CEQB INTERNATIONAL ENGINEERING ACADEMIC QUALIFICATIONS COMMITTEE

TERMS OF REFERENCE

Preamble

The International Engineering Academic Qualifications Committee (‘the Committee’), formerly known as the Foreign Engineering Qualifications Committee, has been a standing committee of the Canadian Engineering Qualifications Board since 1990.

1. Status and Authority

1.1 The Committee reports to the Canadian Engineering Qualifications Board.

1.2 Canadian Engineering Qualifications Board’s authority for development, maintenance and expansion of the International Institutions and Degrees Database is delegated to the Committee.

1.3 Subject to ratification by the Canadian Engineering Qualifications Board, the Committee may make changes to the terms of reference under which it operates.

1.4 The Committee may, in carrying out its functions and responsibilities, deal directly with the constituent associations of Engineers Canada and other organizations and individuals.

2. Objectives

The Committee has the following objectives:

2.1 To develop and recommend, to the Canadian Engineering Qualifications Board, criteria for evaluation of international engineering institutions and academic qualifications.

2.2 To collect and interpret data on international engineering institutions and academic qualifications.

2.3 To research and evaluate international engineering institutions and academic qualifications.

2.4 To develop and maintain the International Institutions and Degrees Database.
3. Functions and Responsibilities

The Committee assumes the responsibilities and carries out the functions delegated to it by the Canadian Engineering Qualifications Board, including the following:

3.1 Formulation and recommendation of the criteria and review cycle with respect to assessment of international engineering institutions and academic qualifications.

3.2 Collection and interpretation of information on international engineering institutions and degrees, and provision of guidance to the Canadian Engineering Qualifications Board and the constituent associations on its interpretation and use.

3.3 Development and maintenance of the International Institutions and Degrees Database and provision of guidance to the constituent associations on its interpretation and use.

4. Organization

4.1 The Committee comprises the Chair and Chair-Elect or Past-Chair, both appointed by, and members of, the Canadian Engineering Qualifications Board, a non-voting member from Engineers Canada staff who shall serve as Secretary, and six other members comprising an Admissions Official, or designated representative, from the following regions:

- British Columbia or the Yukon
- Alberta, the Northwest Territories or Nunavut
- Saskatchewan or Manitoba
- Ontario
- Quebec, and
- Newfoundland and Labrador, New Brunswick, Prince Edward Island or Nova Scotia.

The terms of membership for the regional members are three years. Five members (one of whom must be the Chair or Chair-Elect/Past-Chair) constitute a quorum.

4.2 The Chair and Chair-Elect/Past-Chair of the Committee must be serving, or have served, on a board of examiners or its equivalent.

4.3 The Chair is appointed for two years by the Canadian Engineering Qualifications Board with the term ending on June 30. The Chair shall serve one year as Past-Chair of the Committee. The term of office may be extended or shortened, as required, by the Canadian Engineering Qualifications Board.
4.4 The Chair-Elect is appointed for one year by the Canadian Engineering Qualifications Board with the term ending on June 30. The one-year term will coincide with the second year of the Chair’s term. The term of office may be extended or shortened, as required, by the Canadian Engineering Qualifications Board.

4.5 The Committee may call upon specialists to assist in carrying out its functions and responsibilities and may appoint sub-committees or task forces within its resources to carry out specific assignments.

4.6 The Chair and Secretary shall be responsible for the planning and organization of meetings and agendas.