

## **Accreditation Procedures**

**A submission package should consist of FOUR sets of documentation for each course, containing the following information:**

1. Completed Form ACI.
2. Course documentation as submitted for the latest course review or validation event, together with the subsequent approval statement or letter indicating any conditions attached to the approval.
3. Samples of relevant recent examination papers, tests and assignments.
4. List of projects currently being undertaken.
5. Additional information, in any convenient form, to address each of the following issues, if not already covered in 2:
  - Current academic staff list giving names, qualifications, appointment grades, whether full-time or part-time, industrial experience, special technological interests and recent staff development, research interests. (Please indicate which staff members are directly involved with the course).
  - Details of assessment procedures, examinations procedures and generic marking criteria.
  - Entrance qualifications of students and awards students have obtained during the last 3 years.
  - Employment statistics and details of students who have completed the course during the last 3 years.
  - Short courses, research and development work conducted in the department.
  - Studio, workshop and equipment facilities available to the course, together with details of technician, maintenance and administrative support.
  - Financial resources available annually to the department (capital, revenue, earned income) over the last 3 years.
  - Any aspect of course philosophy and management which the department may wish particularly to draw to the attention of the Board.

The Board is anxious not to place unnecessary procedural demands on a department making an accreditation submission. Therefore no obligation should be felt to separately submit the additional information requested in 5 if these issues are adequately addressed in the course documentation requested in 2. Representatives of the Board will normally visit the educational establishment to discuss the course, meet students, inspect facilities and project work. A date and timetable for this will be agreed with the institution