

Indicative EAB virtual visit schedule

Starting on the next page is a proposed timetable for virtual EAB visits. Note this may evolve as the PEIs and EAB Secretariat learn from experience of virtual visits and may occasionally need adapting (with agreement of all parties via the EAB Secretariat) due to individual circumstances, including availability of panel members, Secretariat, HEI staff, students and Industrial Advisory Board members.

Note for visits where accreditation has been sought for provision delivered by more than one provider staff, students and (if applicable) IAB members representing each provider should participate in key meetings during the visit.

Engineering Accreditation Board (EAB) Virtual Accreditation Visit Schedule

HEI Name: <insert HEI name>
Department Name: <insert department name>
PEIs: <Insert PEI names>
Videoconference details: <insert video conference link and instructions>

Day 1: <insert date>

9:00 – 10:00 **Private EAB Panel meeting** – with potential to split into separate PEI groups for a short period eg 10-15 meetings (if individual PEI panels have significant concerns they may want to meet earlier or on a previous day)

Connection test and introductions. Panel members are asked to set their zoom name to their show name and PEI

Run through discussion topics with written response from HEI and amend accordingly

10:00 – 11:00 **Welcome & Introduction to Key Staff**

EAB visit Chair introduces the EAB visit panel followed by quick introductions by the university. Key staff from the department will be present and the Vice Chancellor, if available, is invited to attend. This session will include a brief presentation by the Head of Department, giving an overview of the department (10 min approx.), which considers the following:

- a broader context given under which the programmes under consideration sit
- changes since the last accreditation visit, including changes due to COVID-19
- future plans

NB: the presentation should not include any research or scholarly activity unless it has a direct impact on teaching

11:00 – 11:15 **Break**

11:15 – 12:30 **Live virtual tour of facilities**

The tour should include laboratories, workshops, computer facilities and library. The EAB visit panel may split into groups to see separate areas of the facilities. Virtual break out rooms may be used to facilitate this. The HEI should confirm tours in advance if there is more than one, so that the EAB panel can plan how to split.

12:30 – 13:30 **Lunch break**

13:30 – 13.45 **Private EAB Panel meeting**

To discuss points coming from the morning that panel members might want to be addressed in meetings with students and the IAB

13:45 – 14:45 Meeting with students

This meeting is between the visit panel and students only in order to ensure confidentiality between the students and visit panel. Students and panel members may split into groups depending upon the number of students available and range of programmes being considered. The HEI should confirm details of anticipated participants so that the panel can plan if they are to be split into groups. Virtual breakout rooms may be used to facilitate this.

14.45 – 14.50 Comfort break

14.50 – 15.00 Private panel meeting

Opportunity to discuss anything from the meeting with students that needs consideration during the meeting with the IAB.

15.00 – 15:45 Meeting with the Industrial Advisory Board (or equivalent)

This meeting is between the visit panel and the IAB only in order to ensure confidentiality between the committee and visit panel. University staff must not be present. The HEI should confirm details of anticipated participants so that the panel can plan if they are to be split into groups.

15:45 – 16:00 Break

16:00 – 17:00 Private EAB Panel meeting – with potential to split into separate PEI groups for a short period eg 10-15 minutes

Exchange views from laboratory tour, student meeting and meeting with IAB and finalise the list of common and specialist issues and questions to be discussed later with the department.

17:00 – 17:30 Meeting with Head of Department

EAB Secretariat and EAB visit Chair to report issues and questions to the Head of Department, for response in the morning. The timing of this session may be adjusted in agreement with University staff depending upon the time needed for prior discussion by the panel.

End of Day 1

Day 2 <insert date>

- 9:00 – 10:00 **Private Panel meeting** – with potential to split into separate PEI groups for a short period eg 10-15 minutes (if individual PEI panels have significant concerns they may want to meet earlier)
- Review and allocate discussion topics
- 10:00 – 10:45 **Discussion with Head of Department and senior staff**
- Discussion of generic/ strategic issues (such as resources, QA etc.). The visit Chair may briefly introduce the panel. University staff are asked to introduce themselves as they speak.
- 10:45 – 11:00 **Break**
- 11:00 – 13:30 **Meeting with programme staff**
- To discuss the aims and objectives of the programmes in terms of breadth and depth and how the UK-SPEC outcomes are being met. The visit Chair may briefly introduce the panel. University staff are asked to introduce themselves as they speak.
- 13:30 – 14:30 **Lunch break** – with option for panel to speak briefly during this time
- 14:30 – 15:30 **Private PEI panel 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. Virtual breakout rooms may be used to facilitate this.
- (Chair should give panel members the option to take a short break)
- 15:30 – 16:45 **Private EAB panel meeting**
- Discussion of findings and draft visit report. University staff will be asked to be available if required for panel members to consult.
- 16:45 – 17:00 **Debriefing session with EAB visit panel and key staff**
- The visit Chair will report on the recommendations the various PEIs will be making to their individual accreditation committees. The Chair 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 can only make recommendations and the final decision will be made by the individual PEI accreditation committees.
- Any further clarification will be provided for the University when the visit report and action plan is sent to the University for factual checking. The timing of this session may be adjusted in agreement with University staff depending upon the time needed for prior discussion by the panel.

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