

## **Guidance on completing the submission of documentation for the accreditation of Bachelors degrees with honours and integrated MEng programmes.**

### **Background**

This guidance is provided for universities intending to submit documentation for a joint Engineering Accreditation Board (EAB) accreditation visit to review Bachelors degrees with honours and MEng programmes. Separate documentation is published for Master's programmes.

The UK Standard for Professional Engineering Competence (UK-SPEC) published by the Engineering Council ([www.engc.org.uk/ukspec](http://www.engc.org.uk/ukspec)) lists the output standards for Bachelor's and MEng programmes.

You should refer to the Engineering Council's guidance note on academic accreditation on the EAB website: [www.engab.org.uk](http://www.engab.org.uk) and the pre-accreditation briefing manual.

With effect from 1 February 2007, Postgraduate Diplomas are not exemplifying qualifications under UK-SPEC and cannot be accredited as such during the EAB visit.

### **Completing the submission documentation**

This is accessible from the EAB website [www.engab.org.uk](http://www.engab.org.uk). The completed form and supplementary documentation should be sent to EAB at the above address at least eight weeks before the visit.

#### **Please note:**

- 1 The completed form and supplementary documentation will be provided for the accreditation visiting team that is reviewing the Bachelor's and/or MEng degree programmes as academic qualifications for Incorporated Engineer or Chartered Engineer status.
- 2 Much of the information will be common to all the programmes submitted for accreditation. Where more than one programme is being accredited, a number of the sheets will have to be copied and completed as appropriate for each programme.
- 3 If the answer to any question is available in another document, indicate where this information is provided within the submission documentation.
- 4 Please ensure that you know how many copies are required of the completed submission document, as well as the completed Output Standards Matrix (EAB/ACC2/C/), Methods of Assessment (EAB/ACC2/B) and Graduation Statistics (EAB/ACC2/A/).

#### **When completing the document please ensure that:**

1. All core information is supplied in the relevant sections, on the submission document (unless indicated otherwise).
2. Information is not duplicated, but cross-referenced.
3. Full use is made of relevant existing documentation prepared for other purposes (such as quality assurance).
4. All statistics are double-checked.
5. Every page is numbered.
6. The shaded areas containing the statements/questions are not removed from the document.
7. Any paper documentation submitted is printed on both sides of the paper.
8. The supplementary information is collated into sets.
9. The submission form should be bound or stapled. Ring binders must not be used.
10. Your university name is printed on every document submitted.
11. Each section or table may be expanded as required. However, the information supplied should be concise and the response should be restricted to 1x4A page maximum.

**Submission of electronic data**

The preferred file format of the CD structure is given on the pre accreditation visit manual and an electronic version of the structure can also be emailed on request.

An additional hard copy of the entire submission should be provided by the HEI at the time of the visit.

**Please submit documentation to:**

Neela Lubojacky  
Higher Education Executive  
**EAB**  
Engineering Council  
246 High Holborn  
London WC1V 7EX

Tel: 0203 206 0557  
020 3206 0500 (Switchboard)  
Email: [info@engab.org.uk](mailto:info@engab.org.uk)  
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