

Doc no. EAB-A11-P	Revision no. 0	Effective Date: 2022-11-18	
Subject: Procedure for Arranging and Conducting Accreditation Visits			
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## PROCEDURE FOR ARRANGING AND CONDUCTING ACCREDITATION VISITS

Document Reference: EAB-A011-P

Short Title: Accreditation Process

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### Purpose of this Document

Section-1 spells out the purpose, information and evidence to be supplied separately by the Head of the Faculty of Engineering of an HEI as well as the Head of the Department responsible for the programme for which a request has been made for evaluation towards eventual accreditation.

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### 1. PURPOSE OF DOCUMENT

1.1 This document defines the process established by EAB for conducting an Interim, Provisional, or Regular accreditation visit to a HEI. It also caters for a Review Visit required following an Appeal by an HEI.

It covers the following three phases:

- (i) pre-visit arrangements,
- (ii) the visit itself, and
- (iii) post-visit activities, including writing up and consideration of the report.

1.2 In addition, new programmes are evaluated, and processes are defined for programme evaluation by interim reports as indicated in the following sections:

- Section 3 identifies the role players in the accreditation process.
- Section 4 details the pre-visit activities and timeline.
- Section 5 describes the arrangements for the activities during the visit.
- Section 6 describes the steps to finalise the team report for the Accreditation Committee.
- Section 7 details the procedure for considering reports in the Accreditation Committee meeting.
- Section 8 details the actions required after the Accreditation Committee meeting.
- Section 10 details the process for initial and desktop evaluation.

1.3 An Accreditation Visit, supported by the prescribed documentation, is a mandatory activity for the grant of an accreditation in accordance with document **EAB-A10-P: Accreditation**

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**Policy on Engineering Degree Programmes**, except as provided for in Section 5 when requests for evaluation of new programmes are concerned.

## 2. RELATED DOCUMENTS

A full list of documents comprising the EAB Accreditation System is included in document **EAB-A01-P: Background to Accreditation of Engineering Degree Programmes**.

The following Chart EAB-A11 illustrates the documents that define EAB accreditation system for the accreditation of programmes that meet the educational requirements of the Council of Registered Professional Engineers for registration as a Registered Professional Engineer in Mauritius.

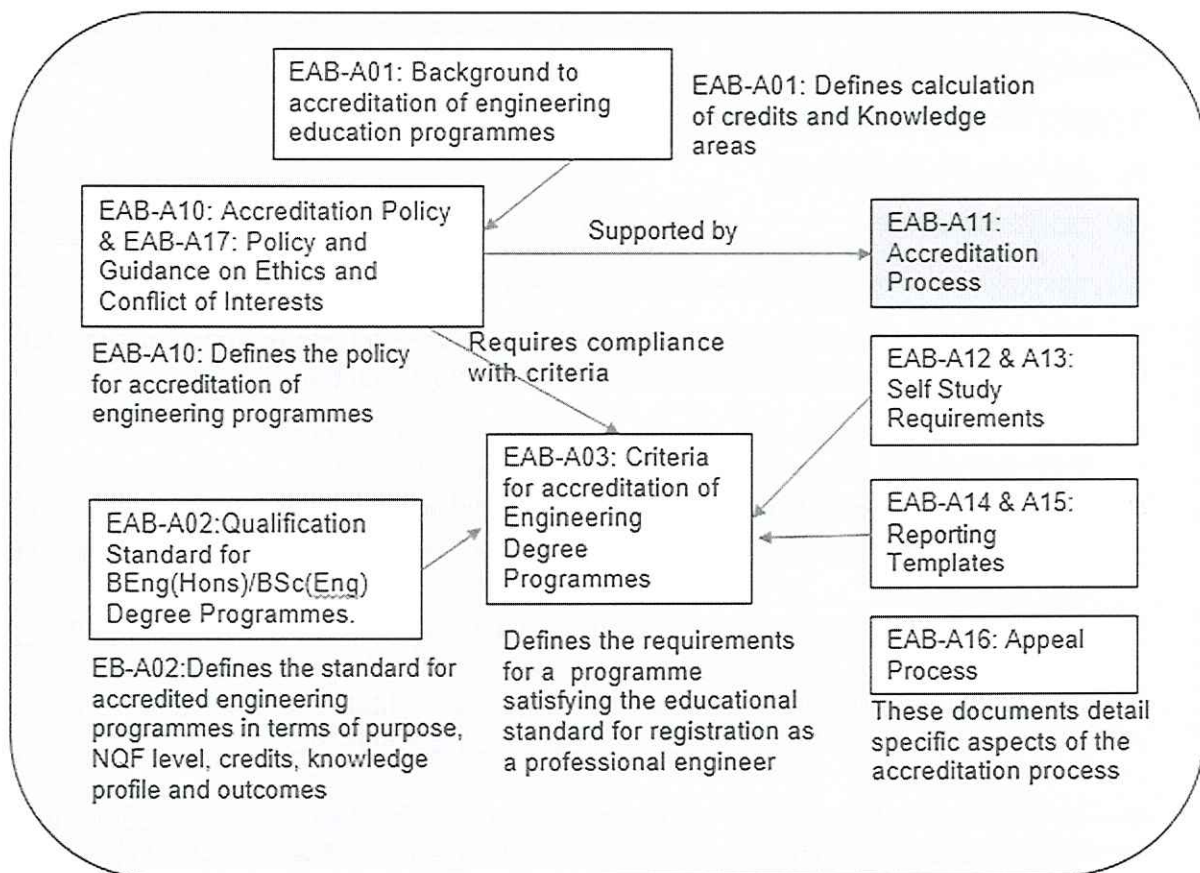


Chart EAB-A11

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### 3. REQUEST FOR EVALUATION and ROLES AND RESPONSIBILITIES

#### 3.1 REQUEST FOR EVALUATION

1. The process is initiated by the HEI which desires accreditation of one or more of its programmes, making a formal **Request for Evaluation (RFE)**, under the signature/authority of the Head of the Faculty, on Form **EAB-RFE: Request for Evaluation**. This is a registration process where the HEI identifies itself to the IEM and supplies evidence of its legal incorporation and authorisation from the educational authorities to offer programmes of studies in engineering.
2. For a programme which has already been granted evaluation for a full 5-year accreditation cycle, the Administrator (Accreditation) will issue a notification to the Head of the Faculty, at the commencement of the 5th Year, on the need for the HEI to apply for renewal of accreditation if it intends to maintain the accreditation status of the specific programme. For programmes granted Provisional Accreditation, the onus is on the HEI to comply with the EAB Policy on Accreditation, as shall have been set out in the letter granting the Provisional Accreditation.
3. For any HEI (within the Republic of Mauritius) with no accredited programmes, EAB will, on receipt of the Request for Evaluation (RFE), convene the Head of the Faculty and/or the Head of Department concerned, as may be appropriate, to a meeting to review the various sub-activities that will be initiated following EAB's acceptance to give effect to the RFE. Where impractical, the same purpose should be contemplated through teleconferencing facilities.

The object of this meeting will be:

- (a) to ensure that the HEI/Faculty/Department is fully aware of the accreditation process, and of the obligations arising thereof.
- (b) to draw the attention of the HEI's representatives to the provisions of EAB document **EAB-A12-P: Self-Study Documentation Requirements for Programme accreditation** relating to the submission of documents and compilation of evidence for the purpose of the visit, including initial information as per Section 4.1 of document **EAB-A12-P** and the need for their timely receipt by the Administrator (Accreditation), which is needed at an early stage in the process and approved for subsequent activities to proceed.
- (c) to advise the HEI that, in accordance with Section 11.10 (Training Workshops) of doc **EAB-A10-P**, EAB will, for the benefit of the HEI seeking evaluation and on request, offer to run a Training Workshop on the Accreditation Requirements, including Criteria for accreditation of engineering degree programmes, as set out

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in the EAB Accreditation system of documents, applicable for satisfying the educational requirements prescribed by CRPE for eventual professional registration. Such a Training Workshop is mandatory for HEIs not having any accredited programme and/or having benefited from such a Training Workshop previously. Any Training Workshop offered by IEM will be in accordance with Section 9.7 of document **EAB-A10-P**.

- (d) to agree on the probable latest timing of the Visit and the schedule of key activities and identify the contact persons who will be involved at every stage.
- (e) to explain to the HEIs representatives the EAB's expectations from the HEI in respect of access, logistics and other facilities on campus and ex-campus that may be required in connection with the assignment.
- (f) to explain to the HEI its responsibility for maintaining the accreditation status of any programme that may be accredited during and beyond the accreditation cycle and the consequences of not doing so.
- (g) to brief the HEI on EAB's cost recovery policy, including cost elements over the intervention of any overseas Evaluator or Observer from Washington Accord signatories.
- (h) to explain to HEI that new programmes in planning stage are not accredited but an Evaluation without visit can be done as an advisory assignment based on planning information.

### 3.2 ROLES and RESPONSIBILITIES

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

EAB	IEM Engineering Accreditation Board
AC	Accreditation Committee
EAB(Ch)	Chair of the Engineering Accreditation Board
AC(Ch)	Chairperson of Accreditation Committee
CR	Consistency Reviewer
HoF	Head of the Faculty in which the programme(s) is/are run
AA	IEM Administrator (Accreditation)
HoD	Head of the Department responsible for the programme

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Rap	Rapporteur
TL	Team Leader
TR	Designated Trainer(s)
VL	Visit Leader
Team (or AV Team)	Accreditation Visit Team

The specific responsibilities are flagged in the visit arrangements detailed in Sections 4 to 6.

#### 4. PRE-VISIT ACTIVITIES

##### 4.1. Timing of visit

- (i) The visit can take place at a time determined by the accreditation cycle or at a time determined by the need for an Interim Visit or Final Visit.
- (ii) The visit must be held within normal teaching term time and preferably timed to provide the AV Team with an opportunity to interview students in the latter part of their final year. At this stage, the students will have experienced second-semester courses/modules and possibly engaged in project work.
- (iii) If the timing in (ii) is not possible, then graduates who completed their degrees in the previous academic year and pursuing postgraduate studies should be interviewed.

##### 4.2. Regular Visit: Pre-visit schedule

Table-1 sets out the time associated with particular activities that will follow the receipt of a Request for Evaluation, expressed as V-x for each activity, which indicates that completion of the specific activity is required x time units, expressed in weeks (w) or days (d) before the visit date (V).

**Note:** All times are the latest permissible times but where feasible, activities should be completed earlier.


The process is kick-started by either receipt of Request for Evaluation (RFE) from an HEI and meeting referred to in Section 3.1(3) completed, or notification sent to HEI as provided for in Section 3.1(2). At least 52 weeks' advance notice of the date of the Visit will be built in the process.

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**Table 1: Regular Visit – Pre-visit activities, timeline and responsibilities**

Due	Activity	Responsible
V-52w	Acknowledgement of RFE, or	AA
	Acknowledgement of AA's notification to HEI	HoF
	(a) Remind HoF that information specified in Sections 5.1 (1) & (2) of document <b>EAB-A12-P: <i>Self Study</i></b> must be submitted as agreed and (b) Offer on-site training for staff within next 4 weeks.	AA
V-48w	EAB receives HoF's invitation confirming training, with tentative date(s)	HoF to AA
V-46 w	Agreement on training delivery date	AA & HoF
V- 44w	Optional training for faculty members to be visited	AA & TR
V- 42w	Confirm dates for visit and prepare project plan with schedule of key activities specifying actual dates and indicating responsible persons	EAB(Ch) & AA
V-35w	HoF provides information specified in section 5.1(1) & (2) of document <b>EAB-A12-P</b>	Dean
V-34w	EAB consider information submitted by HoF, determine if acceptable and approved for proceeding with evaluation	EAB(Ch)
V-33w	EAB informs HoF of acceptability and that evaluation will proceed, or submission unacceptable and evaluation is halted.	AA
V-34w to V- 32w	(1) EAB(Ch) & AA determine required teams and appoint Visit Leader (VL) and Team Leaders (TLs) as may be required, including Evaluators from overseas.	EAB(Ch) & AA
	(2) Select and appoint Five (5) to seven (7) Members of AC from among EAB members	EAB(Ch) & AA
	(3) Designate Chair of AC	EAB(Ch)



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V-25w	Secure commitment of VL and TLs	EAB(Ch) & AA
V-24w	Inform signatories whom IEM has given prior notice of the accreditation schedule and desires their presence as observers or participants in the accreditation	AA
V-20w	Appoint Team Members in consultation with VL and TLs	EAB(Ch), AA, VL, TLs
V-20 w	Communicate Team Membership to HoF for identification of any conflict of interest	AA
V-18 w	HoF to confirm/identify any conflict of interest	Ho to AA
V-16 w	Secure Team Members' commitment to visit	TL, AA
V-16 w	Resolve unavailability/ineligibility issues	EAB(Ch) , AA
V-12 w	Training of Team Members	EAB(Ch), AA, TR
V-12w	Check acceptability of observers	AA to HoF
V-10 w	(1) Confirm acceptability of observers and absence of conflicts of interest	HoF to AA
	(2) Resolve acceptability issues and conflicts of interest	AA & HoF
V-8 w to V-6w V-8 w	(1) Book hotel rooms (for ex-patriate Evaluators, if necessary) and meeting rooms for Team	AA
	(2) Finalise travel bookings for Evaluators/Observers from overseas, as may be necessary	AA
	(3) Confirm on-campus venues with HoF	EAB(Ch) & AA
	(4) Agree on detailed Visit Timetable for each programme	HoF, VL , AA HoD, TL
V-7w	Submit documentation to EAB	HoF
V-6 w	Check documentation for completeness – if incomplete contact HoF and inform VL	AC(Ch) & AA
V-5 w	Distribute documentation to Team and observers	AA

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V-4w	Check computing and printing requirements of Team	AA , HoD
V-3w	TLs and Teams to meet at IEM House (or as agreed) and exchange views on issues after initial scrutiny of submission by HoF and HoDs	VL, TLs, Team members
V-2w	Call for missing/additional documentation	TL
V-1w	Conduct preliminary evaluation of documentation	VL, TL, Team

#### 4.3. Interim Visit: Pre-visit schedule

HEIs are reminded of the provision of Section 9.6.2 of document **EAB-A10-P** that Interim Visits and Interim Reports in the accreditation cycle provide the opportunity for HEIs to respond to deficiencies identified by the Team and, in this context would, in the course of their evaluation also identify areas of concern.

As provided in Section 4.1 of the above document, an Interim Visit is held at a time within the cycle stated by EAB in its decision on the findings of the previous visit.

The requirement of the Interim Visit (this section) or Interim Report (section 4.4) is the consequence of Decision D2 in Section 4.4.4 of document **EAB-A10-P** arrived at during a previous Regular Visit with identified deficiencies, or again pursuant to decision D3 upon Evaluation of an Interim Report.

**Table 2: Interim Visit and Final Visit – Pre-visit activities, timeline and responsibilities**

Due	Activity	Responsible
V-26 w	Remind HoF that interim visit is due. Provide proposed dates and inform that information specified by the AC must be submitted	AA
V-24 w	(1) HoF to confirm visit	HoF to AA
	(2) Confirm dates for visit and prepare project plan with schedule of key activities with actual dates and indicate responsible persons	AA
V-20 w	Appoint VL and TLs	EAB(Ch) & AA

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V-18 w	Secure commitment from VLs and TLs	EAB(Ch) & AA
V-16 w	Appoint Team Members in consultation with VL and TLs	EAB(Ch) & AA
V-15	Communicate Team Membership to HoF for identification of conflict of interest	AA
V-13 w	HoF to confirm/identify any conflict of interest	HoF to AA
V-12 w	Secure Team Members' commitment to visit	TL, AA
V-11w	Resolve unavailability/ineligibility issues	EAB(Ch) , AA
V-10w to V-w	As for Regular Visit	

#### 4.4. Interim Report: Pre-evaluation and evaluation schedule

This activity concerns the Evaluation of the HEI's programme on the basis of the Interim Report, which an HEI has to submit on the remediation of the deficiencies of a programme. The report is assessed according to the following procedure:

1. The initial Accreditation Team is reconvened to consider the report. This can take place at the HEI itself, as pre-arranged or as otherwise agreed between Team leader and Administrator (Accreditation). If it is not possible to restore the entire team, persons may be co-opted to serve on the reassembled team.
2. As per Section 5.6 of **EAB-A10-P**, the Team considers the report without carrying out a site visit.

The Sequence would be as per Table 3 where the critical date (D) is the start of the evaluation of the Interim Report.

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

Due	Activity	Responsible
D-20 w	Remind HoF that interim Report is due. Provide proposed dates and inform that information specified by the AC must be submitted.	AA

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D-18 w	HoF to confirm report date	HoF to AA
D-16 w	Confirm dates for Meeting, prepare project plan with schedule of key activities, stating actual dates and indicating responsible persons	AA
D-6 w	Appoint TL and Members	EAB(Ch) & AA
D-6 w	Communicate Team Membership to HoF for identification of any conflict of interest	AA
D-5 w	HoF to confirm/identify any conflict of interest	HoF to AA
D-4 w	Secure Team Members' commitment to evaluate report	TL, AA
D-2 w	Resolve unavailability/ineligibility issues	EAB(Ch), AA
D-2 w	Receipt of Interim Report from HoF	HoF to AA
D	Team to commence Interim Report Evaluation	TL, Team
D+4 w	Team to complete Interim Report Evaluation & Produce its Draft Report	TL

#### 4.5. Venues

The HEI must provide for the following three main types of venues/Conference Rooms for accreditation activities:

1. **Plenary CR:** A conference room large enough to seat all Team Members, all Heads and an additional five persons per programme under review. The venue must be centrally located relative to departmental venues in order to minimise walking time. Such a facility will be required at start of Day-1 of Visit, as well as for Exit Meeting on afternoon of Day 3 of Visit.
2. **Team CR:**
  - (a) Each Team requires a conference room that is capable of seating six to eight persons for its exclusive use during the visit. Extra tables should be available for on-site documentation as stated in section 7 of document **A-12-P**.
  - (b) 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.
3. **Team Hotel CR:**

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**EAB(Ch) and AA** will secure a conference room in a conveniently located Hotel for both the evening plenary Team Meetings (evening of Day-0 (eve of Visit) and evening of Day-1 of Visit). This is a must especially if there are members from overseas WA signatories in attendance.

#### 4.6. Computer facilities for teams

The Visit Teams usually use their own personal notebooks/Lap-top/computers during the Visits. If this is not the case, the Head of department whose programme is under evaluation must ensure that the visiting team is provided with a personal computer with Microsoft Office 2016 or 365 (or later version).

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 visit to check if the latter will bring their own notebook/laptop or computer and to establish that the correct printer drivers are available. The Team Conference Room should be equipped with photocopying machines and at least a telephone.

### 5. VISIT ARRANGEMENTS

#### 5.1. Timetable

As indicated in section 4, the Head of Faculty and the Visit Leader are required to finalise the Visit Timetable at least six weeks before the visit. Tables in Appendix A give a pro-forma timetable for a team's activity. The pro forma is provided to guide the planning of the actual timetable for each visit. 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 that are geared towards the evaluation questionnaire in document **EAB-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, focusses on the assessment of outcomes, programme content, effectiveness of teaching and learning, and sustainability/capacity for improvement.
- The times shown are indicative of and may be adjusted to deal with specific conditions.
- Activities common to more than one team must be synchronised at various stages.
- Visit Leader's activities are shown in italics.

##### 5.1.1. Pro-forma timetable for Engineering Visit

Appendix A defines the normal timetable for an Accreditation Visit. Minor variations may be made to accommodate local conditions.

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## 6. POST-VISIT OR EVALUATION ACTIVITIES

### 6.1. Regular or Interim Visits

V+x d of Table 4, indicates the deadline x days after the visit. M-y d indicates the deadline y days before the AC meeting. Day 1 is the following Monday after the visit.

**Table 4: Post-visit activities for Regular and Interim Visits**

Due	Activity	Responsible
V+14 d	Produce 2 <sup>nd</sup> Draft report. Procure agreement of Team. Send 2 <sup>nd</sup> Draft to VL	TL
	Produce 2 <sup>nd</sup> Draft of VL report. Send 2 <sup>nd</sup> Draft. VL report to Tls	VL
V+18 d	VL and Tls agree on consistency of reports	VL , TL
V+21 d	Send agreed upon and signed reports to AA	TL , VL to AA
	On receipt, refer Team and VL reports for Consistency Review	AA
V+35 d	Complete Consistency Review of reports	CRs
	If necessary, refer report back to VL and TL as required	CR (cc AA)
V+49 d	Revise report(s) (if necessary)	VL, TM
V+56 d	Re-review by moderators. Send approved report to AA	
V+56 d	On receipt, send 2 <sup>nd</sup> Draft reports to HoF for checking factual correctness	AA to HoF
V+56 d	Invite HoF to AC meeting	AA
V+70 d	HoF to return matters of factual correctness regarding report to EAB	HoF to AA
V+77 d	Attend to matters of factual correctness	VL, TL, CR
V+80 d	Produce final report, re-signed if necessary	TL

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V+80 d	Produce final VL report, re-signed if necessary	VL
V+84 d	Include reports with AC meeting agenda	AA
M-14 d	Circulate reports with AC meeting agenda	AA

The implication of this schedule is that at least 14 weeks must elapse between the visit and the AC meeting.

## 6.2. Post-Interim Report Evaluation activities

The time allowed for the Interim Report Evaluation, including report writing, is four weeks. The report is, therefore, due at D+28 where D is the commencement date of the desk review.

**Table 5: Activities after completion of programme evaluation by Interim Report**

Due	Activity	Responsible
D+28 d	(1) Produce report agreed upon by Team	TL
	(2) Send agreed upon and signed reports to AA	TL to AA
	(3) On receipt, refer Team and VL reports to CRs	AA
D+56 d	(1) Complete Consistency Reviews of reports, including referrals to TL	CRs
	(2) On receipt, send 2 <sup>nd</sup> Draft reports to HoF for checking factual correctness	AA to HoF
	(3) Invite HoF to AC meeting	AA
D+70 d	HoF returns matters of factual correctness regarding report to AA	HoF to AA
D+77 d	Attend to matters of factual correctness	VL, TL, CR
D+80 d	(1) Produce final report, re-sign if necessary	TL
	(2) Produce final VL report, re-sign if necessary	VL
D+84 d	Include reports into AC meeting agenda	AA

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M-14 d	Circulate reports with AC meeting agenda	AA
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A total of ten weeks must elapse between the completion of the Interim Report Evaluation (D+28) and the AC meeting at which the report is considered.


## 7. ACCREDITATION COMMITTEE (AC) MEETING PROCEDURE

The steps in addressing the agenda items (in respect of the Visit Reports of a particular HEI's programmes) are highlighted in Table 6.

**Table 6: Essential procedure in Accreditation Committee meeting**

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



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## 8. POST-MEETING ACTIVITY

### 8.1. Mandatory steps

The mandatory steps after the AC meeting are detailed below.

**Table 7: Post-Accreditation Committee meeting**

Due	Activity	Responsible
M+7 d	Write accreditation decision minutes	AA
M+10 d	Check decision minutes and submit to EAB Chair	VL , AC(Ch)
M+12 d	Convene EAB for approval of AC recommendations	EAB(Ch) & AA
M+14 d	Write decision letter(s)	AA
M+18 d	Check decision letter(s)	VL , EAB(Ch)
M +21 d	Sign decision letter(s)	EAB(Ch)
M+21 d	Despatch decision letter to Vice-Chancellor (VC). cc to HoF and Council of Higher Education (CHE)	AA
M+21 d	Update list of accredited degrees	AA
M+24 d	Check updated list	EAB(Ch)
M+28 d	Publish updated list on IEM website	IEM
M+28 d	If required, update schedule of visits for interim evaluation	AA
M+28 d	Update register of Evaluators	AA

### 8.2. Minutes and Decision Letter

The minutes of the AC 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 **EAB-A14-P**.

- (i) The Decisions conveyed in the decision letter must be *verbatim* quotations of the relevant resolution.
- (ii) The Decision Letter, under the signature of the EAB Chair, is addressed to the Vice-Chancellor and is copied to the Head of Faculty and also to the IEM President, Chairperson

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of CRPE and to the HEC/HEA. The Decision Letter must convey the decision recorded. The Visit Leader Report and the individual team reports are appended to the Decision Letter.

- (iii) For all other cases, other than where accreditation will await the next Regular Visit, the Decision Letter must convey the deficiencies as the grounds for the decision.
- (iv) If the decision is based on identified deficiencies, the deficiencies must be identified explicitly in the minutes for the programme.
- (v) The decision letter must also enumerate the concerns to be addressed by the provider and assessed at the next Accreditation Visit.

## 9. PROCESS FOR INITIAL AND DESKTOP EVALUATION

The terms Initial Evaluation, Simplified Initial Evaluation and Desktop Evaluation and the eligibility of programmes and providers for each type are defined in section 5.1 of document EAB-A10-P. The process steps for each of the three processes are defined in Table 8.

“R” is the date EAB receives Request for Evaluation,

“S” date Initial Information received.

“M” is the EAB meeting date

**Table 8: Essential steps in Initial, Simplified Initial and Desktop evaluations**

Desktop	Initial	Simplified	Action	Responsibility
R			HEI submits Request for Initial or Desktop Evaluation to EAB	HoF, AA
R+2 w			Considered by EAB (Ch) and consultation with EAB	AA to EAB
R+3 w			AA replies to HoF, giving submission requirements	AA
S	S	S	HoF submits Documentation to AA at date S	
S+1w	S+1w	S+1w	Appoint person of TL status as Lead Evaluator (LE)	EAB(Ch)
S+3 w	S+3 w		Initial Screening documentation for completeness	AC(Ch), LE
S+4w	S+4w		Documentation not complete: refer back to Dean	AA

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S+4w	S+4w		Documentation complete: Appoint Team Members	EAB(Ch) with LE
S+4w			Communicate Team Membership to HoF for identification of any conflict of interest	AA
S+6 w			HoF to confirm/identify any conflict of interest	HoF to AA
S+7 w	S+5w	S+1w	Secure Team Members' commitment to evaluate report	TL, AA
S+8 w	S+6w	S+2w	Resolve unavailability/ineligibility issues	EAB(Ch), AA
S+8 w	S+6w	S+2w	Issue documents to Team	AA
S+8 w	S+6w	S+2w	Team training or briefing	AA, LE
S+9 w	S+7w	S+3w	TL contacts Team to commence evaluation	TL
S+11 w	S+9w	S+5w	E-mail / teleconference as required to complete evaluation	TL, VT
S+12 w	S+10w	S+6w	Draft Report complete and coordinated by LE	TL, LE
S+12 w	S+10w	S+6w	Send Draft report to AA	TL, LE
S+13 w	S+11w		On receipt, refer Team and VL reports to CRs	AA
S+15 w	S+12w		Complete consistency review of reports	CRs
S+17 w	S+14w		Revision cycle completed	CR (cc AA, LE)
S+17 w	S+14w		Send report to HoF for factual correctness	AA to HoF
S+19 w	S+17w		HoF to confirm factual correctness	HoF
M-2 w			Report circulated with AC Agenda	AA
M-1W			Team/Visit Leader presents Team/Visit Report. AC deliberates and formulates Advisory Opinion	AC(Ch)
M			EAB deliberates and approves AC recommendations	EAB(Ch)

This schedule ensures that a submission will receive an advisory opinion within six (6) months.

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## 10. DOCUMENT REVIEW HISTORY

Date	Description	Author/Reviewer	Remarks
25-09-2020	1 <sup>st</sup> Draft	(adapted from ECSA Doc E-11)	
11-10-2020	Reviewed	Reshma R	
12-11-2020	Reviewed	Core Group	
23-11-2020	Review	EAB No 20	Departures from ECSA considered
15-01-2021	Reviewed & edited	Consultant John Cato	See Notes
23-03-21	Issue 2021-1	No change	
21-05-2021	Issue 2021-2 (SABEA)	Table-1 Week(24) edited; Appendix A-Visit Schedule to be amended as indicated.; New subsection to cater for activity post Appeal is pending.	
06-05-2022	Review & Amend	A. Chan Chim Yuk	Pending amendments: Appendix A-Visit Schedule to be amended; New subsection to cater for activity post Appeal.
02-09-2022	Reviewed by DRC		
19-09-2022	EAB approved	Issue date: 01-11-2022	
31-10-2022	Edited-JS	Table-1 V-34w-V-32w RE Composition of AC: Insert "five (5) to " in line with EAB-A10. Section 4.5 Venue Plenary Conf Room -amend Day 2 to read Day 3 Reinserted Table-8 missing from version. Appendix -A Day-2: 16H00 Inserted an Option	
08-11-2022	EAB approved for publishing on Website at EAB meeting No 43	Issued as ISSUE 2022-2 dated 08-Nov-2022	

## .../.... APPENDICES

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## APPENDIX-A: Proforma Visit Programme for Visit for Engineering Programme Evaluation

Engineering: Day 0 Programme – Afternoon Before Visit			
Period	Venue	Team Activity	Who
13:00		Arrival at Meeting Venue/Team Hotel	
13:30– 16:00	Assigned Meeting Room	<p>Private plenary Team Meeting chaired by VL. (Observers are present)</p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• VL briefs Teams on visit programme, logistics, procedures, reporting (&lt;15 min.)</li> <li>• Teams collate members' initial issues and information lists into team list using format demonstrated in document EAB-A14-P (30 min.)</li> <li>• Tls present initial appraisal and issues to be investigated. (&lt;10 min. per programme)</li> <li>• Identification of issues and information needs that are common across teams</li> <li>• Further planning of activities as required</li> </ul>	<p><i>Instruction:</i> Insert actual posts/names of university persons who must be present or on call during the activity</p> <p><b>VL, Visit Teams Team Leaders Observers WA Reps (if invited)</b></p>

Engineering: Day 1 Programme			
Period	Venue	Team Activity	Who
08:30– 08:45	Plenary CR	VL to chair Plenary Session of all teams and Heads of Departments. Head of Faculty gives overview to Plenary Session	<b>VL HoDs, TL, Teams Observers</b>
08:45– 09:00		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,	<b>Team Leaders Teams, Observers</b>

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		<p>short interviews to provide additional information as required:</p> <ul style="list-style-type: none"> <li>• Review assessment process, verify selected evidence, address issues towards resolving Question 1 in document EAB-A14-P and sample assessment material.</li> <li>• Review programme structure, breakdown, core and engineering science profile towards resolving questions 2.1–2.4.</li> <li>• Review aspects of effectiveness of teaching and learning within the programme (QUESTION-3)</li> <li>• Check on remediation of deficiencies and concerns from previous visit</li> <li>• Identify matters to be raised in interviews with Head, staff and students</li> </ul>	HoD & Academic staff on request, for responses to Teams' queries.
09:30– 10:30	Head of Faculty Office	VL interviews Head of Faculty. Agenda is faculty quality assurance processes, resource allocation and commitment to programmes.	VL At HoF
11:00– 11:45	VC Office	VL pays courtesy visit to University Executive. Agenda is institutional commitment to engineering in general and to programmes.	VL & HoF To V.C or Dir. General

12:00– 12:30	Team CR	<p>Interview Head and/or Programme Co-ordinator</p> <ul style="list-style-type: none"> <li>• Examine key issues</li> <li>• Appraise potential concerns and deficiencies</li> <li>• Agree on roster of staff for interviews at 10:30–12:30 on Day 2</li> </ul>	HoD/Prog Coordinator
12:30– 13:30		Lunch	
13:30– 15:00	Team CR and Walkabout	<p>Examine resources and visit laboratories and other facilities. The purpose of this session is to gather material relevant to:</p> <ul style="list-style-type: none"> <li>• Question 3 (Teaching and learning effectiveness)</li> <li>• Question 4 (Sustainability/capacity for improvement)</li> </ul>	Facilities Tour

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		<ul style="list-style-type: none"> <li>• Identification of additional matters for student and staff interviews</li> </ul>	
14:00– 15:00		<i>VL meets student leadership of Engineering Faculty</i>	<b>VL with HoF &amp; HoD, Prog Coordinator</b>
15:00– 16:00	Team CR/Other	<p>Student interviews. May be carried out in parallel sessions. All Team Members should see student (including final-year) representatives. and recent graduates.</p> <ul style="list-style-type: none"> <li>• Pose prepared questions</li> <li>• Give students the opportunity to raise issues</li> </ul>	<b>Students</b>
15:30– 16:30		<i>VL to start drafting of VL Report</i>	<b>VL &amp; Tls</b>
16:30– 17:00	Team CR	Closed Team Meeting to assess progress on issues and identify outstanding issues and information. Update Team Worksheet	<b>VL TL &amp; Teams &amp; Observers</b>
17:00	Team CR	Meeting with Recent Graduates	<b>TL &amp; Team Graduates</b>
17:30		Departure from Campus to Off-site Meeting Place	
17:45- 18:15	Team – (Hotel /ProFive)	Key Issues on Draft Report & Next Day's Programme	<b>VL Teams &amp; Observers WA Reps</b>

<b>Engineering: Day 2 Programme</b>			
<b>Period</b>	<b>Venue</b>	<b>Team Activity</b>	<b>Who</b>
09:00 – 09:30	HoF's Office	<p>VL meets HoF to co-ordinate activities occurring between 13:30 and 16:00.</p> <p>VL informs Teams of confirmed arrangements by 10:00.</p>	<b>VL HoF</b>
09:00– 10:30	Meeting Room at Faculty	<p>Private Plenary Team Meeting chaired by VL (Observers present)</p> <ul style="list-style-type: none"> <li>• VL presents significant aspects of VL Report to all teams</li> <li>• Tls provide appraisal of: <ul style="list-style-type: none"> <li>o Programme content (Q1 in document EAB-A14-P)</li> </ul> </li> </ul>	<b>VL TL Teams Observers</b>

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		<ul style="list-style-type: none"> <li>o Assessment of outcomes (Q2 in document EAB-A14-P)</li> <li>o Programme teaching and learning effectiveness (Q3 in document E-14-P)</li> <li>o Sustainability/capacity for improvement (Q4 in document EAB-A14-P)</li> <li>o Tentative recommendation</li> </ul> <ul style="list-style-type: none"> <li>• TLs identify outstanding issues and information needs, particularly those outside the departments</li> <li>• Consistency check on approach across teams; triangulate findings</li> </ul> <p>VL to co-ordinate interviews and visits to service departments and common facilities between 13:30 and 16:00 of Afternoon. Teams formed to perform common interest visits, interviews, etc.</p>	
10:30 – 12:30	Team CR	<p>Interviews with staff members. Staff selected individually or in groups according to numbers and needs:</p> <ul style="list-style-type: none"> <li>• Pose prepared questions.</li> <li>• Give staff the opportunity to raise issues.</li> </ul> <p>Short interview with Head before closing.</p>	<b>TL &amp; Teams with Academics Admin &amp; Support Staff</b>
12:30 – 13:30		Lunch	
13:30 – 16:00	Various	Coordinated interviews and visits to service departments, the library and other common facilities, concentrating on identified areas according to agreed plan.	<b>Tour of Facilities</b>
16:00 – 17:00	Team CR	<p>OPTION: Schedule Meetings with Moderators &amp; Ext'l Examiners (if included VL Request to HoF)</p> <p>Private Meeting</p> <p>Team reviews Q1–Q4 in document EAB-A14-P and selects the recommended decision. (to continue on Day 3 (9:00 – 11:00))</p>	
17:00 – 18:00	Team CR	Meeting with Industry Representatives	



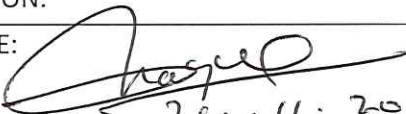


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Engineering: Day 3 Programme			
Period	Venue	Team Activity	Who
09:00 – 11:00	Team CR	Private Meeting (continue from Day 2 (16:00 - 17:00) Team reviews Q1–Q4 in document EAB-A14-P and selects the recommended decision. Team writes Report (To be completed no later than 14:00 as Draft 1)	VL TLs Teams Observers
11:00– 12:30		Each TL consults the VL to test consistency of recommended decision (Must be done by 12:30)	
12:30 – 13:30		Lunch	
14:30		<i>VL Report Draft 1 completed</i>	
15:00		Copy of Team Report given to VL; VL to report to each TL; Backup copy to AA	
15:00– 16:00	Department	Feedback session for staff of department responsible for programme	
16:00– 16:30	Plenary CR	Exit interview	
16:45		Thanks to HoF, HoDs & Academics End of Visit	

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