

Engineering Accreditation Board (EAB)

Terms of Reference and Constitution (April 2006)

1. **Introduction**

Membership of the Engineering Accreditation Board (EAB) is open to all Institutions licensed to accredit programmes under UK-SPEC. Any activity undertaken by the Board under these Terms of Reference shall not in any way limit the rights or duties of licensed Institutions. The EAB will report to its constituent Institutions.

2. **Mission Statement**

- To encourage consistent accreditation processes and practices.
- To provide a single point of contact, where appropriate, to facilitate the accreditation¹ of programmes.

3. **Terms of Reference**

- 3.1. To consider matters of mutual interest on the accreditation of programmes which provide both the underpinning knowledge and understanding for Incorporated Engineer and Chartered Engineer registration (as well as awareness of Engineering Technician qualifications and activities) and conform to the requirements of the respective Institutions.
- 3.2. To disseminate best practice on accreditation standards and quality assurance to member Institutions.
- 3.3. To encourage consistency in the accreditation of programmes provided by Further and Higher Educational Institutions (FEIs and HEIs).
- 3.4. To develop and facilitate joint accreditation activities of member Institutions and to co-ordinate these where appropriate.
- 3.5. To organise accreditation visits on behalf of member Institutions when requested by HEIs.
- 3.6. *To meet at least three times a year.* Specialist speakers and seminars should be arranged where appropriate.
- 3.7. To co-operate with other bodies which have an interest in engineering education.

4. **Composition**

- 4.1. Each member Institution should appoint one registrant Member and one member of staff to the Board. Appointees should have knowledge and understanding of the requirements for both the CEng and IEng sections of the register.
- 4.2. The registrant Member should normally serve on the Board at the member Institution's

¹ For 'accreditation' read 'accreditation and approval'

discretion but preferably for a minimum of three-years and a maximum of six years.

- 4.3. The registrant Member should be willing and able to consider matters of mutual interest to members in both the Chartered Engineer and Incorporated Engineer Section of the Engineering Council's Register of Engineers who are represented by their Institution.
- 4.4. Membership of the Board should be, as far as possible, a reasonable balance of representatives from education and industry.
- 4.5. Each member Institution may nominate an alternative registrant Member in the event that the appointed Member is unable to attend a meeting.
- 4.6. The Chair and Vice Chair of the Board should be elected by, and from, Board members and should not represent the same member Institution. Each should not normally serve for more than two terms of two years. The Chair may remain on the Board for an extra year at the end of their term of office, even where this extends the total period of membership beyond the six years described above. When the Vice Chair is elected as Chair, their term of office may be extended beyond the normal six-year period stated above.
- 4.7. To allow the Chair and Vice-Chair to conduct the business of the Board, and not be compromised by the need to represent their Institutions, those Institution(s) to whom the Chair and Vice-Chair are representing shall nominate an additional member for their period of office.
- 4.8. In the election of Chair and Vice-Chair, a reasonable rotation between the branches of engineering, and between registered Members from industry and education should be followed, but not necessary in a rigid sequence.
- 4.9. The Board shall invite the Engineering Council to appoint an observer, who will receive all papers and may take part in discussions but will not be a member of the Board and will not vote. This shall be in addition to the Engineering Council staff providing the secretariat under paragraph 5.1.
- 4.10. The Board shall have the power to co-opt non-Board members for not more than one year, should expertise be needed that is not available among appointed members.
- 4.11. Half of the total Institution membership on the Board shall represent a quorum.

5. **Secretariat**

- 5.1. The staff required to manage the functions of the Board shall be appointed in the first instance from the Engineering Council. The Board may select another organisation to provide the secretariat, after a predetermined period, if it judges that the Engineering Council's performance has been unsatisfactory.

Signed:

Chairman on (date)