



The  
Welding  
Institute

**Submission for Accreditation**

For Academic Courses leading to  
Engineering Council Registration

Submission from (please complete):

<b>University/College:</b>	
Faculty of:	
Print Name:	
Signed:	
	(Head of Department/School)
Date:	

Please return completed documentation/submission to:

Professional Membership  
TWI Ltd  
Granta Park  
Great Abington  
Cambridge  
CB21 6AL

**The completed form and supplementary documentation should be sent to TWI at the above address at least six weeks before the visit.**

**If you would like an electronic version of the document please e-mail your request.**

**Please note:**

- 1 This document is provided for an Institution accreditation team that is accrediting degree courses for TWI membership or/and academic qualifications for Chartered Engineer, Incorporated Engineer and Engineering Technician status.
- 2 Much of the information will be common to all courses being accredited. Where more than one course is being accredited, a number of the sheets will have to be copied and completed as appropriate for EACH course. Please cross reference information wherever possible.
- 3 Where information is not available please indicate why it is missing and when it will be provided.
- 4 If the answer to any question is available in another document, attach the relevant text as an appendix, incorporate it into this form or indicate where this information is provided within the submission documentation.
- 5 Please ensure that you know how many copies are required of the completed submission document, as well as the completed Output Standards Matrix (ACD-04) Methods of Assessment and Graduation Statistics (ACD-05)

**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
3. All statistics are double-checked
4. Every page is numbered
5. The shaded areas containing the statements/questions are not removed from the document.
6. **All documentation submitted is printed on both sides of the paper**
7. The supplementary information (b) is collated into sets
8. All documents are bound and stapled
9. Your university name is printed on every document submitted
10. Each section or table may be expanded as required. However, the information supplied should be concise and the response should be restricted to 1 x A4 page maximum (unless indicated otherwise).

**Submission of electronic data**

On CD, the preferred format is either:

- an HTML Index page following the order outlined within this submission document (ACD-13) (page 3) as far as possible with links to appropriately named accompanying folders/files, or,
- an electronic version of this submission document (ACD-13) containing links to appropriately named folders/files

It is most useful if hyperlinks are used to ease navigation for the Accreditation Panel (although not essential). All in all, please ensure that all of the information is easy to navigate and divided into specific subsections is applicable.

Please note that four copies are required of all information submitted (paper and electronic)

# Submission for Accreditation

## Contents

### Section A                      Generic Information

A1	General Information
A2	Quality Assurance
A3	Staff
A4	Resources
A5	Planned Changes

---

### Section B                      Course Information

B1	Programmes
B2	Projects
B3	Industrial Input and Influence
B4	Overseas Study
B5	Admissions, Progression, Award & Destination
B6	Professional Membership
B7	Special/Commendable Features

---

### Section C                      Output Standards Matrix

C1	Programme Content
----	-------------------

---

### Section D                      Electronic Documentation And Checklist

D1	Checklist
----	-----------

---

### Section E                      Additional Information For Visit

E1	Required Additional Information
----	---------------------------------

## Section A: Generic Information

### A1 GENERAL INFORMATION

#### A1.1 General Details

Name of University/College	
Address of University/College	
Department	
Head(s) of Department <sup>1</sup>	
Member(s) of staff responsible for submission <sup>2</sup>	
Suggested date(s) for visit	

<sup>1</sup> For joint degrees, give the names of all heads and departments and their email addresses  
<sup>2</sup> Include name, email and telephone

#### A1.2 Details of Programme(s)

Designation and Title <sup>1</sup>	Mode <sup>2</sup>	EngC reference <sup>3</sup>	EngC Registration category <sup>4</sup>

<sup>1</sup> For example: BEng (Hons) Mechanical Engineering. Use the title that will appear on the degree/graduate certificates

<sup>2</sup> Full-time (FT), Sandwich (SW) or Part-time (PT)

<sup>3</sup> Please refer to the EngC accredited degree database. If the programme is new or has not been accredited previously, please indicate (NEW)

<sup>4</sup> If required only. Please indicate registration category e.g. (CEng, IEng or EngTech)

#### Section A1.3 Programme Specification(s)

Upon a CD, please submit programme specifications for each programme title listed in section A1.2

#### Section A1.4 External Examiners Reports

Upon a CD, please submit copies of External Reports for each programme title listed in section A1.2

## Section A1.5 Programme Learning Outcomes

For an undergraduate programme, please provide a statement not exceeding 200 words explaining how the programme has been designed to meet the **UK-SPEC General Learning Outcomes**:

- Knowledge and Understanding
- Intellectual Skills
- Practical Skills
- General Transferable Skills

To avoid repetition reference should be made where appropriate to the Programme Specifications provided in A1.3.

For a postgraduate programme, please provide a statement not exceeding 200 words explaining how it has been designed to meet the two principal reference points (QAA qualification descriptor and UK - SPEC competence statements).

Again, to avoid repetition reference should be made where appropriate to the Programme Specifications provided in A1.3.

## A2 QUALITY ASSURANCE

Please provide details of the Departmental QA management structure and procedures including;

### Section A2.1 QAA Institutional Audit Review

Upon a CD, please provide a copy of the summary and recommendations from the most recent QAA Audit Review Report. Where one has not been carried out please state when this is scheduled for or expected.

### Section A2.2 QAA Internal Programme Review Reports

Upon a CD, please provide the three most recent reviews (including annual and periodic), covering teaching and learning aspects and the Department's response.

## A3 STAFF

### Section A3.1 Teaching Staff

**On the tables below:** Please provide the following information about staff members

Name	Area of Teaching	Professional Affiliation	Relevant Industrial experience

	Number
Number of Teaching Staff	
Number of Support Staff (Admin/Secretarial)	
Number of Technical Staff	
Student/Staff Ratio <sup>1</sup>	
Number of Research Staff	
Number of CEng/IEng	
Membership of Professional Body:	
Please state which Institution(s) and number of staff members	

<sup>1</sup> Please indicate how the Student/Staff Ratio was calculated

### Section A3.2 Staff Development and Training

Upon a CD, please brief details of the development policies for all staff & how these are implemented, and information on the staff appraisal scheme. Specify the training available and how this is funded. Include induction training for new staff.

## A4 RESOURCES

### Section A4.1 Facilities

Describe the development of the laboratories and testing facilities that contribute to the student teaching. This can include details of:

- Equipment details
- Finances available
- Renewal plan (hardware & software)

### Section A4.2 Student Experience

Provide brief details of the pastoral, academic and welfare support available to students as well as the Department's response to the most recent National Student Survey.

## A5 FUTURE PLANS & INTENTIONS

### Section A5.1 Planned changes

Upon a CD, give details of any major changes planned or intended in the programmes structure or content, facilities, equipment, staff or student intake which could affect the learning experience of the students over the period of accreditation.

## Section B: Course Issues

### B1 PROGRAMMES

#### B1.1 Programme Structure

PROGRAMME TITLE:

Upon a CD, provide a diagram for the programme structure for each mode of delivery clearly showing core and optional subjects and all possible routes through the overall programme OR indicate where this information is provided elsewhere in the submission.

#### B1.2 Syllabuses/Module Descriptors

Upon a CD, module Descriptors including the recommended reading material for each year of the degree should be provided. The descriptors should show the pre-requisites and co-requisites

#### B1.3 Examination Papers

Upon a CD, please supply the most recent set of examination papers for all years

### B2 PROJECTS

#### B2.1 Project List

Upon a CD, provide a list of the individual projects, and the group projects for MEng students, titles and marks should be given for the most recent year available.

#### Section B2.2 Project Failures

What are the implications for a student who fails a project?

#### B2.3 Project Guidance

Upon a CD, include, where available, the *Student Project Handbook*



## **B3 INDUSTRIAL INPUT & INFLUENCE**

### **B3.1 Industrial and research input**

Give brief details of the industrial and research inputs to the course review and development processes. Please include information about the Department's industrial advisory board(s), including recent minutes, if applicable. Show how you ensure that your programmes are up to date and appropriate for the destination of student cohorts.

### **B3.2 Industrial Visits**

Give brief details of the industrial visits or any other provision by the Department for students to obtain relevant experience off campus. How do these experiences contribute to the award result? Give the name of the staff member responsible.

### **B3.2 Industrial Placements**

Give brief details of the industrial placements, how these are monitored and the name of the staff member responsible. Does the industrial placement or the sandwich year contribute to the award result?

## **B4 PARTNERSHIP ARRANGEMENTS AND OVERSEAS STUDY**

### **B4.1 Period of Study Overseas**

Give brief details of any period of time spent overseas, indicate the length of time spent abroad and in which institution it takes place. Outline the arrangements to ensure that the study is compatible with that in the home university, show how it is assessed. Does this period contribute to the award result?

#### **B4.2 Partnership Arrangements**

Please give details of any partnership arrangements, if applicable.

#### **B4.3 Franchise Arrangements**

If applicable, indicate the institution where franchised, and the proportion of the course studied at that institution.

### **B5 ADMISSIONS, PROGRESSION, AWARD & DESTINATION**

#### **B5.1 Cohort Support**

If this course admits students with a wide range of evidenced ability levels and/or admits students directly in later years of the course, give details of how these students are supported.

#### **B5.2 Published Entry Requirements**

Provide details of the published entry requirements

### B5.3 Course Details

Provide details of the following:

- Year the course commenced
- Year the course was last revised
- Duration of course and modes of study (e.g. full time, part time, sandwich etc.)
- Number of students currently on the course

### B5.4 Graduation

Upon a CD, using Graduation Statistics (ACD-05), please supply the results for the last 2 cohorts to graduate, indicating graduation year

### B5.5 Methods of Assessment

Please indicate for each year how much of the programme as a whole is assessed by:

- Written examinations
- End of unit tests
- Programme assignments and practical work
- Major Project
- Other (e.g. placements)

Upon a CD, give details of pass marks and any provision for compensation, together with referral procedures and opportunities to resist examinations.

- What are the arrangements for resubmitting coursework and project work?

### B5.6 Progression

What are the conditions governing progression and/or transfer on undergraduate programmes:

- from one year to another for each of the programmes?
- from one programme to another? (e.g. BEng (Hons) and MEng)

### **B5.7 Classification**

State how the award of the degree is determined and details on pass/fail/distinction

## **B6 PROFESSIONAL MEMBERSHIP**

### **B6.1 Student Membership**

- How many students are members of a Professional Institution?
- How are the Institutions promoted to the students?
- How are the students informed of the requirements for registration?

### **B6.2 Professional Institutions**

Provide details of staff and student involvement in the activities of Professional Institutions and how such engagement adds to the learning experience

Provide details of how the Institution informs students and staff of such activities and the requirements for Professional Membership and EngC registration

## **B7 SPECIAL / COMENDABLE FEATURES**

### **B7.1 Relevant Special Features**

Please give details of the special features or areas of good practice that you wish to draw to the attention of the accreditation panel (less than 1000 words).

## Section C: Output Standards Matrix

### C1 PROGRAMME CONTENT

#### C1.1 Output Standards Matrix

Upon a CD, Please complete the relevant spreadsheet in form (<<DocumentNumber>>).

Undergraduate engineering programmes must demonstrate through their teaching and assessment methods that graduates have reached the desired threshold level of each of the Output Criteria as specified in the UK-SPEC document Accreditation of Higher Education Programmes.

## Section D: Electronic Documentation and Checklist

Upon a CD:

Reference	Description	Included
A1.3	Programme Specifications	
A1.4	External Examiners Reports	
A1.5	Programme Learning Outcomes Matrix	
A2.1	QAA Institutional Audit Review	
A2.2	External Examiners Reports	
A2.3	Internal Review Self-Assessment Reports	
A3.3	Staff Development & Training	
A5.1	Planned Changes	
B1.1	Programme Structure	
B1.2	Syllabuses/Module Descriptors	
B1.3	Examination Papers	
B2.2	Project List	
B2.3	Project Guidance	
B3.1	Industrial Advisory Board Minutes	
B5.3	ACD-05: Graduation Statistics	
C1.2	ACD-04: Output Standards Matrix	

## Section E: Additional Information for Visit

### E1.1 Additional Information for Visit

Please be prepared to produce the following at the visit:

- Model solutions for all examination papers
- Module boxes
  - Samples of assessed student work (including examination scripts and coursework)
- Student Project
  - Samples of assessed student projects with marking schemes
  - MEng and BEng major Projects (2 good, 2 average and 2 weak)
- Copy of latest prospectus
- Course/Programme/Student Handbook
- Minutes from industrial advisory board meetings, if applicable.