

# CIOB Accreditation: Guidance & Policy Document

This document provides guidance for higher education institutions (HEIs) which are seeking CIOB Accredited Centre Status and accreditation/re-accreditation of sub-degree/degree programmes.

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# SECTION A: INTRODUCTION

## 1. About the CIOB

As the Chartered Institute of Building, our mission is to champion the scientific principles, ethical values, and practical application of built environments worldwide. Our relentless dedication is directed towards enhancing the quality of life for individuals involved in and impacted by the built environment.

We play a crucial part in overseeing and fostering the management, leadership, education, and advancement of our industry. Our focus extends to providing guidance and education to our members as they embark on their professional journeys. Moreover, we strive to establish and uphold industry standards that policymakers and stakeholders must adhere to. Ultimately, our objective is to create a secure, comfortable, and trustworthy environment where the public can live and work.

### Our Vision

Improve the quality of life for the users and creators of our built environment.

### Our Mission

We drive up professional standards, push forward innovation, influence political decisions, and strengthen talent across the CIOB global community.

### Our Values

Professionalism - We champion standards and professional ethics in the science and practice of building and construction.

Integrity - We strive for equity and fairness in our decision-making and treatment of others.

Excellence - We pursue the highest standards of quality in everything we do.

Respect - We consider the impact our actions will have on individuals and the public good.

## 2. What is Accreditation?

Accreditation by the CIOB is an internationally recognised seal of quality assurance for Higher Education Institutions (HEIs). It is the gold standard for educational programmes in the built environment.

CIOB Accreditation is only applicable to degree programmes that have undergone successful validation. HEIs cannot submit an application prior to gaining validation. However, to apply for accreditation HEIs do not have to be self-validating.

In cases where there is no graduating cohort yet, the CIOB can still accredit such programmes but, upon approval, HEIs will be awarded an 'Accreditation in Principle' status. Once the first cohort graduates, they will be required to provide the CIOB with progression

statistics. If any significant concerns arise from these statistics, the Accreditation may be revoked.

Accreditation is typically approved for a period of five years after which time your HEI must undergo a re-accreditation exercise.

The promotion of professionalism in the construction industry by rewarding high standards in education is a core part of CIOB's work. Our accreditation policy is to forge and develop links with teaching HEIs and industry partners to promote best practice in education and in the industry. We expect that there is:

- a named person at the HEI that liaises with CIOB.
- a commitment to develop, promote and maintain strong links with CIOB including the CIOB's regional team.
- a minimum of one chartered CIOB member/fellow of academic staff involved with the programme/s. If not in post at the time of submission or the visit, it will be a condition of accreditation.

### 3. Benefits of Accreditation

\*International recognition and mobility \*Quality standard \*World class professionalism and prestige \*Marketing / international marketing \*CIOB Quality Mark \*CIOB badged CPD events \*CIOB Logo use \*Enhanced Graduate Employment \*Student recruitment \*Global mobility – graduate and recruitment \*CIOB Library access for students \*CIOB networking \*Free CIOB CPD

CIOB Accreditation is recognised all over the world as a mark of quality assurance. It provides a route to attaining excellence in the built environment discipline. Through Accreditation, HEIs can develop links with industry experts, gain access to the latest research, CPD events and influential figures in the industry. Accredited HEIs benefit from the use of the CIOB logo for advertising purposes.

For graduates of a CIOB accredited programme, it offers credibility, recognition, and increased competitiveness in the Construction industry. It ensures high-quality education aligned with industry standards, improving the curriculum and enhancing their career opportunities. Additionally, a CIOB Accredited degree opens doors for international mobility and as CIOB student members they are granted free access to valuable member benefits, such as the CIOB Library and the Academy offering free CPD resources.

### 4. Which programmes can CIOB accredit?

The CIOB can accredit the following qualifications:

- HNC/HND programmes (or equivalent)
- Foundation degrees (or equivalent)
- Associate degrees
- Bachelor (Ordinary) degrees
- Bachelor (Honours) degrees
- Masters degrees

Please note that the CIOB does not automatically accredit exit awards or sub degree qualifications, where they form part of an accredited bachelor degree. These qualifications are treated as separate qualifications and HEIs should state on the Part B forms should they also wish for these qualifications to be considered for accreditation.

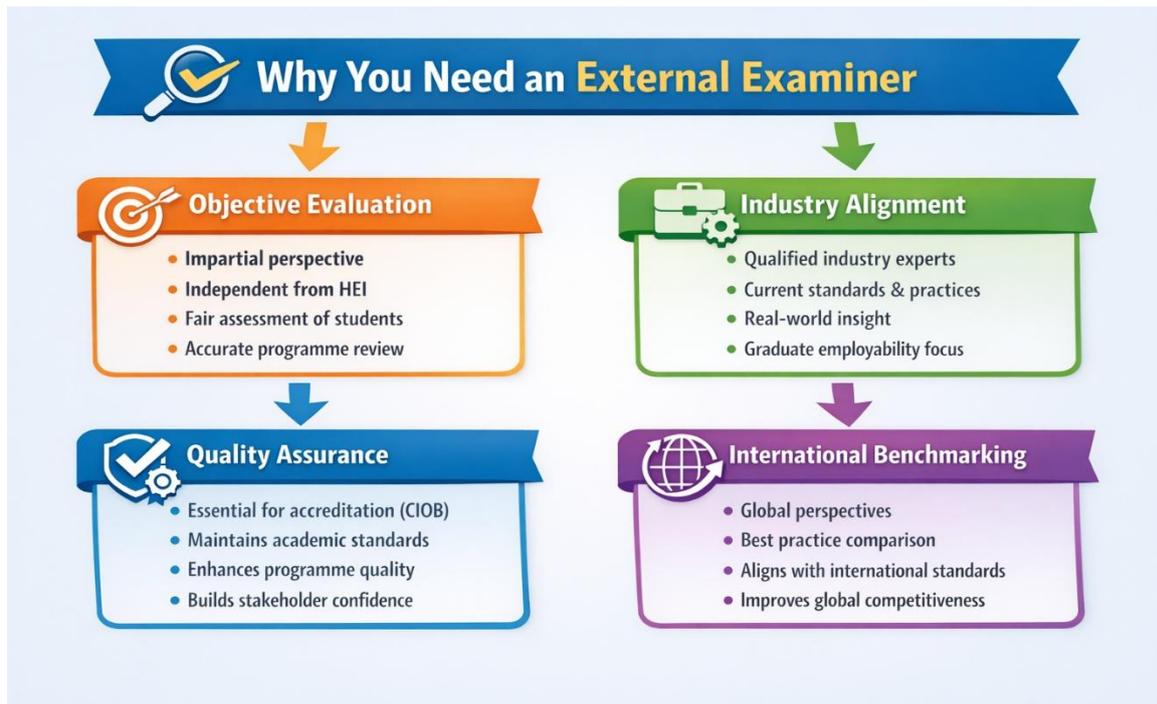
Along with Construction Management the following awards will also be considered for CIOB accreditation: For example:

- Architectural Technology
- Building Surveying
- Civil Engineering
- Design Management
- Project Management
- Quantity Surveying
- Sustainability

## **5. Appointment of an External Examiner for the duration**

An external examiner must be appointed on all CIOB accredited programmes, irrespective of the existing quality assurance processes the HEI has in place. The external examiner should be a relevant chartered member. For example, a chartered member of CIOB for construction management. Programmes can be accredited without an EE, although this will be made a condition of the accreditation that one must be appointed within one year following the approval. Appointing an external examiner offers several benefits that contribute to the overall credibility and thoroughness of the assessment process:

For further information on why EE please see Appendix A



## 6. The CIOB Education Frameworks:

The Undergraduate and Masters Education Frameworks are the CIOB published standard in Construction Management Education. The Education Frameworks are of interest to HEIs reviewing existing programme content, as a reference document when designing a new programme, and for the purposes of gaining or renewing CIOB Accreditation. These are updated every five years and the up-to-date version can be found on CIOB website via this link [Accreditation and Education Framework | CIOB](#)

## 7. Chartered Member/ Fellow

It is a condition of accreditation to have at least one Chartered CIOB Member/Fellow within the relevant department/programme area.

## 8. Accreditation Application Forms

Here's a clearer, more polished version with improved flow, consistency, and professional tone:

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### CIOB Accreditation Overview

CIOB Accreditation comprises three components:

- Accredited Centre Status (ACS) – Part A
- Programme Accreditation – Part B
- Further Accreditation for the programmes outside of ACS address – Part C

Each component requires a separate application form.

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## Accredited Centre Status (ACS) – Part A

All Higher Education Institutions (HEIs) must apply for ACS. The only exception is where an HEI is validated through another HEI that already holds ACS.

ACS approval is subject to periodic renewal, typically on a **five-year cycle**, which includes a site visit.

### Purpose

This form assesses:

- Governance structure
- Quality assurance procedures
- Physical and human resources
- Overall support for student needs

### Application Requirements

To initiate the process, HEIs must submit:

- Completed Part A form
- Supporting documentation (e.g. staff CVs, External Examiner reports)

Only one Part A form is required per institution. This is reviewed internally by the Accreditation Manager.

### Programme Accreditation – Part B

This form evaluates the **content and academic standard** of a specific programme.

### Key Requirement

- Completion of the **mapping section**, where HEIs align learning outcomes of **core/mandatory modules** with the CIOB Education Framework
- **Optional modules are not included** in this mapping

Additional sections are included for:

- Top-up programmes
- Degree Apprenticeships (DAs)

(A separate Part B form must be completed for each programme)

### Further Accreditation for the programmes outside of ACS address – Part C

This form applies where an HEI seeks accreditation for a **programme/s** that are delivered **outside of the accreditation centre status address** (i.e. programme/s delivered at **another campus and or different country** ).

- At other campuses/sites/addresses

- Within UK or internationally

### Purpose

It assesses:

- The formal agreement between the institutions
- Quality assurance arrangements
- Delivery methods (particularly for overseas provision)

### Further Information

To access the latest application forms, please visit: [Accreditation and Education Framework | CIOB](#)

## 9. Accreditation Fees (subject to annual changes)

### 2026 CIOB Fees

Programme Assessment fees (per programme)	£770
Accreditation on-site Visit Consultation Day	£2370
CIOB Apprenticeship Recognition and logo use	£500
Accreditation extension fee (per annum per programme)	£200
CIOB Visit related costs	All costs associated with the CIOB visit, including travel, flights, transfers, subsistence and accommodation, will fall on HEI.

## 10. The Accreditation/Re-accreditation On-site Visit Consultation Day

Providing that the accreditation panel has not identified any immediate issues with the desktop review of the submission, the Accreditation Manager will reach out to the HEI to find a mutually suitable date for the Accreditation on-site visit.

An accreditation visit is a mandatory requirement where an HEI is applying for Accredited Centre Status (ACS). Where an HEI does not hold ACS—because this is held by its validating HEI—a visit is not mandatory but may be required at the discretion of the Accreditation Panel.

The visit typically spans one day and takes place on-site, commencing around 09:00 and concluding by 16:30. For an example of the standard visit agenda please see Appendix B

### NOTE

An accreditation visit will only be scheduled once the Visiting Panel is satisfied that the submission meets threshold standards. If significant concerns are identified, the HEI will

receive feedback and a deadline to resubmit. Common reasons for requiring resubmission may include (not exhaustive):

- Gaps in mapping to the CIOB Education Framework that cannot be addressed by conditions
- Insufficient focus on the discipline area
- Inadequate staff or physical resources/equipment
- Lack of management support
- Incomplete application form

The Visiting Panel must engage with current students during the visit. If the department is undergoing major changes (e.g., staffing, relocation), scheduling should ideally occur after these are completed to ensure a stable assessment environment.

For overseas HEIs, the Accreditation Manager may coordinate multiple visits within the same region. While this can extend the overall accreditation timeline, it helps reduce the costs of onsite visits. Wherever possible, the Accreditation Manager will also utilise local panel members to further minimise expenses.

## 11. The Accreditation Panel

The Accreditation Panel comprises of UK and overseas panel members.

The purpose of the Accreditation Panel is to ensure HEI applications for CIOB Accreditation meet the standards and learning outcomes set out in the Education Frameworks.

It is a mandatory requirement that Accreditation Panel members have experience working in further or higher education and be MCIOB or FCIOB. Additionally, members of the Accreditation Panel must be working or have worked in academia and should hold the following skills, knowledge, and experience:

- Experience in programme design and evaluation
- Experience and currency in own field
- Knowledge in construction regulation
- Knowledge in international developments within higher education
- Expertise in teaching and research
- Formal qualifications in education

The Accreditation Manager will assign a minimum of two members from the Accreditation Panel to review and evaluate the HEI's accreditation submission as a desktop exercise. The panel members are required to disclose any conflicts of interest, such as current employment at the HEI, serving as external examiners, or having acted as consultants or advisors to the HEI.

The Visiting Panel will comprise of up to 2-3 panel members (this can change subject to the volume of programmes requiring accreditation). Accreditation Panel comprises of

Accreditation Manager, Accreditation panel member/members. The CIOB Regional Manager is also invited, however their attendance is optional.

The HEI retains the right to raise objections to one or more members of the Visiting Panel. However, a written explanation supporting the objection must be provided. Once any necessary changes to the panel have been made, the HEI will be requested to confirm its acceptance of the revised team.

## 12. Accreditation Decisions

Accreditation decisions made by the CIOB Accreditation Manager are based on the detailed accreditation submission from the HEI and the accreditation visit (if required). Where the programme is new and there has yet to be a graduating cohort, the HEI is awarded Accreditation in Principle.

Typically, the Visiting Panel provides guidance to the HEI on accreditation approval during the concluding session of the visit, usually divided into four sections or subject areas, as described below:

### Conditions

These are critical matters that the Visiting Panel deem as fundamental and require the HEI to address them within a period of up to one year.

### Requirements

These refer to changes that the HEI needs to implement by the next renewal date.

### Recommendations

These are suggested improvements put forth by the Visiting Panel, which are not obligatory for the HEI to implement but are deemed beneficial and will be followed upon at the next renewal date.

### Commendations

These are areas of good practice by the HEI

Following the accreditation visit, the Accreditation Manager will provide the HEI with a Visit Report outlining the conditions, requirements, commendations, and/or recommendations discussed during the visit. The final report, along with official confirmation of accreditation and any applicable accreditation certificates, will be sent to the HEI as electronic copies once any previously unbilled costs related to CIOB accreditation have been settled.

Accredited Centre Status and programme accreditation will normally be awarded for a period of five years.

## 13. Withdrawal of Accreditation

CIOB Accreditation is not awarded indefinitely and can be withdrawn at any time during the accreditation period where serious concerns have been raised about the HEI or the

accredited programme. Such concerns could be flagged during the HEIs annual review (or following the review of the paperwork where no visit has been carried out), and could include:

- The programme no longer mapping to the CIOB Education Framework
- Lack of appropriately qualified and experienced staff (including 1 CIOB member /fellow)
- Poor facilities and resources that have a serious impact on the student learning experience and programme delivery.

Should a complaint be made by a student, the Accreditation Manager will contact the HEI and a meeting to discuss the complaint will be arranged. This will also trigger an Annual Monitoring survey if one has not been completed within the last 6 months.

In the event of accreditation being withdrawn during the HEI's accreditation period, the meeting between HEI and AM will be arranged to discuss the way forward. The HEI will aim to propose the action plan how the matter is going to be addressed.

#### **14. Accreditation Renewal/ Re-accreditation**

In the event of accreditation not being successfully renewed, the students currently enrolled on the final two years of the programmes, will not be adversely affected by any decision taken by the CIOB. The HEI will no longer be allowed to advertise the programme/s as CIOB accredited. Similarly, the programme/s delivered outside of the accredited centre status address will also lose accreditation.

#### **15. Cancellation or postponement of a visit**

In the event that the Accreditation visit is cancelled or postponed, the HEI will be responsible for any travel or hotel expenses incurred by the CIOB if:

- It fails to submit an accreditation submission report which complies with the requirements outlined in Section B 2.
- It fails to submit the accreditation submission report by the deadline given.
- It provides an accreditation submission report which contains contradictory information or lacks sufficient detail to permit the visit team to adequately prepare for a visit.
- A finalised accreditation visit agenda is not returned in advance of the visit.
- There are other extenuating circumstances which prevent the visit from taking place that are not the fault of the CIOB.

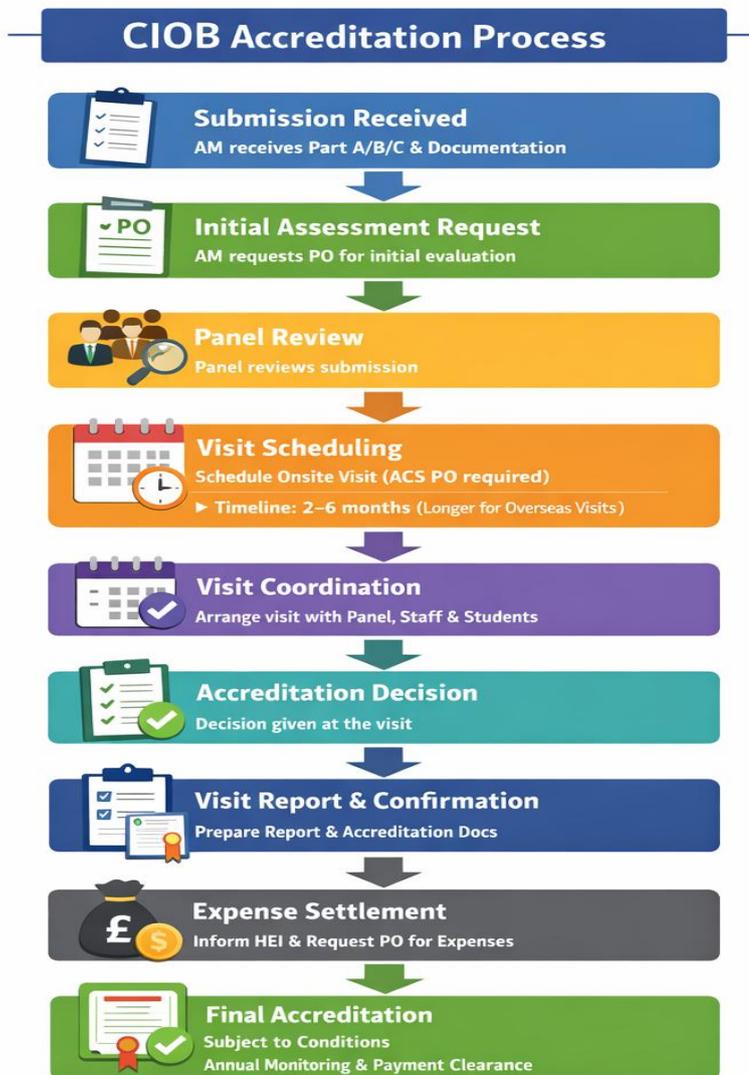
The CIOB will be responsible for refunding any travel or hotel expenses incurred by the HEI if:

- The accreditation visit does not take place as a result of actions by the CIOB Visiting Team

# SECTION B: PREPARATION OF THE DOCUMENTATION

## 1. Key points in the process for the HEI

To better manage HEIs' expectations and the timescales, the following guidelines have been created:



\*The costs associated with the travel- Accreditation Manager will provide a break down of the costs post visit. PO number will be required and should be marked under the heading of 'CIOB ACCREDITATION-PREVIOUSLY UNBILLED COSTS'. Please note expenses forms sent by HEI will not be accepted and can not be completed.

## 2. The Application forms

Please use the following link [Accreditation and Education Framework | CIOB](#) to access the copies of the Accreditation application forms along with all the relevant documentation, Accreditation guidelines and policies as well as the CIOB Education Frameworks. These can be found on CIOB website under Accreditation and Education Framework. It is the responsibility of the HEI to ensure they are using the most up to date application forms. The submission may be rejected if the incorrect forms have been used.

Within the application forms, the HEI are asked not to provide hyperlinks to documents stored on a Virtual Learning Environment (VLE) or the HEI's intranet as individuals external to the HEI are often denied access.

If more than one programme is being considered for accreditation, any information common to each programme must be clearly cross-referenced.

## 3. How to prepare the Accreditation Submission

The HEI should prepare and organise their accreditation documents so that electronic folders, any sub-folders, and document titles clearly identify content and refer to the submission document as appropriate folders to facilitate the review process. Please ensure document titles are short enough to prevent any technical problems associated with downloading and saving files with very long file paths. The Accreditation Manager will only accept complete submissions, and where HEIs are applying for Accredited Centre Status, they must submit their Part A and Part B together. A separate Part B form must be submitted for each programme.

The HEI must ensure that all relevant questions have been answered and where questions have been left unanswered may lead to the postponement of the Accreditation Visit. Referring to another document within the submission should only supplement a more comprehensive response.

## 4. Example of how to organise your submission documents:

### Folder 1 - Application forms:

To include the relevant forms:

- Part A Application Form for Accredited Centre Status Part B Application Form for UG Programmes
- Part B Application Form for PG Programmes
- Part C Application Form for delivery of the programmes outside the Accredited Centre Status address

### Folder 2 - Part A appendices

To include the following documents, where available:

- A.1 HE Mission Statement & Strategic Plan
- A.2 HE Assessment Strategy
- A.3 HE Teaching & Learning Strategy

- A.4 Evidence of Links to Industry
- A.5 Self-Evaluation Document/Annual Report
- A.6 Internal Validation Report
- A.7 Quality Assurance Policy
- A.8 QAA Audit Reports
- A.9 Organisational Chart of Faculty/Department Structure
- A.10 Evidence of Staff/Student Ratio Data
- A.11 Personal Tutoring Policy

### Folder 3 - Part B appendices for BSc (Hons)/MSc

*\*Please note this can be presented via hard or electronic means but HEIs must ensure that the material is accessible to the panel members on the day of the visit.*

(A separate folder for each programme to be accredited/renewed) Each folder should include the following mandatory documents:

- B.1 Programme Specification
- B.2 Student Handbook
- B.3 Module descriptors
- B.4 External Examiner reports (for existing programmes only and a minimum of last 3 years)
- B.5 The moderated samples of student work are to be made available for inspection by the panel on the day of the onsite assessment for all modules of each programme.

### Folder 4 - Staff CVs

It is a requirement of accreditation to include CVs of all the staff teaching on the programme as well as the department/school's senior management team. (CVs should not include any Personally Identifiable Information except for the name of the staff).

Should the number of staff exceed the number of spaces available on the Part B form, please provide those in separate folder (labelled CVs).

### Folder 5 - Part C Appendices

To include any relevant documentation relating to programmes delivered outside of the Accredited Centre Status address, showing the various differences in delivery, quality assurance, staff, location and photographic evidence. Copies of the following documents should be included:

- C.1 Memorandum of Understanding if applicable

## 5. Sharing the Accreditation Submission

After HEI has filled out their application forms and is prepared to submit them to the Accreditation Manager, the submission can be sent via email or, for larger submissions, it can be shared via SharePoint or One Drive. Please note it is HEI's responsibility to ensure that submissions only provide relevant information, documentations and materials. Large submission cannot be accepted and will not be processed.

Once the Accreditation Manager receives the submission, she/he will confirm receipt and ensure that all the required documents have been successfully downloaded. Prior to sending the submission to the Accreditation Panel for review, initial checks will be conducted. If any documents are found to be missing or incomplete or if any submissions are too large to download, the HEI will be notified.

## **6. Accreditation visit**

Once the visit date has been confirmed, the Accreditation Manager will provide the HEI with a draft agenda for the Accreditation visit. The HEI is responsible for filling in the highlighted sections in yellow and returning the finalised agenda at least 7 days before the accreditation visit. The HEI should also provide contact details for the individual who will meet the Visiting Panel when they arrive at the HEI, confirmation of the meeting point, and directions to the university.

The timings of each session can be changed by the HEI based on the availability of staff and students. However, it's important to note that the duration of each session, except for the tour of the facilities, cannot be altered.

For an example agenda- please go to Appendix B

## **7. Accreditation visit – Panel requirements**

The visiting panel does not need a separate base room, as it is more convenient for them to stay in a single and secure meeting room throughout the day, whenever possible.

In addition, copies of the visit agenda and instructions on how to connect to the HEI's Wi-Fi should be provided.

Refreshments, including bottles of water, should be made available throughout the day.

## 8. Accreditation Invoice



\*Typically there are three requests for Purchase Order numbers during the entire process: 1 At the point of submission 2 . Once the visit date is confirmed 3. After the visit ( travel related

## SECTION C: AFTER THE VISIT

### 1. The Panel's reports

Accreditation Manager will email the HEI official confirmation of the accreditation approval, along with the Visiting Panel's report. Accreditation certificates will only be included where the accreditation is not subject to any conditions. These are withheld until the conditions have been met.

### 2. D&I Charter

To demonstrate commitment to Ethics, Diversity and Inclusion, following approval we do invite all our CIOB Accredited HEIs to sign our D&I Charter. More information can be found here: [Equality, Diversity & Inclusion - A Special Report and Charter | CIOB](#).

### 3. Annual monitoring

Accreditation is awarded subject to the satisfactory fulfilment of the annual monitoring survey, which is to be submitted each year, by the end of the year. This process is overseen by the Higher Education and Certifications Coordinator (HECC) (Elaine Dove – [edove@ciob.org.uk](mailto:edove@ciob.org.uk)), who will send the HEI a reminder of

the AMR deadline along with a copy of the AMR template. The survey must include all the programmes including any programmes that are delivered on different sites or overseas.

The AMR must be completed to ensure the continuation of the accreditation and failure to do so could result in the revocation of the accreditation.

### 4. Changes to Accredited Programmes/Revalidation

All changes or proposed changes to the structure, content, delivery or learning outcomes of accredited programmes must be reported in writing to the CIOB at least 30 days prior to implementation. Failure to report changes to accredited programmes may result in withdrawal of Accreditation. The HEI should send a letter/ email, briefly outlining the changes to the Accreditation Manager.

### 5. Advertising & the Use of the CIOB Logo

The CIOB has developed some standard wording that HEIs are recommended to use on their websites and in their publicity material to describe the accredited status of their various degree programmes. This is outlined below:

### Accredited Centre Status and for sub-degree qualifications

The [HEI name] holds CIOB Accredited Centre Status during the period [enter year to year] and that [programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework.

Prospective members holding this qualification have met the education requirements for CIOB Technical membership, and once they have gained typically three years' relevant work experience may enter CIOB membership as an applicant to progress towards TechCIOB without the requirement for an Individual Assessment.

### Accredited Centre Status and for bachelor/master's degree qualifications

The [HEI name] holds CIOB Accredited Centre Status during the period [enter year to year] and that the [programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework. Prospective members holding this qualification have full academic exemption and once they have gained three to five years' relevant work experience may enter CIOB membership as an applicant to progress towards Chartered Membership without the requirement for an Individual Assessment.

### For accredited programmes only where ACS has not been sought Sub-degree programmes

[Programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework. Prospective members holding this qualification have met the education requirements for CIOB Technical membership, and once they have gained typically three years' relevant work experience may enter CIOB membership as an applicant to progress towards TechCIOB without the requirement for an Individual Assessment.

### For bachelor/master's degree qualifications

The [programme name] is a CIOB Accredited programme (subject to conditions and/or subject to standard annual monitoring) during the period [enter year to year], having been judged to meet the CIOB Education Framework. Prospective members holding this qualification have full academic exemption and once they have gained three to five years' relevant work experience may enter CIOB membership as an applicant to progress towards Chartered Membership without the requirement for an Individual Assessment

### For Apprenticeship recognition

The Apprenticeship programme[name]is CIOB recognised and the incorporated degree [degree name] is CIOB accredited.

HEIs delivering accredited programmes will be sent an electronic CIOB logo for advertising purposes upon their request along with the brand toolkit guide. It should be noted that the misuse of these logos and statements may lead to withdrawal of accreditation.

It is the responsibility of the HEI to ensure that they are fully compliant with any local advertising regulators (i.e. UK Competition and Markets Authority) when advertising accreditation on any external pages or materials.

### 6. Certificates of Excellence

Certificates of Excellence are awarded to the final year student who achieves the highest grade in their cohort on the accredited programme. They will receive a certificate along with a £50 Amazon voucher (or local equivalent). Certificates of Excellence are not available for students of non- accredited programmes. They are issued annually by the HECC by post only and sent to respective university for distribution to students.

For further information contact Elaine Dove on [e.dove@ciob.org.uk](mailto:e.dove@ciob.org.uk)

The student must meet the eligibility criteria for the award.

## SECTION D: APPEALS PROCEDURE

### Grounds for an appeal

HEIs reserve the right to appeal against decisions of the accreditation process. All appeals must be made in writing and submitted to the Accreditation Manager within 30 days of receiving the decision. The written appeal must include the name and contact details of the appellant, details of the programme application and details of the grounds for the appeal. The HEI cannot submit any new material or documents into the appeal, and it is to be based solely on their previously submitted accreditation submission and all correspondence received thereafter. All appeals will be acknowledged in writing, and the HEI will be kept informed at all stages of the appeal. For a full copy of the appeals procedure, please contact the Institute Secretary

Ms Sam Teague Institute Secretary CIOB

3 Arlington Square Downshire Way Berkshire, RG12 1WA.

## SECTION E: FAQs

### 1. How long does the accreditation process typically take?

The accreditation process can vary depending on various factors such as the complexity of the programme, the readiness of the HEI, and the availability of the Accreditation Panel. On average, the process can take several months from the initial application to the accreditation decision.

### 2. Can a programme be accredited if it is delivered through distance learning or online platforms?

Yes, CIOB Accreditation is applicable to programmes delivered through distance learning or online platforms subject to successful accreditation. The accreditation process evaluates the content and standard of the programme, regardless of the delivery method.

### 3. Can an international HEI apply for CIOB Accreditation?

Yes, international HEIs are eligible to apply for CIOB Accreditation. The accreditation process and criteria are designed to assess programmes globally, and the CIOB has members and Accreditation Panel members based in different countries.

### 4. Can an HEI seek accreditation for multiple programmes simultaneously?

Yes, an HEI can seek accreditation for multiple programmes simultaneously. Each programme will require a separate Part B application and accreditation evaluation, but there will only be one accreditation visit.

### 5. Is there any financial assistance available for HEIs to cover the accreditation fees?

CIOB does not provide financial assistance or funding to cover the accreditation fees. The HEI is responsible for covering the costs associated with the accreditation process, including application fees, visit fees, and all the costs related to accreditation /visit.

### 6. What happens if an HEI does not meet all the accreditation criteria?

If an HEI does not meet all the accreditation criteria, the Accreditation Panel may provide conditions, requirements, or recommendations that need to be addressed by the HEI within a specified timeframe. The HEI will have an opportunity to make the necessary improvements and reapply for accreditation.

### 7. How often does an accredited HEI need to undergo re-accreditation?

Accredited HEIs are typically required to undergo re-accreditation every five years. This ensures that the programmes maintain alignment with the CIOB Education Framework and continue to meet the required standards.

### 8. Can an HEI appeal the accreditation decision?

Yes, an HEI has the right to appeal the accreditation decision but only where they feel the appropriate process wasn't followed. The HEI is unable to submit any additional information to their submission. The appeal will be reviewed by the relevant CIOB staff.

#### 9. Can an HEI apply for accreditation if it does not have strong links to the CIOB?

CIOB Accreditation does not require HEIs to have strong links to the CIOB at the time of application. However, HEIs are expected to demonstrate a commitment to developing links with the CIOB and engaging with their regional team over the accreditation period from then onwards. Department applying for the accreditation will need to have at least one chartered member or fellow of CIOB and the designated contact who liaises with the CIOB on regular basis.

#### 10. Does CIOB accredit Degree Apprenticeship programme, even if the full-time programme is already accredited?

CIOB recognises apprenticeships at sub-degree and degree level which are based on NOS or other standards, these do not need individual accreditation being based on competency standards accepted by CIOB. If the full-time programme is already accredited, DA courses will get CIOB's recognition status. A separate recognition fee will apply.

#### 11. Are the CertHE, DipHE and BSc treated as separate accredited programmes?

Yes, the CertHE and BSc are considered as distinct programmes when it comes to accreditation. They are not automatically accredited as exit awards or standalone qualifications, even if they correspond to year 1 or year 2 of the BSc programme. It is important to explicitly specify the CertHE on the accreditation forms to ensure that it is considered for accreditation. A separate programme fee will be charged for each qualification.

## APPENDICIES:

### Appendix A

Why you need External Examiner

#### Objective Evaluation:

External examiners offer an impartial and unbiased perspective on the quality and standards of the programme as they are not directly associated with the HEI. This impartiality helps ensure a fair and accurate assessment of the students' performance and the programme's overall effectiveness.

#### Industry Alignment:

External examiners should hold relevant professional qualifications, also ensuring they provide valuable insights into industry standards and practices. Their expertise helps to ensure that the degree programme remains aligned with the current trends and requirements of the relevant professional field, enhancing the programme's relevance and ensuring graduates' preparedness for the industry.

### Quality Assurance:

The CIOB Accreditation Panel consider the appointment of an external examiner to be an essential component of a comprehensive quality assurance system. They contribute to maintaining and enhancing the academic standards of the programme, thereby assuring stakeholders, including students, employers, and regulatory bodies, that the programme meets or exceeds the required benchmarks for quality education.

### International Benchmarking:

External examiners often bring international perspectives and best practices to the assessment process, enabling the HEI to benchmark its standards against global academic and industry norms. This facilitates the enhancement of the programme's global competitiveness and ensures that graduates are equipped with the necessary skills and knowledge to succeed in an increasingly interconnected world.

### Appendix B

Times	Activity	Venue / Location	Attending
09:25	Arrival of Panel		CIOB Panel: Accreditation Manager to input names
09:30-10:00	CIOB Panel private meeting		CIOB Panel
10:00-10:30	Welcome & introductions followed by a presentation from Head of School/Department providing an overview of department and programmes to be renewed/accredited		CIOB Panel University staff: Insert Names of attendees and their roles
10:30-11:30	Q&A session with Head of Department, senior staff and teaching team of the programmes to be renewed/accredited. The length of this meeting depends on how many programmes are being reviewed. If there are both UG and PG programmes, two separate Q&A sessions may be scheduled		CIOB Panel University staff: Insert Names of attendees and their role
11:30-11:45	Coffee break		

11:45-12:15	Meeting with President /Principal to discuss the overall long-term strategic view of the Institute and how the department fits within this strategy		CIOB Panel University staff: Insert Names of attendees and their role
12:15-13:00	Tour of the HEI's teaching and learning resources that students on the programmes use, to include: · Laboratories and IT facilities used by the programme(s) · Specialist teaching rooms used by the programme · Library/Learning Resources (including a brief demonstration of access to online resources)		CIOB Panel University staff: Insert Names of attendees and their role
13:00-13:30	Panel to look at a cross-section of student work (including dissertation samples) over a private lunch		CIOB Panel
13:00-13:00	Panel Lunch		
13:30-14:30	Meeting with students of the programmes		CIOB Panel Students: Insert Names, programme/course and level/year of study
14:30-15:00	Q & A meeting with Head of Department and teaching staff to discuss any outstanding issues		CIOB Panel University staff: Insert Names of attendees and their role
15:00-15:30	Private CIOB Panel meeting		CIOB Panel
15:30-15:45	CIOB Panel feedback to Head of Department and programme team.		CIOB Panel University staff: Insert Names of attendees and their role
15:45	End of Visit		