CE3AA

Guidance on Engineering Education Accreditation: Continuous Quality Improvement and Interim Review

CEEAA

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INTRODUCTION

In order to guide and supervise the accredited programs to carry out continuous improvement and maintain the status of "Accreditation Passed with a validity period of 6 years", this document is hereby formulated in accordance with the *Policy and Procedure of Engineering Education Accreditation* and *Guidance on Engineering Education Accreditation how to get accredited step by step*.

This document applies to the programs accredited by China Engineering Education Accreditation Association ("CEEAA").

Continuous quality improvement and interim review of the accredited programs includes five stages: carry out continuously improvement, report the improvement, submit the improvement report, conduct an interim review, review and publish the decision.

I. THE WORK OF CONTINUOURSLY IMPROVING

During the validity period, the accredited programs must establish and improve evaluation mechanisms for education quality, conduct evaluation at regular intervals and continuously improve the work based on the evaluation results in accordance with requirements of the *Engineering Education Accreditation Criteria*. The emphasis should be placed on studying the shortcomings of the program in the construction of outcome-based evaluation mechanisms, and improving the outcome-based institutional documents of the program education stage by stage, including educational programs, course syllabi, and

mechanisms for outcome evaluation, gradually establishing and improving outcome-based evaluation mechanisms, and conducting evaluation on the attainment of course learning outcomes, thereby facilitating the attainment of graduate outcomes and improving the quality of courses based on the evaluation results. The institution should take practical and effective measures to address the shortcomings identified in the accreditation report. The program should develop a work plan for continuous improvement and complete the revision and improvement of outcome-based institutional documents every year, evaluation on the attainment of course learning outcomes, and other related continuous improvement.

II. REPORTING THE IMPROVMENT

During the validity period of accreditation, the program is required to submit original materials such as revised outcome evaluation mechanism documents, outcome-based evaluation activities, evaluation results, and continuous improvement conducted based on the evaluation results, as well as other original materials related to continuous improvement (see Attachment 1 for relevant requirements of reporting continuous improvement for filing) to CEEAA every year. Only original materials are required for filing (the summary report on improvement is not required), among which teaching materials such as examination papers, reports and theses should be original materials archived in the form of electronic files according to the institution's filing requirements. CEEAA will organize evaluators to conduct random checks on

the materials that the program submits for filing according to the *Policy and procedure of Engineering Education Accreditation*. For the program that fails to submit relevant materials in time, the Secretariat of CEEAA will notify the program of a deadline for submitting them, and in case of further failure to submit the materials within the time limit, it will be taken as an important basis for the programs' failure to implement the outcome-based internal evaluation mechanism. As a result, the interim review decision of such programs will be "On-site review required"; for those programs whose materials submitted show that the effect of continuous improvement is not obvious, the Secretariat of CEEAA will notify the programs of improvement in time.

III. SUBMITTING THE IMPROVEMENT REPORT

The program should submit the improvement report based on the yearly continuous improvement before the end of the third year of the validity period (see Attachment 2 for the format). If the program fails to submit the improvement report in time, the Secretariat shall notify it of a deadline for submitting the report; in case of further failure to submit the report within the time limit, the validity period of the accreditation will be terminated by CEEAA.

The improvement reports of the programs with the decision of "Accreditation Passed with a validity period of 6 years (conditional)" should focus on the description of the improvement measures and achievements regarding the "existing weakness and concerns" in the *Accreditation Report*, as well as the establishment, improvement and implementation of the outcome-based

internal evaluation mechanisms of the programs, and attach the original materials for each year's evaluation in accordance with requirements. The improvement reports of the programs with the decision of " Accreditation Passed with a validity period of 6 years" should focus on the description of the establishment, improvement and implementation of the outcome-based internal evaluation mechanisms of the programs, and attach the original materials for each year's evaluation in accordance with requirements.

If there are significant adjustments of the accredited programs during the validity period of the accreditation, involving program names, curriculum, etc., or there are significant changes in the faculty and running conditions, the institutions with the accredited program should apply to the Secretariat of CEEAA for re-accreditation on their adjusted or changed parts in a timely manner. The re-accreditation is conducted with reference to the *Policy and procedure of Engineering Education Accreditation*, and the procedures may be appropriately simplified on a case-by-case basis. Those re-accredited program can continue to maintain the original accreditation decision until the expiration of the validity period; otherwise, the validity period of the original accreditation will be terminated.

IV. Conducting an Interim Review

For the programs with the accreditation decision of "Accreditation passed with a validity period of 6 years (conditional)", CEEAA will organize an interim review on the continuous improvement of the program. If the review fails, the validity period of accreditation will be terminated. The main form of the interim

review is to review the improvement reports submitted by the programs, and if necessary, CEEAA will appoint evaluators to perform on-site review to verify the continuous improvement. The improvement reports submitted by the programs with the accreditation decision of "Accreditation passed with a validity period of 6 years" will be filed, CEEAA will not conduct an interim review in principle, and the program's improvement will serve as an important reference basis for re-accreditation.

The program accreditation sub-committees will organize evaluators (no less than two evaluators for each program) to review the improvement reports submitted by the programs according to the arrangement of CEEAA. The review focus includes: firstly, whether the improvement measures and achievements regarding the "existing weakness and concerns" in the *Accreditation Report* meet the requirements of the *Engineering Education Accreditation Criteria*; secondly, the establishment, improvement and implementation of the program's outcome-based internal evaluation mechanisms, with emphasis placed on the implementation of the evaluation mechanisms.

The preliminary decision of "On-site review required" can be given in the interim review if it is found the improvement effect of the program is not obvious, or the operation situation of internal evaluation mechanisms is not clear. For the programs with the preliminary review decision of "On-site review required", CEEAA will appoint an evaluator (the evaluator for reviewing the improvement report) to conduct an on-site visit, with a focus on the situation

that is not reflected in the report.

According to the review results, the following preliminary review decisions will be given and a preliminary "Interim Review Report" (Attachment 3) will be formulated and submitted to the program accreditation sub-committee.

(1) "Maintain validity period": improvement has been made, or the measures can ensure continuous improvement in the next three years, and the validity period can maintain within 6 years.

(2) "Terminate validity period": full improvement has not been made yet, or the internal evaluation mechanisms present problems that cannot meet the criteria requirements, making it difficult to continue to maintain the validity period of 6 years.

V. Reviewing and Publishing the Decision

The program accreditation sub-committee shall send a copy of the initially formulated *Interim Review Report* to the institution to which the accredited program belongs for consultation. Upon receipt of the report, the institution should review the shortcomings raised in the report and provide feedback to the program accreditation sub-committee within 10 days. In case the institution fails to respond within 15 days, it will be considered as "no objection".

The program accreditation sub-committee should hold an advisory meeting for the interim review decision, and the members attending the meeting vote on the basis of full discussion. The vote shall be valid only if more than 2/3 (inclusive) of all the members attend the meeting. Proposals for accreditation

decisions of the interim review shall be considered as "Accredited" in case of affirmative votes accounting for more than 2/3 (inclusive) of the members attending the meeting; otherwise, it shall be considered as "Failed". The program accreditation sub-committee shall formulate *the Interim Review Report* based on the review results, and submit the report to the Accreditation Decision Advisory Committee of CEEAA.

The Accreditation Decision Advisory Committee shall hold a meeting to review the *Interim Review Report* submitted by the program accreditation sub-committee. The accreditation report should be submitted to the Council of CEEAA for approval, and published by CEEAA. If the program disagrees with the decision, it may appeal to the Board of Supervisors. The Board of Supervisors will make the final decision.

For programs with the decision of "Terminate validity period", CEEAA will dynamically adjust the list of Accredited Programs. Only after meeting the requirements of the *Engineering Education Accreditation Criteria* can the program re-apply for the accreditation.

Attachments:

1. Requirements for Submitting Continuous Improvement of Engineering Education Accreditation for Filing;

2. Report on Continuous Improvement of Engineering Education Accreditation;

3. Interim Review Report

Attachment 1:

Requirements for Submitting Continuous Improvement of Engineering Education Accreditation for Filing

I. Time of Submission for Filing

a) Before December 31 every year during the validity period of the accreditation.

II. Methods of Submission for Filing

Package and number relevant original materials through China Engineering Education Accreditation System or other ways, and submit them to the Secretariat of CEEAA for filing. It is recommended that the materials for filing be archived in accordance with the institution's requirements and stored on the local server, and the institution provides the access link and open access for searching and reading.

III. Materials to Be Submitted for Filing and Relevant Requirements

Original materials revised and improved in the current year such as institutional documents of outcome-based evaluation mechanisms, outcome-based evaluation activities, evaluation results, and continuous improvement based on the evaluation results should be submitted. **Only the original materials are required. It's not necessary to submit summary report.** Relevant materials and requirements include the following:

1. Institutional documents revised in accordance with the outcome-based requirements in the current year (if no revision is made in the current year, it's not necessary to provide the documents, but it should be indicated properly):

(1) Educational program (the revision time and description of the revision should be attached);

(2) Syllabi of various courses (the revision time and description of the revision should be attached);

(3) Documents related to the outcome evaluation mechanisms (the revision time and description of the revision should be attached);

2. Materials related to evaluation on the attainment of course learning outcomes in accordance with the requirements of the outcome-based evaluation mechanisms in the current year. It's only necessary to submit the courses evaluated in the current year for filing (just need to provide all the courses covered in one evaluation cycle), with one file package for each course, including:

(1) The course syllabus;

(2) Teaching and assessment materials of the courses, required as follows according to the course categories:

Theoretical/experimental courses: course assessment materials electronically archived in accordance with the institution's archiving requirements for teaching documents. **The reference requirements** are as follows: course assessment materials of the current year such as assessment

requirements (such as examination papers, assignments, short essays, experiment reports, etc.), course grading standards, students' assessment grade records and list of total grades, student's examination papers, assignments, samples of experiment reports, etc.

Graduation design (theses): relevant materials of graduation design (thesis) electronically archived according to the institution's archiving requirements for teaching documents. **The reference requirements** are as follows: electronic documents such as assignments, thesis proposals, literature translation (source text and target text), graduation design (thesis), interim inspection, various evaluation records, defense records, grades, etc.

Course/Comprehensive design reports: course/comprehensive design reports and related materials electronically archived according to the institution's archiving requirements for teaching documents. **The reference requirements** are as follows: electronic documents such as design assignments, design report and drawings, evaluation records, defense records, grades, etc.

Internship reports: practice reports and related materials electronically archived in accordance with the institution's archiving requirements for teaching documents. **The reference requirements** are as follows: electronic documents such as students' internship reports, grade evaluation records, syllabus, teaching calendars, etc.

(3) The evaluation report on the attainment of the course learning outcomes for the current year.

Attachment 2:

Template for Report on Continuous Improvement of Engineering Education Accreditation

Name of the Institution:

Name of the Program:

Accreditation Decision:

Starting and Ending Time of the Validity Period of the Accreditation:

The Secretariat of China Engineering Education Accreditation Association,

According to the provisions on the accreditation of the *Policy and procedure of Engineering Education Accreditation*, the following program of our institution was accredited in _____(MM/DD/YY), with the accreditation decision of:_____. After 3 years' continuous improvement, we hereby submit the Report on Continuous Improvement of Engineering Education Accreditation for your review.

Program Head:

Tel.:

Program Contact:

Tel.:

E-mail:

We promise that the report and all attached materials are fully authentic.

Signature of the Institution Principal:

Institution (Stamp):

Date:

Notes:

1. The cover of the report must be signed by the institution director and affixed with the institution's official stamp, otherwise the report will not be reviewed.

2. Font and paragraph formats: imitation Song-Dynasty-style typeface; font size 15; 1.5 times line spacing; first line indent of 2 characters; justify align; 0 lines before/after paragraph spacing.

3. The improvement of the program should be truthfully described regarding the weakness and concerns raised in the accreditation report; if no problems and concerns regarding a particular index are raised in the accreditation report, just fill in "none". The document only lists the part of the index "1. Students", and the rest of the indexes should be filled in accordingly.

4. The program should illustrate the improvement and operation of the outcome-based internal evaluation mechanisms in the past three years, and provide supporting materials.

5. The report should be concise and clear.

I. Profile of the Program

(Briefly introduce the program's basic current situation related to the accreditation, the results of the current accreditation, the starting and ending time of the validity period of the accreditation, etc. The text should be limited to 1,000 words)

II. The Weakness and Concerns Raised in the Accreditation Report and the Improvement

(Each criterion should be limited to 2,000 words, not including attachments; if no weakness or concerns regarding a particular criterion are raised in the accreditation report, just fill in "none")

1. Students

(1) Weakness and concerns raised in the accreditation report:

(2) Improvement measures and related results:

(3) Remaining problems and corresponding improvement plans:

2. Educational objectives

III. Improvement and Operation of Outcome-based Internal Evaluation Mechanisms

(The text should be limited to 7,000 words, not including the attachments)

IV. Other Improvement for explanations

(The text should be limited to 2,000 words, not including the attachments)

V. Relevant Attachments

Provide the following based on the original materials submitted for filing every year:

1. Provide by year relevant outcome-based institutional documents that are revised in the past three years, including relevant original documents of educational programs, the syllabus, institutional documents of outcome evaluation (the revision time should be indicated);

2. A list of courses for which course quality evaluation was conducted in each of the last three years;

3. Provide the original evaluation materials of 1-2 courses by year, including the evaluation report on the attainment of course learning outcomes (including course learning outcomes, correspondence between the course learning outcomes and the graduate outcomes, grade standards, evaluation methods,

evaluation basis and evaluation results, etc.) and the original record documents of the evaluation process (including original materials of various assessment forms such as students' assignment topics, experiment instructions, blank examination papers, examination answers, grade standards, etc.).

Attachment 3:

Template for Interim Review Report of Engineering Education Accreditation

Institution Name:

Program Name:

The Accreditation Results:

Starting and Ending Time of the Validity Period of This Accreditation:

I. Basic Information about the Program

II. Information about the On-site Verification (to be filled in by the programs with on-site verification; just indicate it if no on-site verification are performed)

Description the following contents:

1. The reason for on-site verification;

2. The main problems to be verified;

3. The results of verification.

III. Improvement of the Weakness and Concerns Raised in the Accreditation Report

IV. Improvement and Implementation of Internal Evaluation Mechanisms

V. Proposal for Accreditation Decision of the Interim Review

Voting results of the proposal for accreditation decision (*__valid votes):

*** for "Maintain the validity period";

*** for "Terminate the validity period".

Proposal for the accreditation decision: Maintain the validity period/Terminate

the validity period

Director,

Program accreditation sub-committee for

********************(Signature):

Date: