**Purpose**

## 1. Purpose

This document provides the skeleton and boilerplate for the Report Submitted to the Accreditatation Committee by the Visit Leader following an accreditation visit to a provider.

## 2. Principles

The full documentation submitted to the accreditation committee consists of the Visit Leader's Report and the individual reports prepared by the teams responsible for the programme. The purpose of the Visit Leader's report is to introduce the presentation to the accreditation committee, to put the visit in context, and to report on common matters.

1.    The VL Report should not repeat detail of the individual team's report.
2.    The VL report may identify common concerns, deficiencies and comments which display a pattern across the majority of the programmes or the Faculty as a whole.

## 3. Report format and standard wording

The appendix contains the standard format as well as boilerplate wording for sections which recur from visit to visit. Checklists of mandatory and discretionary items are given

**Revision History**

| Version | Date | Revision authorised by | Nature of revision |
|---|---|---|---|
| Concept-A | 26 Aug 2006 | | Adapted from PE-77 |
| Concept -B | 26 Nove2006 | Accreditation Policy Working Group | Minor alterations |
| Draft A | 24 may 2007 | Accreditation Policy Working Group | Minor alterations |
| Revision 1 | 7 Feb 2008 | Council | |

*When completing the report, delete everything before and including this line*

# Engineering Council of South Africa

## Accreditation visit to the University of <Name>
## <Date>

## Visit Leader's Report

*Instructions: < ….> guides the Visit Leader on items normally required in a report*
*Standard wording is given in various places*
*Enter the University Name and Year in the Footer*
*Delete all instructions once the report is complete*

## 1. Background to the visit

<Sketch the previous visit, the programmes examined and the outcomes>

The purpose of this visit is to carry out a regular/interim/ final visit to the programmes listed below:

<list the programmes and any special circumstances: new programmes, major changes to programmes, etc>

<Any other background to the visit, special accreditation committee resolutions, letters written in the interim, ….>

The individual reports of the programme teams are attached. These reports contain the specific recommendations and detailed observations on each programme.

## 2. Criteria and Procedures Applied

The visit and the evaluation of the programmes were carried out according to ECSA documents <insert references>.

<Special word of thanks to Faculty if new or revised criteria or procedures are used at visit>

## 3. Visit to the Vice Chancellor

The Visit Leader, accompanied by < insert names> paid a courtesy visit to the Vice-Chancellor, Professor <insert name>.

<Summarise anything significant said by the VC>

<Summarise anything significant said on behalf of ECSA>

<Summarise impression of University's commitment to Engineering and its Programmes>

## 4. Faculty Leadership and Ethos

<Comment on
        leadership and general ethos of the faculty,

clarity of educational mission and objectives,
Faculty's perceived importance of ECSA criteria,
Faculty's assessment of achievements against objectives
Faculty's commitment to programmes
effectiveness of process to bring about change,
professional orientation,
…>

## 5. Academic development of under-prepared students

<Report on the findings on the academic development efforts, their demonstrated effectiveness>

## 6. Meeting with student leadership

<Summarise anything significant said by the student leadership >

<Summarise anything significant said on behalf of ECSA>

## 7. General Observations

<If required, record only matters pertaining to the Faculty, do not repeat programme-specific matters covered in the reports.>

## 8. General Recommendations

<Include recommendations to the accreditation committee not included in the programme reports>

## 9. Summarised Recommendations on Programmes

<List the programmes and the team recommendation on each>

## 10. Acknowledgements

As Visit Leader, I thank the Dean, Heads of Departments and their staff for the <excellent, good,…> preparation for the visit and the <open, courteous, efficient, …> manner in which the teams were received on campus.

<Thank the team leaders and teams and commend as necessary>

<Name>

Visit Leader

<Date>