

## **RULES & PROCEDURES**

### **INTERNATIONAL EDUCATIONAL ACCORDS**

#### **WASHINGTON ACCORD 1989**

#### **SYDNEY ACCORD 2001**

#### **DUBLIN ACCORD 2002**

The Washington Accord, Sydney Accord and Dublin Accord are three multi-lateral agreements between groups of jurisdictional agencies responsible for accreditation or recognition of tertiary-level engineering qualifications within their jurisdictions who have chosen to work collectively to assist the mobility of engineering practitioners (i.e. professional engineers, engineering technologists and engineering technicians) holding suitable qualifications. Membership (called being a signatory) is voluntary, but the signatories are committed to development and recognition of good practice in engineering education. The number of signatories is growing, and the activities of the Accord signatories (for example in developing exemplars of the graduates' profiles from certain types of qualification) are intended to assist growing globalisation of mutual recognition of engineering qualifications. However, it is acknowledged that there are other approaches by other multi-jurisdictional groupings. As the Accord signatories seek to work with those other groupings the nature of the Accords could evolve. Hence the documents presented in this compendium are current as of 2007, but could change in the future.

## **FOUNDATION DOCUMENTS**

This compendium of documents covers the three international accords relating to mutual recognition of accreditation / recognition systems and / or qualifications. It is constructed at three levels:

### **A. GOVERNANCE DOCUMENTS**

(the Accord themselves)

### **B. RULES AND PROCEDURES**

(mandatory things which expand the governance document) – these are changeable according to a defined process after a notice period to all signatories of any proposed change

### **C. GUIDELINES**

(representing the "norm" of how things are done, but which are not mandatory) – these are changeable according to a defined periodic monitoring any time by the signatories

Now that the Accords are up and running and growing, in the interests of simplicity and ease of understanding, it is timely to move towards a common modus operandi. Whilst governed independently of each other, the three Accords have therefore adopted the principle that where possible Rules and Procedures and Guidelines should be as identical as possible between Accords. This has meant the adoption of a common glossary, and led to a development of generic documents which apply to all Accords unless a specific exception is stated. Accordingly, there is only one set of Rules and Procedures in Section B, and only one set of Guidelines in Section C.

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## **SECTION A – GOVERNANCE DOCUMENTS**

### **1. WASHINGTON ACCORD**

#### **RECOGNITION OF EQUIVALENCY OF ACCREDITED ENGINEERING EDUCATION PROGRAMS LEADING TO THE ENGINEERING DEGREE**

##### **AGREEMENT**

The signatories have exchanged information on, and have examined, their respective processes, policies and procedures for granting accreditation to engineering academic programs, and have concluded that these are comparable. Through the Washington Accord, which comprises this Agreement, the Rules and Procedures and the Transitional Provisions, the signatories recognise the substantial equivalence of such programs in satisfying the academic requirements for the practice of engineering at the professional level.

1. Accreditation of engineering academic programs is a key foundation for the practice of engineering at the professional level in each of the countries or territories covered by the Accord. The signatories therefore agree: that the criteria, policies and procedures used by the signatories in accrediting engineering academic programs are comparable; that the accreditation decisions rendered by one signatory are acceptable to the other signatories, and that those signatories will so indicate by publishing statements to that effect in an appropriate manner; to identify, and to encourage the implementation of, best practice, as agreed from time to time amongst the signatories, for the academic preparation of engineers intending to practice at the professional level; to continue mutual monitoring and information exchange by whatever means are considered most appropriate, including: regular communication and sharing of information concerning their accreditation criteria, systems, procedures, manuals, publications and lists of accredited programs; invitations to observe accreditation visits; and invitations to observe meetings of any boards and / or commissions responsible for implementing key aspects of the accreditation process, and meetings of the governing bodies of the signatories.
2. Each signatory will make every reasonable effort to ensure that the bodies responsible for registering or licensing professional engineers to practice in its country or territory accept the substantial equivalence of engineering academic programs accredited by the signatories to this agreement.
3. The Accord applies only to accreditations conducted by the signatories within their respective national or territorial boundaries.
4. The admission of new signatories to the Accord will require the unanimous approval of the existing signatories, and will be preceded by a prescribed period of provisional status, during which the accreditation criteria and procedures established by the applicant, and the manner in which those procedures and criteria are implemented, will be subject to comprehensive examination. Applicants for provisional status must be nominated by two of the existing signatories, and will be accepted only through a positive vote by at least two-thirds of the existing signatories.
5. Appropriate Rules and Procedures will be established by the signatories to ensure that this Agreement can be implemented in a satisfactory and expeditious manner. The adoption of, or amendment to, such Rules and Procedures will proceed only through a positive vote by at least two-thirds of the signatories.

6. There shall be biennial general meetings of the representatives of the signatories to review the Rules and Procedures, effect such amendments as may be considered necessary, and deal with applications for provisional status, and for admission.
7. The administration of the Accord will be facilitated by a secretariat established and operated in accordance with the Rules and Procedures made under the provisions of this Agreement.

The Accord will remain in effect for so long as it is acceptable and desirable to the signatories. Any signatory wishing to withdraw from the Accord must give at least one year's notice to the secretariat. Removal of any signatory will require the affirmative vote of at least two-thirds of the signatories.

Signed in 1989 by:

- Accreditation Board for Engineering and Technology Canadian Council of Professional Engineers
- Engineering Council United Kingdom
- Institution of Engineers Australia
- Institution of Engineers, Ireland
- Institution of Professional Engineers New Zealand

Signed in 1995 by

- Hong Kong Institution of Engineers

Signed in 1999 by

- Engineering Council of South Africa

Signed in 2005 by

- Japan Accreditation Board for Engineering Education

Signed in 2006 by

- Institution of Engineers Singapore

Signed in 2007 by

- Chinese Taipei: Institute of Engineering Education Taiwan
- Accreditation Board for Engineering Education of Korea

Signed in 2009 by

- Malaysia: Board of Engineers Malaysia

## 2. SYDNEY ACCORD

### RECOGNITION OF EQUIVALENCE OF ACCREDITED ENGINEERING TECHNOLOGY EDUCATION PROGRAMS

#### DEFINITION

For the purposes of this Agreement, and any future Rules and Procedures made under this Agreement, engineering technology academic programs are defined as the programs through which practitioners normally satisfy the academic requirements for the engineering roles currently known amongst the initial signatories as:

- Engineering Technologist Australia
- Certified Engineering or Applied Science Technologist Canada
- Associate Member of HKIE Hong Kong China
- Associate Engineer Ireland
- Engineering Technologist New Zealand
- Professional Technologist (Engineering) South Africa
- Incorporated Engineer United Kingdom

The term "engineering technologist" is used throughout this Agreement to refer to practitioners engaged in any or all of the above roles.

#### PREAMBLE:

The signatories have exchanged information on, and have examined, their respective processes, policies and procedures for granting accreditation to engineering technology academic programs, and have concluded that these are comparable. Through the Sydney Accord, which comprises this Agreement and the Rules and Procedures and the Transitional Provisions, the signatories recognise the substantial equivalence of such programs in satisfying the academic requirements for the practice of engineering technology at the appropriate level within the engineering team.

#### THE SIGNATORIES THEREFORE AGREE AS FOLLOWS:

1. The accreditation of academic programs is a key foundation for the practice of engineering technology in each of the countries or territories covered by the Accord, and:
  - the criteria, policies and procedures used by the signatories in accrediting engineering technology academic programs are comparable;
  - the accreditation decisions rendered by one signatory are acceptable to the other signatories, and that those signatories will so indicate by publishing statements to that effect in an appropriate manner;
  - the signatories will identify, and encourage the implementation of, best practice, as agreed from time to time amongst themselves, for the academic preparation of engineering technologists intending to practice at the professional level;
  - the signatories will continue mutual monitoring and information exchange by whatever means are considered most appropriate, including:

- regular communication and sharing of information on their accreditation criteria, systems, procedures, manuals, publications and lists of accredited programs;
  - invitations to observe accreditation visits; and
  - invitations to observe meetings of any boards and / or commissions responsible for implementing key aspects of the accreditation process, as well as meetings of the governing bodies of the signatories.
2. Each signatory will make every reasonable effort to ensure that the bodies responsible for certifying, registering or licensing engineering technologists to practise in its country or territory accept the substantial equivalence of engineering technology academic programs accredited by the signatories to this Agreement.
  3. The Accord applies only to accreditations conducted by signatories within their respective national or territorial boundaries. Before accrediting an engineering technology academic program, which leads to a single award based on delivery in multiple jurisdictions covered by the Accord, a signatory will seek confirmation from the accrediting body in each such jurisdiction that the program meets their normal accreditation requirements.
  4. Any signatory which has been invited to undertake an "accreditation" or "assessment for substantial equivalence" by an educational provider in another jurisdiction shall be obliged to contact the recognised accrediting body being a signatory to this Accord in that jurisdiction before proceeding and to offer to undertake a joint assessment.
  5. The admission of new signatories to the Accord will require the approval of at least two-thirds of the existing signatories and will be preceded by a prescribed period of provisional status, normally two years, during which the accreditation criteria and procedures established by the applicant, and the manner in which those procedures and criteria are implemented, will be subject to comprehensive examination. Applicants for provisional status must be nominated by two of the existing signatories, and will be accepted only with the approval of at least two-thirds of the existing signatories.
  6. Appropriate Rules and procedures will be established by the signatories to ensure that this Agreement can be implemented in a satisfactory and expeditious manner. The adoption of, or amendment to, such Rules and procedures will proceed only through a positive vote by at least two-thirds of the signatories.
  7. There shall be biennial general meetings of the representatives of the signatories to review the Rules and procedures, effect such amendments as may be considered necessary, and deal with applications for provisional status, and for admission.
  8. The administration of the Accord will be facilitated by a Secretariat consisting of a Chair and a Secretary appointed in accordance with the Rules and procedures made pursuant to this Agreement.

The Accord will remain in effect for so long as it is acceptable and desirable to the signatories. Any signatory may withdraw from the Accord by giving at least twelve months notice to the Secretary. Removal of any signatory will require a resolution supported by at least two-thirds of the signatories. No such removal will, of itself, affect standing granted prior to that cessation by other signatories, to engineering technologists within the jurisdiction of such signatory, on the basis of this Agreement.

## **TRANSITIONAL PROVISIONS**

These provisions are designed to facilitate the adoption and commencement of the Sydney Accord by all signatories and specify arrangements through which the outstanding verification procedures associated with the Accord can be completed.

At the time when the Agreement and the Rules and Procedures were adopted, the verification procedures set out in the Ottawa Intent had not been completed in respect of the signatories identified in the Schedule to these Transitional Provisions.

The signatories concerned accept that the Agreement, and the Rules and Procedures, will apply to those signatories in the schedule except for:

- a. the engineering technology academic programs which they accredit, and
- b. that they will not be requested to nominate representatives to serve as full members of any review team established under the Rules and Procedures, until the outstanding verification of their accreditation procedures and criteria has been completed and ratified.

Such verifications will be undertaken by review panels established in accordance with the Ottawa Intent, provided that the composition of any such review panel is acceptable to the signatories. These Transitional Provisions will not affect any other rights and responsibilities which the signatories subject to verification may have, or may be required to exercise, in connection with the Agreement and Rules and Procedures.

Signed on 25 June 2001 by:

- Canadian Council of Technicians and Technologists
- Engineering Council of South Africa
- Engineering Council United Kingdom
- Hong Kong Institution of Engineers
- Institution of Engineers Australia
- Institution of Engineers, Ireland
- Institution of Professional Engineers New Zealand

## **RECOGNITION OF QUALIFICATIONS GAINED PRIOR TO THE SIGNING OF THE ACCORD**

The following agreement was ratified at the June 2003 general meeting of the Accord held in Rotorua, New Zealand:

Programmes in accreditation at the time of signing of the Sydney Accord in June 2001 would be automatically defined as eligible for recognition under the Accord. In the case of any course accredited prior to the “in accreditation at time of signing” period, the signatory to which the application is made, obtains confirmation from the accreditation signatory that the course is deemed to be substantially equivalent to the currently accredited course. The course would then be eligible under the Accord

(Source: Item 5 of the Sydney Accord Minutes, IEM 2003)

### **3. DUBLIN ACCORD**

#### **RECOGNITION OF EQUIVALENCE OF EDUCATIONAL BASE FOR ENGINEERING TECHNICIANS**

##### **AGREEMENT**

Signed 13 May 2002 at The Institution of Engineers of Ireland, Dublin

##### **DEFINITION**

For the purposes of this Agreement, and any future Rules and Procedures made under this Agreement, the educational base for engineering technicians is defined as the programs through which practitioners normally satisfy the academic requirements for the engineering roles currently known amongst the initial signatories as:

- Certified Engineering Technician Canada
- Engineering Technician Republic of Ireland
- Professional Engineering Technician Republic of South Africa
- Engineering Technician United Kingdom

The term “engineering technician” is used throughout this Agreement to refer to practitioners engaged in any or all of the above roles.

##### **PREAMBLE**

The signatories have exchanged information on, and have examined, their respective processes, policies and procedures for recognising the educational base for engineering technicians, and have concluded that these are comparable, and that those successfully completing this educational base can be relied on to have acquired the broad outcomes listed in Annexe A. Through the Dublin Accord, which comprises this Agreement and any future Rules and Procedures, the signatories recognise the substantial equivalence of the educational base within signatory economies in satisfying the academic requirements for practice as an engineering technician within the engineering team. Details of the exemplifying qualifications in use in each of the economies, together with the overall description of the expected output of exemplifying academic courses, are listed in Annexe A to this agreement.

##### **THE SIGNATORIES THEREFORE AGREE AS FOLLOWS:**

1. The educational base is a key foundation for practice as an engineering technician in each of the economies covered by the Accord, and:
  - the criteria, policies and procedures used by the signatories in recognising engineering technician academic programs including quality assurance processes and practice are comparable;
  - the recognition decisions rendered by one signatory are acceptable to the other signatories, and those signatories will so indicate by publishing statements to that effect in an appropriate manner within their jurisdictions;

- the signatories will identify, and encourage the further implementation of, good practice, as agreed from time to time amongst themselves, for the academic preparation of engineering technicians intending to practice at the professional level;
  - the signatories will continue mutual monitoring and information exchange by whatever means are considered most appropriate, including:
  - regular communication and sharing of information on their recognition criteria, systems, procedures, manuals, publications and lists of accredited programs;
  - invitations to observe recognition procedures; and
  - invitations to observe meetings of any boards and / or commissions responsible for implementing key aspects of the recognition process, as well as meetings of the governing bodies of the signatories.
2. Each signatory will make every reasonable effort to ensure that the bodies responsible for certifying, registering or licensing engineering technicians to practise in its jurisdiction accept the substantial equivalence of engineering technician academic programs recognised by the signatories to this Agreement.
  3. The Accord applies only to recognition of the educational base where this has been undertaken within the jurisdictional boundaries of the national body. Before recognising an engineering technician academic program, which leads to a single award based on delivery in multiple jurisdictions covered by the Accord, a signatory will seek confirmation from the national body responsible for recognition of engineering technicians in each such jurisdiction that the program meets their normal educational base requirements.
  4. Any signatory which has been invited to undertake an “accreditation” or “assessment for substantial equivalence” by an educational provider in another jurisdiction shall be obliged to contact the recognised national body governing engineering technician education being a signatory to this Accord in that jurisdiction before proceeding and to offer to undertake a joint assessment.
  5. The admission of new signatories to the Accord will require the approval of at least two-thirds of the existing signatories and will be preceded by a prescribed period of provisional status, normally two years, during which the educational base criteria and procedures established by the applicant, and the manner in which those procedures and criteria are implemented, will be subject to comprehensive examination. Applicants for provisional status must be nominated by two of the existing signatories, and will be accepted only with the approval of at least two-thirds of the existing signatories.
  6. Appropriate Rules and Procedures will be established by the signatories to ensure that this Agreement can be implemented in a satisfactory and expeditious manner. The adoption of, or amendment to, such Rules and Procedures will proceed only through a positive vote by at least two-thirds of the signatories.
  7. There shall be biennial general meetings of the representatives of the signatories to review the working of the Accord and the Rules and Procedures, to effect such amendments as may be considered necessary, and deal with applications for provisional status, and for admission.
  8. The administration of the Accord will be facilitated by a secretariat consisting of a Chair and a Secretary agreed signatories appointed in accordance with the Rules and Procedures made pursuant to this Agreement.

The Accord will remain in effect for so long as it is acceptable and desirable to the signatories. Any signatory may withdraw from the Accord by giving at least twelve months’ notice to the Secretary. Removal of any signatory will require a resolution

supported by at least two-thirds of the signatories. No such removal will, of itself, affect standing granted prior to that cessation by other signatories, to engineering technicians within the jurisdiction of such signatory, on the basis of this Agreement.

Signed in 2002 by:

- Engineering Council United Kingdom
- Institution of Engineers, Ireland
- Engineering Council of South Africa
- Canadian Council of Technicians and Technologists.

## EXEMPLIFYING ACADEMIC QUALIFICATIONS

### CANADA

Exemplifying Academic Qualifications are Technician programs which meet the criteria set out in the Canadian Technology Standards.

### REPUBLIC OF IRELAND

Exemplifying Academic Qualifications are National or Technician Certificate in Engineering.

### REPUBLIC OF SOUTH AFRICA

Exemplifying Academic Qualifications are accredited National Diplomas in Engineering.

### UNITED KINGDOM

Exemplifying Academic Qualifications are Edexcel or SQA National Certificate or National Diploma, Advanced General National Vocational Qualification, National Vocational Qualifications at Level 3 and City Guilds Part 3 qualifications in an engineering discipline. In each case specified pathways apply.

## OUTCOME STATEMENTS FOR ENGINEERING TECHNICIAN EDUCATION BASE

The roles of Engineering Technicians involve them in the implementation of proven techniques and procedures to the solution of practical problems. They carry a measure of supervisory and technical responsibility and are competent to exercise creative aptitudes and skills within defined fields of technology, initially under the guidance of engineering practitioners with appropriate experience.

Engineering Technicians contribute to the design, development, manufacture, commissioning, operation and maintenance of products, equipment, processes and services. They apply safe systems of work.

A course of education which can be recognised as underpinning a planned career as an Engineering Technician is expected to:

- Provide a foundation for progression and develop a positive attitude towards lifelong learning, from which the Engineering Technician will be able to develop a detailed understanding of the principles and a mastery of the knowledge and analytical skills required for engineering practice. Motivate students towards the practice of engineering and stimulate their learning.
- Ensure that science and mathematics are taught within the context of real engineering applications, integrating theory with current industrial practice and design requirements
- Develop awareness of the social, legal, economic and political contexts within which engineers and technicians operate
- Contribute to the personal and professional development of students in the context of the applications of engineering, through the development of 'key skills'.

#### 4. DIFFERENCES BETWEEN ACCORDS

As set out below, the three Accords differ in only two significant ways – the majority needed to admit new signatories, and the nature of equivalence. Therefore the Rules and Procedures can be the same in all matters not affected by these differences.

Attribute	Washington Accord	Sydney Accord	Dublin Accord
Basis of agreement	<u>Substantially equivalent accreditation systems</u> leading to recognition of substantial equivalence of programs in satisfying academic requirements for the practice of engineering at professional level	<u>Substantially equivalent accreditation systems</u> leading to recognition of substantial equivalence of programs in satisfying academic requirements for the practice of engineering technology at the appropriate level	<u>Substantially equivalent means for recognising the educational base qualifications to meet expected outcomes</u> for engineering technicians according to exemplifying academic qualifications
Provisional status	Requires two nominators and two-thirds majority, prescribed period, normally four years, in which comprehensive examination undertaken	Requires two nominators and two-thirds majority, prescribed period, normally four years, in which comprehensive examination undertaken	Requires two nominators and two-thirds majority, prescribed period, normally four years, in which comprehensive examination undertaken
Admission of new signatories	Requires <u>unanimous agreement of signatories</u>	Requires <u>two-thirds majority of signatories</u>	Requires <u>two-thirds majority of signatories</u>
Requirement for general meetings	Biennial	Biennial	Biennial
Office holders created	Chair and Deputy Chair elected in accordance with rules and procedures	Chair and Deputy Chair elected in accordance with rules and procedures	Chair and Deputy Chair elected in accordance with rules and procedures
Amendment of Accord	Unanimous agreement of the signatories	Unanimous agreement of the signatories	Unanimous agreement of the signatories
Amendment of Rules and procedures	Two-thirds majority	Two-thirds majority	Two-thirds majority
Resignation	On one year's notice	On one year's notice	On one year's notice
Duration of Accord	As long as signatories desire and accept it	As long as signatories desire and accept it	As long as signatories desire and accept it

## **SECTION B – RULES AND PROCEDURES**

### **1. DEFINITIONS**

#### **ACCREDITATION / RECOGNITION SYSTEM**

Accreditation system for the Washington and Sydney Accords, means for recognition of educational base for the Dublin Accord

#### **APPLICANT**

An organisation that has applied for provisional status within an Accord to be recognised as the authoritative accrediting agency for the jurisdiction they represent. Any such authority, agency or institution must be independent of the academic institutions delivering accredited or recognised programs within their jurisdiction.

#### **COMMITTEE**

The Chair and the Deputy Chair of the Accord acting as a managing committee of the Accord. In these roles the office-holder acts for the Accord and cannot represent the signatory with which they are affiliated.

#### **CONDITIONAL STATUS**

The status to which a signatory is downgraded if, as an outcome of monitoring and review, other signatories consider that the accreditation / recognition system has significant deficiencies requiring immediate attention. Organisations holding conditional status do not have the right to vote, and the rights of graduates for the years during which conditional status is in place are suspended.

#### **EDUCATION PROVIDER**

A tertiary (post-secondary) education teaching establishment such as a university, polytechnic, vocational teaching college or similar.

#### **INTERNATIONAL ENGINEERING MEETINGS (IEM)**

A coordinated set of meetings of various international agreements related to mutual recognition of engineering education and engineering competence, held every two years at a time and place agreed by the signatories of the various agreements. During the International Engineering Meetings there will be formal business meetings of all three Accords.

#### **JURISDICTION**

The territory, country, economy or region throughout which an organisation undertaking accreditations is regarded as having the uncontested right to conduct such accreditation activities as the recognised professional authority.

#### **MEETING METHOD**

Biennial general meetings will normally be held face to face, but business may also be conducted under urgency through teleconference (a meeting method in which signatories simultaneously join an active method of communication such as teleconference), or electronic polling (a meeting method in which signatories either vote to agree or disagree with a proposal put to the vote).

## **MENTEE**

The jurisdiction being mentored which is committed to gaining provisional status or become a signatory of one or more of the Accords.

## **MENTOR**

A signatory assigned by the Committee to act on behalf of an Accord and work with an applicant through a program of visits and advice in order to assist the applicant with its progress to provisional status and / or to being a signatory subsequently. The term 'mentor' may also refer to mentoring team appointed by the Committee of the relevant Accord. The mentoring team will consist of two or three representatives from full signatories of the Accord to which the mentee is committed to applying for provisional status or to become a signatory. Note: a Mentor can act as a Nominator but not as a Reviewer.

## **MENTORING**

A process by which an appointed mentoring team provides support and guidance to an accreditation / recognition body that wishes to apply for provisional status or to become a signatory to one or more of the Accords. The mentoring role will focus on providing advice and guidance on the accreditation / recognition policies and procedures and education standards of the mentee so that the mentee is given every opportunity, on application, to gain provisional status or become a signatory of the relevant Accord.

## **MONITORING**

The process by which an existing signatories accreditation / recognition system is evaluated by other signatories to ensure that it is still substantially equivalent to other signatories.

## **NOMINATOR**

A Nominator shall have detailed knowledge of an applicant's accreditation / recognition system. By choosing to act as a nominator the signatory concerned is stating that in its opinion the applicant's accreditation / recognition system meets the criteria for admission to provisional status. In support of its nomination it shall supply other signatories with information on how its appraisal that led to the decision to nominate was performed.

## **PROVISIONAL STATUS**

An applicant will achieve provisional status having demonstrated that the accreditation / recognition system for which it has responsibility appears to be conceptually similar to those of other signatories of the Accord. By conferring provisional status, the signatories have indicated that they consider that the applicant has the potential capability to be a signatory. Award of provisional status in no way implies any guarantee of becoming a signatory. Recognition of the substantial equivalence of the engineering education programs concerned shall normally become effective from the date on which the new signatory is admitted.

## **REQUIREMENTS**

The Requirements for admission as a signatory of an Accord; defined as the substantial equivalence of characteristics, criteria and outcome standard.

## **REVIEW (VERIFICATION)**

The process by which an organisation with provisional status is evaluated to determine whether the requirements to be a signatory are met. (also known as verification).

## **REVIEWER**

A signatory appointed by the committee to the review team that visits and reports to the signatories on the substantial equivalency of the accreditation / recognition system of an organisation with provisional status as part of the evaluation of the applicant's review towards becoming a signatory. Note: a Reviewer shall not have been either a Mentor or Nominator for this applicant. Reviewers recommend to the signatories, whether they are of the opinion that the Requirements for becoming a signatory are met. Guidelines for the conduct of the Review are presented in Part 4 of Section C.

## **SECRETARIAT**

An entity providing administrative support to the Committee, with the delegated authority to give advice, but not to make decisions under the Rules and Procedures.

## **SIGNATORY**

An organisation entitled to fully participate in an Accord, enjoying the same rights and obligations as all other signatories. Signatories must be independent of the academic institutions delivering accredited or recognised programs within their jurisdiction. They are typically authorities, agencies or institutions which are representative of the engineering profession and which have statutory powers or recognised professional authority for accrediting programs designed to satisfy the academic requirements for admission to the practicing engineering community within the jurisdiction (e.g. country, economy, geographic region).

## **2. ADMISSION**

### **2.1 PROVISIONAL STATUS**

1. Applications for provisional status are recommended to follow the advice stated in the guidelines given in Part 2 of Section C.
2. Applicants must provide all the information stated in Part 2.2 of the guidelines set out in Section C.
3. Applications must be provided in the English language
4. Applications must be received by the secretariat no later than 120 days before the commencement of an IEM if the application is to be considered at the relevant Accord meeting during the IEM.
5. Applications must be accompanied by written statements of nomination from two signatories, each nomination containing a declaration that the nominator considers that the applicant's accreditation / recognition system meets the requirements for provisional status.
6. The secretariat must distribute the application to all signatories no later than 90 days before the commencement of the next IEM.
7. Any signatories may provide written questions to the secretariat no later than 60 days before the IEM, in which case the applicant has until 30 days prior to the IEM to provide written answers to the secretariat for distribution of both the questions and answers to all signatories so that they can be considered before the IEM.
8. Applicants must appear in person at the Accord meeting as part of the IEM to formally present their application and answer questions.
9. Applicants must meet all the direct costs of making their application, including but not limited to funding any reasonable actions required by potential nominators to evaluate the systems of the applicant.
10. The signatories must consider each application at the meeting at which it is presented and must decide one of the three following actions:
  - a. that the applicant be granted provisional status (provided that there is a two-thirds majority), or
  - b. that the application be declined (in which case reasons would normally be stated), or
  - c. that the decision on the application be deferred (in which case the reasons must be stated).
11. The signatories may agree to consider a deferred application by a suitable meeting method prior to the next scheduled face to face meeting if there is a reasonable expectation that information that will allow the application to be decided will be available, but no such meeting may occur sooner than 60 days after the applicant or a nominator provides the necessary information to the secretariat.
12. Prior to the award of provisional status, applicants must undertake to cooperate in the conduct of, and to fund the direct costs of, an evaluation of the suitability and effectiveness of accreditation / recognition criteria, policies, and procedures established by the applicant for the purpose of becoming a signatory.
13. Provisional status is normally granted for a period of four years, but may be extended for one or more periods of two further years if in the view of signatories, as attested by a two-thirds majority vote at a meeting, sufficient progress towards becoming a signatory is being made.

## 2.2 BECOMING A SIGNATORY

1. Organisations holding provisional status and applying to become a signatory are recommended to be cognisant of the guidelines given in Section C.
2. Organisations holding provisional status must give written notice of at least one year (prior to the IEM at which they will request that upgrade of their status be considered) to the Committee and the secretariat of their request to be reviewed.
3. No later than 30 days from receiving a review request the Committee must assign three Reviewers, each drawn from a different signatory. .
4. The organisation making the review request must provide the Reviewers with reasonable notice of and opportunity to observe visits to a range of education providers, and to observe the accreditation / recognition process for a range of decisions in the period leading up to 90 days prior to the IEM at which the organisation wishes the review request for becoming a signatory to be considered. (More specific guidelines are presented in Part 4 of Section C)
5. The Reviewers will furnish a written report to the signatories no later than 90 days prior to the IEM at which the review recommendation will be considered, unless a shorter period (of at least 30 days) is agreed by the Committee to be sufficient in the circumstances.
6. The signatories must consider each set of review recommendations at the meeting at which it is presented and must decide one of the four following actions:
  - a. that the organisation holding provisional status be made a signatory (provided that there is a two-thirds majority of all signatories in the case of the Sydney or Dublin Accord, or unanimous support of all signatories in the case of the Washington Accord), and the date at which recognition by the other signatories of the substantial equivalence of the engineering academic programs concerned shall become effective is stated (this would normally be the date on which the new signatory is admitted), or
  - b. that the organisation holding provisional status be declined becoming a signatory, but that provisional status be extended for a further period (in which case reasons must be stated), or
  - c. that the organisation holding provisional status be declined becoming a signatory and that provisional status not be extended (in which case the reasons must be stated), or
  - d. that the decision on the review recommendations be deferred (in which case the reasons must be stated).
7. During consideration of a review recommendation each signatory which chooses not to support the recommendation from the Reviewers must provide to all other signatories its reasons.
8. When the decision on review recommendations is deferred, the signatories may agree to reconsider the review recommendations by a suitable meeting method prior to the next scheduled face to face meeting if there is a reasonable expectation that information that will allow the application to be decided will be available, but no such meeting will occur sooner than 60 days after the organisation holding provisional status or the Reviewers provides the necessary information to the secretariat.

### **3. MONITORING OF SIGNATORIES**

#### **3.1 MONITORING PROTOCOLS**

1. Each of the accreditation or recognition systems for which a signatory is responsible shall be subject to comprehensive monitoring and report by representatives of the other signatories at intervals of not more than six years.
2. The Committee must establish and the secretariat publish annually, no later than 1 July, a schedule for the programme of monitoring activities, this schedule covering at least the upcoming six years.
3. Upon receipt of the schedule each signatory must immediately inform the Committee whether it wishes to be monitored by periodic monitoring or by continuous monitoring. In the event that a signatory does not select one or other procedure then the periodic monitoring procedure is assumed to have been selected.
4. The type of monitoring to be used for any individual signatory must be approved by the signatories via a suitable meeting method prior to the commencement of any monitoring actions.
5. Any signatory which effects a substantial change to its accreditation criteria, policies or procedures is obliged to report such a change to the Committee via the secretariat and thereby to provide the other signatories with the opportunity to require that the scheduled monitoring and report be brought forward.

#### **3.2 NOMINATION OF PERSONS TO FORM TEAMS**

1. Upon request from the secretariat, each signatory must provide as soon as possible one or more names of persons to form part of the panel from which Monitoring Teams may be drawn. If Continuous monitoring is used, in determining the suitability of proposed team members signatories must note that panel members fulfil a dual role, firstly as accreditation panel members and secondly as Accord monitors. This clause 3.2 1 shall not require any signatory to provide more than one such representative in any calendar year for any one Accord.

#### **3.3 PERIODIC MONITORING**

1. Each signatory to be monitored must receive a notice from the secretariat no less than six months prior to the year of the Monitoring Team activities being undertaken.
2. Three representatives from different signatories, one of whom will be designated the team leader, must be selected by the Committee to form the Monitoring Team; the secretariat must take all reasonable steps to ensure that none of the individuals selected through this process has had any substantial prior involvement in or commitment to the accreditation system being monitored.
3. The signatory responsible for the accreditation system to be monitored must be advised by the secretariat of the proposed composition of the Monitoring Team, and invited to show cause why any member of the Monitoring Team is not suitable. In the event that such an objection is lodged, the secretariat must advise the Committee to take such steps as are necessary and appropriate to resolve the situation. If unable to achieve consensus, the Committee must consult all signatories before confirming the membership of the Monitoring Team.
4. The signatory whose accreditation system is to be monitored shall be invited to propose a suitable process, timetable and administrative support mechanism, for consideration by the Monitoring Team. The monitoring process must include

accreditation visits to educational providers offering engineering academic programs and to the meetings at which the outcomes of such visits are discussed and decided.

5. All discussions concerning monitoring must be held in confidence by the Monitoring Team. At the conclusion of each monitoring activity, the monitoring team must forward its report and recommendations to the secretariat as soon as reasonably practicable. A copy of that report must be furnished to each signatory through the secretariat.
6. The recommendations open to the monitoring team are as follows:
  - a. that the accreditation / recognition system in question be accepted by the other signatories, for a period of six years, as leading to outcomes substantially equivalent to the systems known to the monitoring team; or
  - b. that the accreditation / recognition system in question be accepted by the other signatories, for a period of not more than two years subject to the responsible signatory providing, within six months, a report which satisfies the other signatories that adequate steps are being taken to address the specific issues identified by the monitoring team; or
  - c. that the accreditation / recognition system in question has serious deficiencies, that the signatory be downgraded immediately to conditional status, and that urgent and specific assistance be provided by the other signatories to help address the deficiencies.

### **3.4 CONTINUOUS MONITORING**

1. At the beginning of the six year monitoring period, three representatives from different signatories, one of whom will be designated the team leader, must be selected by the Committee to form the Overall Monitoring Team (OMT); the secretariat must take all reasonable steps to ensure that none of the individuals selected through this process has had any substantial prior involvement in or commitment to the accreditation system being monitored.. The secretariat will inform those signatories that they will be required to nominate persons who can fulfil dual roles as accreditation panel members, and as the Accord Monitoring Team.
2. If for any reason a member of the OMT should become unavailable during the monitoring period, the committee may appoint a replacement team member following consideration of nominations from the signatory who provided the initial team member.
3. The signatory responsible for the accreditation system to be monitored must be advised by the secretariat of the proposed composition of the Overall Monitoring Team, and invited to show cause why any member of the OMT is not suitable. In the event that such an objection is lodged, the secretariat must advise the Committee to take such steps as are necessary and appropriate to resolve the situation. If unable to achieve consensus, the Committee must consult all signatories before confirming the membership of the OMT.
4. The signatory will provide the Committee with an overall monitoring programme for the monitoring period indicating when Accord Monitoring Team visits are likely to occur. The programme will ensure that Accord Monitoring Teams (AMT) participate in not less than three accreditation visits within the monitoring period, where possible to separate educational providers.
5. An AMT consisting of a subset of the OMT will be formed by the OMT team leader and the signatory being monitored for each designated accreditation visit. AMT will consist of two OMT members for major accreditation or 1 for smaller visits. The

OMT team leader will appoint one of the AMT as the AMT team leader for each monitored accreditation visit.

6. Each AMT will produce a report, a copy of which will be provided to the signatory beginning monitored, members of the OMT and the Committee.
7. Any issues or recommendations identified by one AMT will be considered by subsequent AMTs, with the signatory under review expected to provide a report on changes made between AMT visits.
8. The signatory being monitored must ensure that at least one member of the OMT, in the last two years of the six year monitoring period, meets with the accreditation / recognition agency, reviews the accreditation / recognition procedures with the agency and observes an accreditation / recognition board decision meeting.
9. All discussions concerning monitoring must be held in confidence by the OMT.
10. Prior to the end of the monitoring period the Chair of the OMT will prepare a summary report and recommendations to the secretariat. A copy of that report must be furnished to each signatory through the secretariat, no later than 90 days prior to the next biennial meeting of the Accord signatories.
11. If, after at least 2 AMT visits, but before the end of the monitoring period, the OMT concludes that there are substantive matters that call into question the substantial equivalence of the accreditation system of the signatory being monitored, the OMT may prepare a summary report and recommendations to the secretariat. A copy of that report must be furnished to each signatory through the secretariat for consideration at the next biennial meeting of the Accord signatories.
12. The recommendations open to the Overall Monitoring Team are as follows:
  - a. that the accreditation / recognition system in question be accepted by the other signatories, for a period of six years, (as leading to outcomes substantially equivalent to the systems known to the monitoring team); or
  - b. that the accreditation / recognition system in question be accepted by the other signatories, for a period of not more than two years, subject to the responsible signatory providing, within six months, a report which satisfies the other signatories that adequate steps are being taken to address the specific issues identified by the review team; or
  - c. that the accreditation / recognition system in question has serious deficiencies, that the signatory revert immediately to conditional status, and that urgent and specific assistance be provided by the other signatories to help address the deficiencies.

### **3.5 CONSIDERATION OF RECOMMENDATIONS AND REQUESTS FOR RECONSIDERATION**

1. Recommendations from monitoring activities under either Periodic monitoring or Continuous monitoring are considered by the other signatories in committee at a general meeting.
2. The signatories may resolve only one of the following:
  - a. that the accreditation / recognition system in question be accepted by the other signatories, for a period of six years; or
  - b. that the accreditation / recognition system in question be accepted by the other signatories, for a period of not more than two years, subject to the signatory in question providing, within six months, a report which satisfies the other signatories that adequate steps are being taken to address specific issues; or

- c. that the signatory revert immediately to a non-voting conditional status for a period of no more than two years, and that specific requirements to be addressed be stated.
3. A resolution for (a) or (c) shall require support from two-thirds of the signatories, and in the absence of that majority the outcome shall be (b) in which case the specific issues to be addressed must be stated.
4. The subject signatory may, within 60 days of notification of a decision, request reconsideration of a decision imposing conditional status (c), and request independent reconsideration of its case. Requests for reconsideration must be based on one or more of the following grounds:
  - a. that there was a failure to follow these Rules, and / or
  - b. that there were substantial errors of facts in the report considered by the signatories which were likely to have affected the decision reached by the signatories, and / or
  - c. that the report considered by the signatories did not include relevant information, and had that information been placed before the signatories there was a reasonable likelihood that a different decision would have been made.
5. If a reconsideration is requested, the Committee must ensure that within six months of the decision, a reconsideration panel which is established in the same manner as a monitoring team using Periodic monitoring, but has no membership in common with, the original monitoring team(s) is established and reports its outcomes.
6. Whilst a reconsideration is in progress the signatory will continue to enjoy the full benefits of being a signatory.
7. The reconsideration panel shall determine the procedures and criteria under which it operates, but at all times its procedures must be consistent with these Rules and procedures as far as this is reasonably possible.
8. The full costs of any such reconsideration must be borne by the subject signatory.
9. The right to request reconsideration may be exercised only once.
10. The recommendations of a reconsideration panel must be considered by the signatories by a suitable meeting method as soon as reasonably possible, and one of the following decisions made: .
  - a. that the accreditation / recognition system in question be accepted by the other signatories, for a period of six years; or
  - b. that the accreditation / recognition system in question be accepted by the other signatories, for a period of not more than two years, subject to the signatory concerned providing, within six months, a report which satisfies the other signatories that adequate steps are being taken to address specific issues; or
  - c. that the signatory revert immediately to a non-voting conditional status for a period of no more than two years, and that specific requirements to be addressed be stated.

### **3.6 UPGRADE FROM OR CONTINUATION OF CONDITIONAL STATUS**

1. Where conditional status is imposed by the other signatories the Committee must provide, in writing within 30 days of the decision, the specific requirements to be addressed by the organisation downgraded to conditional status, and state the process by which assessment of whether the requirements have been met will be made.

2. The assessment will normally involve written reports submitted by the organisation holding conditional status at intervals of six months to the Monitoring Team who conducted the periodic monitoring or OTM in the case of Continuous monitoring, may involve a visit by one or more members of the Monitoring Team or OTM, and will involve reporting by the Monitoring Team or OTM at six-monthly intervals to the Committee on progress.
3. When, in the view of the Committee the most recent report from the Monitoring Team or OTM indicates that the requirements have been satisfactorily addressed, the Committee must immediately call a meeting of the signatories by a suitable meeting method to consider the reinstatement of the organisation back to being a signatory, and to decide whether graduates from accredited programmes during the years in which conditional status was in place should receive rights of recognition under the Accord.
4. In the event of re-instatement to being a signatory, voting rights are immediately restored.
5. In the event that an organisation is re-instated from conditional to being a signatory graduates from accredited programmes in the year in which re-instatement occurs shall enjoy the rights of recognition under the Accord.
6. Where the signatories are satisfied that an organisation holding conditional status is making good progress towards once again being a signatory, but that at the end of the period of conditional status has not fully met the requirements the signatories may agree to extend the period of conditional status for no more than two further years.
7. The costs incurred by members of the Monitoring Team or OTM must be borne by the organisation holding conditional status.

## **4. RESIGNATION, DOWNGRADING AND TERMINATION**

### **4.1 RESIGNATION**

1. A signatory may resign from an Accord by giving at least one year's written notice to all other signatories. The period in which the organisation was a signatory will be deemed to end on 31 December of the year after that in which notice was given. During its period of notice the resigning signatory must continue to fulfil its obligations as a signatory, but loses its right to vote on matters related to applications for provisional status, review recommendations for becoming a signatory, monitoring reports on signatories and any matter relating to the changes to the Accords, Rules and Procedures or Guidelines. For the avoidance of doubt, in such circumstances the signatory that has given notice of resignation will be excluded when determining the total number of votes available to be cast..
2. Provided the resigning signatory provides to all other signatories, to the satisfaction of the Committee a comprehensive list of programmes accredited or recognised during the time as a signatory, graduates of those programmes who graduated during the years that the signatory was active in the Accord will continue to receive the same rights of recognition as graduates of other signatories.
3. An organisation holding provisional status may resign from that provisional status at any time by giving 6 months written notice to all signatories.

### **4.2 DOWNGRADING FOR FAILURE TO DEMONSTRATE ONGOING SUBSTANTIAL EQUIVALENCE**

1. Where a signatory has been downgraded from signatory to conditional status for failure to meet the necessary standard of substantial equivalence of recognition or accreditation, and the organisation fails to satisfy the signatories within the period of time allowed that it has met the specific requirements, and the signatories are unwilling to continue the period of conditional status, the organisation shall lapse from conditional status to provisional status.
2. Provisional status shall be granted in these circumstances for no more than two years, the specific time being selected by the Committee so that the end of the term coincides with a scheduled general meeting of the Accord signatories.
3. Provided the downgraded signatory provides to all other signatories, to the satisfaction of the Committee a comprehensive list of programmes accredited or recognised during the time as a signatory, graduates of those programmes who graduated during the years that the signatory was a signatory in the Accord (including the year in which downgrading to conditional status occurred) will continue to receive the same rights of recognition as graduates of other signatories. Any graduates completing their programme during the period of conditional status will not enjoy the privileges of graduates of Accord signatories.

### **4.3 TERMINATION FOR FAILURE TO MEET OBLIGATIONS AS A SIGNATORY**

1. If in the view of a two-thirds majority of other signatories, a signatory is failing to meet its reasonable obligations under an Accord, the other signatories may give notice to that effect to the signatory concerned. Such notice must state the specific nature of the concerns.
2. Any signatory which receives notice from the other signatories that in their view shall have one year from the date of the notice in which to demonstrate that it has taken appropriate action and has recommenced the fulfilment of its obligations.
3. If, after a year, two-thirds of other signatories agree that significant improvement has been made, but not sufficient to remove doubt that the signatory in question is

fulfilling its obligations, the period for demonstrating improvement shall be extended by either six months or one year as the signatories may decide.

4. If, in the view of at least two-thirds of other signatories, a signatory which has been given notice under 1, 2 and 3 above has not taken sufficient corrective actions within the specified period the signatory is deemed to have been removed from being a signatory. The date of removal shall be the end of the calendar year in which the decision to terminate was made.
5. Where termination is for failure to meet financial obligations, the defaulting Agreement Participant shall be removed from being a Member or Provisional Member of all relevant Agreements unless the Governing Group, in consultation with the Deputy Chairs, accept that there are exceptional circumstances giving rise to the non-payment of annual subscription. In such circumstances the Governing Group may give the Agreement Participant a reasonable time, normally three months, within which to make payment. If payment is not received within this period, the membership of all Agreements for the defaulting Agreement Participant will lapse.
6. Reinstatement of an Agreement Participant removed from membership of any IEA Agreement for non-payment of annual subscription will require the former Agreement Participant to meet appropriate requirements laid down by the Governing Group and the Chair and Deputy Chair of the relevant Agreements. Such requirements may include:
  - o Payment of outstanding fees,
  - o Payment of an application fee for each agreement,
  - o The completion of the full process as for a new applicant for Provisional Membership for each Agreement.
7. Provided the terminated signatory provides to all other signatories, to the satisfaction of the Committee a comprehensive list of programmes accredited or recognised during the time as a signatory, graduates of those programmes who graduated during the years that the signatory was active in the Accord will continue to receive the same rights of recognition as graduates of other signatories.

#### **4.4 TERMINATION OF PROVISIONAL STATUS**

1. At each general meeting of the Accord the signatories must review the length of period for which provisional status has been granted to each organisation holding that status (which period is normally four years but which may be extended by up to a further four years).
2. If in the view of a two-thirds majority of signatories, an organisation holding provisional status is making insufficient progress towards becoming a signatory or is failing to meet its reasonable obligations under an Accord, the signatories may give notice to that effect to the organisation concerned. Such notice must state the specific nature of the concerns.
3. Any organisation holding provisional status which receives notice from the signatories shall have one year from the date of the notice in which to demonstrate that it has taken appropriate action and has recommenced the fulfilment of its obligations and progress towards becoming a signatory.
4. If, after that year, the majority of the signatories agree that significant improvement has been made, but not sufficient to remove doubt that the signatory in question is fulfilling its obligations, the period for demonstrating improvement must be extended by one year.

5. If, in the view of a majority of signatories, determined by a suitable meeting method, an organisation holding provisional status which has been given notice under 2, 3 and 4 above has not taken sufficient corrective actions within the specified period the organisation is deemed to have been removed from provisional status. The date of removal must be immediate from the date of notice to that effect.

## **5. CONDUCT OF MEETINGS, RIGHTS OF AND OBLIGATIONS ON SIGNATORIES AND ORGANISATIONS HOLDING PROVISIONAL STATUS**

### **5.1 MEETINGS**

Unless otherwise set out in the Rules and Procedures, the following provisions shall apply.

1. A general meeting of the signatories must be held every two years at a time and place selected by the previous general meeting, or if not possible, as soon after as possible by the Committee following appropriate consultation with the signatories. The time and place of the general meeting must, so far as practicable, be such as to minimise overall travel costs for those representing the signatories. Where convenient, the general meeting may be arranged to follow or precede a major international conference or similar event.
2. At every general meeting, signatories and organisations holding provisional status must present a report on accreditation-related matters within their jurisdiction according to any guideline agreed by the signatories.
3. At every general meeting, and at any other time the signatories decide, there will be a session closed to observers at which signatories can raise in confidence any issue pertaining to the operation of the Accord, seeking resolution in a constructive manner. Organisations holding provisional status may be invited to attend this session if the signatories agree to this prior to the commencement of the session. The signatories may agree a set of guidelines for conduct of such sessions.
4. If two or more signatories request a special meeting of an Accord in relation to a particular matter, the question of whether to hold a special meeting shall be decided under urgency, and if so agreed the meeting shall be held at a venue to be decided by the Committee no sooner than 90 days and no later than 180 days after the decision to hold the special meeting is notified to all signatories and organisations holding provisional status.
5. A draft agenda must be circulated to all signatories at least 180 days prior to a general meeting and 90 days prior to a special meeting of an Accord.
6. Notice of items for the agenda should be notified to the Chair through the secretariat at least 90 days prior to the meeting.
7. Items for discussion at a general meeting and all necessary background papers should be submitted to the Committee via the secretariat at least 60 days prior to the meeting. The Committee reserves the right to not admit late items.
8. The agenda and business papers will be approved by the Chair and normally be distributed to the signatories by the secretariat at least two months prior to the meeting.
9. Each signatory will arrange for at least one representative to attend the general meeting and will commit to being briefed on the matters to be raised and to engage fully in the business of the meeting. Signatories may bring more than one representative to such meetings but are obligated to restrict the number of people in its delegation to the number reasonably needed to fulfil their obligations to participate fully in the meeting. Notwithstanding this provision, the Chair of the Accord may restrict the number in any delegation.
10. Organisations holding provisional status are required to accept the same commitment to interaction and exchange as the signatories. They will receive copies of appropriate correspondence and reports (other than those papers relating to admission, termination, review requests and monitoring of signatories), and are invited to send representatives to all meetings of the signatories. They are

obligated to restrict the number of people in its delegation to the number reasonably needed to fulfil their obligations to participate fully in the meeting. Notwithstanding this provision, the Chair of the Accord may restrict the number in any delegation.

11. At a general or special meeting, each signatory will have one vote, and the Chair shall have a casting vote.
12. A simple majority will suffice for a decision on any matter, unless otherwise specified in the governing Agreement or in these Rules and Procedures. Any casting vote will normally be regarded as cast for the status quo on any matter requiring two-thirds or greater majority.
13. Representatives of organisations holding provisional status will have the right of audience except when excluded under a resolution by the signatories to move into committee (also known as closed session) and debate at such general meetings, but are not permitted to vote.
14. With the agreement of the Chair, organisations with interests in the relevant Accord may be invited to be in attendance (as “observers”) for parts of the meeting as may be decided by the Chair. The right to attend does not confer the right to speak unless so invited by the Chair. Unless otherwise prescribed by the Chair the maximum number of people in the delegation of any observer will be three.
15. Signatories and organisations holding provisional status must declare any conflict of interest on any agenda item in advance of that item being discussed, and if so requested by the Chair must leave the meeting during discussion of that item.
16. Minutes of each meeting of the Accord must be recorded by the secretariat and at each meeting the minutes of the previous meeting of a like nature must be submitted to the meeting for approval and then signed by the Chair, before any other business is transacted. Draft minutes prepared by the secretariat will be reviewed for correctness by the Committee prior to their dissemination to all signatories for their comment. Such dissemination should occur within 60 days of the meeting and comment should be made within 90 days of the date of the meeting. The Committee will review comments received and within 120 days of the date of the meeting approve that the secretariat circulate to all signatories and organisations holding provisional status “minutes for approval”.
17. The meeting method may be varied from face to face to any other means enabling open discussion between representatives (e.g. teleconference) provided that there is a two-thirds majority of the signatories in favour of such a proposal.
18. Urgent matters (decided to be urgent by either a previous meeting, or by the Committee on the basis that undue delay would unreasonably penalise an affected party) may be decided out of session from meetings by an electronic polling meeting method as follows:
  - a. The written proposal setting out the motion, the rationale supporting it, and the reasons for urgent consideration of that proposal are circulated to all signatories in writing
  - b. Each signatory has 60 days to make a response in two parts – agreeing to consider the matter urgently, and recording its votes on the motion. Votes are to be provided directly to the secretariat and the Committee
  - c. The secretariat will issue reminders after 30 and 45 days to those signatories who have not responded
  - d. The matter shall be determined by the Committee as passed if there is the necessary majority for the matter concerned both for the vote to consider the matter urgently, and for the motion itself.

- e. For the avoidance of doubt, the Committee may require any signatory to provide a faxed signed confirmation of its vote to validate that vote.
  - f. The Committee must announce the result without undue delay, and the outcome will apply from the date of announcement
  - g. The matter is regarded as ratified by approval of the accuracy of documentation of the decision making process (as if that documentation was minutes of a meeting), by signatories at the next general meeting of the Accord
19. Any signatory unable to be present may provide to the Chair of the Accord a written proxy either approving or not approving a particular matter. In the event that further changes to the proposal are made during a meeting the Chair must exercise the proxy consistently with the intention of the signatory concerned, and if in doubt must abstain the proxy on the matter.
20. The signatories, organisations holding provisional status and observers are required to meet a fair share of the costs of staging a meeting of an Accord in addition to their own costs for attendance at such meetings.
21. The chair of any meeting may choose to conduct the meeting with a minimum of formality provided that the proceedings are conducive to the fair hearing of all matters and the agreement of outcomes. However if, of his / her own volition or on request of some of those present at the meeting, the Chair deems it necessary to formalise the meeting he / she may apply some or all of the following standing orders, as is considered reasonable and necessary for effective conduct of the meeting:
- a. At each general meeting or meeting of the Accord, the Chair, or in his or her absence the Deputy Chair, shall take the chair.
  - b. In the above cases if the specified officers are not present a meeting shall elect its own Chair.
  - c. Except as otherwise agreed by the meeting the order of business will be as set out on the agenda paper.
  - d. Each motion or amendment not seconded shall lapse without discussion and shall not be recorded in the minutes except by the permission of the meeting.
  - e. After each motion or amendment has been moved and seconded it shall not be withdrawn without the permission of the meeting.
  - f. Except with the permission of the meeting no motion or amendment shall be proposed which in the opinion of the Chair is the same in substance as any motion or amendment which during the same meeting has been resolved in the affirmative or negative.
  - g. Where no specific procedure is laid down the Chair shall refuse to accept a motion to rescind any resolution or other vote if he or she considers that insufficient notice has been given to members.
  - h. Before putting each motion or amendment to the vote the Chair shall ensure that the motion or amendment is understood by all meeting participants.
  - i. A motion may be amended by leaving out words; by leaving out certain words and substituting other words; by inserting words; or by adding words.
  - j. Each amendment shall be relevant to the original motion.
  - k. No amendment may be accepted that produces a direct negative of the motion.
  - l. Amendments to a motion may be moved without notice.
  - m. Amendments may be moved in any order considered satisfactory by the Chair .

- n. When an amendment has been carried, such amendment shall become the substantive motion and shall be open to amendment accordingly.
- o. At the discretion of the Chair amendments to an amendment shall be allowed.
- p. The Chair may restrict the number of times and the length of time that each meeting participant may speak on a matter.
- q. All questions of order or procedure not provided for in these Standing Orders shall be decided by the Chair.

## **5.2 WORKSHOPS**

1. The signatories of an Accord may choose to hold a workshop at any time for the purpose of dialogue aimed at developing recommendations for consideration at a Meeting of the Accord.
2. In general, organisations holding provisional status would only be invited to attend if the signatories consider they can contribute effectively to advancement of the issues to be discussed.
3. Observers would not normally be invited to attend workshops, and an exception would only be granted if the signatories are collectively of the view that observers can contribute effectively to advancement of the issues to be discussed.
4. The Chair of each Accord shall decide the maximum number in each delegations from signatories to such workshops, In general, delegations should be as small as possible.
5. In the event that organisations holding provisional status are invited to participate, the Chair of each Accord shall decide their maximum number in each delegation and rights of participation
6. If observers are allowed to attend, the Chair of the Accord shall decide the maximum numbering the delegation and rights of participation
7. During any such workshop, the Chairs of any session may exclude all but signatories for any particular item.
8. In the interests of effective interchange at workshops, the protocols and procedures will be consistent with these Rules and Procedures, but decision making will be by consensus. No votes will be taken, but informal polling to determine the level of support for particular proposals may be performed.

## **6. CHANGES TO ACCORD AGREEMENTS, RULES AND PROCEDURES, AND GUIDELINES.**

### **6.1 CHANGES TO ACCORD AGREEMENTS**

1. Changes to an Accord Agreements requires the unanimous approval of all signatories, originally determined by a vote, but then signified by the written signature of their representative to a document to be regarded as an addendum to the Accord. Until all signatories present at the time of the vote have signed in this manner the change shall be inoperative. Signatories voting by proxy may sign at a later time and this will not delay the implementation of the change.
2. Proposals for change may be made by one or more signatories, but must be provided to the Committee and secretariat in full at least 120 days in advance of the meeting at which they are to be discussed. The secretariat must circulate the proposals to all signatories and those organisations holding provisional status at least 90 days prior to the meeting.
3. If further changes to the proposal are suggested during a meeting of the Accord, and if in the view of at two signatories the changes affect the intention or substance of the proposal, any signatory may require that the matter be deferred, requiring a further 120 days notice before the matter can be further considered.
4. Any signatory unable to be present may provide to the Chair of the Accord a written proxy either approving or not approving the proposed change. In the event that further changes to the written proposal are suggested a written proxy will be declared as a vote against the further changes.

### **6.2 CHANGES TO RULES AND PROCEDURES**

1. Changes to the Rules and Procedures of an Accord require the two-thirds majority approval of all signatories, determined by a vote. The new Rules and Procedures will be deemed to be operative immediately following the end of the meeting at which they are approved. Notwithstanding this, for matters in progress that commenced under earlier Rules and Procedures may continue to proceed to completion under those Rules and Procedures if in the view of the Committee application of the changed Rule or Procedure would impose unreasonable additional burdens on those affected by the matter.
2. Proposals for change may be made by one or more signatories, but must be provided to the Committee and secretariat in full at least 120 days in advance of the meeting at which they are to be discussed. The secretariat must circulate the proposals to all signatories and those organisations holding provisional status at least 90 days prior to the meeting
3. If further changes to the proposal are suggested during a meeting of the Accord, and if in the view of at least two signatories the changes affect the intention or substance of the proposal, those signatories may require that the matter be deferred, requiring a further 120 days notice before the matter can be further considered.
4. Any signatory unable to be present may provide to the Chair of the Accord a written proxy either approving or not approving the proposed change. In the event that further changes to the written proposal are suggested a written proxy will be declared as a vote against the further changes.

### **6.3 CHANGES TO THE GUIDELINES**

1. Changes to the Guidelines of an Accord require the two-thirds majority approval of all signatories, determined by a vote. The new guidelines will be deemed to be operative immediately following the end of the meeting at which they are approved. Notwithstanding this, for matters in progress that commenced using earlier guidelines may continue to proceed to completion using those guidelines if in the view of the Committee application of the changed guideline would impose unreasonable additional burdens on those affected by the matter.
2. Proposals for change may be made by one or more signatories, and should be provided to the Committee and secretariat in full at least 120 days in advance of the meeting at which they are to be discussed. The secretariat must circulate the proposals to all signatories and those organisations holding provisional status at least 90 days prior to the meeting
3. Further changes to the proposal may be made suggested during a meeting of the Accord, and may be approved by a two-thirds majority of signatories voting for the changes.
4. Any signatory unable to be present may provide to the Chair of the Accord a written proxy either approving or not approving the proposed change. In the event that further changes to the written proposal are suggested a written proxy will be declared as a vote against the further changes.

### **6.4 VOTING**

1. Matters on which a required majority is not stated in the Accord Agreements or Rules and Procedures must be decided by a simple majority vote of signatories present at the time of the decision.
2. A casting vote by a chair shall be deliberative in situations where only a simple majority is required, but in situations where a majority of two-thirds or more is required the casting vote must be made to retain the status quo.

## **7. ELECTION OF OFFICERS**

1. The officers of the Accord shall be the Chair and the Deputy Chair who must be elected from nominations made by the signatories.
2. The officers act for the Accord, and may not simultaneously represent or vote on behalf of any signatory on any matter. For the avoidance of doubt, officers are not included in the headcount of delegations from their home signatory.
3. A person may hold office for no more than two terms, each term of two years (defined as the time between biennial general meetings) unless specifically agreed by a unanimous vote of all signatories present at a general meeting. A term is completed at the end of the general meeting at which an election is held.
4. The Deputy Chair shall undertake the duties of the Chair if the Chair is unavailable for any length of time, or has declared a conflict of interest on any matter, and has temporarily stood down from the Chair whilst that matter is considered.
5. At least 120 days in advance of a general meeting, the secretariat will send all signatories the invitation to make nominations for Chair and Deputy Chair positions.
6. To be eligible for nomination a person must be affiliated with a signatory and have the support of that signatory.
7. Nominations must be moved and seconded by two different signatories, and the nomination form signed by the nominee, nominator and seconder must be received by the secretariat no later than the day prior to the IEM at which the general meeting will be held. The secretariat will distribute the nominations to the signatories prior to the start of the general meeting.
8. No person may be elected to a position that was immediately before held by a person affiliated with the same signatory.
9. Voting will be held by secret ballot during a general meeting, and will be supervised by two independent scrutineers appointed by the general meeting.
10. In the event that there are more than two candidates and no candidate achieves more than 50% of the votes cast in the ballot, the lowest polling candidate will be eliminated and a further poll held. This process will be repeated as many times as is necessary. In the event of a tie in respect of eliminating a candidate the candidate to be eliminated will be established by the drawing of lots by the scrutineers. In the event of a tie on the last poll the Chair will exercise a casting vote.
11. In the event that the Chair is unable to complete his or her term for any reason, the Deputy Chair shall temporarily hold the position until the next general meeting. Such service shall not be counted against the term of that person in the role of Chair.
12. In the event that the Deputy Chair is unable to complete his or her term for any reason, the Chair shall decide whether the position may remain vacant (if the remaining part of the term is less than 180 days), or whether to call for nominations, and hold an election using the process for deciding matters under urgency. Service of a person elected under urgency shall not be counted against the term of that person in the role of Deputy Chair.
13. If required, elections may be conducted urgently as follows:
  - a. The ballot papers must be distributed to all signatories in writing
  - b. Each signatory has 60 days to record its vote. Votes are to be provided directly to the secretariat.

- c. The secretariat will issue reminders after 30 and 45 days to those signatories who have not responded
- d. For the avoidance of doubt, the Committee may require any signatory to provide a faxed signed confirmation of its vote to validate that vote.
- e. The secretariat shall be responsible for counting the votes and arranging scrutineering by at least 2 independent persons.
- f. The Chair must announce the result without undue delay, and the outcome will apply from the date of announcement
- g. The matter is regarded as ratified by approval of the accuracy of documentation of the decision making process (as if that documentation was minutes of a meeting), by signatories at the next general meeting of the Accord

## **8. ENGINEERING PROGRAMS ACCREDITED BY ACCORD SIGNATORIES IN NON-ACCORD JURISDICTIONS**

In applying the Accords, allowed exceptions for cases where a provider, headquartered in the jurisdiction of a full signatory, offers a program outside of the jurisdiction of the signatory are defined below.

### **8.1 PROGRAMME IMPLEMENTED WITHOUT DIFFERENTIATION IN TWO DIFFERENT JURISDICTIONS, EACH WITH ACCREDITING BODIES WHO ARE FULL SIGNATORIES TO THE ACCORD:**

Accreditation / recognition of the off-shore implementation of the program will be undertaken on a collaborative basis, initiated by the signatory of the jurisdiction in which the program is headquartered. The offshore implementation must satisfy the accreditation / recognition criteria and requirements of both signatories.

### **8.2 DIFFERENTIATED PROGRAMME OFFERED WITHIN THE JURISDICTION OF A FULL SIGNATORY:**

Accreditation / recognition of the off-shore program offering must be undertaken by the signatory of the jurisdiction in which the program is delivered in consultation with the signatory of the jurisdiction in which the provider is headquartered.

### **8.3 UNDIFFERENTIATED OR DIFFERENTIATED PROGRAMME OFFERED WITHIN A NON-ACCORD JURISDICTION:**

Accreditation / recognition of the off-shore program offering must be undertaken by the signatory of the jurisdiction in which the program is headquartered.

### **8.4 IN APPLYING THE ACCORDS, A FURTHER ALLOWED EXCEPTION IS DEFINED FOR ACCREDITATION OF ENGINEERING PROGRAMS OFFERED BY NON-ACCORD JURISDICTIONS MAY BE UNDERTAKEN BY SIGNATORIES, AND RECOGNISED BY THE ACCORD, UNDER THE FOLLOWING CIRCUMSTANCES:**

- The non-Accord jurisdiction is unable to support an accreditation body, AND
- The non-Accord jurisdiction requests a signatory to act on its behalf, AND
- The signatory had identified, and had approved by the majority of the accord signatories, an interest in accrediting the engineering programs offered by providers in the non-Accord jurisdiction.

For each of the defined exception cases, the signatory undertaking international accreditation / recognition must observe the sovereignty of the jurisdiction in which the program is delivered, ensuring compliance with the statutory requirements of that jurisdiction.

## **9. SECRETARIAT**

1. From time to time the signatories shall appoint an organisation, normally affiliated with a signatory, to provide a secretariat for that Accord for a fixed length of time (this organisation shall be referred to as the provider of secretariat services).
2. The secretariat has no decision making power, but acts in the best interests of the Accord by faithfully implementing the Procedures and Rules and the Guidelines, including referring matters to the Chair or Committee for decision.
3. The secretariat must maintain a record of the deliberations and decisions at each general or special meeting must facilitate and record exchanges of information between the signatories, maintain a relevant website, and must seek to advise signatories and others as to the policies and procedures to be adopted to give effect to the terms of the Accord.
4. The secretariat will be paid a fee for the provision of a schedule of services that may be agreed from time to time by a general meeting of the Accord.
5. The performance of the secretariat will be monitored by the Committee to ensure that the secretariat serves the Accord effectively and in good faith.
6. These Rules will be given effect by a specific contract agreed between the provider of secretariat services and the Committee acting on behalf of the Accord.

## 10. CONTRIBUTION TO COSTS

1. The general principle that underpins the Accords is that signatories, organisations holding provisional status and those expressing interests in the Accords should be responsible for meeting their own costs of becoming involved, and then maintaining their involvement.
2. Signatories are expected to make reasonable and equitable (taking into account the resources available to the signatory and its size) contributions of staff or volunteer time, without charge, for participation in the affairs of the Accord including, but not limited to, participating in meetings, correspondence and submissions on issues, development of policies and procedures, provision of people to undertake review and monitoring visits, and mentoring.
3. Assessed on a long term basis, all signatories and those holding provisional status are expected to make fair contributions to the costs of operating a secretariat.
4. Applicants to any Agreement will be expected to pay an application fee determined by the Governing Group to cover the cost of providing the services needed to facilitate the assessment of the application. Application fees shall be held by the provider of secretariat services for purposes deemed appropriate by the Governing Group.
5. Prospective and actual signatories and those seeking or holding provisional status are expected to meet the direct costs (e.g. travel, accommodation, meals) of those involved in processes required or recognised (e.g. mentoring) under this Accord for gaining or maintaining either signatory or provisional status.
6. Such costs shall be reimbursed via the organisations with whom the person is affiliated or, with the agreement of the organisation, directly to the person.
7. Arrangements shall be made by the host acting in agreement with the person travelling.
8. The cost basis shall be that air travel shall be by economy class except that flights exceeding 8 hours duration or overnight shall be by business class, and that accommodation shall be fully serviced 3 Star plus to 4 Star level.

## **SECTION C – GUIDELINES**

### **1. GRADUATE PROFILE EXEMPLARS**

Profiles of graduates of three types of tertiary education programmes for Washington, Sydney and Dunlin Accord programmes are contained in the document 'Graduate Attributes and Professional Competencies' available on the IEA Website.

<http://www.ieagrements.org/GradProfiles.cfm>

## **2. APPLYING FOR PROVISIONAL STATUS**

### **2.1 PRELIMINARY STEPS PRIOR TO MAKING APPLICATION**

1. An applicant wishing to become a signatory should first contact the secretariat.
2. The secretariat will provide the necessary documentation on procedures and will invite the applicant to provide an application fee and preliminary documentation on its accreditation / recognition system. The applicant will be informed that a mentoring service is available should they want to make use of it.
3. The secretariat will provide the preliminary documentation to the Committee for evaluation. If in their opinion it does not appear to be compatible with the Requirements, the Committee will advise the applicant that its system differs from the Requirements in certain fundamental respects (to be indicated) and determine whether the applicant wishes to undertake the major development work and pursue its application further when it believes the issues identified have been addressed.
4. If the documentation appears to the Committee to be compatible with the Requirements and, if it is the wish of the applicant, the Committee may assign a team of two or three signatories to act as Mentors to assist the applicant in progressing towards provisional status.
5. When the applicant chooses to proceed with its application for Provisional status, having worked or not with mentors, it will request two of the existing signatories to act as Nominators.
6. When potential Nominators consider the applicant's accreditation / recognition system approaches and has the potential to achieve the Requirements, they should inform the applicant that they are prepared to act as Nominators.
7. There is no obligation on applicants to ensure that all signatories are familiar with the applicant's accreditation / recognition system. However, in addition to the nominators, up to three further signatories should have had the opportunity to become familiar with the accreditation / recognition system prior to the application being considered.

### **2.2 DOCUMENTATION IN SUPPORT OF APPLICATIONS**

The applicant must meet all the requirements set out in the Rules and Procedures (Section B). The documentation provided on the accreditation / recognition system should include the following sections:

#### **I ACCREDITING / RECOGNISING ORGANISATION**

Provide the name of the organisation. List the names of the officers of the organisation with brief CVs. Describe the affiliations of the organisation with other engineering bodies, government and industry within the jurisdiction.

#### **II INTRODUCTION**

Provide general information about the jurisdiction and the context of engineering.

#### **III EDUCATION**

Provide a description of primary, secondary and tertiary education. Describe the nature of programmes, including admission standards. Provide the number and type of engineering institutions and programmes. Indicate whether the institutions are public or private.

#### **IV STRUCTURE OF THE ENGINEERING COMMUNITY**

Describe the context of engineering practice and the degree of regulation (i.e. registration vs licensing). Describe if there a protected title and scope of practice. Describe any differing categories of engineering practitioners and their academic requirements. Describe the relationship of the organisation to licensing, registration or certifying agencies, and the extent to which the organisation can influence the acceptance of accreditations / recognition by those agencies.

#### **V ROLE OF ACCREDITATION / RECOGNITION**

Describe the role of accreditation / recognition in registration. Given that accreditation / recognition is normally voluntary, describe the degree of participation.

#### **VI ACCREDITATION / RECOGNITION SYSTEM**

Describe the development of the accreditation / recognition system and its maturity. Provide a description of the Accreditation / Recognition Board including its composition and authority. List the objectives of accreditation / recognition. Provide the criteria for accreditation / recognition (general, program specific; curriculum content – technical and non-technical; incorporation of practical experience; length of the program; naming of the program; faculty requirements). Provide details for conducting the accreditation / recognition evaluation and making the accreditation / recognition decision; include relevant documentation (initiation of visit; self-evaluation questionnaire; selection of evaluation team; organisation of the visit; due process). Provide a list of currently accredited / recognised programs and a schedule of upcoming evaluations. Describe relationships with external engineering organisations including any agreements.

### **2.3 GUIDELINES TO ASSIST IN EVALUATION OF APPLICATIONS**

Assessing substantial equivalence is a complex matter. The experience of the existing signatories is that an assessment based on documentation is only a first step – necessary but not sufficient. Confidence can only be achieved through a detailed evaluation, including close interaction and planned visits to observe accreditation / recognition procedures.

In particular, it is difficult to define on paper the standard to which graduates must be able to exercise the required attributes. The same words can embrace a wide range of standards.

Documentation can describe criteria and procedures; but standards can only be reliably judged by experienced people through live interaction. Therefore applicants must give the opportunity for the nominators, and some other signatories to be present at key decision points where the quality of student learning is evaluated against accreditation / recognition criteria.

Ultimately, the applicant must demonstrate that the level and content of the studies of accredited / recognised programmes are substantially equivalent to those of the current signatories. Therefore, the program must be offered at an appropriate tertiary-level institution. The duration of academic formation will normally be at least sixteen years (Washington Accord), fifteen years (Sydney Accord) and 13 years (Dublin Accord).

Accreditation / recognition systems should adhere to the following general characteristics:

1. The signatories to the Accord must be authorities, agencies or institutions which are representative of the engineering community and which have statutory powers or

recognised professional authority for accrediting programs designed to satisfy the academic requirements for admission to practicing status (e.g. licensing, registration or certification) within a defined jurisdiction (e.g. country, economy, geographic region).

2. Any such authority, agency or institution must be independent of the educational providers delivering accredited programs within their jurisdiction.
3. An accreditation / recognition system must be in place with well-documented accreditation / recognition procedures and practices. Accreditation / recognition of programmes is expected to conform to generally accepted principles such as:
  - a. The system must operate at all times in accordance with high standards of professionalism, ethics and objectivity;
  - b. The process must be transparent and consistent and the activities in relation to individual programs must be conducted in confidence;
  - c. Those involved in the accreditation / recognition process must have access to knowledge and competence in matters related to engineering accreditation / recognition, engineering education and engineering practice.
  - d. Accreditation / recognition is of individual programs or of coordinated groups of programmes quality-assured as a whole.
  - e. Evaluations of programs are conducted by peer reviewers and include a self-evaluation and site visit.
  - f. The criteria for accreditation / recognition should include requirements for:
    1. a suitable environment to deliver the program;
    2. adequate leadership for the program;
    3. suitably qualified engineering practitioners teaching in the program;
    4. an engineering curriculum providing a broad basis for engineering practice;
    5. appropriate entry and progression standards;
    6. adequate human, physical and financial resources to support the program.
  - g. The process should include periodic re-evaluation to maintain accreditation / recognition status.

### **3. MENTORING**

An increasing number of jurisdictions are expressing interest in being part of one or more international agreements that have as their main purpose the international benchmarking of engineering education or engineering practice standards.

Accord members, when requested by the secretariat, are willing to provide support, advice and guidance through a mentoring system to jurisdictions that are anticipating making formal application for provisional or full member status to an Accord.

#### **3.1 PRINCIPLES**

1. It is up to each organisation to decide whether they would like to participate in the Accord mentoring process.
2. Organisations must formally request the Committee to appoint mentors by lodging a request with the secretariat.
3. Mentoring relationships are set up for a set purpose and for a set period of time. The purpose and time period should be negotiated between the mentee and the mentor and approved at their first meeting.
4. Mentoring is separate from the processes of applying for provisional status or review for becoming a signatory. Having participated in a mentoring relationship will not guarantee a mentee successful admission to an Accord either at the level of holding provisional status or becoming a signatory.
5. Mentors are acting on behalf of the relevant Accord. They must perform their duties in a professional and timely manner and must keep the Committee informed of the agreed terms of reference of the mentoring relationship, when and what mentoring activities have been undertaken.
6. The advice provided by the mentor is confidential to the mentee, mentor and the mentor signatories.
7. There will be free and unfettered disclosure to each other by both the mentor and the mentee.

#### **3.2 APPOINTMENT OF MENTORS**

1. On receipt of a formal request from an organisation for mentoring, the Committee will allocate two or three signatories that will each be expected to identify an appropriate person to represent them on the mentoring team. Each representative must be knowledgeable of the accreditation / recognition systems and engineering education standards within their own jurisdiction.
2. When allocating mentor signatories the Committee will take cognisance of the size of the organisation to be mentored. There should be at least one representative on the mentoring team whose home organisation is of equivalent size and composition. Cognisance should also be taken of the geographical closeness of the mentor signatories to the organisation to be mentored.

#### **3.3 REPORTING**

##### **3.3.1 Mentor to Mentee**

Mentors may advise the mentee verbally and in writing. The advice is confidential to the mentors, the mentee and the mentors' own organisations.

The report must be able to be discussed by the mentors with the Accreditation / Recognition Approval Board within their home organisations for quality assurance to ensure consistency of approach.

The report may only be released by the mentor signatories, to third parties, including the Committee, by permission of the mentee.

A professional / accreditation / recognition body seeking provisional membership that had been mentored could include mentoring reports in the written information they provide to demonstrate that their accreditation / recognition systems and standards are substantially equivalent to those of other signatories.

### **3.3.2 Mentor Report to Accord signatories**

Mentors will provide the secretariat with an annual report to be distributed to signatories stating:

- the agreed terms or reference of the mentoring relationship;
- the facts of mentor visits to the organisation of the mentee e.g. dates of visits, activities undertaken during the visit;
- a general statement as to progress toward provisional or full member status.

## **3.4 CONSULTANTS**

Professional / accreditation / recognition bodies sometimes contract the services of a consultant to provide them with support in the development of accreditation / recognition systems and qualification standards. These consultants are paid a fee for their services and are not recognised as representatives of the signatories of the Accords. If a professional / accreditation / recognition body chooses to contract the services of a consultant they must do so at their own risk. If a signatory is providing consultancy support to a professional / accreditation / recognition body they must inform other signatories of the relevant Accord so as to declare any pecuniary interest.

## **3.5 MENTORING PROVIDED BY INDIVIDUAL SIGNATORIES**

Professional / accreditation / recognition bodies often approach signatories directly to request support through a mentoring arrangement. If signatories accept this request then they must inform the secretariat so that other signatories are made aware of the private mentoring arrangement. The Accord, as a whole, cannot be responsible for the quality of advice and support provided through this private mentoring arrangement, which has not been approved by the Committee nor coordinated through the secretariat.

## **4. APPLYING TO BECOME A SIGNATORY**

1. During the period of Provisional status, it shall be open to all signatories to visit the applicant at their own cost, but this is not a requirement, nor part of the review process.
2. As stated in Section 2.2 of the Rules and Procedures, when the applicant requests, the Committee will assign three signatories as Reviewers to examine and report on the applicant system and to recommend to the signatories, when they are satisfied that the Requirements for becoming a signatory are met.

3. The Reviewers will evaluate the systems of the applicant in a similar fashion to that stipulated as Periodic monitoring for the conduct of a periodic review visit of an existing signatory.
4. However, in addition to the criteria set out in that Procedure, the Reviewers must consider whether
  - a. the accreditation / recognition system is well established (normally with at least one program having gone through a full accreditation / recognition cycle and being re-evaluated) and
  - b. a substantial proportion of its programmes offered have been evaluated under the system as described.
  - c. organisations holding provisional status, may seek guidance from their mentors (if any) and the Committee as to how soon during their granted period of provisional status they might apply for review.
5. The Reviewers must ensure that they observe visits to a representative cross-section of institutions, and also observe the accreditation / recognition process for a range of decisions.
6. The expected characteristics of an accreditation / recognition system and criteria for accreditation / recognition, including the attributes expected of engineering graduates, are set earlier in Section C. If an applicant's system appears on paper to be substantially equivalent to those of the relevant Accord, tests of the system in operation might then be:-
  - a. Is the accreditation / recognition system similar in methods and means of delivery to the systems of other signatories? Performance indicators / key attributes:
    - o Has a clear definition of academic quality in the context of its mission
    - o Is non-governmental
    - o Accredits / recognises programs at institutions that have legal authority to confer higher educational degrees / qualifications
    - o Has official, written policies and procedures that are available to the institutions and to the public
    - o Has a process that includes a self-evaluation by the institution and the program seeking accreditation / recognition
    - o Has an on-site review by a visiting team comprised of peers
    - o Demonstrates independence from any parent organisation or entity in its policy-setting and decision-making process
    - o Publishes or makes available to the public a list of accredited / recognised programs
    - o Requires a periodic review of accredited / recognised programs
  - b. Is there a clearly defined and published scope of activity for the organisation? Performance indicators / key attributes:
    - o What degree programs / qualifications are recognised (undergraduate, graduate,)?
    - o Are there geographic bounds?
    - o What disciplines are recognised (engineering, engineering technology, computing, etc.)?
  - c. Does the organisation demonstrate the use of appropriate and fair procedures in decision making? Performance indicators / key attributes:

- Is the organisation subject to interference from professional organisations, societies, special interest groups or government?
- Within the accrediting / recognising organisation, is there a separation of those who establish accreditation / recognition policy and those who make accreditation / recognition decisions?
- Has written standards, criteria, policies and procedures for the evaluation of programs.
  1. Are these publicly available?
  2. Is there a process for public comment or review?
- Accreditation visits are conducted in accordance with the documentation
- Applies standards and criteria in a consistent and fair manner from institution to institution, program to program and year to year.
- Provides a written report to the institution that clearly distinguishes between actions required for accreditation / recognition and actions recommended for academic program improvement.
- Visit reports provide sufficient detail for the Accreditation / Recognition Board (or equivalent) to make informed decisions whether or not to accredit particular programs, or to impose conditions
- The Board demonstrates a capacity to make difficult decisions in a way likely to be beneficial to the engineering community in the longer term
- Has a process for appealing adverse accreditation / recognition decisions
- Has a clear conflict of interest policy for all involved in the accreditation / recognition process including visiting teams, accreditation / recognition decision-makers and policy-makers
- Are the procedures capable of addressing unusual circumstances in a perceptive way, and is this illustrated in practice?
- d. Does the organisation have the capacity to conduct accreditation / recognition activities on an ongoing basis? Performance indicators / key attributes:
  - Has sufficient staff and financial resources to implement and sustain an effective accrediting / recognising process
    1. How is the organisation financed?
    2. What is the outlook for financial viability?
  - Has an effective process for the recruitment, selection, training & evaluation of program evaluators / visitors
    1. How are evaluators selected?
    2. Are there written training materials?
    3. What is process for evaluation?
    4. Does the visiting team pool include engineering practitioners as well academicians
  - Conducts periodic self-review to improve its standards, criteria, policies and procedures.
- e. Does the operating documentation focus attention on the fundamental criteria for accreditation / recognition? Performance indicators / key attributes:
  - The required graduate attributes are documented in a way that is clearly evident to the educational provider concerned, and the required attributes are substantially equivalent to the Accord exemplar

- The criteria translate into procedures that evaluate in depth the outcomes of each program and how they are assured
- f. Ultimately, as an overarching test, is the outcome standard, as evaluated by existing signatories during live observation and interaction, consistent with that represented by relevant Accord?

## 5. PERIODIC MONITORING

1. Monitoring teams must embody a range of expertise and must include at least one academic and one industrial representative. According to the Accord Rules and Procedures, the Committee must select at least three members for the Monitoring Team and normally at least two will physically take part in the visit.
2. In selecting the Monitoring Team, the Committee as well as the secretariat must be cognisant of any activities that may impede individuals from participating due to conflict of interest.
3. The chair of the Monitoring Team must be appointed by the Committee at the time of notification of the team composition.
4. Confirmation of substantial equivalency should be based on visits to at least two educational providers including a total of at least four programs undergoing evaluation. In addition, at least one team member shall attend a meeting of the accreditation / recognition board or other body responsible for final accreditation / recognition actions.
5. Design of a typical visit: In order to make most efficient use of time and to ensure timely production of the report the following procedures should be adopted:
  - a. A copy of the most recent monitoring report will be made available to the monitoring team.
  - b. The monitoring team should meet one day prior to the first visit to review data, determine aspects to be examined in more detail, outline the report structure, allocate individual team member responsibilities and meet with the host signatory to obtain background information and clarify the accreditation / recognition systems and the visit programme.
  - c. The visit or visits accompanying the accreditation / recognition panels shall take place in accordance with the protocols below.
  - d. A post-visit team meeting to structure the report and if possible prepare it in outline
  - e. The monitoring team should visit the office of the national agency administering the engineering accreditation / recognition process
  - f. The monitoring team should return to observe the decision making meeting of the accreditation / recognition agency unless the team determines that such a visit shall be made only by the team chair.
6. In general the protocols to be observed by the monitoring team during the visit should be:
  - a. The team should be non-participatory observers.
  - b. The team should refrain from making comments on the procedures or outcomes during the visits and only comment to the accreditation / recognition panel when requested to do so, after visits have been concluded and the intended recommendations made known to the universities concerned.
  - c. When necessary and in order to achieve complete coverage the team should split to accompany accreditation / recognition sub-panels according to the individual specialisation of the team members.
  - d. The team may participate in the discussions with students as their questions in these forums may assist the team to understand the educational culture and student perceptions. This is judged to not unduly influence the accreditation / recognition process.
  - e. A draft team report must be submitted to the accreditation / recognition agency being reviewed to ensure correctness as to matters of fact.

## 5.1 CONTINUOUS MONITORING

There are no additional guidelines applying to Continuous monitoring.

## 5.2 GENERAL PROTOCOLS APPLYING TO BOTH REVIEW PROCEDURES

1. Protocols to be observed for non English speaking organisations where the monitoring team members are not fluent in the language of the jurisdiction being reviewed:
  - a. English translations shall be provided of the key parts of the pre-visit documents for each visit that is to be observed and must include sufficient information for the observers to become familiar with the observed institutions, programs, and visiting teams.
  - b. For Periodic monitoring: a single translator at each visited program shall be provided. The selection of translators is an important issue. The accreditation / recognition organisation being observed should be responsible for that selection, but should select individuals who, in addition to having good language skills and a knowledge of the accreditation / recognition process, agree to hold a neutral position with regard to the observation process
  - c. When multiple programs are to be observed at the same institution, it is recommended that the monitoring team remain as a group with their translator, but that they time-share their participation among the multiple visiting panels.
  - d. For Continuous monitoring: translators must be provided for each panel on which there is an international monitor.
2. At the conclusion of a visit to a given signatory(periodic monitoring) or prior to the end of a monitoring period for a signatory (continuous monitoring), the Monitoring Team shall prepare a report with recommendations for the secretariat that, in turn, shall be distributed to the other signatories. The report shall be submitted no less than 90 days prior to the next biennial meeting of the Accord signatories.
3. The Final Report shall include:
  - a. An executive summary outlining major system characteristics and citing recommended action with the appropriate action statement.
  - b. An overall introduction to accreditation / recognition system under review and its standards
  - c. Information on accreditation / recognition policies / procedures and criteria for the system under review, including a comprehensive analysis of how the accreditation / recognition process addresses marginal, difficult conditional actions
  - d. A brief description of the educational provider and a listing of the programmes and results in order set the context for the review
  - e. Information on the conformity of the system with its own published accreditation / recognition policies and procedures
  - f. Indications of any stated or observed substantial change to the accreditation / recognition criteria, policies or procedures of the system under review and the rationale for the change
  - g. A statement as to whether the standard of the graduates of accredited / recognised programs are substantially equivalent to graduates of other Accord signatories.
  - h. Any statement of weakness or deficiency. A weakness indicates that the accreditation / recognition system is satisfactory but lacks the robustness that assures that the quality of the system not be compromised prior to the next general review. A deficiency indicates that the processes, policies and procedures for

granting accreditation / recognition to programmes have been examined and found not to be equivalent to comparable practices of other signatories that assess the quality of programmes. This action changes the signatory's status to that of conditional as defined in Part 1 of Section B.

- i. Recommended action to the Accord signatories in accordance with Part 3.6 of the Rules and Procedures
4. Review reports may be not be communicated to any signatory except through the secretariat except that the draft reports may be submitted by the reviewers to their home organisations for the purposes of quality assurance and advice and to the agency being reviewed, but solely to ensure factual accuracy.
5. In Continuous monitoring, the Overall Monitoring Report shall additionally focus on the remedial actions taken by the signatory to address the deficiencies or weaknesses cited by the earlier Monitoring Teams and shall be submitted to the secretariat.
6. Conditional status of a signatory means that:
  - the signatory must upgrade its policies and procedures to meet the Accord requirements within a specified period
  - the monitoring report will specify what further report or visit will be required to confirm the satisfactory upgrading of policies and procedures
  - these reports shall be received before the end of the defined period
  - graduates who complete academic degrees during the period of conditional status will not be recognised
  - the status as a signatory will be revoked unless the upgrading requirements are met.

## **6. FULFILLMENT OF ACCORD ADMINISTRATIVE AND PROCEDURAL OBLIGATIONS**

### **6.1 BI-ANNUAL REPORTING BY SIGNATORIES**

1. Each Accord places obligations on signatories including that signatories will make every reasonable effort to ensure that the bodies responsible for registering or licensing members to practice in its jurisdiction accept the substantial equivalence of programs accredited by the signatories to the Accord.
2. Accordingly, at each biannual meeting of an Accord, each signatory is required to submit a written report on fulfilment of its obligations. This report must be submitted to the secretariat at least 90 days prior to the meeting. The report shall include:
  - a. Updated contact information
  - b. Updated key personnel
  - c. Updated accreditation / recognition information
    1. Any changes in the scope of accreditation / recognition
    2. Changes in accreditation / recognition standards / criteria
    3. Number of currently accredited / recognised programs (as at 30 June in the year of the bi-annual meeting)
    4. Number of other accredited programs to which Accord recognition does not apply
    5. Overview of the accreditation / recognition visit programme – frequency of visits and scope of programme for the next six years (comprehensive and provisional accreditation / recognition)
  - d. Any recent major activities
  - e. Any changes in operating environment
  - f. Updated statement of fulfilment of signatory obligations to other signatories
    1. Any changes in the structure of the licensing / registration / regulatory system for provision of engineering services within the jurisdiction of the signatory
    2. Changes in the licensing / registration / regulatory / membership bodies
    3. Changes in the relationship of the signatory with the relevant licensing / registration / regulatory / membership bodies
    4. Credit given to graduates of programmes accredited / recognised by the signatory in the licensing / registration / regulatory / membership processes within the jurisdiction
    5. Credit given to graduates of other Accord signatories in the licensing / registration / regulatory / membership processes within the jurisdiction
  - g. A copy of a statement that can be widely publicised by other signatories stating the level of recognition that the relevant licensing / registration / regulatory / membership bodies are presently providing to graduates of programmes of other signatories.
  - h. The experiences of graduates of programmes accredited by the signatory in seeking recognition of their engineering education within the jurisdictions of other signatories.

## **6.2 BI-ANNUAL REPORTING BY ORGANISATIONS HOLDING PROVISIONAL STATUS**

1. At each biannual meeting of an Accord, organisations holding provisional status are required to submit a written report. This Report must be submitted to the Secretariat 90 days prior to the meeting. The report shall include:
  - a. Updated contact information
  - b. Updated key personnel c. Updated accreditation / recognition information
    1. Any changes in the scope of accreditation / recognition
    2. Changes in accreditation / recognition standards / criteria
    3. Number of currently accredited / recognised programs (as at 30 June in the year of the bi-annual meeting)
    4. Number of other accredited programs to which Accord recognition does not apply
    5. Overview of the accreditation / recognition visit programme – frequency of visits and scope of programme for the next six years (comprehensive and provisional accreditation / recognition)
  - c. Any recent major activities
  - d. Any changes in operating environment
  - e. Updated statement on the potential ability to fulfil obligations to signatories if admission as a signatory was to occur in the future:
    1. Any changes in the structure of the licensing / registration / regulatory system for provision of engineering services within the jurisdiction of the signatory
    2. Changes in the licensing / registration / regulatory / membership bodies
    3. Changes in the relationship of the signatory with the relevant licensing / registration / regulatory / membership bodies
    4. Credit given to graduates of programmes accredited / recognised by the signatory in the licensing / registration / regulatory / membership processes within the jurisdiction
    5. Credit already given to graduates of Accord signatories within the licensing / registration / regulatory / membership processes within the jurisdiction

## **6.3 ISSUE RESOLUTION**

1. In cases where it comes to the attention of a particular signatory that graduates of programmes accredited by that signatory have not been accorded the same level of recognition by a licensing / registration / regulatory / membership body within a jurisdiction as graduates from programmes accredited / recognised by the signatory within that jurisdiction then the signatory concerned must notify the signatory responsible for the jurisdiction within which the lack of recognition has occurred, and request the latter to undertake actions to resolve the issue.
2. If, in the view of the aggrieved signatory, reasonable opportunity has been given but the matter has not been satisfactorily resolved then the aggrieved signatory may request an issue resolution session, open only to signatories, where issues on implementation of an Accord can be raised in a solution-focused environment. Prior to an issue being accepted for discussion, it must be demonstrated that substantive discussions leading up to the meeting were undertaken but issues were not able to be resolved. Both individual cases and trends or systemic issues may be raised.

3. Requests for an issue resolution session, with supporting documentation, shall be submitted to the Committee at least 60 days prior to an Accord meeting, and the Committee, after communicating with both signatories concerned must make a decision as to whether to proceed to hold the session, at least 30 days prior to the meeting. The secretariat shall circulate the notice of the session and the relevant documentation immediately the Committee has decided to schedule the issue resolution session. In instances where the signatory is not the licensing or registration body, the signatory is expected to provide evidence of procedures and processes that it has undertaken to encourage full implementation of the Accord in their jurisdiction.
4. If a number of signatories can provide substantive evidence of failure of a signatory to meet its Accord obligations, they may choose to invoke the provisions under Rule 4.3 Termination for Failure to Meet Obligations as a Signatory.

## **7. PRINCIPLES OF GOOD PRACTICE FOR ACCORD SIGNATORIES WORKING INTERNATIONALLY**

These principles are intended to provide a generally accepted framework for undertaking reviews in jurisdictions where there is no organisation that is a signatory of the relevant Accord. They are intended to strengthen the international stature of the Accord Agreement, strengthen the working relationship among Accord signatories and international quality assurance agencies, and encourage and enhance ongoing cooperation and communication.

### **Principle 1: Considerations for Accord Signatories When Determining to Undertake Quality Assurance Evaluations in another Jurisdiction not a member of the Accord**

Accord signatories will:

- Affirm their organisational capacity to undertake a review (e.g., language, trained staff and evaluators, budget, experience, basic information about the jurisdiction);
- Clarify the relationship of international review activity to the priorities of the accrediting organisation;
- Communicate with other Accord signatories about international review activity;
- Promulgate a clear statement of the scope of the evaluation and the use of the recognition status by an institution or program in another jurisdiction, especially with regard to transfer of credit and degree and qualifications equivalency;
- Assure clear understanding of the relationship of the review to any international agreements that address quality assurance.

### **Principle 2: Expectations for Conduct of Evaluation Reviews Abroad**

Accord signatories will:

- Inform jurisdiction quality assurance agencies in jurisdictions where reviews are undertaken and, where appropriate, seek information, guidance, and concurrence from these agencies;
- Communicate with rectors and other college and university officials at institutions where they are conducting reviews;
- Assure that staff and evaluators are adequately informed about higher education and quality assurance in the jurisdictions in which they are conducting reviews to preclude the appearance of cultural insensitivity;
- Communicate fully and clearly about costs and currencies associated with a review.

### **Principle 3: Quality Assurance of Online and Web-based Instruction and programs**

Accord signatories will:

- Work as closely as possible with their institutional and programmatic exporters of online and web-based education to assure quality as offerings are made available in a variety of jurisdictions, especially when the offerings involve instructional strategies that are unfamiliar to the host jurisdiction;
- Urge that these exporters review language, literacy and study skills levels of the target audience for these offerings, preparing separate or supplemental material to meet special needs if appropriate.

#### **Principle 4: Responsibilities to Students and Colleagues**

Accord signatories will:

- Work with the appropriate agencies in non-signatory jurisdictions to provide the most comprehensive and accurate information available about educational services and programs to avoid the export of diplomas of questionable quality offered for a fee;
- Develop, in coordination with international colleagues, the appropriate protocol to assist non-signatory jurisdictions in reviewing educational imports from questionable provenance.

#### **Principle 5: Working in Jurisdiction which are developing countries**

Accord signatories will:

- When a signatory seeks approval to accredit programmes offered by providers in a non-Accord jurisdiction, a written agreement must be signed between the parties. This agreement put before the meeting of signatories when seeking approval to accredit.
- Recognition of programmes commences with accreditation visits subsequent to the formal approval by the Accord's signatories.
- Only one approved signatory will be chosen by the Accord signatories for a non-Accord jurisdiction.
- The approved signatory, with the assistance of other signatories as appropriate, may assist the jurisdiction to establish an accreditation system and mentor the jurisdiction to a point where it is ready to apply for provisional status. In such a case, a joint accreditation process may operate for a period.
- The approved signatory, with the assistance of universities with accredited programmes as appropriate, may assist a university in a jurisdiction that is a developing country that seeks recognition to improve its programmes to the level of substantial equivalence. The signatory's input would focus on creating an understanding of criteria acceptable to the Accord and the quality assurance process.