

Engineering Accreditation Board (EAB)

EAB visit concordat

ACTIVITY	TIMESCALE
Visit report / action plan prepared by EAB Secretariat and sent to Panel Chair and panel members for comment	Up to 2 weeks
Panel chair and panel members return report / action plan, with comments	2 weeks
Secretariat amends report / action plan and sends to University for factual correction of report / completion of action plan	Up to 1 week
University returns report / action plan	3 – 4 weeks
Secretariat sends final report / completed action plan to Institution staff for consideration of accreditation committees	Up to 1 week
Total time	6 – 10 weeks

After receiving the final report and completed action plan from the EAB Secretariat, it is the responsibility of the Institution staff to ensure that these documents are considered by their accreditation committees at the earliest possible opportunity. The EAB Secretariat is to be kept informed of when the Institution committees are due to meet and advised as soon as a decision has been made on accreditation.

The Secretariat will draft a final decision letter as soon as all the Institution decisions have been received¹. This will be sent to the University within 1 – 2 weeks, after having been circulated to the appropriate Institution staff for approval.

¹ The EAB Secretariat will inform the University of individual Institution decisions via email, as and when they are received, before drafting the final decision letter which will outline the decisions of all of the Institutions that participated in the visit.