HEI application for BCS accreditation

Submission document

The completed visit submission and supporting documentation must be received by the Academic Accreditation Team and Panel members at least **eight weeks** before the visit.

BCS requires submission of documentation electronically (e.g., SharePoint, OneDrive, VLE hosted). Please ensure that:

- a local copy of the submission, including any updates, can be downloaded easily

- it is possible for pages of *key documents* to be annotated

- any updates made after the submission date are included additionally, are identifiable as updates and the Academic Accreditation team notified

- the documentation remains accessible after the visit to facilitate, for example, the drafting of the report and any action plan or 90 Day response.

The submission document consists of:

- a **Section A** for each department involved in the accreditation, with appropriate hyperlinks.

- a **Section B** for each programme or set of related programmes with appropriate hyperlinks.

- a hyperlinked and indexed web portal or file sharing repository containing all the above in a form that can be stored locally and viewed offline *via a single download*. Please also:
  - ➢ provide a detailed table of contents which is linked to the sections
  - ➢ ensure that supporting documentation is provided in the following acceptable formats: HTML, pdf, Word, Excel and/or rtf
  - ➢ ensure that all formats are readable on a range of platforms
  - ➢ ensure that file extensions, filenames and directory structures are concise enough to avoid any difficulties with file transferring (keep file and folder names short and meaningful, limit folder hierarchy, avoid using non-alphanumeric characters wherever possible).

Please visit the BCS website at www.bcs.org/accreditation for current supporting forms and templates.

If you have any questions or require support, please contact the Academic Accreditation team educ@bcs.uk.

Section A   GENERAL AND DEPARTMENTAL INFORMATION

A.1   General Information

HEI Name, address, and Head of Department/School(s) visited (if more than one, please detail):

Main visit contact(s) name, email address and telephone number:

A.1.1   Programmes presented for review

For each programme, or each set of programmes that form an integrated scheme, you should include a **Section B**.			Please tick the relevant boxes for the accreditation sought and note that many programmes will only partially meet the requirement. Please refer to the Accreditation Guidelines.							
Programme title[1&2]:	**Mode of delivery** (e.g., SW, FT, PT, DL, WBL) **and length of programme**	**Accreditation Period sought[3]**	CITP		CEng		IEng		RITTech[4]	Euro-Inf Bachelor / Master[5]
			Full	Partial	Full	Partial	Full	Partial		

1. For example: BSc (Hons) Computer Science. Use the title that appears on the degree certificate, including any variations e.g., 'with a year in industry.' Please list all programmes you wish to be considered for accreditation.
2. If a programme is new, please indicate (NEW). If the title is new but the programme is a continuation of a previously accredited programme, please also include former title.
3. Please indicate years for which accreditation is sought - from intake year to intake year, covering a maximum of five years (i.e., September 2022 to August 2027, each accredited intake will span an academic year to cover all intakes) - plus any backdating (NB: backdating of accreditation can be considered for current cohorts and panel members must be able to review work from all cohorts for which backdated accreditation is sought).
4. The RITTech Application Form is separate and can be found at www.bcs.org/accreditation.
5. Information on EQANIE and Euro-Inf Quality Labels can be found on the BCS website.

Are any of the above programmes delivered at another location?

Yes/No (please delete and identify programmes and whether accreditation is being sought, as applicable)

A.1.2	Departmental information

In no more than two pages, give an overview of the department's particular strengths, ethos, and direction (this might draw attention to recent changes, local innovations, outreach, or anything else of relevance that the accreditation exercise does not ask for explicitly). Describe the rationale for the accreditation requested.

A.2	Quality assurance

A.2.1	Provide a hyperlink to the **most recent** internal Department and Programme Review Reports covering teaching and learning, together with the Department's response.
A.2.2	Explain how the syllabus and teaching materials are kept up to date. As part of this, please provide brief details of: • the research inputs into programme review and development • formal and informal mechanisms for industrial inputs into programme review and development (including minutes from any formal industrial advisory board or similar mechanism, if applicable) • the mechanisms for student input, e.g., the role and operation of SSLC, how feedback is used to make improvements etc • engagement with professional bodies, SIGs etc
A.2.3	If relevant, describe the arrangements for programme franchising and the controls over areas such as transcripts.

A.3	Resources

A.3.1 Provide a brief description of the structure of the relevant department/school/faculty submitting programmes for accreditation.

A.3.2 Academic staff

In the tables, please provide the following information:

	Number	FTE	Comments
Professors/HoD			
Other Academics with significant research responsibility (SRR)			
Other academics (without SRR)			
Total FTEs (across Department/School)			
Describe any other teaching support mechanisms (e.g., visiting lecturers, PhD students etc.):			

Student numbers (across Department/School)			
	Number	FTE	Comments
All Department Undergraduates			
All Department Taught postgraduates			
Staff/student ratio (at date)			
State how this ratio is determined.			
Please provide details of any other students (not included in the above) for which the Department has some responsibility, e.g., franchise, service teaching etc.			

How is professional membership promoted to staff/students, e.g., BCS, HEA, other PEIs etc.

Please provide the following information (either in the table below or in a separate document) for staff directly involved in the delivery of the programmes seeking accreditation.

Staff Name	Professional Affiliation	Programme(s)	Research Activity	Relevant Industrial experience (if any)

A.3.3 Staff development and Training

Provide brief details of the development policies for all staff.

A.3.4 Support staff

Describe how the work of the Department/School is supported administratively and technically.

A.3.5 Computing facilities

Provide details of the departmental facilities available for the students, including:
- how decisions are made regarding purchase or replacement of hardware and software
- support for personal (staff or student) machines
- support for offsite working

A.3.6 Library

Provide the following information:
- access hours in term time and vacation
- relevant journals/books available in print and on-line

A.3.10 Student support

Provide brief details of the pastoral and welfare support available to students.

A.3.11 Equality, Diversity, and Inclusion

Provide a brief overview of how Equality, Diversity, and Inclusion (EDI) is supported for staff and students?

Section B	PROGRAMME INFORMATION

Programme title(s):

Note: **if there is significant duplication between Section B for different programmes for review, please include cross-references as appropriate (if in doubt, please contact the Education Team to discuss).**

B.1	Programme data	
B.1.1	Programme title(s)	**B.1.2** Date programme(s) first offered / Date of last revision
B.1.3	Mode(s) of study and programme duration	
B.1.4	Total student intake to programme for current and previous academic year	
B.1.5	Responsible department (if more than one being visited)	

B.2	Programme specifications, syllabus, and structure
B.2.1	For each programme listed in section A, provide a (QAA) **programme specification**.
B.2.2	Provide a syllabus for each of the modules, showing prerequisites and mode of assessment. Where this documentation gives only a high-level outline, please provide further details (e.g., student handbook).
B.2.3	Provide a table indicating which modules are mandatory and which are optional (including credit value), thereby showing commonality across all programmes. Please use template provided.
B.2.4	For each programme, provide a table mapping the core modules to the BCS criteria and (where applicable), the AHEP Learning outcomes for the accreditation sought, indicating explicitly in the 'notes' section or by adding comments to individual cells where the clearest evidence of teaching and assessment of each criterion can be found. Please use template(s) provided.
B.2.5	Describe how employability skills are developed within the students and how students are supported in their professional development.

B.3	Additional programme arrangements
B.3.1	**Sandwich placements – _if applicable_**
	Provide details of the nature and extent of this component, the steps taken to integrate the placement with the programme, the supervisory arrangements, and the assessment details.
B.3.2	**Period of study overseas – _if applicable_**
	If students are permitted to study at non-UK universities during part of the programme please provide details, including a commentary on the impact of such arrangements on the coverage of core material.
B.3.3	**Partnership and collaboration with other institutions* - _if applicable_**
	Please state the details of any programmes put forward for accreditation that are offered in collaboration with other institutions. Details should include the agreement in place, any variants in entry or exit requirements, variants in assessment and pass marks, and progression between the universities involved in the programme.
B.3.4	**Franchise arrangements* – _if applicable_**
	If accreditation of franchised provision is sought, please indicate the Institutions where programmes are franchised, the proportion of the programme delivered at the franchisee, and the impact of such arrangements/delivery on the coverage of core material.

*Please note that PEIs have a requirement to visit any other providers involved in the programme(s) put forward for accreditation.

B.4	Projects (Individual and Group)

B.4.1	Students must be provided with written guidance notes on all aspects of the projects, including selection, conduct, supervision, milestones, format of the report and the criteria for assessment. Please supply the guidance provided to staff/students.
B.4.2	Detail the formal mechanisms in place to ensure that the final project meets BCS requirements as specified in Academic Accreditation Guidelines (typical form of evidence would be a reference within the project guidance notes).
B.4.3	Please supply two-three final year project reports (and group projects where applicable) for <u>each</u> programme. These should offer a range of abilities including some borderline passes. Include the individual marking sheets with each project. Where backdating is requested, projects from the appropriate cohorts should be provided, in addition to the above. Please provide a list of the projects included in your submission, stating the programme, project title, and final awarded mark.

B.5	Admission of students

B.5.1	**Cohort support**
	If this programme admits students with a wide range of evidenced ability levels and/or admits students with advanced standing, provide details of: • How these students are supported • How teaching and assessment of BCS accreditation criteria and AHEP Learning Outcomes is assured.
B.5.2	**Published entry requirements**
	Provide details of published entry requirements / links to programme(s) website.

B.6	Regulation of assessment

B.6.1	Detail the conditions governing progression from one year to the next within the programme, including compensation and condonement regulations.
B.6.2	Detail the conditions governing the final award.
B.6.3	Detail the overall approach to programme assessment.
B.6.4	State whether a pass in a major final-year project is required to achieve the award and whether the project can be passed with compensation.
B.6.5	Provide examination papers and practical assignments for each module included in the mapping
B.6.6	Provide 2 years of external examiners' reports and the responses to them.

B.7	Entry, Retention and Graduation

B.7.1	Please supply the following retention and classification data (or alternatively, provide links to this information in any existing formats) for the last two graduating cohorts.	

Entry	Year:	Year:
Initial entry		
Transfers/Direct Entrants into programme		
Withdrawals during the programme		
Failures during the programme		

Classification		
1st		
2:1		
2:2		
3rd		
Ordinary degree		
Masters		
Postgraduate Diploma		
Postgraduate Certificate		