



INSTITUTE OF
HIGHWAY
ENGINEERS



JBM Joint Board of Moderators

SUBMISSION FOR ACCREDITATION

For Academic Courses leading to
Engineering Council Registration

Department/School of: *[please insert details]*

University: *[please insert details]*

Signed:

**(Head of
Department/School)**

Date: _____

Please Return Documentation (either on memory stick, CD or by e-mail) to:

JBM
 Institution of Civil Engineers
 One Great George Street
 Westminster
 London
 SW1P 3AA

Email: jbm@ice.org.uk

The completed form and supplementary documentation should be sent to the JBM and to each Team member, at least six weeks before the visit.

| | |
|---|---|
| 1 | This document is provided for a JBM Visiting Team that is accrediting degree courses for academic qualifications for Chartered or Incorporated Engineer status. |
| 2 | 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. |
| 3 | Where information is not available please indicate why the details are missing and when it will be provided. |
| 4 | If the answer to any question is available in another document, attach the relevant text as an appendix, incorporate it into this Form or indicate where this information is provided within the submission documentation. |
| 5 | If some information requested is available on the University website, please enter the details of the relevant pages, instead of attaching a PDF document. |

When completing the document please ensure that:

1. All core information is supplied in the relevant sections in the submission document (unless indicated otherwise).
2. Information is not duplicated.
3. All statistics are double-checked.
4. Every page is numbered.
5. The shaded areas containing the statements/questions are not removed from the document.
6. **All documentation submitted is printed on both sides of the paper.**
7. The supplementary information is collated into sets.
8. All documents are bound or stapled. **Ring binders must not be used.**
9. The university name is printed on every document submitted.
10. 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 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.

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). Programmes must also be mapped to [UK-SPEC Learning Outcomes](#).

Submission for Accreditation

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SECTION A: GENERIC INFORMATION

A1 GENERAL INFORMATION

A1.1 Management and Operation

A brief statement should be provided to identify:

- The principal levels of management that have an influence on the civil engineering activities within the education establishment, e.g. Faculties, Schools, Departments and Discipline Groups (or similar), as appropriate.
- How decisions and actions are made regarding the civil engineering discipline within the educational establishment. The statement should refer to matters such as strategic planning, curriculum development and academic standards.

A1.2 Staff Contact Details

| | |
|---|--|
| Name and Address of University | |
| Department | |
| Head(s) of Department (1) | |
| Member of Staff responsible for submission (2) | |
| Academic and Professional Qualifications | |
| Website with programme details (3) | |

- 1 For joint degrees, give the names of all heads and departments and their email addresses.
- 2 Include name, address, email, fax and telephone.
- 3 The address of the website containing details of the programmes submitted for accreditation.

A1.3 Programmes Submitted for Accreditation

The following tables should be completed and presented in the Accreditation Submission:

Programmes Submitted for Accreditation
(e.g. MEng, BEng(Hons), BSc(Hons), BEng, BSc, MSc)

| Designation and Title (see note 1) | Accreditation Level sought (see note 2) | Mode of Delivery (duration in years) (see note 3) | UCAS code (see note 4) | Start Date (see note 5) |
|---------------------------------------|--|---|---------------------------|----------------------------|
| | | | | |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

Notes

- For example, MEng in Civil Engineering; BEng(Hons) in Civil and Structural Engineering; BSc(Hons) in Environmental Engineering; MSc in Steel Structures.
- State either **CEng** or **IEng**.
- FT** = full-time; **PT** = part-time; **SW(thick)** = thick sandwich programme (normally with a single 12 month period of supervised industrial experience); **SW(thin)** = thin sandwich programme (normally with 2 or more periods of supervised industrial experience, each lasting up to 6 months); **DL(distance learning)**. The duration, stated in parentheses, should be the normal duration of the programme (in years) inclusive of any periods of supervised industrial training.
- MSc programmes do not normally have UCAS codes.
- The start date (month and year) of the latest version of the programme.
- A brief statement should accompany this table indicating any of the above programmes that have common elements of teaching with other programmes. The statement should indicate the approximate percentage of commonality and the level of JBM accreditation (i.e. IEng or CEng) of the other programmes, where appropriate.
- Please note that where a University offers HNC/HND or Foundation Degree awards in the Civil Engineering subject area as well as degree programmes, details of these programmes must also be included in the submission.

A1.4 Programme Specifications

On CD - Please submit programme specifications for each degree title.

A1.5 External Examiners Reports

On CD: Please submit External Examiners' Reports for each degree title for the last three years as appropriate. Give the names and tenures of office of the external examiners for all the programmes submitted for accreditation, for the past five years.

A1.6 Programme Learning Outcomes

Please provide a brief statement explaining how all programmes submitted for accreditation have been designed to meet the **UK-SPEC Learning Outcomes:**

- Knowledge and Understanding
- Intellectual Abilities
- Practical Skills
- General Transferable Skills

To avoid repetition, reference should be made where appropriate to the Programme Specifications.

A2 CHANGES SINCE THE LAST FULL JBM VISIT

A2.1 Changes Since the Last Full Visit of the JBM

This sub-section should focus on:

- How any concerns raised at the last full visit of the JBM and any subsequent review visits have been addressed.

- Any new programmes of learning that have been introduced since the last full visit of the JBM (and details of any programmes of learning that have been closed).
- Details of any changes in staffing, in particular details of academic staff who have left and newly appointed staff.
- Any improvements in the facilities provided to support teaching and learning, e.g. new laboratories, laboratory equipment, computing facilities, up-graded library facilities, etc.
- Any new or enhanced arrangements with feeder colleges, franchise arrangements or similar that have been introduced since the last full visit of the JBM.
- Details of any other significant changes that have occurred since the last full visit of the JBM.

A3 QUALITY ASSURANCE

Please provide details of the Departmental QA management structure and procedures including;

A3.1 QAA Institutional Audit Review

On CD: Please provide a copy of the summary and recommendations from the most recent QAA Audit Review Report. Where one has not been carried out please state when this is scheduled for or expected.

A3.2 Internal Programme Review Reports

On CD: Please provide the three most recent reviews (including annual and/or periodic), covering teaching and learning aspects and the Department's response.

A4 STAFF

A4.1 Teaching Staff

Please provide the following information about staff members who make a significant teaching contribution to the programmes submitted for accreditation, including those from other Faculties, Schools or Departments. This should be included as "**Appendix A**" in the following tabular format:

| Name | Status and role | Area of Teaching | Research Interests | Academic Qualifications (include year attained) | Professional Affiliation (include year attained) | Relevant Industrial experience |
|------|-----------------|------------------|--------------------|---|--|--------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Summary | |
|---|------------------------------|
| | Number and other information |
| Number of Teaching Staff | |
| Number of Support Staff (Admin/Secretarial) (1) | |
| Number of Technical Staff | |
| Student:Staff Ratio (2) | |
| Number of Research Staff | |
| Membership of Professional Body (3) | |
| Representation of CEng and IEng (4) | |

(1) Support Staff

Give details of laboratory demonstrators (i.e. postgraduate students), technicians, administrative and secretarial staff. Indicate those that are employed on a full-time basis and those that are appointed on a temporary, short-term or part-time basis. Numbers only are required.

(2) Student:Staff Ratio

Give the School/Departmental student:staff ratio based on full-time equivalent students and staff. Explain the effect of MSc programmes on the ratio. Some Schools/Departments may wish to give more than one figure. Explain how each figure has been calculated. There should be a standard method used by universities to ascertain the Student:Staff ratio. This is the “Total Student FTEs (UG, PGT & PGR) divided by Total Academic Teaching Staff on Core Funds (‘Teaching & Research’ and ‘Teaching- only’)”

(3) Membership of Professional Body

The information required should be given in the following way in the table. Numbers only are required. Please specify where numbers are duplicated.

Chartered Engineers (CEng)

- MICE
- FICE
- MIStructE
- FIStructE
- MCIHT
- FCIHT
- FIHE
- Other (please name)

Incorporated Engineers (IEng)

- MICE
- AMIStructE
- FIHE
- AMCIHT
- MCIHT
- Other (please name)

(4) Representation of Chartered and Incorporated Engineers

The information required should be given in the following way in the table. Numbers only are required.

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

A4.2 Staff Development and Training

Provide brief details of the development policies for all staff including any staff appraisal and new staff induction schemes. Briefly describe any plans that are in place to support academic staff to become professionally qualified with the ICE, IStructE, IHE or CIHT as appropriate.

A5 RESOURCES

A5.1 TEACHING FACILITIES

Give details of the facilities available under the following headings, indicating any significant changes since the last full visit of the JBM:

- (a) Teaching Laboratories and Workshops.
- (b) Drawing/Design Offices or Studios.
- (c) Library facilities.
- (d) Computers and Computer Laboratories.
- (e) Lecture Rooms.
- (f) Accommodation for private study.
- (g) Finances available and Renewal Plan (State how funding is provided and maintained to support the Civil Engineering discipline in the School/Department).

A5.2 Student Experience

Provide brief details of the pastoral, academic and welfare support available to students, as well as, where applicable, the Department's response to the most recent National Student Survey, including the following:

Classes to Support Student Learning

Give details of School/Department tutorial and similar arrangements including student/staff contact hours, size of groups and personal tutorial contacts. Describe any special provisions that have been made for part-time students.

Staff-Student Liaison Committee

Describe the role and operation of the Staff-Student Liaison Committee and any other mechanisms that have been established to obtain student feedback. Explain how such feedback is used to improve student support and learning.

On CD: Please include minutes of the Liaison Committee meetings

A6 FUTURE PLANS AND INTENTIONS

A6.1 Planned changes

Give details of any major changes planned or intended in the programme structure or content, student numbers, staff or facilities, and recruiting of a broader based cohort of students, which could affect the learning experience of the students over the period of accreditation. The Secretary of the JBM should be informed at the time when any of these changes are put into effect.

SECTION B: COURSE INFORMATION

B1 PROGRAMMES

B1.1.1 Undergraduate and Integrated Masters Curriculum

The information required under this heading should normally be presented in tabular form. The table should provide details of the subjects (or modules) taught in each year of the programme. A brief statement summarising the credit rating system used by the educational establishment should also be provided (e.g. the typical credit rating for a module or unit of study; the number of credits per year of each programme and the total number of credits required by the educational establishment for the award of the qualification). This table is to be presented as Appendix B. Hence, the entry under this heading will normally read "See **Appendix B**".

B1.1.2 MSc Curriculum

The information required under this heading should normally be presented in tabular form. The table should provide details of the subjects (or modules) taught in each programme. Where there is an overlap in modules between MEng and MSc programmes it would be helpful if this could be identified. A brief statement summarising the credit rating system used by the educational establishment should also be provided including the total number of credits required by the educational establishment for the award of the qualification. This table is to be presented as Appendix C. Hence, the entry under this heading will normally read "See **Appendix C**".

B1.2 Time-Tabled Teaching Hours

The information required under this heading will be best given in tabular form, for each programme submitted for accreditation, as indicated below.

| | <u>YEAR 1</u> | <u>YEAR 2</u> | <u>YEAR 3</u> | <u>YEAR 4</u> |
|---|---------------|---------------|---------------|---------------|
| Lectures | | | | |
| Tutorial/Exercise | | | | |
| Classes/Seminars | | | | |
| Laboratories | | | | |
| Drawing/Design Office | | | | |
| Project | | | | |
| Fieldwork | | | | |
| | | | | |
| Total Hours Per Week | | | | |
| | | | | |
| Private Study Expected | | | | |
| | | | | |
| Total Weeks Per Year (including examination and field courses) | | | | |

B1.3.1 Syllabi

On CD: Module Descriptors including the recommended reading material for each year of the degree should be provided. The descriptors should show the pre-requisites and co-requisites. The information should also include the names of the staff delivering the teaching; the level of attainment (e.g. level 4, level 5, level 6 or level 7, or levels 7 – 11 in the Scottish SCQF framework); the credit rating for each module; an indication of teaching and learning

methods; assessment methods; the objectives, learning outcomes and the syllabus for each module. It is anticipated that reference to the learning outcomes of many of the modules will be made in the output standards statement (see section C1).

B1.3.2 Threads and Subject Matrices

For each programme submitted, a brief statement should be provided to explain how Annexes B, C and D of the JBM guidelines have been met and especially how the ethos of health and safety risk management is introduced to the students through laboratory procedures, field courses, project work and any other situations encountered by students during their course of study.

To help Visiting Teams to gain an understanding of the characteristics of each programme, a “**subject matrix**” should be completed for each IEng, BEng (Hons) and MEng programme submitted for accreditation. A template for this matrix is given on the JBM website. Please note A = Autumn and S = Spring.

A separate “**threads matrix**” should also be included to show how the themes of design, sustainability and health and safety risk management (Annexes B, C and D of the JBM degree guidelines) are embedded in the curriculum. A template for a threads matrix is given on the JBM website.

These matrices should be provided as **Appendix D**.

B1.4 Communication Skills

- (a) Describe any steps taken to assess and improve the standard of English used in written work.
- (b) Describe how oral communication skills are developed.
- (c) Describe how draughting skills and sketching ability are developed including the use of computer-aided drawing.
- (d) Describe how IT skills are developed.

B1.5 Field Courses

Give details of any field courses (particularly residential field courses) held for Surveying, Geology or other subjects. Explain if these are compulsory for all students and how such courses are funded. Highlight any changes in the provision of such courses since the last full visit of the JBM. How do these experiences contribute to the degree result? Give the name of the staff member responsible.

B1.6 Inter-Departmental Teaching

Give details of the arrangements made for teaching subjects or modules that are not based within the School/Department running the programmes submitted for accreditation.

B1.7 Other Postgraduate Programmes

Give details of any additional civil engineering-related postgraduate programmes offered (i.e. additional to those submitted for accreditation) including short in-career continuing education programmes. Briefly explain if such programmes are offered as Initial Professional Development (IPD), Continuing Professional Development (CPD) or Further Learning. Also, provide details of any contributions you make to the Further Learning programmes provided by

contractors, consulting engineers or any other organisations in the construction industry.

B1.8 Examination Papers and Solutions

On CD: For the most recent year only, please provide copies of all end of module examination papers, together with model solutions and marking schemes.

B2 PROJECTS

B2.1 Projects

Describe the role of projects within each programme and explain how they are implemented. Where group-based project work is undertaken, a statement explaining how the work of individual students is assessed should be provided.

On CD: Include, where available, the Student Project Handbook.

B2.2 Project List

On CD: A list of the final year titles and marks should be given for the most recent year available. A list of the major Individual and Group Project titles and marks should also be given for MEng students.

B2.3 Project Failures

What are the implications for a student who fails a project?

B3 INDUSTRIAL INPUT, INFLUENCE AND RESEARCH

B3.1 Links with Industry

Give details of any input to the civil engineering activity in the School/Department from the construction industry. Explain how the links contribute to staff development and support; student learning (including input to design and research projects); research activity and consultancy; sponsorship; programme development and review, and any other aspect of the civil engineering discipline.

Where the School/Department has an Industrial Advisory Board, describe the various ways in which the IAB contributes to the support and development of the civil engineering discipline within the School/Department. Please also state the frequency of the meetings.

On CD: Provide details of the Board membership (names, affiliations and qualifications), and the terms of reference of the Board. Copies of the minutes of the meetings of the Industrial Advisory Board held during the last 3 years should also be given.

B3.2 Mentoring of Students by Practitioners

Provide details of any mentoring schemes.

B3.3 Site Visits

Give details of any site visits made by students during the last 3 years.

B3.4 Visiting Lecturers

Give details of any arrangements for lectures to students by practising engineers and how these relate to the programmes of study.

B3.5 Industrial Placements

Where sandwich programmes are submitted for accreditation, explain how Annex E of the JBM degree guidelines are met. Some degree programmes include an element of structured work experience that may contribute to the degree result. In such cases, a description of typical examples of the work, how it is assessed and monitored and how it contributes to the degree award should be provided, along with the name of the staff member responsible.

B3.6 Vacation Work

Give details of the arrangements made for students to obtain practical engineering experience during their vacations. Indicate the percentage of students from each year able to find suitable experience.

B3.7 Research and Consultancy

In a brief statement, explain how the research and consultancy work undertaken by academic staff underpins the teaching and learning. This is important for accredited MEng and BEng(Hons) programmes (see Degree Guidelines - 3.12, MEng and 3.11, BEng) and in particular for MSc programmes that are submitted for accreditation.

On CD: Give details of the relevant research work being carried out in the Department/School and details of any associated consultancy work. This can be identical to what was submitted for the most recent Research Assessment Exercise.

B3.8 Research Excellence Framework

Quote the rating(s) given at the most recent Research Excellence Framework. Where submissions were made under different units of assessment (e.g. Civil Engineering, Built Environment or General Engineering), quote the rating given for each submission and briefly summarise the principal areas of civil engineering research being undertaken at the time of the visit.

B3.9 Papers Published

On CD: All staff should provide a list of up to four research outputs or consultancy reports produced since the last full JBM visit (Staff can make their own choice as to which outputs these are).

B4 PARTNERSHIP ARRANGEMENTS AND OVERSEAS STUDY

B4.1 Period of Study Outside the UK

Give brief details of any period of study spent outside the UK. Include the length of time spent overseas; when such study occurs (i.e. at which part of the programme); details of the host educational establishment; the elements of study undertaken overseas; how such work is assessed; how such work dovetails with the programme of learning undertaken in the home educational establishment and how the work contributes to the degree result.

B4.2 Partnership Arrangements

Please give details of any partnership arrangements, if applicable.

B4.3 Franchise Arrangements

Give details of any current franchise arrangements that are in place, explaining how the quality of the learning environment is created and maintained by the franchisee. Provide details of any quality assurance procedures used by the School/Department to ensure that the franchise arrangements are maintained at a satisfactory level. It should be noted that if an entire programme is franchised, a separate full JBM visit will be required.

B5 ADMISSIONS, PROGRESSION, AWARD AND DESTINATION**B5.1 Cohort Support**

Provide details of your procedures concerning selection for admission to IEng, BEng (Hons), MEng and MSc programmes (where applicable), including a statement on the use made of interviews. State whether all students are interviewed and give the policy adopted for overseas applicants. Overseas students are defined as being students whose normal country of domicile is outside the European Union.

If any course admits students with a wide range of evidenced ability levels and/or admits students directly into later years of the course, give details of how these students are supported and what qualifications are required for entry.

Give details of student intake through ACCESS, HITEC and similar schemes.

B5.2 Published Entry Requirements

Give the published minimum entry requirements for all programmes submitted for accreditation.

B5.3 Entry to IEng, BEng (Hons), MEng Programmes

Please give the average, maximum and minimum UCAS points for the last three cohorts of each programme.

The following tables are also to be completed, giving the number of students entering for each of the last 3 cohorts of each programme submitted for accreditation. Please give different tables for Part-Time and Full-Time students. These tables are to be presented in Appendix E. Hence the entry in this section will normally read "See **Appendix E**".

Entry to an Accredited IEng Programmes**STUDENT DATA IEng Accredited**

| JBM accredited IEng degree Programmes | Entry to Year One | Entry to Year Two | Entry to Year Three | Entry to Year Four | Entry to Year Five |
|---------------------------------------|-------------------|-------------------|---------------------|--------------------|--------------------|
| Home | | | | | |
| Overseas | | | | | |
| Total | | | | | |

Entry to an Accredited BEng (Hons) Programmes**STUDENT DATA BEng (Hons) CEng Accredited**

| JBM accredited BEng (Hons) for CEng Programmes | Year One | Year Two | Sandwich Year | Year Three | Year Four | Year Five |
|--|----------|----------|---------------|------------|-----------|-----------|
| Home | | | | | | |
| Overseas | | | | | | |
| Total | | | | | | |

Entry to an Accredited MEng Programmes**2. STUDENT DATA MEng Programmes**

| JBM accredited MEng Programmes | Year One | Year Two | Sandwich Year | Year Three | Year Four | Year Five |
|--------------------------------|----------|----------|---------------|------------|-----------|-----------|
| Home | | | | | | |
| Overseas | | | | | | |
| Total | | | | | | |

B5.4 Entry to MSc Programmes

In this section, the following table is to be completed for each cohort of each programme. Please provide details of the entry qualifications for each student, including the classification of degree awarded and if the degree qualification has been accredited by the JBM to either CEng or IEng level.

This table is to be presented in Appendix F. Hence the entry in this section will normally read

“See Appendix F”.

Entry to an Accredited MSc Programme

STUDENT DATA JBM Approved Further Learning Programmes

| JBM approved MSc Programmes | Year One | Year Two | Total |
|-----------------------------|----------|----------|-------|
| Home | | | |
| Overseas | | | |
| Total | | | |

B5.5 Degrees Awarded

Give details of the degrees awarded for the past five years. This will be done best in the form shown below:

CEng Programmes

| Year | MENG | FAIL | TOTAL |
|-------|------|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

CEng Further Learning Programmes

| Year | MSc | FAIL | TOTAL |
|-------|-----|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

CEng Accredited Bachelor Programmes

| Year | BENG (HONS) | | | | | FAIL | TOTAL |
|------|-------------|------|-------|-----|---------------------------|------|-------|
| | I | II/I | II/II | III | Pass on Honours Programme | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | | | | | | |
|-------|--|--|--|--|--|--|--|
| Total | | | | | | | |
|-------|--|--|--|--|--|--|--|

IEng Accredited Bachelor Programmes

| Year | BSc (HONS)/ BEng (HONS) | | | | | BEng (ORD) BSc (ORD) | FAIL | TOTAL |
|-------|-------------------------|------|-------|-----|---------------------------------|-------------------------|------|-------|
| | I | II/I | II/II | III | Pass on Honours Programme | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

Note: Under 'Pass' show only those graduates who followed the whole Honours programme but were awarded a Pass degree. Under 'Fail' show only those who failed the final year examinations.

B5.6 Methods of Assessment

Please indicate for each year how much of the programme as a whole is assessed by:

- Written examinations
- End of unit tests
- Programme assignments and practical work
- Major project
- Other (e.g. placements)

Give details of pass marks and any provision for compensation, together with referral procedures and opportunities to re-sit examinations. Please confirm that the regulations comply with the JBM requirement that compensation should not be allowed if it undermines achievement of the overall learning outcomes of the programme(s), that the project should not be compensated and that normally only 20 out of the 120 credits could be compensated. What are the arrangements for resubmitting coursework and project work?

B5.7 Progression

What are the conditions governing progression and / or transfer:

- from one year to another for each of the programmes?
- from one programme to another? (e.g. between BEng (Hons) and MEng, from an IEng programme to a BEng (Hons) programme or from an HNC/D or a Foundation Degree to an IEng degree programme)

B5.8 Classification

State how the award of the degree is determined.

B5.9 Programme Completion Rate

Give details of the overall dropout rate from all sources such as examination failure, transfer to other programmes, withdrawal etc. for the past three years. This should be expressed as a percentage of student entry.

A cohort analysis of the performance of students completing the course during the last three years should be given. A template is available to download from the JBM website -

www.jbm.org.uk. This analysis is to be presented in Appendix G. Hence the entry in this section will normally read "See **Appendix G**".

B5.10 Graduate Employment

Provide details of the employment of graduates from all your accredited and approved programmes (including MSc graduates) over the last 3 years using, where available, official HESA data.

B6 PROFESSIONAL MEMBERSHIP

B6.1 Student Members

How are the Institutions promoted to the students?
How are the students informed of the requirements for registration?

(Please note that the number of current student members of the JBM member Institutions will be provided to the visit secretary before the visit by the JBM secretariat).

B6.2 Professional Institutions

Provide details of staff and student involvement in the activities of Professional Institutions and how such engagement adds to the learning experience

Provide details of how the university informs students and staff of such activities and the requirements for professional membership and Engineering Council registration. Provide details of any evening meetings of the ICE, IStructE IHE or the CIHT that have been hosted by the School/Department in the last 3 years.

Provide any other details of interaction between the local or regional branches of the JBM member institutions and the School/Department.

State the names of the Staff Liaison Officers (SLO) for each professional body, as appropriate.

B7 SPECIAL / COMMENDABLE FEATURES

B7.1 Relevant Special Features/Examples of Good Practice

Please give details of the special features or areas of good practice that you wish to draw to the attention of the Visiting Team. .

SECTION C: OUTPUT STANDARDS MATRIX

C1 PROGRAMME CONTENT

C1.1 Output Standards Matrix

Engineering programmes must demonstrate through their teaching and assessment methods that graduates have reached the desired threshold level of each of the Output Criteria as specified in the [UK-SPEC document Accreditation of Higher Education Programmes](#). An output standards statement is required for each programme submitted for review by the Visiting Team. These statements are to be presented in **Appendix H**. Hence the entry in this section will normally read "See Appendix H".

SECTION D: APPENDIX CHECKLISTS AND ELECTRONIC DOCUMENTATION

D1.1 Additional Appendices (where appropriate):

| Reference | Appendix | Description |
|-----------|------------|---|
| A4.1 | Appendix A | Teaching Staff |
| B1.1.1 | Appendix B | Undergraduate and Integrated Masters Curriculum |
| B1.1.2 | Appendix C | MSc Curriculum |
| B1.3.2 | Appendix D | Subject and Threads Matrices |
| B5.3 | Appendix E | Entry to IEng, BEng (Hons), MEng and MSc Programmes |
| B5.4 | Appendix F | Entry to MSc Programmes |
| B5.9 | Appendix G | Programme Completion Rate |
| C1.1 | Appendix H | Output Standards Matrix for each Programme |

D1.2 Electronic Documentation on CD or memory stick:

| Reference | Description |
|-----------|---------------------------------------|
| 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 |

SECTION E: ADDITIONAL INFORMATION FOR VISIT

E1.1 Additional Information Required for Visit

Please be prepared to produce the following at the visit:

- Module boxes:

Samples of assessed student work (including examination scripts, coursework, laboratory reports, class tests and posters). There should be two good, two average and two weak examples of each.

Copies of all end of module examination papers set for all years, together with model solutions should be made available in the Team room.

Coursework and project briefs

Module specifications

A list of marks with students' names highlighted where their work is included in the sample output

- The academic regulations for the award of degrees should be made available in the Team room.
- Student Projects:
 - Samples of assessed student projects with marking schemes
 - MEng and BEng major Projects (2 good, 2 average and 2 weak)
 - Details of the marking schemes used when assessing individual student research projects and MSc dissertations should be provided with the samples of student work. Each piece of work provided for inspection by the JBM should include the mark awarded to the student.
- 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
- Industrial training guidance issued to staff, students and industrial partners (sandwich programmes or courses that contain an element of assessed work-based learning in the programme only).
- 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.
- 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
- For distance learning students' evidence should only relate to those students completing the whole MSc and not selected modules for CPD purposes only.

JBM Core Subject Matrix - Please record module number and title

| Year | | Structures | Geotechnics | Materials | Maths | Surveying (geomatics and measurement) | Fluid Mechanics (Hydraulics) | Transport infrastructure engineering | Public health | Construction Management | Environmental engineering | Architectural technology | other |
|------|---|------------|-------------|-----------|-------|--|------------------------------------|--|------------------|----------------------------|------------------------------|-----------------------------|-------|
| 1 | A | | | | | | | | | | | | |
| | S | | | | | | | | | | | | |
| 2 | A | | | | | | | | | | | | |
| | S | | | | | | | | | | | | |
| 3 | A | | | | | | | | | | | | |
| | S | | | | | | | | | | | | |
| 4 | A | | | | | | | | | | | | |
| | S | | | | | | | | | | | | |

JBM Threads Matrix

| Year | Degree Title | | | JBM Threads | | |
|------|--------------|-------------|--------------|-------------|-----------------------------------|----------------|
| | Module Title | Module Code | Credit value | Design | Health and Safety Risk Management | Sustainability |
| 1 | | | | | | |
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Please enter the relevant code in the last three columns:
P = Primary Outcomes S = Secondary Outcomes C = Contributory