

Guidance on completing the submission of documentation for the accreditation of Master's programmes

Background

This guidance is provided for universities intending to submit documentation for a joint Engineering Accreditation Board (EAB) accreditation visit to review Master's programmes, other than MEng programmes. Separate documentation is published for Bachelor's and MEng programme accreditation.

Holding an appropriate Master's degree accredited by a licensed professional engineering institution, in addition to holding an accredited bachelor's degree with honours in engineering or technology, provides an individual with academic qualifications leading to CEng status.

The UK Standard for Professional Engineering Competence (UK-SPEC) published by the Engineering Council (www.engc.org.uk/ukspec) does not include dedicated output standards for Master's programmes such as MScs because of their range and diversity. MSc programmes are considered against the following reference points that you are advised to refer to:

QAA's Framework for HE qualifications in England, Wales and Northern Ireland
(http://www.qaa.ac.uk/academic_infrastructure/FHEQ/EWN108/FHEQ08.pdf)

or

the Scottish Credit and Qualifications Framework
(www.scqf.org.uk/AbouttheFramework/Overview-of-Framework.aspx)

the UK-SPEC competence statements for CEng

Although they are mostly covered by the QAA and SCQF descriptors, you may wish to refer to the general learning outcomes for accredited MEng degrees published by the Engineering Council in the Accreditation of Higher Education Programmes (<http://www.engc.org.uk/ecukdocuments/internet/document%20library/AHEP%20Brochure.pdf>),

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

Master's programmes such as MScs will not be expected to cover the full range of UK-SPEC competence statements, and many are likely to be heavily weighted towards underpinning the A and B groups of CEng standards of competence. Some may also cover those in group C. Your submission should demonstrate clearly how the relevant knowledge and understanding that underpins these standards of competence is delivered.

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. 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 Master's degree programmes as academic qualifications for Chartered Engineer status.
- 2 Much of the information will be common to all the programmes submitted for accreditation. Where more than one MSc programme is being accredited, a number of the sheets will have to be copied and completed as appropriate for each MSc.
- 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/M), Methods of Assessment (EAB/ACC2/B) and Graduation Statistics (EAB/ACC2/A/M).

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 1xA4 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:

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Engineering Council
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