



JOINT BOARD OF MODERATORS

REPORT ON THE RE-ACCREDITATION/ACCREDITATION/ REVIEW (*delete as appropriate*) MODERATION VISIT TO xxx UNIVERSITY or THE UNIVERSITY OF xxxxx

Date of Visit: *insert*

Moderating Team: Leader: *insert name*
Members: *insert names*
Trainee Moderator: *insert if required*
Secretary: *insert name of Visit Secretary*

HIGHLIGHTS

Thanks are expressed to the Head of Department, insert name, and all the staff in the Department of xxx, for all their efforts prior to the visit in preparing a comprehensive submission and their co-operation during the visit.

Please inset two to three paragraphs that convey the most positive things about this Department.

RECOMMENDATIONS TO THE JBM/ICE/ISTRUCTE/IHT/IHIE

1. Recommendation is in regard to an IEng degree programme

It is recommended that the programmes listed below be accredited by ICE, IStructE, IHT and IHIE as fully satisfying the academic base for an Incorporated Engineer under the provisions of UK-SPEC for intakes xxxx - xxxx:

BSc/BSc(Hons) Civil Engineering (3 years full-time, 4 years sandwich, 4 years part-time)

If a Review visit or paper submission is required, the reason and the proposed year for it to take place must be stated here.

For example: -

It is recommended that a review visit takes place in the xxxx - xxxx academic session to report on the actions taken as a result of the recommendations to the Department.

2. Recommendation is in regard to a CEng accredited bachelor degree.

It is recommended that the programmes listed below be accredited (at 3rd Class Honours and above) by ICE, IStructE, IHIE and IHT as part satisfying the academic base for a Chartered Engineer under the provisions of UK-SPEC for the intakes xxxx - xxxx. Graduates from these programmes will be required to complete approved CEng Further Learning to satisfy the academic base requirement for a Chartered Engineer:

BEng(Hons) Civil Engineering (3 years full-time, 4 years sandwich, 4 years part-time)

BEng(Hons) Civil Engineering with Project Management (3 years full-time, 4 years sandwich, 4 years part-time)

If a Review visit or paper submission is required, the reason and the proposed year for it to take place must be stated here.

3. Recommendation is in regard to a MEng degree programme

It is recommended that the programmes listed below be accredited by ICE, IStructE, IHIE and IHT as fully satisfying the academic base for a Chartered Engineer under the provisions of UK-SPEC for the intakes xxxx - xxxx:

MEng Civil Engineering (4 years full-time, 5 years thick sandwich and 7 years part-time).

If a Review visit or paper submission is required, the reason and the proposed year for it to take place must be stated here.

4. Recommendation is in regard to a programme submitted for Further Learning for a Chartered Engineer. The wording will need to be amended if the programme is submitted as FL for an IEng.

It is recommended that the programmes listed below be approved by ICE, IStructE, IHIE and IHT as meeting the requirements for Further Learning for a Chartered Engineer under the provisions of UK-SPEC for intake xxxx only for candidates that have already acquired a CEng accredited BEng(Hons) undergraduate first degree:

MSc Civil Engineering (1 calendar year full-time, 27 months part-time).

Postgraduate Diploma Civil Engineering (1 academic year full-time, 18 months part-time).

If a Review visit or paper submission is required, the reason and the proposed year for it to take place must be stated here.

RECOMMENDATIONS TO THE DEPARTMENT

Please list all recommendations which must be cross-referenced to the section in the Visit Report that expands upon the recommendation, for example.

- That it reviews the way that the themes of sustainability, hazard identification on matters related to health and safety and risk management are embedded in the new Civil Engineering undergraduate and postgraduate degree programmes to ensure that they are more explicit in the new programmes. (Please refer to Section B1.3.2)
- That it reviews the examination papers for the final year of the CEng bachelor degrees and the MEng and other Masters/PGDip programmes so that questions are more open-ended. (Please refer to Section B1.8)

Where possible, these recommendations should be grouped together for common themes i.e. design, project work. If possible, the recommendations should be prioritised.

If the Team is recommending that a course should not be accredited, the reasons why this decision has been made MUST BE clear from the Visit Report.

Submission

Discussions held during the course of the visit were based upon the information contained in the submission and supporting papers, prepared by the Department and sent to all members of the Visiting Team prior to the visit. The presentation of the submission document was acceptable and contained all the relevant information. It was received by the JBM by the requested date.

Accreditation History

The last accreditation visit to xxx University took place on xx xx xxxx (*insert date*) This was a Review/full accreditation (*delete as appropriate*) visit at which the following programmes were accredited under the provisions of UK-SPEC regulations for the intakes 200x-0x:

Insert list of degree programmes

This re-accreditation/accreditation/review (*delete as appropriate*) visit was concerned with the accreditation of the programmes listed below, under the criteria as stated in the Joint Board of Moderators' Guidelines, based on the provisions of UK-SPEC:

List degrees to be accredited/approved

e.g.

- (i) MEng Civil Engineering (4 years full-time, 5 years thick sandwich and 7 years part-time).
- (ii) BEng (Hons) Civil Engineering (3 years full-time, 4 years thick sandwich and 5 years part-time).

Post-Graduate Programmes submitted for accreditation/approval as meeting the Further Learning requirements for a Chartered Engineer e.g.

- (i) MSc Civil Engineering (1 calendar year full-time, 27 months part-time).
- (ii) MSc Civil and Structural Engineering (1 calendar year full-time, 27 months part-time).

ACCREDITATION CRITERIA

SECTION A: GENERIC INFORMATION

- A1 General Information**
 - A1.1 Management and Operation
 - A1.4 Programme Specifications
 - A1.5 External Examiners Reports
- A2 Changes since the last Full visit of the JBM**
- A3 Quality Assurance**
 - A3.1 QAA Institutional Audit Review
 - A3.2 Internal Programme Review Reports
- A4 Staff**
 - A4.1 Teaching Staff
 - Support Staff
 - Student:Staff Ratio

e.g. The SSR is 17:1 for Civil Engineering

**Membership of Professional Body
Representation of Chartered and Incorporated Engineers**

Chartered Engineers	_____
Incorporated Engineers	_____
Non-Chartered Engineers	_____
Other Academic Staff	_____
Total Academic staff	_____

A4.2 Staff Development and Training

- A5 Resources**
 - A5.1 Teaching Facilities
 - A5.2 Student Experience
- A6 Future Plans and Intentions**
 - A6.1 Planned Changes

SECTION B: COURSE INFORMATION

B1 Programmes

- B1.1.1 Undergraduate and Integrated Masters Curriculum
- B1.1.2 MSc Curriculum
- B1.2 Time-Tabled Teaching Hours
- B1.3.1 Syllabi
- B1.3.2 Threads and Subject Matrices
- B1.4 Communication Skills
- B1.5 Field Courses
- B1.6 Inter-Departmental Teaching
- B1.7 Other Postgraduate Programmes
- B1.8 Examination Papers and Solutions

B2 Projects

- B2.1 Projects

B3 Industrial Input and Influence

- B3.1 Links with Industry
- B3.2 Mentoring of Students by Practitioners
- B3.3 Site Visits
- B3.4 Visiting Lecturers
- B3.5 Industrial Placements
- B3.6 Vacation Work
- B3.7 Research and Consultancy
- B3.8 Research Excellence Framework
- B3.9 Papers Published

B4 Overseas Study

- B4.1 Period of Study Outside the UK
- B4.2 Partnership Arrangements
- B4.3 Franchise Arrangements

B5 Admissions, Progression, Award and Destination

- B5.1 Cohort Support
- B5.2 Published Entry Requirements
- B5.3 Entry to IEng, BEng (Hons), and MEng Programmes
- B5.4 Entry to MSc Programmes
- B5.5 Degrees Awarded

Are graduates issued with a Diploma Supplement in line with Bologna guidance? Please note whether the answer is yes or no. If the answer is no, please record when the University is intending to make this document available to graduates.

- B5.6 Methods of Assessment
- B5.7 Progression
- B5.8 Classification
- B5.9 Programme Completion Rate
- B5.10 Graduate Employment

B6 Professional Membership

- B6.1 Student Members
- B6.2 Professional Institutions

B7 Special/Commendable Features

- B7.1 Relevant Special Features/Examples Of Good Practice

A number of areas of good practice were identified and these fall into two areas; one for noting and one for inclusion in the JBM Annual Report.

For example:

Areas for noting

- The work on integrated design being undertaken by Professor Keith Robinson, the Royal Academy of Engineering visiting Professor in Integrated Systems Design (see section B1.3.2).
- The significant investment in good staff (see section A4.1).
- The use of the Scenarios in years one and two (see section B.1.3).
- The strong vision for the Department (see section A6.1).
- The multidisciplinary nature of the new programmes (see section B1.6)
- The training and mentoring of the new staff (see section A4.2).

Areas for the Annual Report

- The personal tutoring system (see section A5.2).
- The examination to assess entry to the MSc programme in Civil Engineering (see section B5.4)
- The pre-qualification year for the MSc programme for holders of degrees not in civil engineering (see section B5.7).

NB If a fuller description of why this area is an example of good practice is not included within the body of the Visit Report a separate paragraph must be included here for inclusion in the JBM Annual Report.

e.g. The following is not sufficient:

The Team noted a number of areas of good practice for which the Department should be commended, as follows:

- Centre for Mathematics Support
- Centre for Academic Writing
- Graduate Centre
- Add+vantage scheme
- Proctoring scheme.

SECTION C: OUTPUT STANDARDS MATRIX

C1 Programme Content

C1.1 Output Standards Matrix

Annex A**Visit Programme****Wednesday, insert date**

18:00 – 20:00 Preliminary Private Meeting of the Moderating Team at xxx Hotel
20:00 Dinner at the xxx Hotel

Thursday, insert date

09:00 The Moderating Team is welcomed to the Department of xxx the Environment in the xx Building, insert name of University.
09.00 – 09.45 Private meeting of Moderating Team
09:45 – 10:45 Meeting with Senior Academic Staff
10:45 – 12:30 Inspection of Student Output in the Base Room
12:30 – 13:30 Buffet Lunch with all Departmental Members of Staff
13:30 – 15:00 Tour of the Facilities, including the library, lecture rooms, laboratories and studio space. The tour is conducted by xxxxx and xxxx (Please insert names)
15:00 – 17:15 Further Inspection of Student Output in the Base Room
17:15 – 17:30 Private Meeting of the Moderating Team in the Base Room
17:30 – 18:45 Meeting with Representatives of the Civil Engineering Advisory Board
Insert time Dinner with Senior Academic Staff of the Department at xxx
Insert time Private Meeting of the Moderating Team in the xxx Hotel

Friday, (insert date). This section may change if programme timings change.

09:00 – 09:45 Meeting with the Vice-Chancellor of xxx University (insert name of Vice Chancellor or similar) in the Vice Chancellor's office in xxxx Building.
10:00 – 10:45 Meeting with Students and Recent Graduates.
10:45 – 11.30 Further Inspection of Student Output in the Base Room (if required)
11.30 – 12:30 Private Meeting of the Moderating Team in the Base Room
12:30 – 13:30 Meeting with all Academic Staff of the Department in Room
14:00 – 15:00 Private Meeting of the Moderating Team over a working lunch in the Base Room and further inspection of Student Output in the Base Room
15:00 – 15:15 Private Meeting of the Moderating Team with Senior Staff of the Department, namely xxxx and xxxx
15:15 Moderating Team departs

Annex B

Policy Issues for the Joint Board of Moderators

Please list any policy issues to be considered by the main Board. This listing should not be sent to the Department.