ACADEMIC ACCREDITATION VISIT SCHEDULE.

ACCREDITATION VISIT TO
[Department Name]
[University Name]; [DD Month 20XX].

IMECHE VISITING PANEL
Panel Chair – Name and Post Nominals
Academic Panellist – Name and Post Nominals
Industrial Panellist – Name and Post Nominals
Secretariat – Name

DAY ONE

11:00 – 13:00  Material available for review
IMechE team arrives at the University to review projects and examination papers.

13:00 – 13:45  Private Team Meeting and Working Lunch

13:45 – 14:15  Welcome and introduction to key staff
Chair introduces the visit panel followed by introductions by the university.
Key staff from the department will be present and the Vice Chancellor, if available, is invited to attend. This session will include a brief presentation1 by the Head of Department, giving an overview of the department (10 min approx.), which considers the following:
- a broader context given under which the programmes under consideration sit
- changes since the last accreditation visit, including implementation of Conditions and Recommendations (if applicable)
- Strategy for industrial engagement and influence
- future plans

14:15 – 14:45  Discussion on aims and objectives of the programmes
Breadth, depth and Learning Outcomes achieved.

14:45 – 16:00  Tour of Facilities

16:00 – 17:00  Meeting with Industrial Advisory Board Representatives
To discuss industrial engagement & influence into the programmes, including:
- committee composition, meetings and key activities
- areas of industrial involvement and influence
- opportunities to share industry ‘good practice’ with students

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

Improving the world through engineering
17:00 – 17:15  **Private Team Meeting**  
To discuss arrangements for the second day.

17:15 – 17:30  **Informal meeting with Head of Department**  
Plus, a key member of University staff) to discuss final details and arrangements for the following day and make any requests for additional information/information missing from the materials and submission.

**DAY TWO**

09:00 – 10:00  **Private Team Meeting**  
To include further review of material if required.

10:00 – 12:45  **Meeting with Staff**  
To discuss:
- Science and mathematics
- Engineering analysis
- Design
- Economic, legal, social, ethical and environmental context
- Engineering practice
- Additional general skills
- MSc Learning Outcomes (if applicable)

12:45 – 13:00  **Private Team Meeting**  
To discuss questions to students.

13:00 – 14:00  **Lunch with Students**  
Max. 16, to include a cross-section from all programmes and all years.

14:00 – 15:45  **Private Team Meeting**  
To include a further review of material if required and to decide on feedback to the university.

15:45 – 16:00  **Final debriefing session**  
Visiting team to meet with staff to report on accreditation recommendations.²

16:00  **Visiting team departs**

Following the visit, the IMechE team will prepare a final report for the Academic Standards Committee. This report will be sent to the University for factual checking. The report and its recommendations will then be considered by the whole Committee and a decision whether to accredit or not will be made at that stage.

**ADDITIONAL INFORMATION**
None

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