

## Joint Board of Moderators

# International Accreditation Guidelines

## Introduction

The [Joint Board of Moderators](#) plays a vital role in assessing whether civil engineering related qualifications in the United Kingdom (UK) meet the educational base for [Engineering Council](#) registration, whether at Chartered Engineer (CEng), Incorporated Engineer (IEng) or Engineering Technician (EngTech) level.

If requested, the JBM will also consider the accreditation of education programmes outside the UK. Its priorities, when considering such requests, are (1) to support UK institutions who operate overseas courses whether with partners or in their own right, and (2) to maintain legacy commitments where long-standing partners have no access to alternative support.

Beyond those core commitments, JBM will consider each request in terms of its potential impact on resources for JBM services in the UK, JBM member institutions' and Engineering Council's international priorities and commitments to international partners, and whether the request would help promote engineering education internationally.

## Accreditation criteria

The accreditation standards, assessment processes, and paperwork for universities outside the United Kingdom are the same as for accreditation visits conducted in the UK. Please see the JBM's [accreditation guidance](#) for more details.

## Accreditation costs

Host universities are required to pay the full cost of accreditation visits, whether:

- An initial accreditation visit (i.e., to establish if accreditation can be granted or not),
- A renewal visit (i.e., to renew accreditation at the end of the recognition period, typically after 5 years).

The team of accreditation assessors will comprise two academics, two practising engineers, and a JBM visit secretary.

The travel and subsistence costs would normally cover:

- Travel
- Business Class return air travel from UK (if flight is over three hours duration)
- Travel in the UK
- Travel in the host country
- Any transfers
- Visas, vaccinations, and other associated travel costs
- Accommodation at 3\* hotel or above

- Meals and refreshments

## Accreditation visit team

For an initial accreditation visit or a renewal visit, one academic member, one industrialist member and the visit secretary will travel to the HEI from the UK. The second academic member will join the visit remotely and the second industrial member will normally be a local member. If a local industrialist member is not available, a second industrialist member will join the visit remotely.

For a review visit, one academic member, one industrialist member and a visit secretary will take part in the visit remotely.

For a visit to consider postgraduate programmes only, one academic member, one industrialist member and a visit secretary will travel to the HEI from the UK.

## Accreditation process

Universities outside the UK seeking accreditation must complete the 'Non-UK University Enquiry to JBM' form. If the request for an accreditation visit is accepted by JBM and the university agrees to meet the costs, the accreditation visit then proceeds through the following stages:

- **Scheduling the visit.** Visit dates are proposed to the university by the JBM Secretariat. Once the visit date is confirmed, the JBM Secretariat will appoint JBM assessors to participate on the visit which will include at least one academic member, one industrial member and a visit secretary from the UK and, where possible, at least one local practising engineer who is a member of one of JBM's constituent professional engineering institutions.
- **Communications.** The JBM visit secretary will be the focal point for all correspondence regarding the accreditation process, and they must be included in any correspondence with members of the visit team, to ensure evidence and decisions are fully recorded.
- **Arranging travel.** The university will then need to book flights and accommodation for the visit team members and also cover the costs of any UK travel, meals, transfers, etc.
- **Submitting evidence and agreeing the visit timetable.** The university is required to send the accreditation submission document at least 12 weeks prior to the visit, electronically and a hard copy should be provided for Section A to Section G of the submission, directly to the visit team members. The student output submission should be provided at least 10 weeks prior to the visit, electronically via a physical USB device, directly to the visit team members. A copy of the submission should also be sent to the JBM Secretariat via email at [jbm@ice.org.uk](mailto:jbm@ice.org.uk). The proposed visit timetable should be provided to the JBM Secretariat 12 weeks before the visit which will need to be approved by the visit team leader.
- **Completing the visit.** The visit team will carry out the visit to follow up on the documentary evidence by meeting staff, students and other stakeholders, and by inspecting the university's facilities. Examples of visit schedule is included in this guidance under Annex A.
- **Preparing the report and recommendations.** After the visit has been completed, the JBM visit secretary will work with the visit team to produce a visit report. The draft report will be sent to the university for factual correction, which must be returned with the action plan to the requirements and recommendations in the visit report. This is submitted to the JBM International sub-committee for consideration. They will then forward their recommendations to the JBM Main Board for approval.
- **The result.** The ICE database, JBM List and Engineering Council database will be updated with the accreditation of the course if the recommendation is approved by the JBM.

## Contact Us and Queries

If you have any questions on the process or to request any forms and guidance, please email [jbm@ice.org.uk](mailto:jbm@ice.org.uk)

## Annex A – Examples of visit schedule

### Visit Schedule for GMT+8 hours (e.g., China)

Model A two-day visit:

(Note: time for remote academic at UK GMT is only shown when involvement is required)

Visiting Team at Local Time (GMT+8)	JBM visit team can agree to adjust the programme during their pre-visit meetings or at the visit.	Remote Academic Member in the UK at GMT
Day one		
15:30	JBM team arrive at the University/College for pre-visit meeting	
15:45 – 17:30	Meeting with Senior Academic Team (including Presentation from HEI)	07:45 – 09:30
17:30 – 17:45	Break	
17:45 – 19:00	Meeting of JBM team, followed by meetings with selected academic colleagues to cover initial questions based on the submission.	09:45 – 11:00
19:00 – 19:15	Break	
19:15 – 20:00	meeting with Industrial Advisory Board and recent graduates	11:15 – 12:00
20:00 – 21:00	Informal buffet dinner (staff, recent graduates and IAB members invited?)	
21:00 – 22:00	Private meeting of visiting team - agree on which academic colleagues (modules or subjects) to hold meetings with tomorrow	13:00 – 14:00
Day two		
11:30	JBM team arrives at HEI	
11:45 – 12:45	Informal buffet Lunch (with staff)	
12:45 – 14:15	Tour of Facilities – laboratories, library and project studio etc	
14:15 – 14:45	Meeting with Head of Department and Programme Leader(s)	
14:45 – 15:15	Meeting with Vice-Chancellor (or equivalent)	
15:15 – 15:30	BREAK	
15:30 – 16:15	Meeting with students	07:30 – 08:15
16:15 – 17:00	Private meeting of visiting team	08:15 – 09:00

17:00 – 18:30	Meetings with academic staff involved in programme delivery to finalise any issues which remain, including two specific meetings:  (Achievement of AHEP learning outcomes of each programme;  Timetable for introduction of AHEP 4 learning outcomes and assurance of compliance with new condonement/compensation rules.)	09:00 – 10:30
18:30 – 20:30	Private meeting of the visit team (refreshment)	10:30 – 12:30
20:30 – 20:45	Private meeting of the visit team and senior staff	
20:45	Dinner	
	End of visit	

### **Visit Schedule for GMT+4 hours (e.g., Dubai)**

#### Model A two-day visit:

(Note: time for remote academic at UK GMT is only shown when involvement is required)

Visiting Team at Local Time (GMT+4)	JBM visit team can agree to adjust the programme during their pre-visit meetings or at the visit.	Remote Academic Member in the UK at GMT
Day one		
12:30	JBM team arrive at the University/College for pre-visit meeting	
12:45 – 14:30	Meeting with Senior Academic Team (including Presentation from HEI)	08:45 – 10:30
14:30 – 14:45	Break	
14:45 – 16:00	Meeting of JBM team, followed by meetings with selected academic colleagues to cover initial questions based on the submission.	10:45 – 12:00
16:00 – 17:00	Break	
17:00 – 18:00	Meeting with Industrial Advisory Board and recent graduates	13:00 – 14:00
18:00 – 19:00	Meeting with students	14:00 – 15:00
19:00 – 19:30	Private meeting of visiting team - agree on which academic colleagues (modules or subjects) to hold meetings with tomorrow	15:00 – 15:30
19:30 – 20:15	Return to Hotel	
20:15	Dinner (Staff from HEI)	
Day two		
09:30 – 10:00	Meeting with Head of Department and Programme Leader(s)	

10:00 – 11:30	Tour of Facilities – laboratories, library and project studio etc	
11:30 – 12:00	Meeting with Vice-Chancellor (or equivalent)	
12:00 – 13:00	Informal buffet Lunch (with staff)	
13:00 – 13:30	Private meeting of visiting team	09:00 – 09:30
13:30 – 15:00	Meetings with academic staff involved in programme delivery to finalise any issues which remain, including two specific meetings:  (Achievement of AHEP learning outcomes of each programme;  Timetable for introduction of AHEP 4 learning outcomes and assurance of compliance with new condonement/compensation rules.)	09:30 – 11:00
15:00 – 17:00	Private meeting of the visit team	11:00 – 13:00
17:00 – 17:15	Private meeting of the visit team and senior staff	
17:15	End of visit	

### **Visit Schedule for GMT-5 hours**

Model A two-day visit:

(Note: time for remote academic at UK GMT is only shown when involvement is required)

Visiting Team at Local Time (GMT-5)	JBM visit team can agree to adjust the programme during their pre-visit meetings or at the visit.	Remote Academic Member in the UK at GMT
Day one		
08:00	JBM team arrive at the University/College for pre-visit meeting	
08:15 – 10:00	Meeting with Senior Academic Team (including Presentation from HEI)	13:15 – 15:00
10.00 – 11.30	Meeting of JBM team, followed by meetings with selected academic colleagues to cover initial questions based on the submission.	15:00 – 16:30
11:30 – 12:30	Informal buffet lunch	
12:30 – 14:00	Meeting with representatives of the Industrial Advisory Board (IAB) and recent graduates  12:30 – 13:00 meeting with IAB  13:00 – 14:00 meeting with recent graduates	17:30 – 19:00
14:00 – 14:30	Meeting of visit team to agree on which academic colleagues to hold meetings with tomorrow	19:00 – 19:30
15:00 – 15:15	Break	
15:15 – 16:45	Tour of Facilities	

18:45 – 21:30	Dinner either JBM team alone or with academic staff from university.	
Day two		
7:45	Visiting team arrives HEI	
08:00 – 08:30	Meeting with Head of Department and Programme Leader(s)	13:00 – 13:30
08:30 – 09:30	Meeting with students	13:30 – 14:30
09:30 – 10:00	Meeting with Vice-Chancellor (or equivalent)	14:30 – 15:00
10:00 – 11:00	Private meeting of the visit team	15:00 – 16:00
11:00 – 12:30	Meetings with academic staff involved in programme delivery to finalise any issues which remain, including two specific meetings:  11.00-12:00: Achievement of AHEP learning outcomes of each programme  12:00 – 12:30: Timetable for introduction of AHEP 4 learning outcomes, timetable for introduction of new JBM guidelines and assurance of compliance with new condonement/compensation rules.	16:00 – 17:30
12:30 – 13:30	lunch	
13:30 – 15:00	Private meeting of the visit team	18:30 – 20:00
15:00 – 15:15	Private meeting of the visit team and senior staff	
15:15	End of visit	

### **Model B one day visit (such as single MSc programme)**

(remote academic member is not required)

	JBM visit team can agree to adjust the programme during their pre-visit meetings or at the visit.
Day one	
08:30 – 08:45	JBM team arrive at the University/College for pre-visit meeting
08:45 – 09:30	Meeting with Senior Academic Team (20 minute presentation by programme leader)
09:30 – 09:45	Private Panel meeting
09:45 – 11:15	Tour of Facilities
11:15 – 12:00	Break and Private meeting of visit team and inspection of student output (if required), select subjects and modules for discussion in pm.
12:00 – 13:00	Informal buffet lunch
13:00 – 13:30	Meeting with representatives of the Industrial Advisory Board (IAB) and recent graduates (online if desirable)

13:30 – 13:45	Break
13:45 – 14:45	Meeting with students
14:45 – 15:00	Private meeting of visit team
15:00 – 16:15	Meetings with academic staff involved in programme delivery Achievement of AHEP learning outcomes of each programme Discussion on selected subjects or modules.
16:15 – 17:00	Private Panel meeting (BREAK)
17:00 – 17:15	Private meeting of the visit team and senior staff
17:15	End of visit

