


Doc no. EAB-A15-P	Revision no. 0	Effective Date: 2022-11-18	
Subject: FORMAT FOR VISIT LEADER'S REPORT			
Compiler JS/ACCY/MN	Approving Officer EAB Chair	Next Revision: 2025-MM-DD	No of Pages : 8

FORMAT FOR VISIT LEADER'S REPORT

Document Reference: EAB-A15-P

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Purpose of this Document

This document is to be read in conjunction with EAB-A14-P: *Format for Visit Team Report and Recommendations*. The Visit Leader's Report is the Visit Leader's presentation to the Accreditation Committee of the various Team Leaders' Reports, when multiple programmes are evaluated during a visit.

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1. Purpose

This document provides the template for the Report that should be submitted to the Accreditation Committee by the Visit Leader following an accreditation visit to a provider.

2. Principles

The full documentation submitted to the Accreditation Committee (AC) consists of the Visit Leader's (VL) Report and the individual reports prepared by the teams responsible for the different programmes evaluated during that visit. The purpose of the Visit Leader's report is to introduce the presentation to the AC, to put the visit in context, and to report on common matters.


- The VL report should not repeat the detail of the individual team's report.
- The VL report may identify common concerns, deficiencies and comments which display a pattern across the majority of the programmes or the Faculty as a whole.

3. Report Format and Standard Wording

The Appendix contains the standard format as well as boilerplate wording for sections which recur from a visit to visit. Checklists of mandatory and discretionary items are given.

Instructions for Visit Leader

The information up to this point and including this line is not part of the Report Format nor of the Report. When completing the report, delete everything before and including this line.

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**Engineering Accreditation Board
(Institution of Engineers Mauritius)**

**Accreditation visit to
<Name of University>
<Date>**

VISIT LEADER'S REPORT

Instructions: Visit Leader is required to provide the appropriate responses (write-up) in the spaces provided in this format. Please don't insert the < or > symbols.

*Standard wording is given in various places. Enter the University Name and Year in the Footer
Delete all instructions once the report is complete.*

1. Background to the Visit

1.1 Previous Visit

<Briefly describe:


- (i) *the previous visit to this University, and date*
- (ii) *the programmes that were examined, and*
- (iii) *the outcomes of that visit>*

1.2 This Visit

The purpose of this visit is to carry out a regular/interim/ final* visit [*delete as necessary*] to the programmes listed below:

1.3 *<list the programmes and state any special circumstances: e.g. new programmes, major changes to programmes, etc>*

[1.]

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[2.]

[etc]

1.4 Background

<Describe any other background to the visit, special Accreditation Committee resolutions, letters written in the interim, etc. >

1.5 Enclosures

The individual reports of the programme teams are attached. These reports contain the specific recommendations and detailed observations on each programme.

<Identify attached documents>

2. Criteria and Procedures Applied

2.1 The visit and the evaluation of the programmes were carried out according to EAB documents:

<insert references>.

[1.]
[2.]
[3.]
[etc.]


2.2 Special Observations, if any

<Insert Special word of thanks to Faculty if new or revised criteria or procedures are used at visit>

3. Visit to the Vice Chancellor

The Visit Leader, accompanied by *< insert names>* paid a courtesy visit to the Vice-Chancellor, Professor *<insert name>*

<Summarise anything significant said by the VC>

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<Summarise anything significant said on behalf of EAB>

<Summarise impression of University's commitment to Engineering and its Programmes>

4. Faculty Leadership and Ethos

<Comment on leadership and general ethos of the Faculty, clarity of educational mission and objectives, Faculty's perceived importance of EAB criteria, Faculty's assessment of achievements against objectives, Faculty's commitment to programmes, effectiveness of process to bring about change, professional orientation, ...>

5. Academic Development of Under-Prepared Students

<Report on the findings on the academic development efforts, their demonstrated effectiveness>

6. Meeting with Student Leadership

<Summarise anything significant said by the student leadership >

<Summarise anything significant said on behalf of EAB>

7. General Observations

<If required, record only matters pertaining to the Faculty, do not repeat programme-specific matters covered in the reports.>

8. General Recommendations

<Include recommendations to the AC not included in the programme reports>


9. Summarised Recommendations on Programmes

<List the programmes and the team recommendation on each>

10. Acknowledgements

As Visit Leader, I thank the Head of Faculty, Heads of Departments and their staff for the *<excellent, good,>* preparation for the visit and the *<open, courteous, efficient, ...>* manner in which the teams were received on campus.

<Thank the team leaders and teams and commend as necessary>

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<Name>

[Signature _____]

Deputy Visit Leader

<Date>

<Name>


[Signature _____]



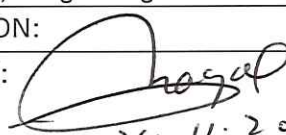
Visit Leader

<Date>

4.0 DOCUMENT REVISION HISTORY

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