

Engineering Accreditation Board (EAB) Accreditation Visit Schedule for Panel Members

Day 1

- 11:00 – 13:00 **Materials available for review**
Access to the Materials Room will be made available from 10.30 to allow panel members to review the material.
The university will be asked to provide examples of individual and group project work, project marking lists, course work and tutorial work sheets. A full set of the submission documentation and access to a computer terminal will also be available.
- 13:00 – 13:30 **Lunch for panel members (base room)**
- 13.30 – 14.00 **Chairman's Introduction/Overview of visit/Agree timings for the afternoon**
- 14:00 – 14:30 **Welcome & Introduction to Key Staff**
This will include a brief presentation by the Head of Department, giving an overview of the department (10 mins approx). Key staff from the Department will be present and the Vice Chancellor, if available, will also attend.
- 14:30 – 16:00 **Panel Meeting/Discipline Specific Meetings (times to be agreed during Chairman's introduction)**

Discipline Specific Meetings are to exchange views and to prepare a list of issues to be discussed in the full panel meeting.

Panel Meetings are to exchange views and to prepare a list of common and specialist issues to be discussed later with the Department.
- 16:00 – 17:00 **Private Meeting with Students**
- 17:00 – 18:00 **Meeting with the Industrial Liaison Committee**
- 18:00 **Private Panel Meeting**
Feedback from the meetings with students and Industrial Liaison Committee, discussion of material reviewed.

EAB Secretary and Panel chair to draw up list of common and specialist issues and reports issues to the Head of Department
- 18:45 **Panel departs for hotel**

Day Two

- 9:00 – 9:30 **Private Panel meeting**
Continue review of materials
- 09:30 - 10:30 **Tour of facilities**
To include laboratories, workshops, computer facilities and library. The EAB team may split into groups to visit separate areas of the facilities.
- 10.30 – 11.30 **Discussion with Head of School and senior staff**
Discussion of generic/strategic issues (such as resources, QA etc.).
- 11:30 – 13.00 **Meeting with programme staff**
To discuss common and Institution-specific matters and where the UK-SPEC outcomes are being met in the programmes
- 13:00 - 13:30 **Private Panel Working Lunch**
To discuss findings from morning's meetings
- 13:30 - 14:30 **Private Panel discipline-specific meetings**
To discuss findings and to produce a list of discipline-specific matters to be discussed in the full panel meeting and included in the report. University staff will be asked to be available if required for panel members to consult.
- 14:30 – 15:45 **Private Panel Meeting and Review of Material**
Further review of documentation, if required, and to discuss findings and draft report. University staff will be asked to be available if required for panel members to consult.
- 15:45 - 16:00 **Debriefing Session with EAB Panel and Staff**
The debriefing session is not intended to reflect any recommendations on accreditation. It is used to highlight aspects examined during the visit and will usually highlight any areas of good practice and areas of concern that are likely to be included in the visit report. There is no discussion following the debriefing session. The HEI will be informed that the panel cannot give any formal feedback as accreditation decisions are made by the individual PEIs, and further clarification will be provided to the University when the visit report and action plan is sent to the University for factual correction.
- 16:00 **EAB Team departs**