16:30		Departure	