



**THE CHARTERED INSTITUTION OF BUILDING SERVICES
ENGINEERS**

**GUIDANCE NOTES ON THE SUBMISSION OF DOCUMENTATION
FOR ACCREDITATION OF MSc PROGRAMMES**

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1. ACCREDITATION OF MSc PROGRAMMES

This guidance is provided for Universities intending to submit documentation for accreditation of MSc programmes by the Chartered Institution of Building Services Engineers (CIBSE). An accreditation visit by a CIBSE team will be required. Guidance for undergraduate programmes (Bachelor degrees and Master of Engineering degrees) is published separately.

1.1 Why Seek Accreditation?

Accreditation of degree programmes by recognised professional and statutory bodies is a mark of assurance that the programmes meet the standards set by a profession. In the UK, the Engineering Council sets and maintains the standards for the engineering profession and the overall requirements for accreditation. The EC licenses professional engineering institutions including CIBSE to undertake the accreditation within these requirements – interpreting them as appropriate for their own sector of the profession – and maintains the registers of accredited programmes. CIBSE uses the accreditation process to assess whether specific educational programmes provide some or all of the underpinning knowledge, understanding and skills for both eventual membership and EC registration in a particular category.

Accreditation is an accepted and rigorous process that commands respect both in the UK and internationally. It helps students, their parents and advisers choose quality degree programmes. It also confers market advantage to graduates from accredited programmes both when they are seeking employment and also when in due course they decide to seek professional qualification. Some employers require graduation from an accredited programme as a minimum qualification.

The accreditation process gives educational institutions a structured mechanism to assess, evaluate, and improve the quality of their programmes. In an important development, the UK Quality Assurance Agency for Higher Education (QAA) has since 2006 adopted the standards in UK-SPEC as the subject benchmark statement for engineering. This alignment was strongly supported by the academic community and further strengthens the case for accreditation as well as assisting in reducing the regulatory burden on the higher education sector.

Increasingly the advantages of professional accreditation are being recognised internationally. The UK engineering profession participates in several major international accords, within and outside Europe, which establish the ‘tradeability’ of engineering and technology degrees. In each case the system of accreditation applied in the UK is fundamental to the acceptance of UK degrees. With increasing globalisation, such accords and frameworks are assuming growing importance with employers as a means by which they can be confident in the skills and professionalism of the engineers involved. An accredited programme also has a market advantage for education providers wishing to attract international students to the UK.

An accredited Master’s degree enables an individual with an accredited BEng (Hons) degree applying for Chartered Engineer (CEng) registration with the Engineering Council (EC) to meet the total exemplifying academic qualifications for CEng registration. Applicants who do not hold an accredited undergraduate BEng (Hons) degree but who have obtained an accredited MSc degree will be individually assessed by CIBSE. Applicants should contact the

CIBSE Membership Department for further details. Information on the assessment of qualifications can be found at <https://www.cibse.org/qa>. Details of the requirements and application guidance for CIBSE membership and registration are available on CIBSE fact sheet M20 available from the CIBSE website (www.cibse.org).

1.2 What is Involved?

The accreditation process is essentially one of peer review; it is applied to individual programmes not to the department or institution overall. An educational establishment seeking accreditation for an engineering programme should approach the CIBSE Membership Department for information.

There is currently no charge for the process for visits in the UK but for visits outside the UK there will be a charge to cover expenses incurred by the accreditation team. Further advice is available from CIBSE.

Where relevant joint visits with two or more Licensed Members are an option and can reduce the overall costs of accreditation. These can be organised through the auspices of the Engineering Accreditation Board (EAB) or arranged through CIBSE and further details are available from the CIBSE Membership Department.

Where programmes are offered collaboratively with other educational establishments, or on a franchised basis, the accrediting institution will normally expect to visit all partners involved in delivering the programme, although this requirement may be waived in certain circumstances.

1.3 UK Standard for Professional Engineering Competence

The UK-SPEC publication “The Accreditation of Higher Education Programmes” states there will be two principal reference points for Masters Degrees:

1. **The QAA qualification descriptor.** This is crucial in determining whether the programme is delivering knowledge, understanding and skills at the appropriate level;
2. **The competence statements** which accrediting institutions have adopted under UK-SPEC.

Details of these standards are attached at Appendix A.

The UK-SPEC competence statements describe the threshold levels of competence and commitment required of professional Chartered Engineers who have met the education, training and experience requirements for registration and CIBSE membership. Whilst an MSc programme is not expected to provide full competence the statements can be used to determine whether a programme is delivering the knowledge and understanding that will underpin competence at the required level.

MSc programmes will not be expected to cover the full range of competence statements. Because of their specialist nature Masters Degrees are likely to be heavily weighted towards underpinning those listed under A and B of CEng competences. Some broad based programmes may also cover those listed under category C.

The relevant competence headings are:

- **A-** Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology;
- **B-** Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems;
- **C-** Provide technical and commercial leadership.

Universities will be required to demonstrate in their submission documentation (see Section 5) how the relevant knowledge and understanding is delivered. This can be achieved, for example, through the aims and objectives (Section 5, 1.6), the description of the course content (Section 5, 2.1) and by completion of the output standards matrix (Section 5, 2.2, and Appendix B). During the accreditation visit the accreditation team will expect to see evidence, for example of student course work and projects, of the acquired knowledge and understanding underpinning the competence statements.

When considering the accreditation of MSc programmes CIBSE will also wish to receive a comprehensive document about the programme (i.e. the submission document) which will form the foundation of discussion during the accreditation visit. It is appreciated that Masters programmes may have a mixed intake and therefore CIBSE requires detailed information on student entry to the programme and how the cohort entry extremes will be supported. A judgement will be made on all the evidence presented whether the degree is sufficient for accreditation.

For accreditation of Masters Levels programmes of the 180 credits needed for a postgraduate Master's degree then 150 credits must be at M level. The remainder may be at level 3.

Universities are required to inform CIBSE of any changes to accredited programmes and, where conditions or recommendations are imposed, to provide feedback as required.

1.4 Post-Graduate Diplomas

The Institution does not accredit Post-Graduate Diplomas as Further Learning.

1.5 How to Apply

When an educational establishment believes it has a programme that would benefit from accreditation by CIBSE it should approach the Director of Membership.

Joint accreditation visits can be organised by the Engineering Accreditation Board (EAB) which acts as a single point of contact. EAB-organised visits are appropriate when accreditation is sought for either mixed discipline degrees or a range of engineering courses by a number of Engineering Council Licensed Members. EC provides the Secretariat for EAB and further information is available at www.engab.org.uk. It is rare that a degree programme that embraces the principles of engineering cannot be accredited.

Although a programme may be accredited by a particular Licensed Member, once accredited it appears in the full list maintained by CIBSE and also EC, available at www.engc.org.uk/registration/acad/search.aspx. Additionally, accredited qualifications will normally appear in the UK section of the FEANI Index of recognised European qualifications (www.feani.org). An accredited programme may also provide the basis for professional recognition by other professional engineering institutions.

1.6 Visiting Overseas Universities

It is the responsibility of the overseas university to pay for the visiting accreditation team's costs including travel and accommodation.

2. THE ACCREDITATION PROCESS

2.1 General Information

Decisions concerning the accreditation of programmes are made by the CIBSE Accreditation Panel which meets three times a year and, if necessary, will arrange interim meetings. Judgements are made on the basis of the submission document submitted by the University concerned and the report of the accreditation team following the accreditation visit.

A full accreditation visit for an MSc programme (i.e. without consideration of other undergraduate programmes) lasts a full day and follows a standard format (see section 3). It is carried out by an accreditation team normally comprised of one academic member and one industrialist plus a secretary. Occasionally the accreditation team may be accompanied by one or more observers, such as a trainee moderator, an EC representative or representatives from international professional bodies. Where an MSc programme is being submitted for accreditation with undergraduate programmes then a full two day visit will be required with an accreditation team normally comprised of two academic members, two industrialists plus a secretary.

The accreditation team will not include members that have served (or are currently serving) as external examiners, consultants or advisers to the educational establishment making an accreditation submission in the preceding three years.

Full accreditation visits are usually carried out every 5 years as required in UK-SPEC. Although the principal aim of accreditation visits is to assess compliance with the CIBSE guidelines, the accreditation team will always try to adopt a supportive approach and create a helpful atmosphere throughout each visit. The accreditation team will highlight any examples of good practice as well as identifying any suggestions for improvement or further development.

2.2 Pre-Visit Arrangements

The educational establishment seeking accreditation of its programmes will normally be given 6 months' notice of the visit. Prior to the visit the University will be contacted by the CIBSE Secretary to discuss dates and when confirmed will contact the University with the full names and contact details of the accreditation team. The University has the right to object to one or more of the team members but, in doing so, must provide a written explanation for the objection.

No later than eight weeks before the visit, the University is required to provide one soft copy and one hard copy of the submission document (see section 5). A copy of the proposed visit programme should be sent to the CIBSE Secretary within four weeks of the accreditation visit. For the recommended programme for accreditation visits for MSc programmes please refer to section 3.

2.3 Additional Information Required for the Accreditation Visit

Please be prepared to produce the following for the accreditation visit:

- Marked examination scripts (the examination papers, model answers, and marking schemes will normally be included by the educational establishment as part of the submission document).
- Marked samples of coursework (with feedback given to students).
- Individual dissertations (including the marks and marking schemes used in the assessment).
- Marked design project work (including drawings).
- Marked laboratory reports.
- Marked class tests (or other similar in-class assessments).
- Copies of poster displays.
- Industrial training reports submitted by students and employers (sandwich programmes only).

Any student work that is to be inspected should be set out in a room set aside for the accreditation team with appropriate labels so that the team can identify clearly the module of study, the year of study and the programme associated with each item of work.

2.4 After the Accreditation Visit

The visit Secretary will produce a visit report for consideration by the accreditation Team Leader within four weeks of the visit. The Team Leader then has a further two weeks to consider the report and make amendments, as appropriate, before it is circulated to team members for additional comments.

The University will be sent a copy of the report within eight weeks of the visit for checking for factual accuracy. This will not include the conditions or recommendations made by the accreditation team regarding accreditation or possible changes or improvements to the programme(s). Once the educational establishment has confirmed factual correctness of the visit report then the full visit report, inclusive of the recommendations, will be considered by the CIBSE Accreditation Panel at its next scheduled meeting.

The decisions of the CIBSE Accreditation Panel for each of the programmes submitted for accreditation will normally be one of the following:

- (a) accreditation for five years, with or without recommendations for implementation by the University;
- (b) accreditation for less than five years, subject to conditions being met immediately following the visit. The remaining period of accreditation will be granted subject to the successful completion of a review visit or a review of a paper submission. The review visit will be carried out to assess the specific concerns identified by the Accreditation Panel in the full visit report;
- (c) that a resubmission be made, after recommended remedial action has been taken;
- (d) that accreditation is not recommended.

In the event of accreditation being withdrawn, none of the students enrolled on a programme of learning at the time of a full accreditation visit will be adversely affected by any decision taken by the CIBSE Accreditation Panel.

When the Panel imposes recommendations on a University it requires a response back to CIBSE on their implementation.

2.5 Review Visits

A review visit is normally recommended following an accreditation visit where the accreditation team has identified a number of concerns or recommendations for action and a period of accreditation of less than 5 years has been granted. In some cases, a review visit is required to assess the output from a programme of learning that was not available for inspection at the last full accreditation visit.

A review visit normally lasts one day and is carried out by an accreditation team comprised of one academic member, one industrial member and a Visit Secretary. Either the academic member or the industrial member of the review team should normally have been a member of the accreditation team conducting the previous full accreditation visit.

The principal aim of a review visit is to determine if the educational establishment has taken appropriate satisfactory action to address all the concerns identified by the accreditation team following the last full accreditation visit. In some cases, it is also to inspect the output from programmes of learning that was not available for inspection at the last full accreditation visit, to judge if the appropriate output standards have been achieved.

The educational establishment should prepare a submission document explaining how the concerns raised by the CIBSE Accreditation Panel following the last full accreditation visit have been addressed. The document should also describe any significant changes that have occurred since the last full visit. This is to help the accreditation team to gain an up-to-date understanding of the situation in the Faculty, School or Department at the time of the review visit.

Such changes may include new staff appointments, staff departures, increased investment in relevant teaching and research, any changes in the management and organisational structures, etc. An output standards statement is required for each programme submitted for re-accreditation (see Section 5).

The review visit programme should be tailored to suit the specific aims of the review visit identified in the accreditation visit report. This should normally start with a private meeting of the accreditation team (to last 1 hour) followed by a meeting of the team with the senior academic staff. It is usually not necessary to meet with all academic staff, students, the Vice-Chancellor (or Principal or Chief Executive) or with members of the Industrial Advisory Board unless such meetings will help to demonstrate how the educational establishment has addressed the concerns raised by the CIBSE Accreditation Panel. A tour of facilities is not required unless this was included in the reasons for the review visit. Most review visits can normally be completed between 10:00am and 4:00pm.

Following the review visit the procedure as described above for full accreditation visits will apply to review visits.

3. PROGRAMME FOR ACCREDITATION VISITS

The following guidance has been prepared to assist Heads of Departments or Schools in making arrangements for visits by the CIBSE accreditation team. To some extent timings will be dictated by the travel arrangements of the team.

The programme is flexible, to a degree, and detailed timings are left to the Head of Department or School but the following elements should be included:

- (1) An inspection of examples of project and dissertations, course work and engineering design work. Those members of the academic staff responsible for setting and supervising the work presented should also be available if required.
- (2) A short meeting with a random selection of students from all years with no members of the academic staff being present. It would assist the accreditation team if some Staff-Student Liaison Committee members could be amongst the students chosen to participate.
- (3) A meeting with as many members of the academic staff as possible to discuss various aspects of the programme(s). This would best be done towards the end of the visit.
- (4) Short meetings of the accreditation team with programme leaders (including the Head of Department or School) at the commencement of the visit and at the end of the visit.
- (5) A short period when the accreditation team can meet privately to agree the subjects to be raised with members of the academic staff.
- (6) For first time accreditation visits, a tour of Departmental facilities such as laboratories, workshops, drawing/design office, lecture theatres, computer facilities and library. This should be done when students are using the facilities where possible. CIBSE wishes to emphasise the importance it places on experimental work. For all future visits, a tour will be undertaken if time permits.

It has been found that useful exchange of information can be conducted over meals held in an informal manner. Lunch should be provided by the Department or School and should be as informal as possible. A standing buffet would give the accreditation team the best chance of mingling with members of the staff. It is preferable that students should not be included.

From past experience, it is suggested that the programme for a visit should be along the following lines:

11.00 - 11.30 Preliminary meeting of accreditation team.

11.30 - 12.00	Meeting of accreditation team with Head of Department or School and programme leaders. 10 minute presentation outlining changes to programme(s) since the last visit.
12.00 - 13.00	Buffet lunch with Faculty and University Staff.
13.00 - 14.00	Tour of Departmental/School facilities, where applicable.
14.00 - 14.30	Private inspection by the accreditation team of display of work showing examples of project reports, course work, from all years and relevant groups.
14.30 - 15.00	Meeting with students.
15.00 - 15.45 pm	Meeting with academic staff.
15.45 - 16.00	Private meeting of accreditation team.
16.00 – 16.15	Final meeting of accreditation team with Head of Department.
16.30	Accreditation team departs.

The University will be responsible for bearing the cost of accommodation for the visiting members of the accreditation team for the overnight stay, where necessary. It would be appreciated if the University would arrange appropriate accommodation at a local hotel.

Normally, there will be an opportunity for informal feedback to be given, at the end of the visit. It should be noted, however, that the accreditation team will not be in a position to provide formal feedback on the recommendations that will be submitted to the CIBSE Accreditation Panel following the visit. Accreditation decisions rest with CIBSE and not the visiting accreditation team.

4. PROCEDURE FOR REVIEW OF CIBSE ACCREDITATION DECISIONS

4.1 General Requirements

CIBSE will advise academic institutions of their right to a review of a decision if a request for accreditation of a particular programme is rejected. Any request for a review will be considered in accordance with the following procedures.

4.2 Grounds for Review

The grounds on which a review shall be approved shall be:

- that there is evidence of administrative, procedural or other irregularity in the conduct of the visit or the meetings of the Accreditation Panel at which the decision was taken:

OR

- that information has become available which would influence the decision and which was not and could not have been available at the time of the visit.

4.3 Stages of the Review

1. The applicant educational establishment must submit a written notice of intent to request a review to the Secretary of the Accreditation Panel within 15 days of the receipt of the Institution's decision.
2. A detailed report stating grounds for seeking a review, together with a fee of £100, returnable at the discretion of the Review Panel, shall be submitted to the Secretary of the Accreditation Panel within 30 days of the receipt of the Institution's decision.
3. The Chairman of the CIBSE Professional Practices Committee shall nominate a Review Panel, consisting of three serving CIBSE members drawn from Education, Training and Membership Committee and its executive panels, who have had no involvement in the in the accreditation decision or with the educational establishment concerned.
4. The educational establishment will be notified of the composition of the Review Panel and may object to particular members' inclusion in writing. The CIBSE President shall determine whether or not to change the membership of the Review Panel.
5. The Review Panel shall convene to consider the original submission for the visit, the visit report and decision, and the educational establishment's appeal report. The Review Panel may at their discretion meet with members of the original accreditation team and/or the Head of Department or School (or his/her nominee) of the educational establishment. They may also arrange to visit the educational establishment for further investigation. Such discussions and the meeting of the Review Panel shall be conducted in confidence. The Review Panel will prepare a written report of its decision within 100 days of receipt of the report from the educational establishment setting out the case for review.
6. The Review Panel report will be submitted to the Chairman of the Education Training and Membership Committee, who shall report it to the University and to the next meeting of ETM.
7. During the period of the review, the outcome of the accreditation process will be suspended.

4.4 The Decision

The Review Panel may decide that:

1. The original Accreditation Panel decision should stand;
2. The report should be amended in accordance with the Review Panel's recommendations, and any such amendments be reported to Accreditation Panel and the Education, Training and Membership Committee.

5. THE SUBMISSION DOCUMENT

The submission should be made in the form of a report which gives all the information requested in this document. For easy reference this should be done under the numbered sections and subsection headings. Additional information may be submitted at the discretion of the University.

Please send both an electronic and a hard-copy of the submission document, at least eight weeks in advance of the visit:

- Electronic copies should be sent either by email or Dropbox, in an MS Word format, to the Membership and Accreditation Coordinator
- A hard copy of the submission should also be posted to:
Membership and Accreditation Coordinator
CIBSE
222 Balham High Road
London SW12 9BS
UK

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. All documentation submitted is printed on both sides of the paper.
6. All documents are bound or stapled.
7. 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 (unless indicated otherwise).

The report should contain the following information:

SECTION 1. GENERAL

1.1 Accreditation Contact

Give the name and full contact details of the staff member responsible for the accreditation process and visit administration.

1.2 Head of Department or School

Give the name, qualifications and date of appointment.

1.3 Programme Leaders

Give the name, qualifications and dates of appointment of programme leaders for all Master's degrees to be considered.

1.4 Title of Department or School

Give the full title of the Department or School offering the programmes to be accredited.

1.5 Title of Programme

Give the full title of the programme(s) to be accredited and relevant UCAS codes. State whether they are full-time, part-time or distance learning. Give the duration of the programme and the commencement date of the programme in its present form.

1.6 Aims of the Programme(s)

State the aims and objectives of programme(s) and describe how their content and the quality of learning environment are intended to contribute to attainment of these. Include reference to the relevance of the programme(s) to the future needs of the construction industry. A statement should be included explaining how the proposals meet current EC^{UK} guidelines.

1.7 Programme Changes

Describe any changes made to the programme(s) since the date of the previous accreditation.

Describe how the Department has addressed any issues raised by the Institution when previously considering the programme(s).

SECTION 2. PROGRAMME CONTENT

2.1 Programme Structure

Provide a diagram for the programme(s) structure for each mode of delivery clearly showing core and optional subjects and all routes through the overall programme(s) or indicate where this information is provided elsewhere in the document.

2.2 Syllabuses/Module Descriptors

Module descriptors including the recommended reading material for each year of the degree(s) should be provided. The descriptors should show the pre-requisites and co-requisites. Please identify which modules are shared with other degree programmes.

2.3 Dissertations

Provide details of the arrangements for dissertations: how the topic is arrived at, tutorial support provided, teaching of research methods, assessment. Please include a list of recent dissertation topics.

2.4 Output Standards

For each year of the programme(s) please complete the matrix included in Appendix B indicating how the modules satisfy 1) the QAA qualification descriptors and 2) the threshold statements of competence and commitment in areas A to C of UK-SPEC.

Please provide a statement not exceeding 200 words explaining how the programme has been designed to meet these two principal reference points.

2.5 Period of Study Overseas

Give brief details of any period of time spent overseas, indicate the length of time spent abroad and in which university 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 degree result?

SECTION 3. ENTRY STANDARDS

3.1 Published Entry Requirements

Give the published minimum entry requirements.

Please provide a copy of the post graduate prospectus.

3.2 Student Numbers

Give detailed information of the student intakes for the last three academic years (where applicable) and current numbers on each year of the programme(s).

SECTION 4. TEACHING STAFF

4.1 Academic Staff

A list of the Department or School staff involved in the teaching of the programme(s) is required. This should give dates of their academic and professional qualifications, with details of their employment and experience. The list should also include members of other Departments who make significant contributions to the course.

Please provide details of your staff development and training policy.

4.2 Summary of Professional Qualifications

The information required should be given in the following way. Numbers only are required.

Chartered Engineers

MCIBSE

FCIBSE

Mechanical/Electrical

Other

Incorporated Engineers

ACIBSE

Other

(Include against the appropriate heading those who are members of more than one Institution).

Other professionals

4.3 Supporting Staff

Give details of laboratory demonstrators (e.g.-postgraduate students) and funded technicians, administrative and secretarial staff. Numbers only are required.

4.4 Classes to Support Student Learning

Give details of Departmental tutorial and similar arrangements including student/staff contact hours, size of groups and personal tutorial contacts.

SECTION 5. PROFESSIONAL CONTACT

5.1 Input by Practicing Engineers

Give details of any input to the programme(s) review and development by practising engineers. Please include information on the Department's industrial liaison committee, including recent minutes.

Please provide details of any industrial mentoring schemes.

5.2 Site Visits

Give details of any arrangements for site visits by the Department. Please give a statement on how students are encouraged to benefit from these in their ongoing studies.

5.3 Vacation Work

Give details of the arrangements made for students to obtain practical engineering experience during vacations. Indicate what percentage of students is able to find suitable experience.

5.5 Student Membership

Estimate the percentage of students who are members of CIBSE.

SECTION 6. EXAMINATION PROCEDURES

6.1 Examination Papers and Solutions

Members of the accreditation team will require copies of all end of session examination papers set for each year of the programme, together with model solutions for the most recent year only. Please supply this information in a separate bound document.

For new programmes, typical assignments and examination proposals are required.

6.2 Weighting of Assessments

Give details of the contributions made by examinations, coursework and projects/dissertations for each year of the programme.

6.3 Referral Procedures

Give details of procedures for referring students who have not fully satisfied the examiners at the first attempt, including the condoning of failed elements of the course.

6.4 Degrees Awarded

Give details of the degrees awarded for the past five years.

6.5 Course Completion Rate

Give details of the overall dropout rate from all sources such as examination failure, transfer to other courses, withdrawal etc. for the past three years. This should be expressed as a percentage of student entry.

Where the information exists, a cohort analysis of the performance of students completing the programme during the last three years should be given.

6.9 External Examiners

Give the names and tenures of office of your External Examiners for the past five years. Provide copies of the External Examiners' Reports for the last three years, as appropriate.

SECTION 7. FACILITIES

7.1 Teaching Facilities

Give details of the available facilities under the following headings, indicating changes since the last approval exercise:

- (a) Laboratories and workshops/lecture rooms
- (b) Drawing/design offices
- (c) Library
- (d) Computers
- (e) Software packages
- (f) Accommodation for private study

7.2 Student Facilities

Give details of the facilities available to students under the following headings. Indicate any changes since the last visit.

- (a) Sport and Recreation
- (b) Welfare

SECTION 8. RESEARCH, CONSULTANCY AND POSTGRADUATE COURSES

8.1 Research and Consultancy

Give details of the research and consultancy work being carried out in the Department or School.

The estimated value of research grants and consultancy work awarded to the Department or School should also be given, as described below. State current numbers of research students and research staff.

The value of research commenced in the last three years should be given, and the assessed annual value of completed research contracts over the same period (£ per annum).

8.2 Research Assessment Exercise

Please give the ranking achieved.

8.3 Papers Published

Provide a list of papers published during the last two years.

SECTION 9. RESOURCES

Give details as to how financial or other considerations have affected the course in recent years.

SECTION 10. POST-GRADUATE EMPLOYMENT

Provide a statement on the current situation relating to the employment of post-graduates, indicating numbers who find employment in other professions.

SECTION 11. FUTURE PLANS AND INTENTIONS

Give details of any major changes planned or intended in course structure, course content, student numbers, staff or facilities, and recruiting of a broader based cohort of students. CIBSE should be informed at the time when any of these changes are put into effect.