

Academic Accreditation fees 2023/2024

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1. How much is the fee?

CIBSE currently charge £5,250 (inclusive. of VAT) for an academic accreditation visit, the training provider is additionally required to pay the accommodation and travel costs of the visit.

From the 1st January 2024 CIBSE will be introducing a increasing our fees 5% to £5,520, This is in line with our 5% increase across all CIBSE membership products.

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2. How does charging fit with the CIBSE public benefit remit?

CIBSE remains committed to accreditation and will continue to devote resources to support it. The fee represents the activities spent on academic accreditation activities and is based on the direct costs incurred when training and supporting visit panels to HEIs.

3. Benefits of Academic Accreditation?

What are the benefits to students?

- Free membership for full time students
- Creates a clear route to professional membership and chartered status
- Assurance that the programme is competent and meets the needs of employers
- Excellent addition to their CVs
- Access to the e-library and information resources
- Networking opportunities with the CIBSE community

What are the benefits to the Training Provider?

- An independent quality assurance scheme
- A benchmark against internationally recognised standards
- A listing on the CIBSE careers website as an accredited course and a listing on the Engineering Council's database QuaD for all engineering accreditations
- Use of the CIBSE accreditation logo on your course materials
- Contact with the local CIBSE branch
- Shows that institutes are committed to professional development

4. When is the fee payable?

The fee is paid upfront when the submission is made for accreditation.

5. What period does the fee cover?

The fee covers the period of five years.

6. How is payment made?

Payment can be made by invoice or by credit card.

7. How do you pay by invoice?

If you require an invoice in advance of making your payment, please send either a Purchase Order number for £5,520plus VAT i.e. a reference to quote on the invoice, to membership@cibse.org. Please also confirm to which email address the invoice should be sent to. If you intend to pay using a credit card, please call the CIBSE membership department.

CIBSE is keenly aware of Training Providers need to budget for any fee payable. Fees should be perceived as fair and

easy to administer from both the CIBSE and the Training Providers points of view. CIBSE annually reviews all costs incurred in academic accreditation activities to ensure that those costs are recovered in a fair and equitable way whilst continuing to maintain a high standard of support to the training providers.

8. How is the fee applied?

Each company that requests a visit will be liable for the fee. There is no restriction on the number of programmes, or academic specialisms, that may be submitted per accreditation visit providing that they can be dealt with in a single set of submission documentation. CIBSE may revisit this decision should the number or variety of programmes submitted by Departments become too complex for the panel to review in a single visit. Likewise, should the fee remain unpaid after the due date, a Department will be unable to book their next visit, with any arrears being added to the next year's fee.

9. What costs are involved in accreditation?

CIBSE pays for a dedicated team three staff experts, supports a number of internal and external committees and their associated working parties, supports a number of 25 Accreditation Panel Members and Moderators and provides regular training and internal quality assurance.

CIBSE accredits over 120 academic programmes in around 32 organisations in the UK and outside. In addition, CIBSE arranges and supports accreditation, monitoring and advisory visits to various training providers every year. Accreditors work for CIBSE on a voluntary basis.

10. What costs are the HEIs / Departments directly responsible for?

For the duration of the visit Departments are responsible for providing rooms and refreshments for accreditation panels. The Training Provider is responsible for the travel and accommodation of the for each Panel Member for the visit.

For international visits the Training Provider is required to pay the travel and accommodation.

Each accreditation visit requires a large amount of work, the Panel review the submission before the visit which takes roughly one week, and the accreditation visit usually takes two days.

During the accreditation visit, the Visiting Panel will meet and question various members of the staff and student cohort. This is to determine the programmes being assessed meet the standards set by CIBSE and the Engineering council.

CIBSE additionally, work with the Engineering Council and other professional bodies to maintain and update the standard to accreditation.

11. How many and what type of visits are included in the fee?

Ideally, CIBSE is seeking to enable Departments to present all their programmes in a single visit once every five years. In exceptional cases, where this is not possible and a second full visit is required, CIBSE reserves the right to apply a discretionary one-off fee to cover the travel and subsistence costs attributable to that visit. This fee will be discussed and agreed in advance of the visit taking place. Monitoring visits and advisory visits are included in the annual fee.

Visits to non-UK campuses and other delivery sites will incur an extra fee. For these cases please contact CIBSE for a quote.

12. My HEI has two Departments with accredited degrees. Will the fee be payable twice?

Yes, because each Department is accredited by a separate visit Panel and therefore incurs the full set of costs associated with a visit.

13. How will charging be applied to joint visits?

Joint visits do not affect the fee.

14. Is the fee still payable for the lapsed year?

Yes, a fee is still payable if it is intended that re-accreditation is sought at some point.

15. What if, following an accreditation visit, my Department's programmes are not awarded accreditation?

It is very rare that the entire suite of programmes provided by a Department is not awarded accreditation as CIBSE tries to identify serious problems before a visit is made. However, CIBSE will have incurred the visit cost regardless of the outcome and therefore the payment made £1500 before the visit will not be refundable and the five year annual fee of £4020 will be refunded. No further payments will be required unless accreditation status resumes.

16. What if my Department misses the payment deadline?

Should the fee remain unpaid after the due date, a Department will be unable to book their accreditation visit, which may result in the accreditation being withdrawn.

Any other questions?

If your question has not been answered either by these FAQ's or by the information on our website, please contact us at membership@cibse.org.