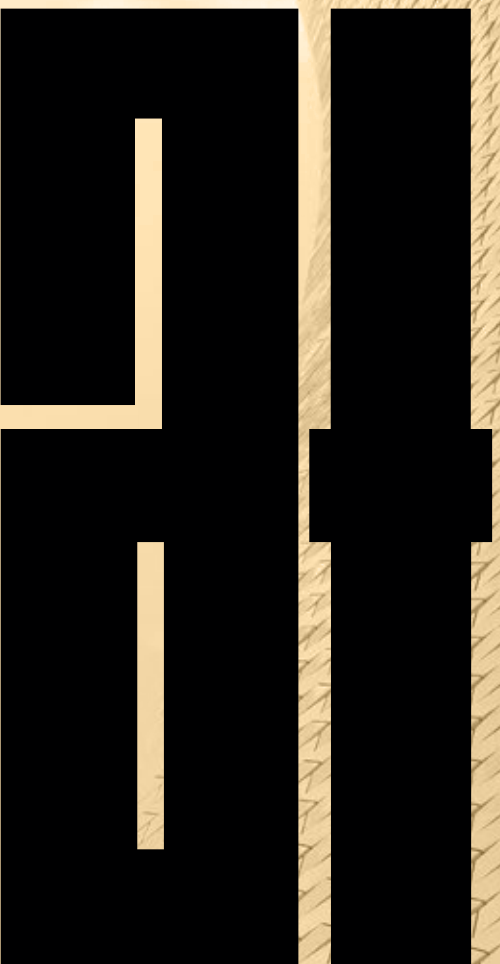


Guidelines for CIAT Recognition and Accreditation of Undergraduate Programmes in India





Contents



01. Introduction



02. Application for Programme Recognition



03. Accreditation in Principle



04. Interim reports



05. Accreditation



06. Accreditation Review



07. Partnered educational establishments



08. Alteration of Programmes post Accreditation



09. Lapsing Accreditation status



10. Sanctions or withdrawal of Accreditation status



11. Refusals and referrals



12. Programme closure/cessation



13. Further information



Appendix 1
Mandatory Threshold Standards - Indicative mapping template



Appendix 2
Staff profile



Appendix 3
Accreditation visit agenda template (for physical site visits)



Appendix 4
Accreditation visit agenda template (for remote video conferencing visits)

Effective 1 June 2020



01. Introduction

The Chartered Institute of Architectural Technologists (CIAT) represents those working and studying in the field of Architectural Technology. CIAT is internationally recognised as the qualifying body for Chartered Architectural Technologists, MCIAT and has the authority to Accredite educational Programmes in Architectural Technology or related subjects.

CIAT's primary aims are to:

1. Promote, for the benefit of society, the science and practice of Architectural Technology;

2. Facilitate the development and integration of technology into architecture and the wider construction industry to continually improve standards of service for the benefit of industry and of society; and

3. Uphold and advance the standards of education, competence, practice and conduct of members of the Institute thereby promoting the interests, standing and recognition of Chartered Members within the industry and the wider society.

CIAT Accreditation (including Accreditation in Principle) implies that an educational establishment's Programme has been assessed in terms of content, structure and resources and has met the required standards. It also provides assurances that students will be able to develop their academic, analytical, communication and employability skills.

The Institute will consider full-time, sandwich, part-time, multi-mode and distance learning Programmes of varying duration for Accreditation from the UK and internationally.

In order to successfully apply for CIAT Accreditation, educational establishments are required to demonstrate that the Programme's module content and learning outcomes map to CIAT's Mandatory Threshold Standards (Appendix 1) which relate directly to the CIAT Professional Standards Framework (<https://ciat.org.uk/resource/psf.html>) and the current Quality Assurance Agency for Higher Education (QAA) Benchmark Statement for Architectural Technology (<https://ciat.org.uk/resource/at-benchmark-statement.html>).

This document contains a matrix designed to help educational establishments map the undergraduate Programme to CIAT's Mandatory Threshold Standards (Appendix 1). Please also refer to the supplementary document, Guidance for Mapping QAA Subject Benchmark Statement for Architectural Technology, found on our website: <https://ciat.org.uk/resource/mapping-qa.html>

In addition to these requirements, all Accredited Programmes must meet the relevant quality assurance or validation standards in the region in which the qualification is being offered. There may be areas of overlap in terms of CIAT's Accreditation of undergraduate Programmes, the requirements and quality assurance procedures of the funding bodies and other relevant bodies. As far as possible, CIAT will seek to avoid the duplication of work already carried out at the request of such bodies and will be looking for subject-specific evidence.

At least one member of staff from the Accredited Programme must be an Associate member of CIAT, ACIAT; and by the following stage of the Accreditation process (i.e. Accreditation or Accreditation Review) there must be at least one Chartered Architectural Technologist, MCIAT, on the Programme team.

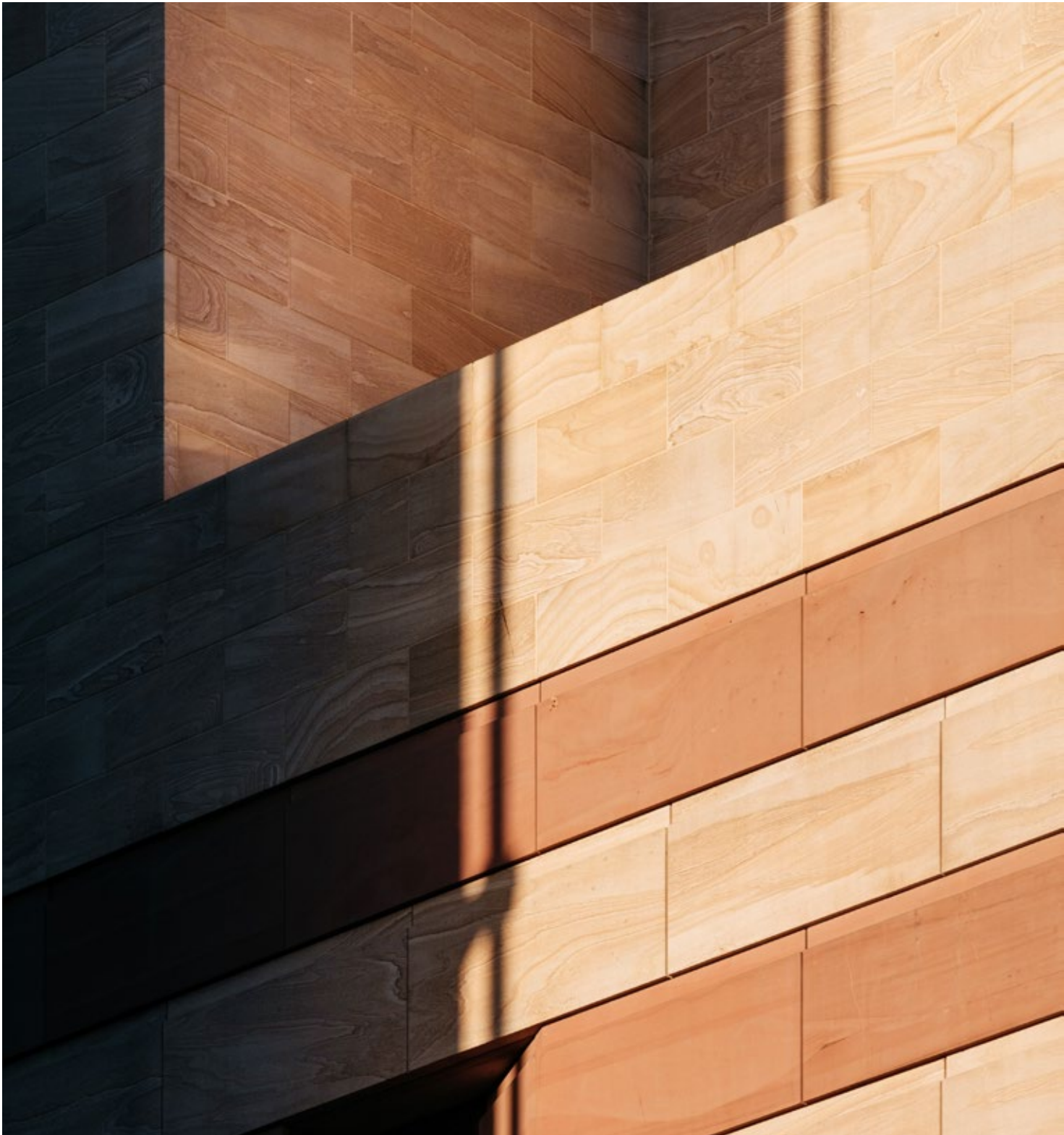
Whilst CIAT would prefer two Architectural Technology-specific External Examiners, one academic and one practitioner, educational establishments must ensure that the Programme has at least one External Examiner with a current background in Architectural Technology or architecture.

All submissions for Accreditation will need to demonstrate an understanding and appreciation of the role of the Chartered Architectural Technologist both in practice and as part of the wider construction team.

It is a requirement of CIAT Accreditation that all graduating students meet the eight Mandatory Threshold Standards (Appendix 1) by achieving the corresponding learning outcomes. This means that graduates will be exempt from completing *Stage 1: Educational Standards* of CIAT's Professional Assessment when progressing to Chartered Membership.



02. Application for Programme Recognition



An application for Recognition of the Programme in question must firstly be undertaken by the educational establishment in India that has developed and validated it. The educational establishment must also inform CIAT of where the Programme will be delivered if it is to be offered elsewhere. This is because the educational establishment that has developed the Programme may be a validating educational establishment with various ‘schools of architecture’ that will deliver it under the authority of the overarching University.

The application for Programme Recognition must include:

1. the Programme’s aims and objectives;
2. detailed information on the Programme structure and content; and
3. mapping of its content against CIAT’s requirements, as set out within this document.

The curriculum must have clearly written learning outcomes for each module; this includes all elective modules that are relevant to Architectural Technology, and the curriculum should be mapped against CIAT Mandatory Threshold Standards. Please refer to Appendix 1.

Please note that this is not the same process as Programme Accreditation.

The Programme Recognition process must be accompanied by an application for Accreditation from at least one educational establishment which intends to deliver the Programme. This may be the same University or one of its schools of architecture.

For example, University ‘A’ has developed a Programme which will be offered by its three schools of architecture. University ‘A’ will apply for Programme Recognition and at the same time, at least one school of architecture must apply for Accreditation in Principle.

Submissions for Programme Recognition and Accreditation must be made between 1 February–1 March, and 1 October–1 November. Any submissions made outside of these periods may be considered for review or will be carried over to the following submission period. An electronic copy of the Programme Recognition documentation must be submitted to CIAT’s Education Department.

Outcome of application

Educational establishments that have applied for Programme Recognition will be notified of the outcome within eight weeks of the submission providing it falls within the submission period. All decisions are final and correspondence regarding the outcome will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Institute’s Education Board.

The Education Board will decide upon one of three options:

- To grant Programme Recognition for five years.
- To grant Programme Recognition with certain time bound conditions.
- To defer Programme Recognition until certain conditions have been met.



03. Accreditation in Principle

Accreditation in Principle is a paper-based exercise which is granted following the assessment of documentation submitted by each educational establishment intending to deliver the Programme (likely to be a school of architecture).

Educational establishments are encouraged to register their intention to seek Accreditation in Principle for a new Programme at the same time as the application for Programme Recognition is submitted by the validating educational establishment, and normally within the launch year of the Programme after the first cohort of students has been accepted. This is to satisfy the Institute that it meets the educational establishment's own academic requirements.

An application for Accreditation in Principle cannot be made before the Programme Recognition application has been made by the validating educational establishment.

An electronic copy of the Accreditation in Principle documentation must be submitted to CIAT's Education Department. Documentation must be accompanied by a covering letter from the Dean of Faculty/Head of Department, or equivalent, who must authorise the submission of the documents to CIAT and also verify that the Faculty believes the documentation complies with general regulations and academic policies of the educational establishment.

Application requirements for Accreditation in Principle

Accreditation in Principle documentation must comprise:

1. Typical cohort description (including entry requirements and cohort analysis);
2. Graduate profiles including first employment destination of graduates of previous academic year;
3. Areas of challenges and opportunities;
4. Involvement of profession/industry;
5. Facilities and resources including special equipment and staffing;
6. Staff profiles; and
7. External Examiners' reports (to verify quality of delivery/outputs).

Outcome of application

Educational establishments that have applied for Accreditation in Principle will be notified of the outcome within eight weeks of the submission, providing it falls within the submission period. All decisions are final and correspondence regarding the outcome will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by CIAT's Education Board. The Education Board will decide upon one of four options:

- To grant the educational establishment Accreditation in Principle with the opportunity to submit for full Accreditation immediately after — if the Programme has been running for more than five years – at which point a visit will be made. (This may be a remote video conferencing visit or a physical site visit – to be decided by the Education Board).
- To grant Accreditation in Principle for five years.
- To grant Accreditation in Principle with certain time bound conditions.
- To defer Accreditation in Principle until certain conditions have been met.

The fee for seeking Accreditation in Principle can be found here: <https://ciat.org.uk/education/educational-establishments/accreditation.html>

Expenses must also be reimbursed to CIAT.

04. Interim Reports

Two years after Accreditation in Principle status has been granted all educational establishments offering the Accredited Programme must submit a report providing an overview of the challenges met by the Programme Team and any changes proposed to the Programme. This may be done in liaison with the educational establishment that has developed the Programme structure and content – if different from the educational establishment delivering the Programme.

The report must include a selection student work from first and second years, External Examiners' reports and employers' statements from the two years that the Programme has been running plus any other relevant information (for example, student feedback).

CIAT is at liberty to ask for samples of student work at any time, irrespective of where the Programme is in the Accreditation cycle.



05. Accreditation

After Accreditation in Principle has been in place for five years, or a period agreed by the Education Board, an application can be made for Accreditation. The educational establishment will be notified by CIAT one year before the application for Accreditation should be made. In order to have the visit (remote video conferencing, or physical site visit – to be decided by CIAT’s Education Board) at the most convenient time for the educational establishment, please advise CIAT’s Education Department of the preferred date at your earliest convenience.

Accreditation is a critical appraisal of the Programme’s performance, its delivery and the students’ work whilst it was Accredited in Principle. This submission will also demonstrate how the Programme will retain currency for the next five years and how changes may be introduced which will improve the Programme. **This section should be done in liaison with the educational establishment that has developed the Programme structure and content - if different from the educational establishment delivering the Programme.** Any proposed changes must be communicated to CIAT prior to implementation.

The process of becoming Accredited will involve a visit by an Accreditation Panel (remote video conferencing, or physical site visit) which will use the criteria contained within this document to assess the Programme. The visit should involve current students, graduates from the Programme as well as employers. The key focus of the visit will be to ensure that the learning experience of the student is of the required standard and quality. The critical appraisal will involve an assessment of the effectiveness of the Programme and will be based upon the Mandatory Threshold Standards (Appendix 1). Graduate achievement will be demonstrated by evidence of examinations, scripts, Programme and project work, dissertations, External Examiners' reports, employers' statements and any other relevant information (for example, student feedback).

Educational establishments will be asked to collate this information in a review document, an electronic copy of which is to be submitted to CIAT at least eight weeks before the Accreditation visit. **CIAT is at liberty to defer the visit and suspend Accreditation status of the educational establishment if the documentation is not submitted in the required timeframe.** Hard copies should be made available at the visit (if it is a physical site visit).

Application requirements for Accreditation

Accreditation documentation must comprise:

1. Programme development since previous Accreditation (including evolution of the Programme and plans for future development);
2. detailed Programme description including module levels, objectives, content, weighting and assessment methods;
3. mapping to CIAT's Mandatory Threshold Standards (Appendix 1);
4. samples of student work from the Accredited Programme only;
5. typical cohort description (including entry requirements and cohort analysis);
6. graduate profiles including first employment destination of graduates of previous academic year;
7. areas of specific strength and weakness;
8. involvement of profession/industry;
9. summary of quality assurance policy and regulations;
10. facilities and resources including special equipment and staffing;
11. staff profiles (please use Appendix 2);
12. most recent internal validation report; and
13. most recent External Examiners' reports (preferably three).

Accreditation visit

The educational establishment may use the template agenda for the visit in Appendix 3 or develop its own timetable around this information and submit it to CIAT for approval **eight weeks** prior to the visit.

The final agenda must not be amended after this time without prior approval from the Chair and only in extenuating circumstances. The CIAT Accreditation Panel will comprise two or three Panel members plus Central Office staff.

All Accreditation Panel members will be made known to the educational establishment in advance and any potential conflicts identified. It is CIAT policy not to use Panel members with either prior knowledge of the Programme or who might be perceived as competitors. If any Panel member(s) is not acceptable then, provided that a valid reason is given, the educational establishment has the right to request that the Panel member(s) be changed.

The following information outlines the components required within a CIAT Accreditation visit:

- Tour of facilities on campus (or video tour if available for remote visits).
- (For physical site visit only). Inspection of current students' work covering all modules and levels, and work of the most recent graduates with top, middle and lowest pass mark. **NB all student work viewed by the Panel must be from the Accredited Programme only.** Samples from each module are to be provided.
- Meeting with the university senior management and faculty senior management staff to discuss strategic issues impacting the Programme at all levels within the educational establishment (no Programme staff to attend).
- For physical site visits, lunch with undergraduates, graduates and local employers (no staff). In the case of a remote visit via video conferencing, this meeting will be without lunch.
- Meeting with Accredited Programme team.

Outcome of application

Educational establishments that have applied to CIAT for Accreditation will be notified of the outcome within eight weeks of the Accreditation visit. All decisions are final and correspondence regarding the outcome of the Accreditation visit will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by CIAT's Education Board.

The Panel will report its findings to the Education Board recommending one of four options:

- To grant Accreditation for five years.
- To grant Accreditation subject to certain time bound conditions.
- To defer Accreditation until certain conditions have been met.
- To remove Accredited status in extreme circumstances.

The fee for seeking Accreditation can be found here: <https://ciat.org.uk/education/educational-establishments/accreditation.html>

Expenses must also be reimbursed to CIAT.



06. Accreditation Review

Accreditation Review is a reflective appraisal of the Programme, its delivery and the students' performance over the previous ten years. It allows the Programme Team to demonstrate how it continues to meet the objectives of the Programme whilst continuously developing and improving it. The educational establishment will be notified by CIAT one year before the application for Accreditation Review should be made. In order to have the visit (either remote video conferencing, or physical site visit) at the most convenient time for the educational establishment, please advise the Education Department of the preferred date at your earliest convenience.

This section should be done in liaison with the educational establishment that has developed the Programme structure and content – if different from the educational establishment running the Programme. Again, any proposed changes must be communicated to CIAT prior to implementation.

The process of being re-Accredited will involve a visit (remote video conferencing, or physical site visit) by a CIAT Accreditation Panel which will use the criteria contained within this document to assess the Programme. The visit should involve current students, graduates from the Programme as well as employers. The

key focus of the visit will be to ensure that the learning experience of the student is of the required standard and quality. The critical appraisal will involve an assessment of the effectiveness of the Programme and will be based upon CIAT's Mandatory Threshold Standards (Appendix 1) which link directly to the Institute's Professional Standards Framework and the QAA Subject Benchmark Statement for Architectural Technology.

The Panel will be concentrating on the final year of the Accredited degree Programme. Graduate achievement will be demonstrated by evidence of examinations, scripts, Programme and project work, dissertations, External examiners' reports, employers' statement and any other relevant information (for example, student feedback). Education establishments will be asked to collate this information in a review document, an electronic copy of which is to be submitted to CIAT at least eight weeks before the Accreditation Review visit. **CIAT is at liberty to defer the visit and suspend Accreditation status of the educational establishment if the documentation is not submitted in the required timeframe.** Hard copies should be made available at the visit (if it is a physical site visit).

Application requirements for Accreditation Review

Accreditation Review documentation must comprise:

1. Programme development since previous Accreditation (including evolution of the Programme and plans for future development);
2. detailed Programme description including module levels, objectives, content, weighting and assessment methods;
3. mapping to CIAT's Mandatory Threshold Standards (Appendix 1);
4. samples of final year student work from the Accredited Programme only;
5. typical cohort description (including entry requirements and cohort analysis);
6. graduate profiles including first employment destination of graduates of previous academic year;
7. areas of specific strength and weakness;
8. involvement of profession/industry;
9. summary of quality assurance policy and regulations;
10. facilities and resources including special equipment and staffing;
11. staff profiles (please use Appendix 2);
12. most recent internal validation report; and
13. most recent External Examiners' reports (preferably three).

Accreditation Review visit

The educational establishment may use the template agenda for the visit in Appendix 3 or develop its own timetable around this information and submit it to CIAT for approval eight weeks prior to the visit. The final agenda must not be amended after this time without prior approval from the Chair and only in extenuating circumstances. The CIAT Accreditation Panel will comprise two or three Panel members plus Central Office staff. All Accreditation Review Panel members will be made known to the educational establishment in advance and any potential conflicts identified. It is CIAT policy not to use Panel members with either prior knowledge of the Programme or who might be perceived as competitors. If any Panel member(s) is not acceptable then, provided that a valid reason is given, the educational establishment has the right to request that the Panel member(s) be changed.

The following information outlines the components required within a CIAT Accreditation Review visit:

- Tour of facilities on campus (or video tour if available for remote visits).
- (For physical site visit only). Inspection of current final year students' work covering all modules, and work of the most recent graduates with top, middle and lowest pass mark. **NB all student work viewed by the Panel must be from the Accredited Programme only.**
- Meeting with the university senior management and faculty senior management staff to discuss strategic issues impacting the Programme at all levels within the educational establishment (no Programme staff to attend).
- For physical site visits, lunch with undergraduates, graduates and local employers (no staff). In the case of a remote visit via video conferencing, this meeting will be without lunch.
- Meeting with Accredited Programme Team.

Outcome of application

Educational establishments that have applied to CIAT for Accreditation will be notified of the outcome within eight weeks of the Accreditation Review visit. All decisions are final and correspondence regarding the outcome of the Accreditation Review visit will not be entered into, however CIAT will support the educational establishment where possible and if appropriate. The level of support will be decided by the Education Board.

The Panel will report its findings to the Education Board recommending one of four options:

- To grant Accreditation for five years.
- To grant Accreditation subject to certain time bound conditions.
- To defer Accreditation until certain conditions have been met.
- To remove Accredited status in extreme circumstances.

The fee for Accreditation Review can be found here: <https://ciat.org.uk/education/educational-establishments/accreditation.html> and expenses must also be reimbursed to CIAT.



07. Partnered educational establishments

CIAT Programme Accreditation is only applicable to individual educational establishments. When an educational establishment offering an Accredited Programme is working in partnership with another educational establishment, a separate application for Accreditation must be made by the partnered organisation regardless of the fact that the Programme content and structure may be the same.

Partnered establishments should apply for Accreditation in Principle and the host educational establishment may offer support to the partnered institute with regard to the submitted documentation as it is expected that much of the submission will be duplicated. Once the Panel has deemed the submission to be satisfactory, the Institute will pay a condensed visit (either remote video conferencing or physical site visit) to the partnered establishment at a mutually convenient time after the review of the submission. The visit will determine whether the Accreditation status of the Programme offered by the partnered organisation should be aligned to that of the host establishment.

Condensed visits cover the same issues as a normal visit but with a smaller Panel. Fees can be found here: <https://ciat.org.uk/education/educational-establishments/accreditation.html> and expenses must be reimbursed to CIAT.

08. Alteration of Programmes post Accreditation

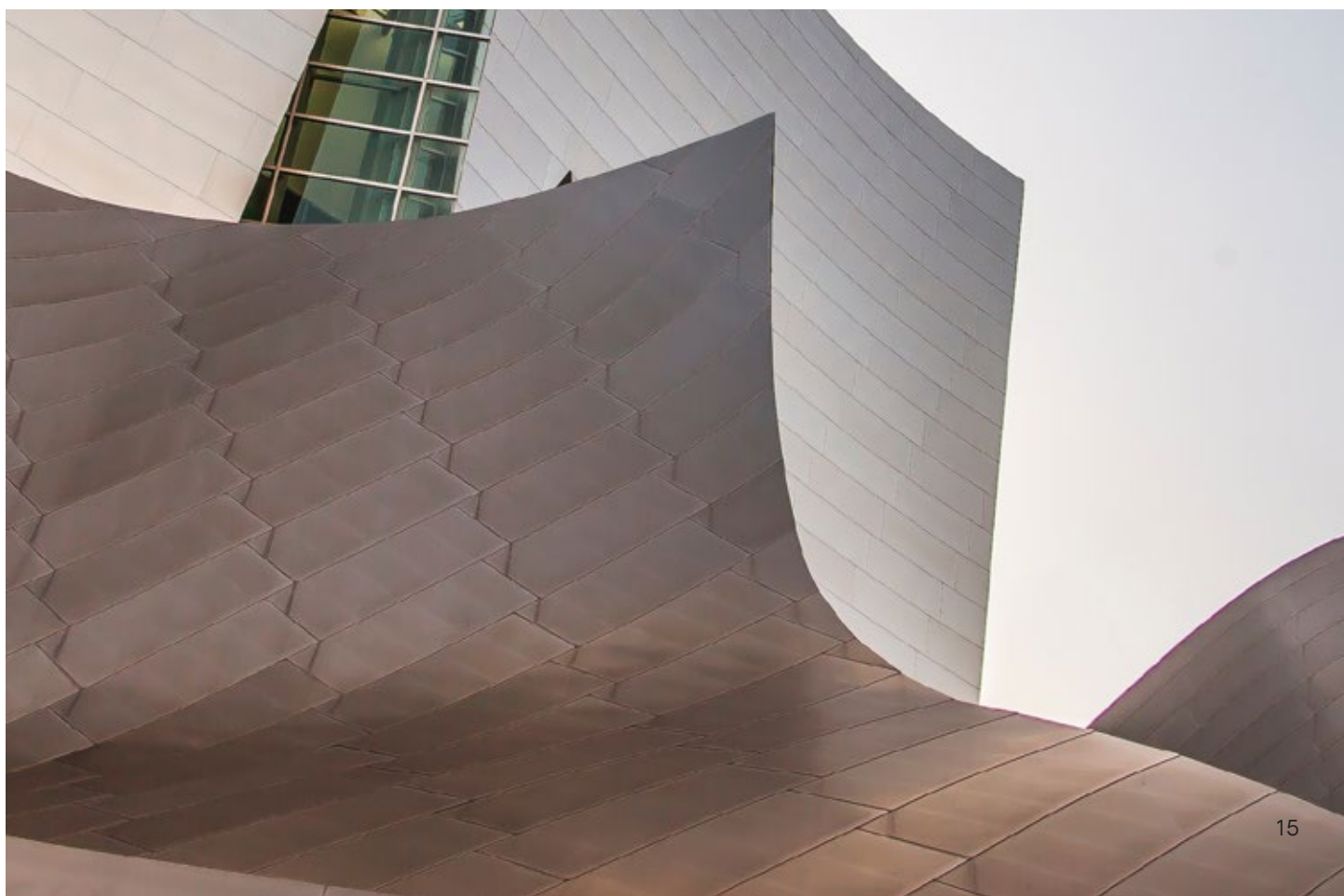
In order for the Institute to properly monitor standards, educational establishments altering or amending a Recognised Programme are asked to notify CIAT about Programme changes in writing to CIAT's Education Department. Relevant changes include amendments to the Programme structure and content. The amended Programme must be mapped to CIAT's Mandatory Threshold Standards (Appendix 1) and if necessary, the educational establishment must submit revised mapping.

A formal re-submission, however, is only necessary should a Programme require an internal revalidation or equivalent process from its academic board. CIAT will review Programme amendments and the Institute is at liberty to formally approve the changes, make recommendations or withdraw Recognised and/or Accredited status. Relevant changes include amendments to the Programme structure and content. The amended Programme must be mapped to CIAT's Mandatory Threshold Standards (Appendix 1) and if

necessary, the educational establishment must submit revised mapping. Normally changes are approved by CIAT's Education Board but if changes are substantial, the Board may recommend that the Programme undergoes a review and possibly a visit (remote video conferencing or physical site visit).

The submission should include:

1. The proposed changes to the Programme.
2. A rationale supporting the proposed changes.
3. Timescales; e.g. the date from when the proposed changes are effective.
4. Effect on current students.
5. External Examiner's input.
6. Professional input.
7. Mapping to CIAT's Mandatory Threshold Standards (Appendix 1).





09. Lapsing Accreditation status

Students enrolling onto a Programme whose Accreditation status has lapsed will no longer gain exemptions when undertaking the Professional Assessment for Chartered Membership status. Students enrolled on the Programme prior to it lapsing and who remain on the Programme until completion will have their exemptions honoured when progressing to Chartered Membership. Lapsed educational establishments will have an obligation to:

1. remove all references to Accreditation by CIAT on publicity material (e.g. website, handbook and prospectus) with immediate effect;
2. recall or issue errata for existing printed material; and
3. advise current and potential/future students about the action and its implications for them.

Lapsed educational establishments may no longer be able to:

1. nominate students for the CIAT Award for Outstanding Graduating Student;
2. attend the annual Accredited Programme leaders meeting;
3. participate in other Accredited Programme leader community activities;
4. contribute to the CIAT Accreditation process for other educational establishments; and
5. be actively promoted by CIAT.



10. Sanctions or withdrawal of Accreditation status

The removal of Accredited status will be invoked if:

- the Programme is found to no longer meet CIAT's Mandatory Threshold Standards (Appendix 1);
- the Programme is found to no longer meet other CIAT requirements (such as technical, Code of Conduct etc.);
- validated feedback highlights areas of concern about teaching staff, resources, support or other aspect of the learning experience;
- the profession or discipline may be undermined by the formal link; and
- the Institute needs to protect itself and/or its members.

A Panel will be formed to investigate the above issues and the outcome of the investigation will be passed to CIAT's Education Board. The Education Board has the authority to:

- seek a written undertaking that the actions/ conditions requested will be complied with and if necessary to provide confirmation that these actions have been taken; and
- remove Accredited status and impose time limits and/or other conditions before a fresh application can be made.

The educational establishment will have an obligation to:

- remove all references to Accreditation by CIAT on publicity material (e.g. website, handbook and prospectus) with immediate effect;
- recall or issue errata for existing printed material; and
- advise current and potential/future students about the action and its implications for them.

The educational establishment may no longer be able to:

- nominate students for the CIAT Award for Outstanding Student;
- attend the annual Accredited Programme leaders meeting;
- participate in other Accredited Programme leader community activities;
- contribute to the CIAT Accreditation process for other educational establishments; and
- be actively promoted by CIAT.

Students enrolling onto a Programme whose Accreditation status has been removed will no longer gain exemptions when undertaking the Professional Assessment for Chartered Membership status.

Students enrolled on the Programme prior to its Accreditation being removed and who remain on the Programme until completion will have their exemptions honoured when progressing to Chartered Membership.

If an educational establishment intends to make changes to its Programme and is due a visit, the visit shall proceed as planned (either remote video conferencing, or physical site visit). Accreditation visits serve as a census point from which any development can be assessed clearly at future visits. In the case that the educational establishment has not responded to a condition within the required timeframe, CIAT is at liberty to require another visit and/or annual reports until the next Accreditation visit is due. The educational establishment will be required to pay for expenses.

CIAT will remove Accreditation status if after eight weeks from the date of the letter, the educational establishment has not fulfilled any requirements set by the Panel or notified the Institute as to why it will not be able to fulfil them. Under exceptional circumstances, the Institute will allow for additional time before Accreditation is removed. In addition to the removal of Accredited status, letters addressed to both the educational establishment's Head of School/Department and Vice-Chancellor will be sent informing them of the Programme's withdrawal; this will also be publicised to students.



11. Refusals and referrals

It is CIAT's policy, where possible, to support Programmes referred or refused Accreditation and the level of support will be decided by CIAT's Education Board. All decisions are final and correspondence regarding the outcome of the Accreditation visit will not be entered into.

12. Programme closure/cessation

Should an educational establishment wish to close their Accredited Programme, the Education Department must receive written notification from a member of the Senior Management Team of this as soon as Programme cessation/closure is confirmed. Notification must outline the reason for the cessation/closure and inform the Education Department when the last cohort is expected to graduate.

13. Further information

If you would like further information or are seeking clarification on any part of this document then please contact:
Education Department,
CIAT, 397 City Road, London, EC1V 1NH, UK
T. +44 (0)20 7278 2206, education@ciat.org.uk

Appendix 1

Mandatory Threshold Standards

(This template is for demonstrative purposes, a new mapping document may be created as appropriate. Please also refer to the *Guidance for Mapping QAA Subject Benchmark Statement for Architectural Technology*.)

Mandatory Threshold Standards	Key Subject Area	Module Level	Module Level	Module Level	Module Level	Module Level
1. an awareness of the context, and the political, economic, environmental, social and technological aspects that inform and influence the practice of Architectural Technology nationally and internationally	Design					
2. an ability to problem solve to realise the design into built form through the generation of detailed design solutions that respond to familiar and unfamiliar situations						
3. an ability to successfully complete a sustainable and inclusive design project, systematic review or systematic case study, informed by current understandings in the discipline						
4. an awareness of building elements, components, systems, and methods used for different building typologies	Technology					
5. an awareness of current topics and practices which inform the discipline of Architectural Technology including new and emerging technologies						
6. an awareness of project and design management, project procurement and process, construction and contract management	Management					
7. an ability to identify hazards and risks and develop and maintain safe systems of work and legal and relevant legislation and regulatory frameworks	Practice					
8. an ability to work independently and as a member of a team identifying personal development needs and to plan to meet these needs through relevant and appropriate methods						



Appendix 2

Staff profile

The educational establishment must be able to confirm that consent was received to submit staff profiles and meets their own GDPR policy, if asked. By submitting this form, the Institute will assume that staff consent to sharing this information.

Name:

School/Faculty:

Current position:

Other academic responsibilities:

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Qualifications:

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Previous relevant experience:

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Recent CPD activity (including research and publications):

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Appendix 3

CIAT Accreditation visit agenda template (for a physical site visit)

If CIAT's Education Department has notified the educational establishment that a physical site visit will take place, please use the below template.

Times	Activity	Attending
08:30	Arrival of Panel	
08:30-08:45	CIAT Panel private meeting	CIAT Panel
08:45-09:15	Introduction/overview to the Programme	Programme leader and relevant staff (if required)
09:15-10:00	Tour of facilities	CIAT Panel and relevant staff (if required)
10:00-10:30	CIAT Panel private meeting	CIAT Panel
10:30-11:15	Meeting with university senior management and Faculty senior management	It is advised that the Programme Leader/ Team does not attend this meeting.
11:15-12:30	Inspection of students' work**	CIAT Panel only
12:30-13:30	Lunch with students/graduates/employers	<ul style="list-style-type: none"> No university staff should be present during the lunch. Those present should be four to eight current part time and full-time students, two to five graduates and two to five local employers.
13:30-13:45	CIAT Panel private meeting	CIAT Panel
13:45-14:45	Meeting with Programme Team	Programme Team
14:45-15:15	CIAT Panel private meeting	CIAT Panel
15:15-15:30	Closing remarks and Panel depart	

**The work must be that of the Accredited Programme students only and must provide a range of top, middle and low pass mark – clearly highlighted. Work from each and every module must be present and clearly marked accordingly to the module. Marking sheets must be present with each piece of work. There must be sufficient work on display to make an informed recommendation.

For Accreditation Review, the work must be Accredited Programme students' final year work or the most recent graduates' final year work.

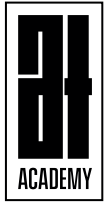


Appendix 4

CIAT Accreditation visit agenda template (for a remote video conferencing visit)

If CIAT's Education Department has notified the educational establishment that a remote video visit will take place, please use the below template.

Times	Activity	Attending
15 minutes	CIAT Panel private meeting	CIAT Panel
60 minutes	Meeting with university senior management and Faculty senior management	<ul style="list-style-type: none">• CIAT Panel and Senior Management Team.• It is advised that the Programme Leader/Team does not attend this meeting.
15 minutes	CIAT Panel private meeting	CIAT Panel
60 minutes	Meeting with students/graduates/employers <ul style="list-style-type: none">• No university staff should be present during this meeting.• Those present should be four to eight current part time and full-time students, two to five graduates and two to five local employers. CIAT Panel, students, graduates and employers.	CIAT Panel, students, graduates and employers
15 minutes	CIAT Panel private meeting	CIAT Panel
60 minutes	Meeting with programme team	CIAT Panel and staff members (to be advised)
20 minutes	CIAT Panel private meeting	CIAT Panel
15 minutes	Closing remarks	



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