


ENGINEERING COUNCIL OF SOUTH AFRICA <i>Standards and Procedures System</i>		 E C S A
Accreditation Team Report and Recommendation		
Status: Approved by Council		
Document : E-14-P	Rev-1	

1 Introduction

The Accreditation Team Report consists of elements defined in this document. Templates are provided in electronic form and should be completed using MS-Word. Instructions to rapporteurs are *italicised*.

This form is to be used for all three types of evaluation: Regular/Interim/Final, Provisional and Initial. In the latter two cases the team must evaluate the actual factor if already implemented or the plans for satisfying. The team must chose wording to indicate whether an actual or planned aspect is evaluated.

2 Institution, Programme and Team Details

1.1	University*		
1.2	Department*		
1.3	Programme: Full title, including branch/option*		
	Qualification Abbreviation*		
1.4	Person Responsible for programme		
1.5	Dates of Visit		
1.6	Team	Leader	
		Member	
		Member	
		Member	
1.7	Observers: Name & Affiliation		
1.8	Type of evaluation: Regular Visit, Interim Visit/Report, or Final Visit		
1.9	Date of Previous Visit		
1.10	Decision of Previous Visit		

24 Please copy the name of the university, department, degree (plus branch/option) and the abbreviation exactly from the university rule book.

3 Report

The team is required to report on the programme holistically and on any issues of concern or deficiency. In the case of a Provisional or Initial Evaluation, the team must comment on the prognosis for the Programme meeting the criteria when fully implemented.

The report should be suitable for an audience that is concerned in some way with the programme but has not been party to the team's deliberations. The report should cover at least the following:

- Any relevant background or contextual information
- Holistic observations on the programme and the academic entity responsible for the programme
- Detailed observations
- Strengths, weaknesses of the programme and the academic entity
- Reasoning of the Team leading to the recommendation. Specific mention to be made of deficiencies and concerns
- Recommendation using one of the standard forms in Appendix A.
- Signature of Team leader and certification that it is the teams agreed report.
- The Evaluation form for the type of programme is to be completed attached to the report.

Prescribed Evaluation form templates for the different types of programmes are available as follows.

E-14.1-PE: Annexure 1 to E-14-P: Template for Visit Reports on Beng Type Programmes.

E-14.2-PT: Annexure 2 to E-14-P: Template for Visit Reports on Btech Type Programmes.

E-14.3-PN: Annexure 3 to E-14-P: Template for Visit Reports on National Diploma Type Programmes.

Appendix A: Possible Recommendation Formats

The Accreditation Team recommends to the EPAC/TPAC that: *(Delete inapplicable committee and choose one of the following recommendations, deleting the others)*

D1: At any type of visit or evaluation of an Interim Report: If the programme has no deficiencies:

The degree programme be accredited until the year, that is until the year of the next regular accreditation visit.

D2(a): At a Regular Visit: If the programme is deficient and an interim visit within one, two or three years is appropriate:

The degree programme be accredited until the year Deficiencies identified in this report are to be addressed. An interim visit is required in year to evaluate the results of actions to overcome the deficiencies.

D2(b): At a Regular Visit: If the programme is deficient and an interim report within one year is appropriate:

The degree programme be accredited until the year Deficiencies identified in this report are to be addressed. An interim report is required by detailing actions to overcome the deficiencies and objective measures indicating success of these actions.

D3: In the case of evaluation by an Interim Report at which deficiencies persist from the previous visit or new deficiencies appear:

The degree programme be accredited until the year Deficiencies identified in this report are to be addressed. Notice is given that Interim Visit must be initiated within months.

D4: At an Interim Visit at which deficiencies persist from the previous visit or new deficiencies appear:

The degree programme be accredited until the year Deficiencies identified in this report are to be addressed. Notice is given that accreditation will be withdrawn if the deficiencies are not satisfactorily remedied. A final accreditation visit is required not later than to evaluate the results of actions to overcome the deficiencies.

D5: At a Final Visit at which deficiencies persist from the previous visit or new deficiencies appear:

The accreditation of the degree programme be withdrawn with effect from

D6. At any of the above visits with current or previously declared deficiencies where there is a demonstrable lack of commitment and capacity to improve:

Notice is hereby issued that accreditation of the programme will be terminated if deficiencies identified in this report are not remedied within 6 months of the decision being communicated to the provider. A Final Accreditation Visit must be conducted within this period. The provider must provide a plan for teaching out or transferring students registered in the programme, should accreditation be withdrawn.

D7: For a programme not currently accredited: which is judged to be deficient:

The degree programme be not accredited due to the deficiencies identified in this report.

D8. For a programme evaluated for provisional accreditation: which is judged to likely to receive accreditation if implementation continues according to documented plans:

The degree programme be provisionally accredited until the year The first Regular visits must be arranged for the year after the first graduates are produced.

If there are actual or potential deficiencies that make accreditation unlikely if implementation continues according to documented plans:

D9: Provisional accreditation not be granted to the Programme.

In the case of a programme submitted for initial evaluation the opinion on the planned programme is:

O1: The planned programme for as reflected in the documentation is free from deficiencies and concerns.

O2: Aspects of the planned programme for as reflected in the documentation are potentially deficient in the respects listed above.

O3: Aspects of the planned programme for as reflected in the documentation are cause for concern in the respects listed above.

Or a combination of O2 and O3

At any type of visit: If necessary add:

Concerns recorded in this report are to be addressed and will be reviewed at the next accreditation visit.

4 Revision History

Version	Date	Revision authorized by	Nature of revision
Rev-0 C-A	25 Aug 2006	UAC	Adapted from PE-75 rev 4
Rev 0 C-B	19 Jan 2007	Working Group	Evaluation forms split off into templates E-14.1/2/3
Rev 0: Draft A	24 May 2007	Working group	Minor Changes
Revision 1	7 Feb 2008	Council	