

INSTITUTION OF ENGINEERS MAURITIUS

Engineering Accreditation Board

FORMAT FOR SELF-STUDY REPORT (PART-1)

About this Form: Approved by EAB Chair

This FORM is in two parts:

PART-1: Head of Faculty Submission is to be completed and submitted by the Head of Faculty or Dean, and must be received by the Secretary IEM at least 35 weeks prior to the Scheduled Accreditation Visit date.

PART-2: Head of Department's Self-Study Report is to be completed and submitted to reach the Secretary IEM at least 6 weeks prior to Scheduled Visit Date.

The Completed submission must be despatched by electronic mail to the Secretary IEM at iem@intnet.mu marked to the attention of Administrator (Accreditation) and 5 USB flash drives containing a copy of the Self-Study Report must be despatched at the same time to the Secretary (IEM) at the following address:

Institution of Engineers (Mauritius),
IEM House. Corner Ollier/Hitchcock Avenues. Quatre Bornes. Mauritius.

The Evaluation Team will evaluate the information and evidence supplied in this Report against each of EAB published Criteria, viz. CRITERION_1: Project Educational Objectives and Programme Structure, CRITERION-2: The Assessment of Graduate Attributes and the Assessment System, CRITERION-3: The Teaching and Learning, and the Quality Assurance Process, and CRITERION-4: Resourcing and Sustainability, as spelled out in the following EAB documents:

- (i) EAB-A12 (Self Study Submission Documentation), and EAB-A13 (Forms and tables),
- (ii) EAB-A03 (Accreditation Criteria for an Engineering Degree meeting the Educational Requirements for Registration with the Council of Registered Professional Engineers (CRPE)
- (iii) EAB-A02: The BEng (Hons)/BSc (Eng.) Degree.

The EAB Visit Team and the Accreditation Committee of the EAB will proceed according to:

- (i) Will proceed as per the procedure outlined in document EAB-A11, and
- (ii) Will Report on its evaluation of the compliance of the programme with each CRITERION and sub-CRITERIA and make recommendations to the EAB through the Accreditation Committee, as per the requirements of document EAB-A14.

ACCESS TO PREMISES AND DOCUMENTS

The HEI agrees to grant the EAB Visit Teams access to such lecture rooms, and other facilities for undertaking the evaluation of the programme(s) requested by the HEI, and to inspect, consult and procure copies of such documents and other records associated with the delivery and quality assurance of the programme and to meet and interview stakeholders who can contribute to the EAB Team's evaluation, in respect of which/whom EAB gave advance notice to the HEI.

The use of any document and records supplied to EAB and its Visit Teams and any information obtained by EAB during the course of any evaluation assignment is subject to the Confidentiality Agreement signed by members of the EAB and the Visit Teams involved.

SELF-STUDY REPORT

PART-1

HEAD OF FACULTY (SCHOOL)/DEAN'S SUBMISSION

In Compliance with Requirements of EAB document EAB-A12-P
[Sections 4.1 & 5.1]

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1. This Part of the Report (to be completed by the Head of the Faculty) must respond to Section 5.1 of EAB-A12 and forwarded to the Secretary IEM at least 6 weeks before the scheduled date of the Evaluation Visit.
2. This Report is to be submitted together with a Request for Evaluation (RFE).
3. Instructions on the contents of this Self-Study Report are contained in EAB Document AAB-A12.
4. This Report will be issued to the Accreditation Team appointed by the EAB to undertake an evaluation of the Institution's programmes as part of the accreditation requested by the Institution. The information contained herein is part of the information examined by the Team towards issuing a clearance to submit a Self-Study Report.

1.0 INSTITUTIONAL INFORMATION

Name of Institution	
Appellation of Faculty	
Name of Head of Faculty & Title (Prof, Assoc Prof, Dr)	
Official Designation	
Contact info (email, Tel No)	
Alternate Contact (Name, Designation, email & Tel No)	

1.1 Engineering Degree Programmes (4-Year Full-Time or Equivalent) currently offered at this University *[Previous users of this format will note a change in text of Note 5]*

Department (*1)	Programme (*2)	Year-1 (Intake) (*3)	Cohort Size	Year Ending (*4)	Accredited Status (*5)

Insert additional rows as may be required

**1: Type in font size-10 and increase row height to insert the name of the Department*

**2: Type in the Programme name (Award and Discipline) exactly as it will appear in the Degree Certificate*

**3: Enter month and Year of Year of intake into Year-1*

**4: Enter month and Year of Final Examination for the award.*

**5: Type the letter(s) for the status, viz, [a] for “accredited”, [pa] for “provisional accreditation”, and [ua] for “unaccredited”. Please type RFE, if accreditation is requested. For accredited programmes insert year of Expiry of accreditation, thus [a 2025/26] stands for “accredited to End of Academic Year 2025/26”. [pa 2023/24] for “granted provisional accreditation to End of academic year end 2023/24”*

1.2 Sn 5.1(1)(b): New Programmes that are planned for offer for the next two academic years.

Department	Programme	Option	Year *3 (Intake) mo/Year	Commencing (mo/Year)

1.3 Sn 5.1(2)(a) (b): Programmes presently offered for Accreditation or Evaluation (New Programmes).

Department	Programme Code	Person Responsible Prof/Dr <name>	Designation (HoD, O.I.C, etc)	Qualification	Institution Affiliation & Registration	Year of Joining Or planned launch
Where responsibility for a programme is held jointly by more than one person, insert name and particulars of additional persons.						

1.4 Sn 5.1 (2) (c) : Curriculum Details for Programmes to be accredited

For each programme, list:

- (i) the Core (compulsory) modules, and**
- (ii) the Elective modules (if applicable), that students must take, and**
- (iii) the semester in which the core and electives modules must be taken, and**
- (iv) the aggregate credits in IEM EAB system of credits (lectures, plus tutorial, practicals, etc, plus assessment) allocated to each module in each semester.**

Table-1A (Programme Structure and Course Details) in EAB document EB-A13 (Tables and Forms for Self-Study Submission) (in EXCEL Format) can be utilised for compiling and presenting the information required in this section. The number of credits must be computed in accordance with the provision of document EAB-A01:Background to Accreditation.

ANNEX-A (TABLE-1) (Either EXCEL format or MS Word (see hereunder)

Semester -2	YEAR-1 / SEMESTER-2												
Semester 2	Electives: x number /credits required												
Semester 3													
Complete for all Semesters													
Total for programme including required number of credits for electives													

1.5 Sn 5.1 (2) (d) : Major Curriculum Changes in Progress or Planned Changes

Under this heading the Accreditation Team expect a summary of the significant changes introduced in response to the findings and recommendations of the accreditation agency during the previous accreditation exercise, and the rationale for each change. In particular, changes:

- (a) Intended to address deficiencies and concerns identified, and*
- (b) In respect of:*
 - (i) Programme structure and curriculum,*
 - (ii) Defining of programme outcomes,*
 - (iii) Elimination of identified gaps between the programme outcomes and the published EAB graduate attributes and ensuring each students achieves each of the assessment of each and every one of the programme outcomes.*
 - (iv) Continuous Quality Improvement Process*
 - (v) Stakeholder outreach*

NOTE: Exclude material that is included in Section 1.5 # (in response to EAB-A12 Section 4.1.(b))

ANNEX-2: CHANGES TO PROGRAMME IN PROGRESS or PLANNED

1.6 Sn 5.1 (2) (e) : Degree of commonality of assessment methodology with other programmes.

1.7 Sn 5.1(3)(a) *In addition to items 1 and 2 above, the HoF submission must include the following::*

1.7.1 Institution's VISION and Mission Statement:

1.7.2. Faculty Vision & Mission

1.7.3. Department' Vision & Mission (if differently expressed)

1.7.4. STRATEGIC OBJECTIVES of the Institution (if stated differently from Vision and Mission statements in 1.7.1

1.7.5. What are the Programme Educational Objectives, and State how the Institution's STRATEGIC OBJECTIVES are consistent with the Programme's Educational Objectives (as published in the HEI's documentation).

1.7.6. Sn 5.1(3)(b): State the Faculty's educational objectives and the Faculty's commitment to (a) outcome-based programme objectives, and (b) to Outcome Base Assessment of students' Learning Outcomes.

1.7.7. Sn 5.1(3) (c) State the Institution's and Faculty policy and practice on quality assurance, continuous quality improvement of the programme and assessment of students;

Empty response box for 1.7.7.

1.7.8. Sn 5.1(3) (d). Supply data on the faculty finances, capital and operating costs both current and for the previous four years for staff, operational expenses, equipment, computing and networking, library, travel and research funding.

Table 12 (EXCEL Format) of document EAB-A13-P or the Word format reproduced hereunder may be used.

EAB Table-12: Financial Resources					
Items may depend on HEI's resource allocation practice	YEAR (- 4)	YEAR (-3)	YEAR (-2)	YEAR (-1)	Current Year
ITEM	Rs x1000	Rs x1000	Rs x 1000	Rs x 1000	RS x 1000
	Capital Expenditure				
Staffing/Salaries					
Operating/Running Expenses					
Lab & other Equipment					
Computing & Networking					
Library					
Travel					
Research Funding					
Other					
TOTAL					

Describe the process for obtaining and allocating funds under the various headings

1.7.9. Sn 5.1.3 (e) What are the common facilities that support the Faculty's programmes and what are the Faculty's plans in this respect.

1.7.10. Sn 5.1.3 (f) Does the HEI/Faculty admit students who do not meet the normal entry requirements. If so, describe the academic development programme(s) for students who do not meet normal entry requirements, including a list of any foundation programmes.

1.7.11. Sn 5.1.3 (g) State the institution or faculty's equity and diversity policies and explain their application to the process of selection and admission of students, as may be applicable, including the Institution's plans for accessibility of students with disabilities and for financial support to needy students.

1.7.12. Sn 5.1.3 (h) Does the institution or Faculty have a staff equity and diversity policy, as may be applicable. Describe how these fit in the institution's plans and the level of achievement by department.

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1.7.13. Sn 5.1.3 (i) When was the last assessment or identification of perceived strengths and weaknesses of the Faculty, departments and programmes carried

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out? What were the weaknesses, if any, and what other matters considered relevant were identified during that assessment and what measures, if any, were initiated to eliminate or mitigate impact of weaknesses.

1.7.14. Sn 5.1.3 (j) Describe the University/Faculty policies in relation to full-time academic staff appointment, promotion and training, and as well as appointment of part-time lecturers.

1.7.15. Sn 5.1.3 (k) URL Address: University website;

1.7.16. Sn 5.1.3 (l) Attach University/Faculty/Department prospectus/promotional literature

1.7.17. Sn 5.1.4 Attach University/Faculty/Department prospectus/promotional literature

1.8. Sn 5.1.4 For Programmes seeking extension of accreditation within same accreditation cycle.

Applicable to accredited programmes or provisionally accredited programmes.

the HEI must submit:

- (i) the information previously submitted under this Section and**
- (ii) an ADDENDUM to the Self-Study Report, indicating changes that have occurred since its application or submission for provisional application.**

The ADDENDUM inserted at Subsection 5.1(4) should include:

- (i) Updates on any information, data and policies referred to in the previous submission under Section 4.1.**
- (ii) Any changes to the programme Continuous Improvement System.**
- (iii) Changes to the activities related to compliance with each of the CRITERION No 1 to 4.**
- (iv) Steps taken to address concerns listed under accreditation conditions, together with the HoF's Assessment of the closing of concerns, with evidence of actions taken to close the concerns, and results achieved from the actions.**
- (v) Report of Faculty Head on measures to close the gap between any newly introduced/revised accreditation requirements by the EAB, where applicable, and the previous requirements.**
- (vi) Steps taken to remove deficiencies, if any, with evidence.**
- (vii) Any other related matters addressed in the forthcoming Self Study Submission.**