

HEI application for BCS accreditation

Submission document

In order to reduce the amount of paper involved in a submission, BCS requires the documentation in electronic format, *either* via a web portal set up by the HEI *or* a file sharing service.

If using a web portal, 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 subsequent to the submission date are recorded in a change log
- 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:

- one **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 of 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 the current HEI Application Form and other required templates.

The submission document should be provided at least **eight weeks** before the visit. Please ensure that campus details are included in the submission.

If you would like an accessible version of this form (or any of the templates referred to in this form), please contact the Education Team educ@bcs.uk.

| Section A: Overview | |
|--|--|
| HEI details | |
| Name and address of institution | |
| Web address | |
| Department(s) to be visited and department head(s) | |
| Contact name (for visit) | |
| Telephone number | |
| E-mail address | |

| 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 Table 1.5 of the Guidelines. | | | | |
| Programme title ^{1&2} : | Mode of Study (eg SW, FT, PT, DL, WBL) | Accreditation Period sought ³ | CITP | Partial CITP | CEng | IEng | Euro-Inf Bachelor/ Master ⁴ | RITTech ⁵ |
| | | | | | | | | |
| | | | | | | | | |
| For Euro-Inf Label applications, EQANIE is able to reverse the VAT charge procedure where the VAT number is provided (optional). | | | | | VAT No | | | |
| | | | | | | | | |
| <ol style="list-style-type: none"> For example: BSc (Hons) Computer Science. Use the title that appears on the degree certificates, including any variations e.g. 'with a year in industry'. Please list all programmes you wish to be considered for accreditation. Please refer to the BCS course search facility www.bcs.org/accredited. If 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. Please indicate years for which intake is sought - from intake year to intake year, covering a maximum of five years - 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). Information on EQANIE and Euro-Inf Quality Labels may be found on the BCS website. The RITTech Application Form is separate and may be found at www.bcs.org/accreditation. | | | | | | | | |

Rationale for accreditation being sought

Provide a short statement describing the rationale for your request for BCS to review the undergraduate programmes above for the particular accreditation(s) requested.

Departmental information

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

A.1 Quality assurance

Refer to BCS Guidelines Section 2.1

- A.1.1** Provide a hyperlink to the most recent **external institutional review** following the last BCS visit (e.g. most recent TEF outcome and associated HEFCE report or QAA audit report), and response. If none, please state.
- A.1.2** Provide a hyperlink to the most recent **internal/periodic review** of the department(s) following the last BCS visit, and response. If none, please state.
- A.1.3** Explain how the syllabus and teaching materials are kept up to date and how research and industry influence this process. As part of this, please provide brief details of:
- the key research areas
 - links the department has with industry
 - any formal mechanisms for industrial input to the programmes (including minutes from any formal industrial advisory board or similar mechanism, if applicable)
- A.1.4** Describe the mechanisms for obtaining student feedback.
- A.1.5** If relevant, describe the arrangements for programme franchising and the controls over areas such as transcripts.
- A.1.6** Describe how employability skills are developed within the students and how students are supported in their professional development.

A.2 Learning resources

A.2.1 Provide a brief description of the structure of the relevant departmental/faculty/school submitting programmes for accreditation

A.2.2 Academic staff: numbers in post

Note: FTE to include all staff involved in the programmes under review

| | Number | FTE | Comments |
|---|--------|-----|----------|
| Professors/HoD | | | |
| SL / PL / Readers | | | |
| Lecturers | | | |
| Other staff with custody of modules | | | |
| Other staff engaged in teaching support | | | |
| Total FTEs | | | |
| Student numbers | | | |
| | Number | FTE | Comments |
| Undergraduates (main degrees) | | | |
| Undergraduates (service courses) | | | |
| Taught postgraduates | | | |
| Staff/student ratio (at date) | | | |

| | | | | | | |
|---|------|--|------|--|------|--|
| State how this ratio is determined. | | | | | | |
| Academic staff: membership of professional bodies | | | | | | |
| Number of staff CITP/MBCS/FBCS | CITP | | MBCS | | FBCS | |
| Number of CEng/IEng | CEng | | IEng | | | |
| Membership of other professional bodies: <i>Please state which Institution(s) and number of staff members.</i> | | | | | | |
| Number of BCS student members (if known) | | | | | | |
| A.2.3 Academic staff: career details | | | | | | |
| Provide brief career details of department academic staff either via links to staff profiles on webpages or CVs (two A4 pages maximum per person) | | | | | | |
| A.2.4 Support staff (numbers of) | | | | | | |
| Secretarial | | | | | | |
| Administrative | | | | | | |
| Hardware support | | | | | | |
| Software support | | | | | | |
| Other | | | | | | |
| Total | | | | | | |
| A.2.5 Computing facilities | | | | | | |
| Provide details of the departmental facilities available for the students on the programmes under review. | | | | | | |
| State the student/computer ratio. | | | | | | |
| A.2.6 Software provision | | | | | | |
| Provide policy statement of the software provided to support the programmes. | | | | | | |
| A.2.7 Replacement policy | | | | | | |
| State the policy for updating and replacing hardware and software for both staff and students, and details of the annual funding available for each. | | | | | | |
| A.2.8 Personal Computers | | | | | | |
| Describe the facilities, if any, for supporting personal (non-institutional) machines | | | | | | |
| <ul style="list-style-type: none"> • in student procurement • in OS and software installation and troubleshooting • in providing access to academic (course related) software • in providing access to administrative and infrastructural software (for example, VLEs) • in the delivery of teaching | | | | | | |

A.2.9 Library

Provide the following information:

- access hours in term time and vacation
- relevant journals available in print and on-line
- annual departmental spend on books (print or online versions), journals and conference proceedings
- mechanisms for managing books in high demand

A.2.10 Student support

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

A.2.11 Provide brief details of staff and student involvement in the activities of professional societies.

Section B: Programme issues

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 | B.1.2 Date programme first offered / Date of last revision |
| | |
| B.1.3 Mode(s) of study and programme duration | |
| B.1.4 Student intake to programme for current academic year | |
| B.1.5 Programme also accredited by | |
| B.1.6 Responsible department | |

| B.2 Programme specifications, structures and requirements, levels, courses, credits and awards | |
|--|--|
| 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 criteria 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 provided. |

| B.3 Additional programme arrangements | Refer to BCS Guidelines Appendix I |
|---|------------------------------------|
| 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 Franchise arrangements – if applicable | |
| Indicate the Institution where franchised, and the proportion of the programme studied at that Institution and whether accreditation is being sought for the franchised programme. | |
| B.3.3 Distance learning – if applicable | |
| Provide details of the distance learning component including the quality assurance procedures, the supervisory arrangements and the assessment methods in place. Where distance learning is adopted, additional information must be provided as described in Appendix II and a supplementary application form should be completed. Please contact the Education Team for details. | |

| | | |
|--------------|--|-------------------------------------|
| B.4 | Professional projects | Refer to BCS Guidelines Section 2.5 |
| B.4.1 | Provide your project guidance notes to staff/students and project marking scheme. | |
| B.4.2 | Explain how projects are allocated, organised and supervised. If this is covered in the project guidance notes, please provide a reference here | |
| B.4.3 | Indicate the approximate time students are expected to devote to the project. If this is covered in the project guidance notes, please provide a reference here. | |
| B.4.4 | Explain how the project is assessed. If the project is team based indicate whether assessment is on an individual or team basis. If the latter, state how the individual contribution is assessed. If this is covered in the project guidance notes, please provide a reference here. | |
| B.4.5 | Detail any formal mechanisms in place to ensure that the final project meets BCS requirements as specified in Section 2.5 of the <i>Guidelines</i> (typical form of evidence would be a reference within the project guidance notes). | |
| B.4.6 | Please supply samples of final year project reports for each programme. These should offer a range of abilities including some bare passes and fails (if available). Include the individual marking sheets with each project and also details of the marking scheme. A maximum of 16 project reports (across all programmes) should be sent with the submission in electronic format. Where backdating is requested, projects from the appropriate cohorts should be provided, in addition to the above. Also provide a list of the degree programmes, project titles/author and final 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 directly into later years of the programme, give details of how these students are supported. Give details of the percentage of direct entry students. | |
| B.5.2 | Study at non-UK universities – if applicable | Refer to BCS Guidelines Appendix II |
| | If students are permitted to study at non-UK universities during part of the programme please state: <ul style="list-style-type: none"> • % of students following this route • timing of the study in the context of their programme • permitted duration • assessment arrangements by non-UK universities • arrangements for monitoring student progress and the impact of such arrangements on the coverage of core material | |
| B.5.3 | Published entry requirements | |
| | Provide details of published entry requirements. | |

| B.6 Regulation of assessment | |
|-------------------------------------|--|
| B.6.1 | Detail the conditions governing progression from one year to the next within the programme. |
| B.6.2 | Detail the conditions governing the final award. |
| B.6.3 | Indicate how much of the programme as a whole is assessed by: <ul style="list-style-type: none"> • written examinations • end of unit tests • programme assignments and practical work • major project • other (e.g. sandwich placements) |
| 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 for each unit that contributes to the award. |
| B.6.6 | Provide current practical assignments for each unit that contributes to the award. |
| B.6.7 | Provide 2 years of external examiners' reports and the responses to them. Please include the most current report if not already included. |

| B.7 Graduation (only to be completed if data from Unistats http://unistats.ac.uk/ is not available) | | |
|---|---|--------------|
| B.7.1 Supply the following data, showing progression from year of entry to graduation. Alternatively, provide links to this information in any existing formats. | | |
| Entry routes | Year: | Year: |
| Initial entry | | |
| Transfer into programme | | |
| Fail during programme | | |
| Withdrawal during programme | | |
| Other – please specify | | |
| Total sitting finals | | |
| Awards | | |
| Honours degree | Year: | Year: |
| I | | |
| II | | |
| IIII | | |
| III | | |
| Ordinary/pass (exit award) | | |
| DipHE (exit award) | | |
| Fail | | |
| Other – please specify | | |
| MSc | | |
| MSc | | |
| PgD | | |
| PgC | | |
| Fail | | |
| Other – please specify | | |
| % employed in related profession 6 months after graduating (if known) | <Insert link to Unistats data for your institution here> | |