

# ACADEMIC ACCREDITATION VIRTUAL VISIT SCHEDULE.

Institution of  
**MECHANICAL  
ENGINEERS**

## ACCREDITATION VISIT TO

[Department Name]

[**University Name**]; [DD Month 20XX].

## IMECHE VISITING TEAM

Panel Chair – **Name and Post Nominals**

Academic Panellist – **Name and Post Nominals**

Industrial Panellist – **Name and Post Nominals**

Secretariat – **Name**

## PRE-VISIT

### 12 WEEKS BEFORE

#### University Sends Accreditation Submission to IMechE

The University submits its main submission to the Institution for review.

### 6 WEEKS BEFORE

#### University Provides Additional Pre-Visit Material for Review

University provides samples of student material via a file sharing platform (e.g. SharePoint, OneDrive, Google Drive etc.), a pre-recorded tour or presentation showing the facilities for review and the completed 2020/21 COVID-19 Impact Report Form.

#### Material to be provided via file share:

##### Major Individual and Group projects

For each year of the last three complete academic years:

- For each programme, a minimum of nine samples for both Individual and Group project reports across the whole band of marks i.e. top, middle and bottom (or for the whole cohort if less than nine) with student names removed as necessary.
- A copy of the project marking/feedback sheets, along with marking rubric for each of the projects provided.
- A copy of the project module marksheet for the whole cohort.

##### Other Modules

A copy of the module marks for the whole cohort (if this clearly shows the marks for each element in the module, then separate coursework and/or exam marks do not need to be provided as indicated below):

##### *Coursework*

Where it is worth 5 credits or more, or it is the only element instrumental in meeting AHEP learning outcomes in a module:

- A minimum of three sample coursework assignments at the threshold pass (or the whole cohort if less than three) with student names removed as necessary from the most recent complete academic year only.
- A copy of the marking/feedback sheets for each of the sample assignments provided from the most recent complete academic year only.

- A copy of the coursework brief and exemplar solution where appropriate from each year of the last 3 complete academic years.
- A copy of the coursework marks in that module for the whole cohort from each year of the last 3 complete academic years.

#### *Exams*

- A minimum of three sample exam scripts at the threshold pass (or the whole cohort if less than three) with student names removed as necessary from the most recent complete academic year only.
- A copy of the exam paper and the exemplar solutions from each year of the last 3 complete academic years.
- A copy of the exam marks for the whole cohort from each year of the last 3 complete academic years.

#### Tour of Facilities

This should preferably be a pre-recorded video tour of facilities of no longer than 30 minutes with commentary or alternatively a presentation with comments. The tour should show the laboratory equipment/workshops and other facilities that are used by students, including virtual laboratories. Research facilities need not be included unless they are used by students. The commentary should indicate on which programme/modules the facilities are used and how the students use them, e.g. group size, restricted/open access etc. If a presentation is provided please show photographs of equipment in the laboratory setting, not pictures from manufacturers catalogues.

#### COVID-19 University Impact Report

A copy of the 2020/21 University Impact Report to be provided.

**Failure to provide this material 4 weeks before may result in the cancellation of your accreditation visit.**

**2 WEEKS  
BEFORE**

#### **Private Team Preparation Meeting**

Visiting Team meet to compile list of initial questions for University and request any further material that may be required following review of the submission and pre-visit material.

**5 DAYS  
BEFORE**

#### **University Provides Responses to Initial Questions**

University provides written responses to all the Visiting Teams initial questions along with any further material requested. Access details for the University's preferred video conferencing software are provided (please note that the Institution may request a test session if not familiar with package chosen) along with a list of the names and roles of staff who will be attending each session.

**Failure to provide this information/material on time may result in the cancellation of your accreditation visit.**

**1 DAY  
BEFORE**

#### **Private Team Pre-Visit Meeting**

Visiting Team meet to review responses to initial questions and agree final plans for the accreditation visit.

## THE ACCREDITATION VISIT

### DAY ONE

<b>08:45 – 09:00</b>	<b>Start of Visit</b> Visit commences and gives visiting team and university staff time to join virtual session and rectify any technical issues.	<b>HEI Virtual Platform</b>
<b>09:00 – 09:30</b>	<b>Welcome and Introduction to Key Staff</b> Chair introduces the visiting team followed by introductions by the university. Key staff from the department will be present and the Vice Chancellor or another other senior staff member, if available, is invited to attend. This session will include a brief presentation <sup>1</sup> by the Head of Department, giving an overview of the department (10 min approx.), which considers the following: <ul style="list-style-type: none"><li>- a broader context given under which the programmes under consideration sit</li><li>- changes since the last accreditation visit, including implementation of Conditions and Recommendations (if applicable)</li><li>- Strategy for industrial engagement and influence</li><li>- future plans</li></ul>	<b>HEI Virtual Platform</b>
<b>09:30 – 10:15</b>	<b>Discussion on Aims and Objectives of the Programmes</b> Breadth, depth and Learning Outcomes achieved.	<b>HEI Virtual Platform</b>
<b>10:15 – 11:00</b>	<b>Tour of Facilities</b> Questions & Answers session based on pre-recorded tour of facilities or presentation provided.	<b>HEI Virtual Platform</b>
<b>11:00 – 11:30</b>	<b>Private Team Meeting and Morning Break</b> To discuss morning sessions and questions for subsequent sessions.	<b>Microsoft Teams</b>
<b>11:30 – 12:30</b>	<b>Meeting with Students</b> Max. 16, to include a cross-section from all programmes and all years.	<b>HEI Virtual Platform</b>
<b>12:30 – 12:40</b>	<b>Private Team Meeting</b> To discuss if any additional information is required.	<b>Microsoft Teams</b>
<b>12:40 – 12:50</b>	<b>Informal Meeting with Head of Department (if necessary)</b> To discuss any requests for additional information which should be provided as soon as possible to ensure no delays to the accreditation process.	<b>HEI Virtual Platform</b>
<b>12:50 – 13:30</b>	<b>Lunch Break</b>	<b>Microsoft Teams</b>

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<sup>1</sup> The presentation should not include any research or scholarly activity unless it has a direct impact on teaching.

<b>13:30 – 15:30</b>	<b>Meeting with Staff</b> This session should be limited to only those staff members able to answer questions on the AHEP learning outcomes as it will be to discuss: <ul style="list-style-type: none"> <li>- Science and mathematics</li> <li>- Engineering analysis</li> <li>- Design and innovation</li> <li>- The Engineer and society</li> <li>- Engineering practice</li> </ul>	<b>HEI Virtual Platform</b>
<b>15:30 – 15:45</b>	<b>Private Team Meeting and Afternoon Break</b>	<b>Microsoft Teams</b>
<b>15:45 – 16:45</b>	<b>Meeting with Industrial Advisory Board Representatives</b> To discuss industrial engagement and influence into the programmes, including: <ul style="list-style-type: none"> <li>- committee composition, meetings and key activities</li> <li>- areas of industrial involvement and influence</li> <li>- opportunities to share industry 'good practice' with students</li> </ul>	<b>HEI Virtual Platform</b>
<b>16:45 – 17:00</b>	<b>Private Team Meeting</b> To review day one and consider formulating feedback for day two.	<b>Microsoft Teams</b>
<b>17:00</b>	<b>End of Day One</b>	

## DAY TWO

<b>09:00 – 10:00*</b>	<b>Private Team Meeting</b> To decide on feedback to the university.  <i>*Session duration may be subject to minor alteration. Confirmation of exact timings for day two will be provided at the end of day one.</i>	<b>Microsoft Teams</b>
<b>10:00 – 10:30</b>	<b>Final Debriefing Session</b> Visiting team to meet with staff to report on accreditation recommendations <sup>2</sup> and discuss next steps.	<b>HEI Virtual Platform</b>
<b>10:30</b>	<b>End of Visit</b>	

Please note that the timings indicated in the above agenda are not prescriptive and have been provided as a guide only.

## POST-VISIT

At the end of the accreditation visit the visiting team will conclude whether it has been able to ascertain sufficient information to form an accreditation recommendation to the Institution's Academic Standards Committee. The visiting team's decision on this matter will be communicated to the University as part of the final debriefing session along with next steps.

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<sup>2</sup> The debriefing session is not intended to reflect any decision on accreditation. It is used to highlight some aspects examined during the visit.

The visiting team will prepare a visit report for the Academic Standards Committee which will be sent to the University for factual checking and the completion of the Action Plan. The report and its recommendations will then be considered by the Committee and a decision whether to accredit or not will be made at that stage. Accreditation can be awarded for a maximum of five years.