



Guidance on Engineering Education Accreditation: How to get accredited step by step

.

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1. Request for Evaluation

(1) The institution applying for accreditation must be a normal higher education institution established in accordance with Ministry of Education regulations, with a length of schooling for no less than four years, and mainly run undergraduate education. The program to be accredited should be within the scope of the accreditation fields categorized by the China Engineering Education Accreditation Association (CEEAA). The engineering program that has been approved or filed by the Ministry of Education shall have at least 3 years of graduates prior to the academic year when request for evaluation occurs and aim to train engineering and technical talents.

(2) The institution shall submit an application form (see attachment 1 for the format) to the Secretariat of CEEAA. The application of the institution is valid in the current year.

(3) The institution shall reply to the relevant questions in the application form or provide relevant materials according to the requirements of the Secretariat of CEEAA.

(4) After the application is accepted, the institution shall pay the costs associated with accreditation within the specified time, and then enter the accreditation procedure to carry out self-study.

(5) If the application is not accepted because it does not meet the requirements, the institution can re-apply after meeting the requirements for accreditation; If the application meets the requirements, but is not accepted due to the limited number of annual accreditation programs, the validity of the application can be retained for one year.

2. Self-study

2.1 Purpose of self- study

The self-study and self-study report preparation is an important stage of engineering education accreditation. It is the self-inspection of the program on the school running status and quality. It mainly checks whether the school running conditions, student training plan and training results meet the requirements specified in the engineering education accreditation criteria, and whether adequate methods have been taken to ensure the implementation of the teaching training plan.

2.2 Self-study Method

The self-study is organized and carried out by the institution in a planned way, and reflecting the authenticity, objectivity and comprehensiveness from beginning to end. The college and the institution where the program locates should organize faculty, students and relevant staff to participate in this work together. The self-study shall, in accordance with the requirements of the criteria, start from the characteristics of the institution, and explain in detail the education and teaching practice with its own characteristics and the results achieved (including the formulation and implementation of the student training program, the arrangement and guarantee of various teaching links, the establishment and operation of the teaching quality assurance system, etc.) in order to achieve the goal of student training by means of proof, explain the way to achieve the goal of student training and the extent to which the goal is achieved.

Self-study report preparation is the main content of self-study. The self- study report shall provide self-study and explanation on various contents of student training, with supporting materials attached for review.

2.3 Contents and requirements of self-study report

Content and format requirements on self-study report can be found in " Template for A Self-study Report ".

2.4 Supplementary & modification of self-study report

After submitting the self-study report, the institution shall modify or provide supplementary materials according to the requirements of the program accreditation sub-committees. The supplementary materials and modified contents can be submitted separately as an attachment to the self-study report,

and it is not necessary to modify the original self-study report.

3. Preparation of on-site visit

3.1 Preparation of on-site visit

The on-site visit will be carried out during the normal teaching period of the institution. The to be accredited program shall make the following preparations for the on-site visit:

- (1) A special working (meeting) room shall be prepared for the on-site review team, which shall be equipped with basic materials related to teaching for evaluators to consult, such as students' homework, design, test papers, reports, papers, etc;
- (2) An assigned person shall be arranged to coordinate the work of the on-site review team;
- (3) The timetable of teaching, practice and other activities shall be prepared during on-site visit; At the same time, a list of relevant people shall be prepared for the on-site visit team to take part in the interview;
- (4) No activities unrelated to accreditation should be arranged;
- (5) Abide by the disciplines related to accreditation.

3.2 Feedback on the on-site visit report

After on-site visit, the program accreditation sub-committee will send the report to the institution for opinions. Upon receipt of the on-site visit report, the institution shall verify the shortcoming mentioned in the report, and reply to the program accreditation sub-committee within 15 days or it will be deemed to have no objection. The institution may share the on-site visit report within the campus, but should not share it publicly prior to the formal accreditation decision.

4. Accreditation decisions appeal

If the institution disagrees the accreditation decision made by the Council of CEEAA, it can appeal to the Board of Supervisors within 30 days after receiving the accreditation decision. If no objection is raised within the time limit, it shall be deemed that the accreditation decision is agreed.

Appeal shall be submitted in writing, state the reasons in detail, and provide various materials that can support the reasons for the appeal.

The Board of Supervisors shall propose to maintain or change the original

accreditation decision within 60 days after receiving the appeal from the institution. The opinions put forward by the Board of Supervisors are final and binding on both institution and council. The final decision is issued by the CEEAA.

The institution with the program having the decision of "failed", can re-apply for accreditation after one-year program construction.

5. Continuous Improvement

The institutions to which the accredited programs belong should investigate the concerns and weaknesses identified in the accreditation report and take appropriate action for improvement.

The institution to which the accredited program with decision of "Accreditation Passed with a validity period of 6 years" should make improvements within the validity period and submit an improvement report to CEEAA in the third year. The improvement report will be an essential reference in the next cycle of accreditation.

The institutions to which the accredited program with decision of "Accreditation Passed with a validity period of 6 years (conditional)" should make improvements according to the concerns and weaknesses in the accreditation report and submit an improvement report to CEEAA in the third year.

CEEAA organizes the appropriate Program Accreditation Sub-committees and Accreditation Decision Advisory Committee to review the improvement reports and make one of the following decisions:

- (1) Maintain validity period;
- (2) Terminate validity period;
- (3) On-site review required

CEEAA removes programs with the "Terminate validity period" decision from the list of accredited programs.

If the institute fails to submit the continuous improvement report on time, the Secretariat shall notify it of the deadline for submission. If the institute fails to submit the report after the deadline, the validity of the accreditation shall terminate.

If the accredited program makes significant changes in the curriculum, faculty, supporting conditions, etc., during the accreditation validity period, it should

immediately submit a request to the Secretariat for re-evaluation of the changes. If the program is re-accredited, it may maintain the previous accreditation validity period; otherwise, the validity period of the previous accreditation terminates. Re-accreditation follows the previous accreditation process, but may be simplified depending on the situation.

If the accredited program wishes to continue the accreditation period, it should apply for a renewing accreditation at least one year before the accreditation period expires.

CEEAA reserves the right to interpret this document.