

## JOINT BOARD OF MODERATORS

### Guidance Notes on the Accreditation Process and Submission Document for Educational Establishments

#### 1. Introduction

##### 1.1 Scope

The JBM accreditation process covers the following programmes of learning:

- Programmes submitted for accreditation or approval:
  - MEng programmes.
  - BEng(Hons) and BSc(Hons) programmes submitted for accreditation at CEng or IEng level (as defined by the educational establishment in its Accreditation Submission – see Section 3).
  - BEng and BSc ordinary programmes submitted for accreditation at IEng level.
  - Masters programmes submitted for accreditation as Further Learning under UK-SPEC.
  - Engineering Doctorate programmes submitted for accreditation as Further Learning under UK-SPEC.

Where the educational establishment also offers HNC/D or Foundation Degree programmes, information on these programmes should also be included in the Accreditation Submission.

##### 1.2 Basis of Accreditation or Approval

- (a) Decisions concerning the accreditation of programmes of learning are made by the member institutions of the JBM that are licensed to act on behalf of the Engineering Council (EngC). Such decisions are based on the recommendations made by the JBM. These are based on judgements made by the JBM concerning the compliance of the programmes of learning with the JBM Guidelines. Judgements regarding compliance are made on the basis of:

- An Accreditation Submission (see the template on the JBM website at [www.jbm.org.uk](http://www.jbm.org.uk) and section 3) submitted by the educational establishment prior to a full (2-day) accreditation visit by a JBM Visiting Team (see Section 2).
- The Visiting Team's report produced following the full (2-day) accreditation visit (see the template on the JBM website at [www.jbm.org.uk](http://www.jbm.org.uk) and Section 4)

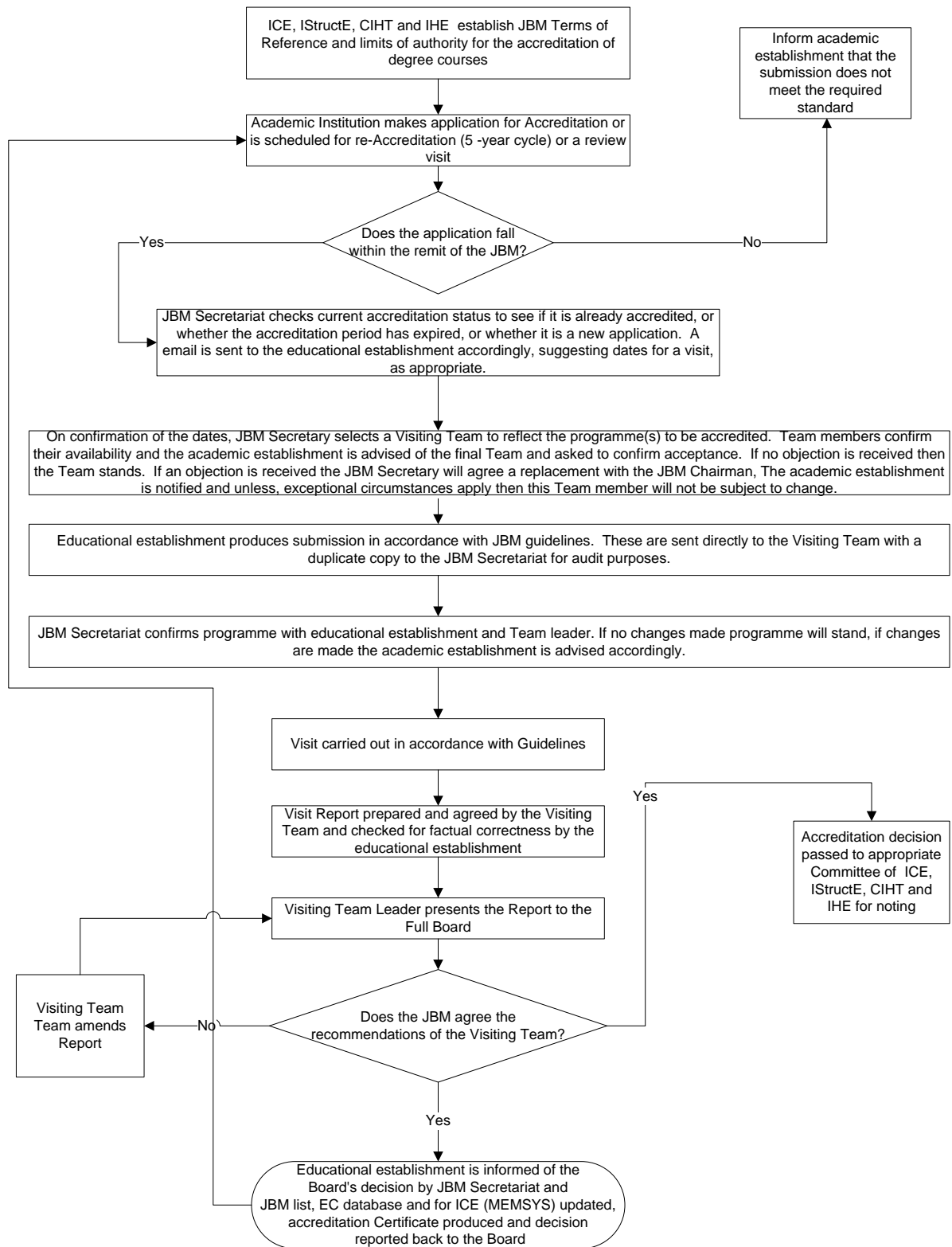
And, where appropriate:

- The Visiting Team's report following a review visit (see the template on the JBM website at [www.jbm.org.uk](http://www.jbm.org.uk) and Section 5).

And/or

- Consideration of a paper submission (see Section 6).
- (b) Colleges or universities can request a review of an accreditation decision provided the grounds for a review are satisfied (see Section 7).

1.3 Flowchart Showing the Accreditation Process



## 2. Full Accreditation Visit

### 2.1 Introduction

- (a) A full accreditation visit lasts 2 days and normally takes place on Thursday and Friday. It follows a standard format (see 2.3) and is carried out by a Visiting Team normally comprised of two academics, two industrialists and a secretary. Sometimes the Visiting Team may be accompanied by one or more observers, such as a trainee moderator, an EC<sup>UK</sup> representative or representatives from international professional bodies. The JBM secretariat will ensure that no more than 3-4 observers attend any accreditation visit.
- (b) The experience of the academic members of the Visiting Team will reflect the type of programmes offered for accreditation by the educational establishment, e.g. at least one of the academic members of the Team will have experience of MEng programmes if accreditation is sought for a MEng degree programme. Also, if visiting a research-led educational establishment, at least one of the academic members of the Team will be from a similar background.
- (c) Where one or more of the programmes submitted for accreditation has a specialist element of learning, e.g. environmental studies or transportation engineering, the Visiting Team will, where possible, include at least one member with experience of the specialist area. Where structural engineering forms a major thread of a programme submitted for accreditation, such as a degree in Structural Engineering with Architecture, at least one member of the team will be a Member or Fellow of the IStructE.
- (d) The Visiting Team will not include members that have served (or are currently serving) as external examiners, consultants or advisers to the educational establishment making an accreditation submission in the preceding three years.
- (e) The Team will normally be led by a member of the main board of the JBM. The Team Leader will be responsible for chairing meetings during the visit and for reporting back to the JBM after the visit. The academic and industrial members of the Team will be either members of the main board of the JBM or the JBM Panel of Moderators. The JBM Panel of Moderators includes former recent members of the JBM Board with considerable experience in accreditation visits.
- (f) Full accreditation visits are usually carried out every 5 years as required in UK-SPEC and the associated guidance document Accreditation of Higher Education Programmes (AHEP). Guidance for the preparation of full accreditation visits is given in Sections 2.2, 2.3 and 3.
- (g) Although the principal aim of accreditation visits is to assess compliance with the JBM guidelines, Visiting Teams will always try to adopt a supportive approach and create a helpful atmosphere throughout each visit. The Visiting Team will highlight any examples of good practice as well as identifying any suggestions for improvement or further development.

## 2.2 Pre-Visit Arrangements

- (a) The educational establishment seeking re-accreditation and/or approval of its programmes will normally be given 12 months notice of the visit.
- (b) At least four but ideally six months prior to the visit the educational establishment will be contacted by the JBM Secretariat with the full names and contact details of the Visiting Team. The educational establishment has the right to object to one or more of the Team members but, in doing so, must provide a written explanation for the objection. Once any changes have been implemented, the educational establishment will be asked to confirm its acceptance of the Team.
- (c) The JBM Secretariat will advise the educational establishment of any observers within 4 weeks of the accreditation visit.
- (d) The educational establishment will be asked to make hotel room bookings for the Visiting Team (and any observers) for the night before the visit and the following night. The normal arrangement would be for the educational establishment to be invoiced by the hotel for all the costs incurred during the stay, including meals. If possible the University should book a dinner/b&b rate. The JBM member institution that provides the visit secretary will subsequently be invoiced by the educational establishment for the entire hotel costs incurred during the stay, including dinner on the night before the visit. It is hoped that this is an acceptable arrangement as it allows the JBM to take advantage of preferential rates available to the educational establishment and for the Secretariat to deal with any financial matters on their return to the office, rather than at the time of the visit. Note that it has become accepted practice for the educational establishment to cover the cost of the dinner with senior members of staff at the end of the first day of the visit (see 2.3).
- (e) No later than six weeks before the visit, the educational establishment is required to supply all Visiting Team members (including the Visit Secretary) with a copy of the Accreditation Submission (including appendices) and a proposed visit programme (see (f) below). An electronic copy of the Accreditation Submission (including appendices) and the visit programme must also be sent to the JBM Secretariat. The format of the Accreditation Submission is standard for all visits and should adhere to the guidelines described in Section 3.
- (f) At least four weeks before the visit, the visit programme initially proposed by the educational establishment must be finalised with the Visiting Team Leader. The visit programme should follow the format described in Section 2.3.
- (g) Six weeks prior to the visit, the educational establishment should provide the JBM secretariat with details of the hotel booking arrangements together with directions and a map, meeting room details for the initial Team meeting on the Wednesday night and the place where the Visiting Team should meet at the educational establishment on the first morning. NB, the Visiting Team does not need any extra IT facilities for the meeting on the Wednesday night. The JBM Secretariat will then produce a briefing

file including all the above information, to be sent to all Visiting Team members. This information can be sent to the Secretariat with the submission.

- (h) Educational establishments should start to collect samples of student work well in advance of the next quinquennial accreditation visit. Where possible, a representative sample of output for each module or unit of study should consist of about 15 examples of work taken from one year preceding the accreditation visit. The sample should contain examples of the best, worst and intermediate quality work.

### 2.3 Accreditation Visit Programme

- (a) The educational establishment is responsible for preparing the accreditation visit programme. Wherever possible the programme should follow the standard format shown at point (d). Although minor variations from the standard format may be necessary to accommodate logistical difficulties, the visit programme should retain all the elements outlined below in the approximate order in which they are shown. As noted in 2.2(f), the visit programme must be agreed with the Visiting Team Leader at least six weeks before the visit.
- (b) The “Team room” referred to below, is the main meeting room used by the Visiting Team (whilst on University premises) for private meetings and to inspect examples of the students’ work. It should normally be equipped with a computer with access to the University net and webct/blackboard systems or equivalent and the internet; a telephone with access to an outside line and sufficient desk space to allow the Team to spread out their paperwork and to inspect large examples of student work such as drawings. The Team room must be sufficiently secure to allow the Visiting Team to leave personal belongings and confidential paperwork throughout the accreditation visit. It should normally be located close to the main facilities used for teaching and learning support. Arrangements should be made to provide refreshments such as tea, coffee, fruit juice and water during the periods when the Visiting Team are scheduled to meet in the Team room.
- (c) The JBM does not wish to cause any significant disruption to any classes during the accreditation visit. Educational establishments are not expected to make any significant alterations to the students’ timetables to accommodate the visit.
- (d) The JBM now insists on the need for Heads of Civil Engineering to be present during JBM accreditation visits
- (e) The standard format for accreditation visits is as follows:

#### **WEDNESDAY**

##### **18:00 – 20:00 Preliminary Private Meeting of the Visit Team**

This is usually held in the Team’s hotel in a designated room.

NB, the Visiting Team does not need any extra IT facilities for this meeting.

##### **20:00 Dinner (Visit Team only)**

## **THURSDAY**

### **08.30 The Visit Team arrives at the Educational Establishment.**

Familiarisation with base room and facilities and a chance to request any missing information. This only requires one University representative to be available.

### **08:45 – 09:45 Meeting with Senior Academic Staff**

The Senior Academic Staff will normally include the Head of Faculty (or cost centre); the Head of School or Department; the member of staff responsible for the leadership of the civil engineering discipline within the School or Department (where this is different from the Head of Faculty, School or Department) and members of academic staff responsible for the management and operation of the programmes submitted for accreditation or approval. The Senior Academic Staff Group should normally be limited to about 5 or 6 people.

At this meeting the educational establishment will:

- Give a brief introduction to explain how the civil engineering discipline operates and is managed within the Faculty, School or Departmental structure.
- Highlight any significant changes affecting the civil engineering discipline that have occurred since the previous visit of the JBM (e.g. the provision of new teaching and/or research facilities, the appointment of new staff, staff departures, any changes in the management and/or operational structures, etc.).
- Give a brief presentation of each of the programmes of learning, including MSc programmes for Further Learning, submitted for accreditation. This presentation should highlight any changes in the programme provision since the last JBM visit and should indicate any areas of common teaching, e.g. modules shared by MSc and MEng programmes or modules shared by IEng and CEng programmes.
- A brief summary should also be given of any specific actions taken in response to recommendations made by the JBM at its last full visit and any subsequent review visits or paper submissions.
- Outline any 'special features' of the Faculty, School, or programmes, such as, flexible modes of study, research in x area, Apprenticeship schemes.

The Visit Team Leader:

- Will give an introductory statement to the educational establishment explaining the principal aims of the accreditation visit.
- Will identify any issues and questions raised by the Team following their review of the Accreditation Submission prior to the visit. These matters should normally be addressed by the educational establishment at some stage during the course of the visit.
- May ask for further information from the educational establishment.

### 09:45 – 12:15                      Inspection of Student Output

Visiting Teams review a variety of student outputs during accreditation visits. Greater emphasis has been placed on this following the introduction of UK-SPEC. The output is reviewed to check that:

- The EngC Output Standards have been achieved.
- The JBM Guidelines for accredited degree programmes have been satisfied.

As a result, the educational establishment should provide representative samples of student output from all modules of each year of each programme that is submitted for accreditation or approval. This work must include that which has been identified in the output standards statement (which forms part of the Accreditation Submission) as evidence that the students have achieved the required output standards.

To minimise confusion, this work must be clearly set out and labelled by programme and year in the Team room. It is particularly important to ensure that the work is set out in the Team room, rather than any other room, to provide the Visit Team with the maximum opportunity to review the work throughout the accreditation visit.

Where possible, a representative sample of output standards for each module or unit of study taken from **one year** preceding the accreditation visit should be provided. The sample should contain examples of the best, worst and intermediate quality work and is likely to include, but is not limited to:

- Marked examination scripts (the examination papers, model answers, and marking schemes will normally be included by the educational establishment as part of the Accreditation Submission).
- Marked samples of coursework (with feedback given to students).
- Individual final year project dissertations (including the marks and marking schemes used in the assessment).
- Marked design project work (including drawings).
- Marked laboratory reports.
- Marked class tests (or other similar in-class assessments).
- Copies of poster displays.
- Industrial training reports submitted by students and employers (sandwich programmes only).

When the students' work is laid out for review, it would greatly help the Team if:

- Work is grouped together for the appropriate UK-SPEC theme and the JBM threads of Design, Health and Safety Risk Management and Sustainability. A way of doing this could be to use coloured stickers on module boxes to refer to each thread.
- Where IEng and CEng undergraduate students are taught together and examples of work are available for review, they are separated into two piles marked IEng or CEng as appropriate.
- The academic regulations for the award of degrees are made available



- Included in the module file/box are module specifications; coursework/project briefs; examination papers and scripts; samples of work; a list of marks with students' names highlighted where their work is included in the sample output
- For distance learning students' evidence should only relate to those students competing the whole MSc and not selected modules for CPD purposes only.

Again, where possible, those members of the academic staff responsible for setting, supervising and assessing the students' work presented for inspection should also be available if required. In particular, academic staff who can answer specific queries concerning the core subjects (identified as such by the educational establishment in the Accreditation Submission), design, sustainability and health and safety risk management should be available to answer any queries raised by the Visiting Team.

The Board agreed that when a Team is visiting the University to assess their first cohort output, it is mandatory that during the visit the Team meet some of the graduates from the programme that it is being submitted for accreditation.

#### **12:15 – 13:00                      Buffet Lunch with Staff**

This should take the form of an informal standing buffet. This provides the Visiting Team with an opportunity to mingle with technicians, computing and library staff as well as academic members of staff, including those from other Schools or Departments who contribute to the programmes of learning submitted for accreditation. Students should not be invited.

#### **13:00 – 14.45                      Tour of the Facilities**

This will include an inspection of the design/drawing office, workshops and laboratories. The tour should be led by the relevant senior academic staff. The tour of the laboratory should be used by the educational establishment to demonstrate:

- How civil engineering research carried out by the School or Department is linked to the teaching. This is particularly important in the case of accredited CEng degrees (see 3.11 of the JBM Guidelines for BEng(Hons) degrees and 3.12 of the guidelines for MEng degrees).
- The range of laboratory and computational work undertaken by the students and how such work reinforces student learning. The JBM Guidelines for MEng, BEng(Hons) and IEng programmes emphasise the importance of experimental and computational work in the curriculum.
- How the School or Department emphasises the importance of health and safety risk management when the students undertake any laboratory based experimental work.

#### **14.45 – 15.00                      Private Meeting of the Visit Team**

This meeting should be held in the Team room and will summarise the findings of the tour.

#### **15:00 – 17:00                      Further Inspection of Student Output**

(See previous guidance on the inspection of student output). Staff should ensure that previously nominated students are available from 15.00 – 16.00 to demonstrate to the

Team where the Threads are in the output and to answer any other questions about their course relating to output.

**17:00 – 17:30 Private Meeting of the Visit Team**

This meeting should be held in the Team room and will include planning for the following day, especially which staff members will be required to be present at the focused meetings the following day, and summarising the Team's findings so far.

**17:30 – 18:45 Meeting with Representatives of the Industrial Advisory Board and Recent Graduates**

This meeting should only include IAB members. IAB members who are also full or part-time members of staff should not attend. The Visiting Team will seek evidence of the IAB's contribution to the strategic development of the civil engineering discipline; curriculum development; research; specialist consultancy activity; student design and research project work (particularly in years 3 and 4 of the CEng undergraduate programmes); the provision of specialist lectures, and any other forms of support. Three or four recent graduates should also be invited to attend. No members of staff will be permitted to attend.

**19:30 – 21:30 Dinner with Senior Academic Staff**

This would usually be in the Team's hotel or somewhere conveniently located if suggested by the University. This is an opportunity for the Team to discuss the findings so far and the plans for the following day.

**FRIDAY**

**08.30 The Visiting Team Arrives at the Educational Establishment**

**08.30 – 09.00 Meeting with Head of Department**

This gives the Team an opportunity to have a brief discussion with the relevant member of staff to give a summary of how the visit is progressing so far and to inform them of which staff members will be required to be present at the later meetings (this will vary depending on the specific concerns of the Team)

**09:00 – 09.30 Meeting with the Vice-Chancellor, Principal or Chief Executive**

This meeting is used by the Visiting Team to gauge the educational establishment's commitment to maintaining and supporting the civil engineering discipline. Various matters will normally be discussed. These include staffing levels; strategic development; investment in teaching and research activity; interaction with local and regional industry, and future plans and intentions. Unless previously agreed with the Team Leader, the Visiting Team Leader, one of the industrial representatives and the visit secretary, will meet with the Vice-Chancellor, Principal or Chief Executive unaccompanied by any staff members of the educational establishment.

**09.30 – 10.30 Meeting with Students**

The Visit Team meets with students representing each year of each programme submitted for accreditation or approval including Foundation Degree, HNC/HNC

programmes, part-time programmes and Masters programmes (including Distance-Learning). It is preferred if some of the students are class representatives serving on the Staff-Student Liaison Committee. As a guide, it is suggested that 2 students from each year of each programme are invited to meet with the Visiting Team. Distance Learning students could attend the meeting via SKYPE or a similar system. The students can also inform the Team about the Department's facilities (eg classrooms, library, IT facilities), as these will no longer be visited as part of the tour.

**10.30 – 10.45                      Private Meeting of the Team**

This meeting should be held in the Team room and will summarise the outcome of meetings so far.

**10.45 – 13:30                      Meetings with Academic Staff**

These meetings are always held towards the end of the visit, and allow the Team to meet with the relevant academic staff to identify any examples of good practice and to discuss various issues that have arisen as a result of the review of the Accreditation Submission; the inspection of the students' work and the learning support facilities, and the various meetings during the visit. These meetings are split into four areas to enable more focused discussions and best use of resources. If there is no concern or items for discussion in an area, time may be split between the remaining meetings accordingly. The Team will have decided the previous night which member is to Chair which meeting, who should be present and what should be addressed. The final meeting of this session will enable the Team to give feedback to all academic staff and give them a chance to respond to any remaining issues. The meetings could be arranged as follows:

- 10.45 – 11.15 - Research
- 11.15 – 11.45 – Industrial Engagement
- 11.45 – 12.15 – Threads and Core Subjects
- 12.15 – 12.45 – General issues. This could include assessment procedures, professional qualifications, project work
- 12.45 – 13.30 – Summary meeting with all academic staff

**13:30 – 15:00                      Private Meeting of the Visiting Team (with Working Lunch)**

This meeting should be held in the Team room and will enable the Team to give feedback on previous meetings, the Secretariat to complete the Visit Checklist, and a further review of output, should this be necessary.

**15:00 – 15:15                      Private Meeting of the Visiting Team with Senior Staff**

As accreditation decisions rest with the member institutions of the JBM and not with the Visit Team, it is not possible to provide any formal feedback at the end of the accreditation visit. Nevertheless, it is hoped that the general tenor of the meetings and discussions held throughout the visit will give an indication of the likely outcome and of the examples of good practice and any areas of concern that will be highlighted in the accreditation report.

**15:15                                      Visiting Team Departs**

## 2.4 Cancellation or Postponement of Visits

Circumstances that might lead to the cancellation or postponement of an accreditation visit include:

- Failure by the educational establishment to provide an Accreditation Submission complying with the requirements described in Section 3 within the required six week deadline\*.
- Failure of the educational establishment to provide an acceptable programme in advance of the visit.\*
- Where the Accreditation Submission is very poorly presented, contains contradictory information or lacks sufficient detail to permit the Visiting Team to adequately prepare for the visit, it may be necessary to cancel or postpone the visit.\*
- Failure of more than one member of the Visiting Team to attend a visit.\*\*
- Other extenuating circumstances, experienced either by the educational establishment\* or the Visiting Team that do not permit the visit to go ahead.\*\*

\*In these circumstances the educational establishment will be responsible for refunding any travel or hotel expenses incurred to the member institution supporting the visit.

\*\* In these circumstances the member institution supporting the visit will be responsible for refunding any travel or hotel expenses incurred.

## 2.5 Additional Information Required for Visit

Along with the items noted above for the inspection of student output, the following items are also required to be provided in the Team room:

- Copies of timetables for each year of study.
- A copy of the current undergraduate and postgraduate programme prospectus (or extracts referring to the programmes submitted for accreditation or approval).
- A copy of the student handbook.

## 3. Guidelines for the Preparation of the Accreditation Submission

### 3.1 Introduction

- (a) The Accreditation Submission document is provided for a JBM Visiting Team that is accrediting degree courses for academic qualifications for Chartered or Incorporated Engineer status. This document is an important part of the accreditation visit. Experience shows that a poorly presented submission document that lacks the information required by the Visiting Team causes confusion before and during the accreditation visit and a loss of valuable time that should be spent assessing the case for accreditation.
- (b) In extreme cases, e.g. where the Accreditation Submission is very poorly presented, contains contradictory information and lacks sufficient detail to permit the Visiting Team to adequately prepare for the visit, it may be necessary to cancel or postpone

the visit. Clearly this is not in the best interests of the JBM or the educational establishment.

- (c) The JBM requires the educational establishment seeking accreditation (or approval) of its programmes to prepare an Accreditation Submission document consisting of the following sections:

**Section A: Generic Information**

- A1: General Information
- A2: Changes Since the Last Full JBM Visit
- A3: Quality Assurance
- A4: Staff
- A5: Resources
- A6: Planned Changes

**Section B: Course Information**

- B1: Programmes
- B2: Projects
- B3: Industrial Input and Influence
- B4: Overseas Study
- B5: Admissions, Progression, Award and Destination
- B6: Professional Membership
- B7: Special/Commendable Features

**Section C: Output Standards Matrix**

- C1: Programme Content

**Section D: Electronic Documentation and Appendix Checklists**

- D1: Checklists

**Section E: Additional Information for the Visit**

- E1: Required Additional Information

- (d) Each section contains a number of specific numbered sub-sections. Educational establishments are asked to use this heading, sub-heading and numbering system when compiling their Accreditation Submission. Further information on each section and sub-section of the submission is given in 3.2.

- (e) The Accreditation Submission should also contain the following Appendices:

- Appendix A: Teaching Staff
- Appendix B: Undergraduate and Integrated Masters Curriculum
- Appendix C: MSc Curriculum
- Appendix D: Subject and Threads Matrices
- Appendix E: Entry to IEng, BEng (Hons), MEng Programmes

- Appendix F: Entry to MSc Programmes  
 Appendix H: Output Standards Matrix for each Programme

The following information should also be on CD:

|        |                                       |
|--------|---------------------------------------|
| A1.4   | Programme Specifications              |
| A1.5   | External Examiners Reports            |
| A3.1   | QAA Institutional Audit Review        |
| A3.2   | Internal Programme Review Reports     |
| A5.2   | Staff Student Liaison Committee       |
| B1.3.1 | Syllabi                               |
| B1.8   | Examination Papers and Solutions      |
| B2.1   | Student Project Handbook              |
| B2.2   | Project List                          |
| B3.1   | Industrial Advisory Board and Minutes |
| B3.7   | Research and Consultancy              |
| B3.9   | Papers Published                      |

- (f) The Accreditation Submission must refer explicitly to the relevant sections of the JBM Guidelines for Developing Degree and Further Learning Programmes. These can be downloaded from the JBM website ([www.jbm.org.uk](http://www.jbm.org.uk)).

### 3.2 Accreditation Submission Details

- (a) Checks should be carried out to ensure that all statistics included in the Accreditation Submission are accurate. Every page of the Submission should be numbered and **text should be printed on both sides of the paper.**
- (b) The specific headings and sub-headings given in the document should be used. Further guidance on completing some of the sections and sub-sections are also given below (see section 3.3).
- (c) The completed form and supplementary documentation should be sent to the Team members **at least six weeks before the visit. A further copy should be emailed to the JBM secretariat for audit purposes. [jbm@ice.org.uk](mailto:jbm@ice.org.uk)**
- (d) Much of the information will be common to all courses being accredited, if more than one. Where more than one course is being accredited, a number of the sheets will have to be copied and completed as appropriate for EACH course. Please cross reference information wherever possible.
- (e) Where information is not available please indicate why the details are missing and when it will be provided.
- (f) If the answer to any question is available in another document, attach the relevant text as an appendix, incorporate it into the Form or indicate where this information is provided within the submission documentation.
- (g) If some information requested is available on the University website, please enter the details of the relevant pages, instead of attaching a PDF document.
- (h) The submission should be bound in a single document titled **“JBM Accreditation Submission”**. The title page should also include the name of the educational

establishment and the names of the host Faculty, School and Department, as appropriate. The next page of the submission should be a contents page listing all the main parts and sub-sections of the submission with page numbers. The appendices should be placed at the end of the report. Each section and appendix should be marked by a coloured divider or similar.

- (i) Appendices should each be bound in their own separate document titled with the appropriate heading (for example, '**Appendix A: Teaching Staff**'). The title page for each appendix should also indicate the name of the educational establishment and the names of the host Faculty, School and Department, as appropriate.

**When completing the document please ensure that:**

- a) All core information is supplied in the relevant sections in the submission document (unless indicated otherwise).
- b) Information is not duplicated.
- c) All statistics are double-checked.
- d) **Every** page is numbered.
- e) The shaded areas containing the statements/questions are not removed from the document.
- f) All documentation submitted is printed on both sides of the paper.
- g) The supplementary information is collated into sets.
- h) All documents are bound or stapled. **Ring binders must not be used.**
- i) The university name is printed on every document submitted.
- j) Each section or table may be expanded as required. However, the information supplied should be concise and the response should be restricted to 1xA4 page maximum (unless indicated otherwise).

**Submission of electronic data**

**On CD or memory stick**, the preferred format for the index is HTML with a detailed table of contents linked to the sections, for which acceptable formats are Word, PDF, Excel or RTF. Please include a table of contents referencing names of the files if the format is not HTML. It is helpful if hyperlinks are used. Please ensure that all of the information on the CD is easy to navigate and divided into discipline-specific sections, if applicable. Please ensure that all formats are readable on multiple platforms.

**3.3 Specific Section Guidance and Further Information**

**A1.1 Management and Operation**

In recent years many educational establishments have re-structured their civil engineering provision to form part of a larger multi-disciplinary academic unit. In some cases, several multi-disciplinary academic units have been grouped together to operate as a unified cost centre. As a result, it is not always clear to the Visiting Team how the civil engineering discipline is managed and operates within the educational establishment.

**A1.4 Programme Specifications**

In the submission, state the aims and objectives of each programme of learning submitted for accreditation, as appropriate. In each case, the aims and objectives should refer to:

- The appropriate part of the Degree Guidelines, i.e. MEng programmes; BEng(Hons) programmes or Bachelors degrees submitted for accreditation at IEng level.
- The appropriate national qualifications framework (see the Output Standards section of the Degree Guidelines).
- The EngC output standards for accredited engineering programmes (as defined in [“The Accreditation of Higher Education programmes, Third Edition”](#) and [UK-SPEC, Third Edition](#)).

### **B2.1 Projects**

In the experience of the JBM, students undertaking literature review-based projects as part of the final year of a BEng (Hons) or MEng programme do not normally demonstrate that they have exercised sufficient independent judgement, critical appraisal, analysis and synthesis. For this reason, the widespread use of literature review projects on BEng(Hons) and MEng programmes is discouraged.

Details of the marking schemes used when assessing individual student research projects and MSc dissertations should be provided with the samples of student work in the Team Room. Each piece of work provided for inspection by the JBM should include the mark awarded to the student.

- When the students' work is laid out for review it would help if the work could be grouped together for the appropriate UK-SPEC theme and the JBM threads of Design, Health and Safety Risk Management and Sustainability.
- When IEng and CEng undergraduate students are taught together, and examples of work are available for review then they should be separated into two piles marked IEng or CEng as appropriate. The module descriptors and project briefs should make it clear if they are assessed separately.

### **B3 Industrial Input, Influence and Research**

Sections 3.13 (MEng), 3.12 (BEng) and 3.14 (IEng) of the JBM Degree Guidelines emphasise the importance of establishing and maintaining strong, viable and visible links with the civil engineering profession.

The JBM does not wish to be prescriptive about how Schools/Departments establish and maintain their links with industry. Many Schools/Departments have established Industrial Advisory Boards (or similar) and these have proved to be very successful. In a few cases, however, advisory boards have not been very effective and exist in name only.

The JBM wishes to encourage Schools/Departments to establish and maintain strong links with the construction industry and, as part of the accreditation process, will be



seeking evidence that such links are in place and that they are effective. Please refer to the Guidance Note on Industrial Contact on the JBM website at [www.jbm.org.uk](http://www.jbm.org.uk) for examples.

#### **B4 Entry to IEng, BEng (Hons), MEng and MSc Programmes**

Although accreditation decisions are to be based, at least in part, on whether or not an engineering programme delivers the EngC generic output standards (see Output Standards section of the JBM Degree Guidelines), the JBM expects that educational establishments will continue to use entry qualifications as a guide for the acceptance of students onto its accredited programmes. The JBM recommended achievement levels for entry onto programmes accredited at CEng and IEng levels are described in Annex A of the “Guidelines for Developing Degree and Further Learning Programmes”.

#### **B5 Entry to MSc Programmes**

Educational establishments are responsible for setting the entry requirements to their MSc programmes. During the visit the Visiting Team will be keen to review the evidence, to ensure that the appropriate learning outcomes are being achieved.

### **4. After the Accreditation Visit**

**4.1** The Team Visit Secretary will produce a visit report for consideration by the Team Leader within four weeks of the visit. The Team Leader then has a further two weeks to consider the report and make amendments, as appropriate, before it is circulated to Team members for additional comments.

**4.2** The educational establishment will be sent a copy of the report within fourteen weeks of the visit for checking for factual accuracy. This will not include the recommendations made by the Visiting Team regarding accreditation or possible changes or improvements to the programmes. Once the educational establishment has confirmed factual correctness of the visit report, further to any requests for amendment, the full visit report, inclusive of the recommendations, will be considered by the full JBM at its next scheduled meeting. The JBM normally meets 3 times each year (usually in January, June/July and October).

**4.3** If the JBM is satisfied with the full visit report, it will make recommendations for accreditation (or approval, as appropriate) to its member institutions. Once these recommendations have been considered by all the appropriate member institution committees, a decision letter together with a copy of the full visit report will be sent to the person identified by the educational establishment to be responsible for the civil engineering programmes.

**4.4** The decisions of the member institutions of the JBM for each of the programmes submitted for accreditation or approval will normally be one of the following:

- Accreditation for the maximum period of 5 years.

- Accreditation for the maximum period of 5 years subject to written confirmation that the educational establishment has addressed a number of specific concerns raised by the JBM.
- Accreditation for a period of less than 5 years as identified in the full visit report. The remaining period of accreditation will be granted subject to the successful completion of a review visit or a review of a paper submission. The review visit will be carried out to assess the specific concerns identified by the JBM in the full visit report (see also 4.5). The paper submission should outline how the educational establishment is going to address the issues identified in the visit report.
- Accreditation will not be granted.

**4.5** In the event of accreditation being withdrawn, none of the students enrolled on a programme of learning at the time of a full accreditation visit will be adversely affected by any decision taken by the JBM or its member institutions.

## **5. Review Visits**

### **5.1 Introduction**

- (a) A review visit is normally recommended by the JBM following a full accreditation visit where the Visiting Team identify a number of concerns or recommendations for action and a period of accreditation (or approval) of less than 5 years has been granted. In some cases, a review visit is required to assess the output from a programme of learning that was not available for inspection at the last full accreditation visit.
- (b) A review visit normally lasts one day and is carried out by a Visiting Team comprised of one academic member, one industrial member and a Visit Secretary. Either the academic member or the industrial member of the review team must have been a member of the Visiting Team conducting the previous full accreditation visit. Sometimes the Visiting Team may be accompanied by a trainee moderator who will act as an observer.
- (c) The principal aim of a review visit is to determine if the educational establishment has taken appropriate satisfactory action to address all the concerns identified by the Visiting Team` following the last full accreditation visit. In some cases, it is also to inspect the output from programmes of learning that was not available for inspection at the last full accreditation visit, to judge if the appropriate output standards have been achieved.

### **5.2 Preparation for a Review Visit**

- (a) The educational establishment seeking re-accreditation and/or approval of its programmes will normally be given 12 months notice of the review visit.
- (b) At least four but ideally six months prior to the visit the educational establishment will be contacted by the JBM Secretariat with the full names and contact details of the Visiting Team. The educational establishment has the right to object to one or more of the Team members but, in doing so, must provide a written explanation for the

objection. Once any changes have been implemented, the educational establishment will be asked to confirm its acceptance of the Team.

- (c) If necessary, the educational establishment will be asked to make hotel room bookings for one or more members of the Visiting Team (and, if necessary, the observer) for the night before the visit. The normal arrangement would be for the educational establishment to be invoiced by the hotel for all the costs incurred during the stay, including meals. The JBM will subsequently be invoiced by the educational establishment for the entire hotel costs incurred during the stay.
- (d) No later than six weeks before the visit, the educational establishment is required to supply all Visiting Team members (including the visit secretary) with a copy of a Review Visit Submission and a proposed visit programme (see 5.4). An electronic copy of the Review Visit Submission and the visit programme must also be sent to the JBM Secretariat.
- (e) Three weeks prior to the visit, the educational establishment should provide the JBM visit secretary with details of any hotel bookings together with directions and a map, as well as joining instructions for the visit, including the time and place that the Visiting Team should arrive at the educational establishment. The visit secretary will then produce a briefing file to be sent to the Visiting Team members.

### **5.3 Preparing the Review Visit Submission**

- (a) The educational establishment should prepare a Submission explaining how the concerns raised by the JBM following their last full accreditation visit have been addressed. The Submission should also describe any changes that are likely to be significant to the civil engineering discipline that have occurred since the last full visit. This is to help the Visiting Team to gain an up-to-date understanding of the situation in the Faculty, School or Department at the time of the review visit. Such changes may include new staff appointments; staff departures; increased investment in relevant teaching and research; any changes in the management and organisational structures, etc. An output standards statement and a copy of the threads matrices confirming how the themes of design, health and safety risk management, and sustainability are embedded within the programmes is required for each programme submitted for re-accreditation/approval
- (b) If the educational establishment submits new programmes to be considered for accreditation at the review visit, the Submission must include full details of the aims and objectives of the new programmes; an output standards statement for each programme; full curriculum details (including module descriptors); details of entry qualifications; methods of assessment, etc., as would be required for any programmes submitted for accreditation at a full accreditation visit (see section 2).

### **5.4 The Review Visit Programme**

- (a) It is the responsibility of the educational establishment to devise a review visit programme. This should be tailored to suit the specific aims of the review visit and if the Visiting Team do not meet the night before then this should normally start with a private meeting of the Visiting Team (to last 1 hour) followed by a meeting of the

Visiting Team with the senior academic staff. It is usually not necessary to meet with all academic staff, students, the Vice-Chancellor (or Principal or Chief Executive) or with members of the Industrial Advisory Board unless such meetings will help to demonstrate how the educational establishment has addressed the concerns raised by the JBM. Most review visits can normally be completed between 10:00am and 4:00pm. Where a review visit is to look at the output from a degree programme, the timetable for the review visit should be updated to include an opportunity for the Team to meet with students and some recent graduates. You should also refer to section 2.3 for further guidance on the areas that are covered during a full accreditation visit. A sample programme is outlined as follows: -

### **Wednesday**

**18.00 – 20.00 Preliminary Private Meeting of the Visiting Team**

**20:00 Dinner (Visiting Team only)**

### **Thursday**

**08.30 am The Visiting Team arrives at the Educational Establishment (familiarisation with base room and chance to ask for further information)**

**08.45 -09.30 Meeting with Head of Department and Senior Academic Staff**

**09.30 - 12.30 Private Meeting of Visiting Team and Inspection of Student Output**

**12.30 - 13.20 Buffet lunch with staff**

**13.30 - 14.00 Tour of the new facilities, laboratories and workshops or review of student output. *This session will depend on the reasons for the Review Visit see (c).***

**14.00 – 14.45 Meeting with Academic Staff**

**14.45 - 15.45 Private meeting of Visiting Team**

**15:45 – 16.00 Private Meeting of the Visiting Team with Senior Staff**

**16.00 Visiting Team Departs**

- (b) As with full accreditation visits, a “Team room” should be established for the Visiting Team. Any student work that is to be inspected as part of the review visit should be set out in the Team room with appropriate labels so that the Visiting Team can identify clearly the module of study, the year of study and the programme associated with each item of work.
- (c) It will not normally be necessary to visit the library, computing facilities, classrooms, lecture theatres or laboratories during a review visit unless some or all of these facilities were identified as a cause for concern at the last full accreditation visit.

## **5.5 After the Review Visit**

- (a) The procedure as described for full accreditation visits in 4.1 to 4.3 will also apply to review visits.
- (b) The decisions of the member institutions of the JBM for each of the programmes submitted for accreditation or approval, following a review visit, will normally be one of the following:
- Accreditation (or approval) for the remaining part of the maximum 5 year period.
  - Accreditation (or approval) for the remaining part of the maximum 5 year period subject to written confirmation that the educational establishment has addressed a number of remaining concerns identified by the JBM.
  - Accreditation (or approval) for a further limited period followed by another review visit to investigate concerns identified by the JBM that remain following the first review visit.
  - Accreditation (or approval) will not be granted.
- (c) In the event of accreditation (or approval) being withdrawn, none of the students enrolled on a programme of learning at the time of a review visit will be adversely affected by any decision taken by the JBM or its member institutions.

## **6. Paper Submissions**

### **6.1 Background**

- (a) The JBM has now issued Guidelines for the accreditation of new degree programmes in accordance with UK-SPEC- The Accreditation of Higher Education Programmes. These Guidelines can be found on the JBM website at [www.jbm.org.uk](http://www.jbm.org.uk).

### **6.2 General Procedure**

- (a) Educational establishments will want to advertise new programmes as potentially acceptable for accreditation, and thus it is most important that adequate time is allowed for the JBM to consider a new programme adequately.
- (b) The initial request to the JBM should include:
- Programme title.
  - Type of programme and duration.
  - Proposed start date.
  - Curriculum showing core subjects and options, time-tabled work in hours per week, and if it is a change to an existing programme, a comparison with the existing curriculum.
  - Syllabi for the programme.
  - Published entry requirements.
  - Details of entry standards from previous years intakes where applicable.

- Resource implication in terms of staff and infrastructure.
  - Details of when the first cohort will be produced and transfer arrangements for existing students onto the new programme.
- (c) The programme documentation will be considered by two reviewers (one industrialist and one academic) selected from the Joint Board of Moderators or two members of the Further Learning Sub-Committee as appropriate. The Board will consider all submissions for new degree programmes and will arrange a visit, if considered necessary. An important aspect is that the JBM deals with all proposals for new programmes consistently and therefore the number of members dealing with applications needs to be small initially. The reviewers will be required to:
- Confirm that the information provided is adequate.
  - Confirm whether a visit is needed to view the educational establishment facilities or to discuss the details of the programme.
  - Recommend to the Board whether the programme be given accreditation until the next scheduled visit.
  - Advise the educational establishment if the programme is not acceptable, and detail its shortcomings.

### **6.3 Timescales**

- (a) The reviewers will normally need a minimum of three months prior to the next Board meeting to review a programme and put forward recommendations to the JBM. After the Board meeting the JBM recommendations will require formal approval from each of the individual member institutions of the JBM, before a decision can be relayed to the educational establishment putting forward the submission. Educational establishments should, therefore, allow at least six months for the whole process.
- (b) All educational establishments should appreciate that the JBM workload has already increased considerably over the last few years with an ever increasing number of requests to review new programmes. Any further increase in programmes will add to this workload and will lengthen the time it takes for the JBM to accredit a new programme.

## **7. Review of Accreditation Decisions**

### **7.1 Grounds for a Review**

Colleges and universities may submit a written request to the JBM for a review of an accreditation decision on the following grounds:

- That there is evidence of administrative, procedural or other irregularities in the conduct of the accreditation or review visit, or the meeting of the Joint Board at which the decision was taken.
- That information has become available which would influence the decision and which was not, and could not have been available, at the time of the accreditation or review visit.

## 7.2 The Review Procedure

- (a) The educational establishment (hereafter referred to as the applicant) must submit a written notice of intent to request a review, to the Secretary of the JBM within 15 days of receipt of the final visit report and the JBM recommendations.
- (b) A detailed appeals submission stating the grounds for a review, together with a fee of £500, returnable at the discretion of the Review Panel, shall be submitted to the Secretary of the JBM within 30 days of receipt of the final visit report and JBM recommendations.
- (c) The Secretary of the JBM shall request that the Presidents of the Institution of Civil Engineers, Institution of Structural Engineers, Institution of Highways and Transportation and the Institute of Highway Incorporated Engineers, establish a Review Panel. The Review Panel shall consist of four members, nominated by each President as follows:

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| ICE President:      | 1 nomination from the ICE Membership Committee.                    |
| IStructE President: | 1 nomination from the IStructE Membership Committee.               |
| CIHT President:     | 1 nomination from the CIHT Membership Board.                       |
| IHE President:      | 1 nomination from the IHE Membership and Qualifications Committee. |

The Chairman of the Review Panel shall be chosen from the Institution most directly concerned with the review and none of the members of the Review Panel shall have been involved in the original accreditation decision or with the applicant.

- (d) The composition of the Review Panel will be notified to the applicant who may object to one or more of the members but must submit, in writing, the reasons for the objection. The four Presidents will decide whether or not to change the membership of the Review Panel in light of the objection submitted by the applicant.
- (e) The Secretary of the JBM shall send the applicant's appeals submission to the Review Panel. The Review Panel shall meet to consider the applicant's original request for accreditation, the JBM visit report and recommendations, and the applicant's appeals submission setting out the grounds for a review. The Review Panel may invite members of the original visit team and/or the head of the relevant section of the educational establishment requesting the review (or a member of staff nominated by the Head) to present their case and give their views, and may arrange to visit the applicant for further investigation.

## 7.3 The Review Decision

- (a) The Review Panel may decide that:
- Either: The original recommendations made by the JBM should stand.
  - Or: The visit report should be amended as determined by the Review Panel.

- (b) The Review Panel must produce a report covering the following aspects of the review:
- The grounds for the review.
  - Any additional information gathered during the course of the review investigation.
  - The reasons for reaching the decision.
  - An explanation of how the decision is consistent with JBM policy and guidelines.
- (c) There shall be no appeal against the decision of the Review Panel.

#### **7.4 Review Timescales**

- (a) Once the composition of the Review Panel has been finally determined, the Review Panel will endeavour to prepare its report within a reasonable time-scale. When the Chairman of the JBM has received the report, he/she will inform the four Presidents, the applicant and the JBM of the decision.
- (b) During the review period the outcome of the accreditation process with regard to the applicant will be suspended.