



**Technology
Accreditation
Canada**

**Agrément en
Technologie du
Canada**

National Accreditation Components

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The National Accreditation Components are the standards by which an engineering technology or applied science program are measured against for the purposes of national program accreditation.

Component A: Program Background Information

A.1 Program History: The program has a documented history of educational delivery in the designated technician and technologist fields.

A.2 Program Option Names and Descriptions: The program has clear names and descriptions for all program options.

A.3 Program and Option Instructional Delivery Modes: The program option and instructional delivery modes are described.

A.4 Program Organizational Structure: The program has a clear, logical and documented program administrative structure as illustrated in an organizational chart with descriptions of roles and responsibilities. A description of the relationship between the program administration and institutional administration is documented.

A.5 Program Enrollment Numbers: Enrollment numbers are documented.

A.6 Program Graduate Numbers: Program graduate numbers are documented.

A.7 Program Graduate Employment and Further Education Numbers: Program graduate employment and further education numbers are documented.

Component B: Student Policies

B.1 Program Admission Policies: Policies related to program admission requirements based on secondary school courses and grades are documented and available to all applicants. Policies for other admission paths (i.e. mature students) are documented and available to applicants.

B.2 Policies for Monitoring Student Progress: Policies used to monitor student progress each semester to ensure that prerequisite course credits have been obtained are documented and accessible to students.

B.3 Academic Policies and Procedures: Institutional and/or departmental policies on plagiarism, cheating, grade appeals are documented and accessible to students.

B.4 Student Transfer Policies: Articulation and transfer agreements for the program and options are documented and accessible to students.

B.5 Co-op and/or Internship Policies: Policies and procedures for co-op placement and internships, including how to obtain a placement, ensure placement is relevant to the area of study, placement assessment and options if a placement opportunity is not secured, are documented and accessible to students.

B.6 Graduation Requirements: Graduation policies, including graduation requirements, passing grades for courses, overall program average grade, number of credits, are documented and accessible to students.

Component C: Program Policies

C.1 Program Development Policies and Procedures: Policies and procedures for program and course development, including timelines, institutional processes and governance are documented. There is documented evidence of program and course changes which are understood by all faculty members and program administration.

C.2 Program Continuous Improvement Policies: Policies for program continuous improvement are documented. Periodic program assessments, producing recommendations for improvements to the curriculum and/or student success, are documented.

C.3 External Program Input: A Program Advisory Committee (PAC) exists. Names and contact information for PAC members is documented. Minutes from PAC meetings over the past (3) three years are documented. Reports from any other external bodies which have reviewed the program over the past three (3) years are documented.

Component D. Program and Course Information

D.1 Program Description Documents: Printed and online calendar information, brochures, program handbooks and web-based information about the program are available to all interested in the program.

D.2 Program Objectives: Program educational objectives are documented and accessible to students. Program educational objectives fit the mission statement of the educational institution.

D.3 Course Outlines: Course outlines are documented for all courses, including those in the program options, and are accessible to students. Course outlines include course ID, title, description, pre-requisites, co-requisites, objectives, learning outcomes, grading scheme, required textbooks or other learning materials, instructional delivery modes,

scheduled instructional contact hours, credits, relationship of course outcomes to program outcomes, policies and procedures for submitting student work, grade required for successful credit, methods of assessment (assignments, tests, projects) and date of last revision of course outline.

D.4 Transcript and Diploma: An accurate and complete transcript is provided to students at the end of each semester. An accurate and complete diploma is provided to students upon completion of the program.

D.5 Scholarship and Bursary Information: Scholarships and bursaries are available to applicants applying to and students enrolled in the program. Scholarship and bursary information, including award criteria, application procedure and awarded amounts, is accessible to applicants and students.

Component E: Program Outcomes

E.1 Program Discipline Learning Outcomes: The program must show that students have reliably demonstrated achievement of the program's five (5) most important discipline learning outcomes, specific to the technician or technologist level.

E.2 Program General Learning Outcomes: The program must show that students have reliably demonstrated achievement of all eight (8) of the general learning outcomes, specific to the technician or technologist level.

E.3 Student Work: Student work, including tests, exams, assignments, contribute to the program discipline learning outcomes. Student work and marking schemes clearly match the demonstrable learning outcomes listed in the course outlines.

E.4 Technology Reports (for Technologist Programs only): The program must show that students have reliably demonstrated achievement of GY01 and LOI 1.1 to 1.9. A Technology Report is evaluated by the educational institution. A tracking and marking scheme is documented to show each author's contribution to all aspects of the Report, where a program allows for multiple authors.

Component F. Faculty

F.1 Faculty Qualifications: Policies and procedures are documented for hiring qualified faculty. There is documented evidence that the program follows these policies and procedures, including required academic qualifications, teaching and work experience, professional certifications and professional development.

F.2 Faculty Workload: Policies and procedures are documented for faculty teaching workload, preparation and assessment marking, class and lab sizes. There is documented evidence the policies and procedures are followed.

Component G. Facilities, Resources and Other Student Support

G.1 Offices, Classrooms and Labs: Office and classroom space, lab facilities, meeting rooms for faculty and students, office and lab support staff are sufficient to meet the needs of the students and faculty.

G.2 Maintenance and Upgrade of Facilities: Procedures and processes are documented to maintain and upgrade the tools, equipment, computing resources and laboratories used by students and faculty. There is documented evidence the policies and procedures are followed.

G.3 Health and Safety Procedures: Health and safety procedures for all facilities are documented and accessible. Processes for training students and staff in the health and safety procedures are documented and accessible. There is documented evidence that these student and staff training procedures are followed. Appropriate health and safety warnings are clearly displayed in relevant facilities.

G.4 Student Research and Library Resources: Library and online resources are sufficient for students to conduct the required research for course assignments, projects and reports.

G.5 Student Academic Resources and Support: Course related resources and faculty support are available to students for coursework, homework, research and lab projects.

G.6 Student Career Resources and Support: Resources, advisors and other institutional support are available for student career counselling and guidance.