

# Centre of Excellence Guidelines





# Contents



01. Introduction



02. Application  
for Centre of  
Excellence



03. Outcome of  
Application



04. Centre of  
Excellence Review



05. Outcome of  
Application Review



06. Progress Report



07. Fees



08. Further  
information



Appendix 1  
Centre of Excellence  
template agenda



Appendix 2  
Staff profile  
template



# 01. Introduction

Centre of Excellence status requires the educational establishment to have a robust culture of research and knowledge exchange which has a direct and significant impact and contribution on the evolution of the distinct nature and discipline of Architectural Technology.



**To achieve Centre of Excellence status, educational establishments must satisfy the Institute's criteria in terms of its vision, values and commitment to the academic discipline of Architectural Technology and the professional development of Chartered Architectural Technologists.**

This relates to the demonstration by the educational establishment of the necessary physical resources and learning environment, the academic staff and their research and scholarly activities, links with industry and CIAT, the promotion of the Institute and the academic and professional discipline of Architectural Technology and the Chartered Architectural Technologist both nationally and internationally.

This status requires the educational establishment to have a robust culture of research and knowledge exchange which has a direct and significant impact and contribution on the evolution of the distinct nature and discipline of Architectural Technology. This will be of significant value to industry and other stakeholders at local and national level with whom the educational establishment engage. The quality and standards set for Centre of Excellence assure students, industry and the public that the academic staff and the educational establishment are committed to the discipline of Architectural Technology, the qualification of Chartered Architectural Technologists and promotion of CIAT.

CIAT will work closely with the Centres of Excellence to further promote the discipline on a regional, national and international basis, through joint projects and conferences, with regard to research, CPD, legislation, international development etc. CIAT may also request that a representative from the educational establishment is part of the Institute's Education Board.

### Centre of Excellence documents

Centre of Excellence documents are considered private and confidential between CIAT, the visiting Panel and the educational establishment. They are not available for general use or referenced in the public domain. CIAT's Education Department will retain a copy of the Centre of Excellence documentation, any subsequent amendments and additional information in a secure file for a minimum period of five years and/or until after the next review has been completed.

### GDPR requirements

In order to satisfy GDPR requirements, the educational establishment applying for Centre of Excellence has the option to either:

Submit documentation which includes staff and their profiles along with confirmation that the educational establishment has received consent from all staff listed in the documents and that it complies with their own GDPR requirements.

#### Or

Submit an anonymous document by depersonalising staff profiles (i.e. the programme has three CIAT members with no further details provided). This would however require that full staff profiles are made available during the visit. This is so that the Panel is able to gauge the expertise which underpins the teaching and research which relates to Architectural Technology.

If this option is to be invoked, the educational establishment must make this clear at the time of submission.



## 02. Application for Centre of Excellence

**An application for Centre of Excellence may be made at any point after the educational establishment has achieved re-Accreditation of an Architectural Technology Honours, or related degree and Masters degree programme.**

Unless in exceptional circumstances, the educational establishment must also offer a CIAT Accredited Masters programme. To retain Centre of Excellence status, both the CIAT Accredited Honours and Masters degrees must remain current and open for student intake. Accreditation Guidelines can be found on <https://architecturaltechnology.com/learning/educational-establishments.html> or by contacting the Education Department.

At least one member of the educational establishment staff must be a Chartered Architectural Technologist and another must be at least an Associate member, ACIAT, or affiliate working towards Chartered Membership.

An educational establishment should present its current position, activities and engagement with external agencies (and others) and illustrate a vision for the development of Architectural Technology both within academia and in practice for industry in the next five years. It should demonstrate how it is recognised and viewed as a 'knowledge hub' for Architectural Technology by government (local and national), academia and industry. The educational establishment must submit no more than 3000 words to the Institute's Education Department, illustrating how it meets the criteria for Centre of Excellence, as detailed below.

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.

The above document is designed to promote an atmosphere of mutual development and constructive interaction between CIAT and the educational establishment.

The following criteria are not exhaustive and provide an indication of what educational establishments must demonstrate. This is not a 'tick box' exercise:

**Commitment to promoting research and scholarly activity that has a direct and significant impact on the teaching of Architectural Technology within the educational establishment, including:**

- promotion of research related to Architectural Technology;
- engagement and challenges with industry and the profession;
- active encouragement of a research culture among academic staff; and
- innovative learning and teaching strategies within relevant Architectural Technology programmes directly related to the educational establishment's research activity.

**Outstanding links with industry, including:**

- regular employer/industry liaison meetings;
- engagement with industry, government and academia;
- how the external focus underpins the learning experience through industry input into relevant Architectural Technology programmes' content and structure; and
- promotion of work placements and student support for establishing work placements.

Education establishments must inform CIAT of its intention to submit for Centre of Excellence at least twelve weeks prior to the desired visit date. Documentation should be submitted electronically through email, OneDrive or WeTransfer at least eight weeks before the agreed visit. CIAT is at liberty to defer the visit if the documentation is not submitted in the required timeframe.

If sending through OneDrive, access should be given to CIAT staff as well as the Panel (their contact details will be provided closer to the submission deadline):

If you are sending the submission via email or WeTransfer, the documents can be shared with **education@ciat.global**

Please see <https://architecturaltechnology.com/education/educational-establishments/centre-of-excellence.html> for current Centre of Excellence fees.

The Centre of Excellence visit will usually take place over half a day and will most often be aligned with the Accreditation visit of the Honours Programme. The visit will normally be conducted as an in-person visit at the educational establishment. The onus is on the educational establishment to present its case for becoming a Centre of Excellence; the Panel will take on a more passive, listening role.

The Panel will normally consist of the Chair who is both a Chartered Architectural Technologist and a member of the Education Board; an industry practitioner who is a Chartered Architectural Technologist and an academic representative, preferably from another Centre of Excellence. CIAT staff will also be in attendance.

The visit will take the form of presentations and discussions with the Architectural Technology undergraduate and postgraduate programme teams and senior staff.

The educational establishment may use the agenda devised by CIAT in Appendix 1 or develop its own timetable around this information and approve the details with CIAT prior to the visit.



## 03. Outcome of Application





**Educational establishments will be notified of the outcome eight weeks after the visit.**

**The Institute's Education Board will decide upon one of two options:**

1. grant the educational establishment Centre of Excellence status for five years, with or without conditions or opportunities.
2. encourage the educational establishment to re-apply for Centre of Excellence status at a later date if all requirements have not been met.

All decisions are final and correspondence regarding the outcome of the application for Centre of Excellence 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.

If the educational establishment is successful in its application, it will be contacted by CIAT after two years for a progress report with specific regard to relevant developments at the Centre of Excellence.

On successfully attaining Centre of Excellence status, guidance will be provided on how the educational establishment can promote this status, including use of the CIAT logo which is issued under licence and subject to approvals.



## 04. Centre of Excellence Review

**Educational establishments being granted Centre of Excellence will be reviewed after five years and every five years thereafter in order to ensure that the ethos of research and development in relation to Architectural Technology is being upheld.**

CIAT will contact the educational establishment one year prior to its expected Centre of Excellence review to arrange a mutually convenient date for the review visit.

Educational establishments are required to submit a concise, reflective report, approximately 3000 words in length, with evidence and commentary to address the following areas:

- Ethos of Architectural Technology, strategic issues, development since last Centre of Excellence application and future plans.
- Staff practice with regard to scholarly activity and CPD relating to Architectural Technology since last Centre of Excellence application.
- Research and scholarly activity directly relating to and impacting upon Architectural Technology within the educational establishment since last Centre of Excellence application.
- Links with industry and professional bodies, employability, work placements and other developments since the last Centre of Excellence application.

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.

### Application requirements

Documentation should be submitted to CIAT electronically at least eight weeks before the agreed visit.

If sending through OneDrive, access should be given to CIAT staff as well as the Panel (their contact details will be provided closer to the submission deadline):

If you are sending the submission via email or WeTransfer, the documents can be shared with [education@ciat.global](mailto:education@ciat.global)

CIAT is at liberty to defer the visit if the documentation is not submitted in the required timeframe.

The above document is designed to promote an atmosphere of mutual development and constructive interaction between CIAT and the educational establishment.

Please see <https://architecturaltechnology.com/education/educational-establishments/centre-of-excellence.html> for current Centre of Excellence fees.

The Centre of Excellence review visit will usually take place over half a day and will most often be aligned with the Accreditation visit of the Honours Programme. The visit will normally be conducted as a virtual visit at the educational establishment, unless the Honours Programme is also due an in-person visit. The educational establishment is at liberty to request that an in-person visit takes place, though they will be required to reimburse the Institute for all associated expenses. Again, the onus is on the educational establishment to present its case for remaining a Centre of Excellence; the Panel will take on a more passive, listening role.

The Panel will normally consist of the Chair who is both a Chartered Architectural Technologist and a member of the Education Board; an industry practitioner who is a Chartered Architectural Technologist and an academic representative, preferably from another Centre of Excellence. CIAT staff will also be in attendance.

The following information outlines the components required at the Centre of Excellence visit and mirrors the initial process.

The visit following will take the form of presentations and discussions with the Architectural Technology undergraduate and programme team, related postgraduate programme teams and senior staff.

The educational establishment may use the agenda devised by CIAT in Appendix 1 or develop its own timetable around this information and approve the details with CIAT prior to the visit.

## 05. Outcome of Application Review

**Educational establishments that have applied for Centre of Excellence will be notified of the outcome within eight weeks of the Centre of Excellence visit.**

All decisions are final and correspondence regarding the outcome of the application for Centre of Excellence 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:**

1. grant the educational establishment Centre of Excellence status for a further five years, with or without conditions or opportunities.
2. encourage the educational establishment to re-apply for Centre of Excellence status at a later date if all requirements have not been met.
3. in extreme circumstances, remove Centre of Excellence status.

If the educational establishment is successful in its review, it will be contacted by CIAT after two years for a progress report with specific regard to relevant developments at the Centre of Excellence.





## 06. Progress Report

**The educational establishment should present its evolving position, activities and engagement with external agencies (and others) since it attained Centre of Excellence status.**

It should demonstrate how it continues to be recognised and viewed as a 'knowledge hub' for Architectural Technology by government (local and national), academia and industry.

**The Educational Establishment should illustrate its:**

- Ethos of Architectural Technology, strategic issues, development and future plans since Centre of Excellence status was attained.
- Staff practice with regard to scholarly activity and CPD relating to Architectural Technology since Centre of Excellence status was attained.
- Research and scholarly activity directly relating to and impacting upon Architectural Technology within the educational establishment since Centre of Excellence status was attained.
- Links with industry and professional bodies, employability, work placements; developments since Centre of Excellence status was attained.

## 07. Fees

Fees (including any expenses) must be paid no more than eight weeks after the Institute's Education Board has conveyed its decision. Please note that fees are non-refundable.

Current Centre of Excellence fees can be found at <https://architecturaltechnology.com/learning/educational-establishments/centre-of-excellence.html>.

## 08. Further information

If you would like further information or are seeking clarification on any part of this document then please contact the Institute's Education Department, [education@ciat.global](mailto:education@ciat.global).





# Appendix 1

## Centre of Excellence template agenda

Times	Activity	Duration	Attending
TBC	Private Panel meeting	(15 minutes)	CIAT Panel
TBC	Meeting with school including senior staff to discuss: <ul style="list-style-type: none"><li>• UG and PG programmes related to Architectural Technology</li><li>• Ethos of Architectural Technology</li><li>• Staff practice</li><li>• Strategic issues regarding Architectural Technology</li><li>• Future plans</li></ul>	(maximum 45 minute presentation and/or discussion)	CIAT Panel and senior staff
TBC	Private Panel meeting	(30 minutes)	CIAT Panel and staff members
TBC	Discussion on: <ul style="list-style-type: none"><li>• links with industry and professionals</li><li>• links with professional bodies</li><li>• employability</li><li>• preparation for student work placements</li></ul>	(maximum 30 minutes)	Relevant faculty staff
TBC	Private Panel meeting	(15-20 minutes)	CIAT Panel
TBC	Presentation on research and scholarly activity and CIAT discussion	(45 minutes)	Relevant faculty staff
TBC	Private Panel meeting	(30 minutes)	CIAT Panel
TBC	Feedback to staff and closing remarks	(15-20 minutes)	Relevant faculty staff

# Appendix 2

## Staff profile

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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