

## **Professional, Statutory and Regulatory Body (PSRB) Process**

### **1. PSRB (re)accreditation planning**

- 1.1. Due to the diverse nature of PSRBs, the approach to the management of the accreditations should be determined by Schools and overseen by the School Learning, Teaching and Quality Committee (SLTQC). The Head of School and Head of Subject should be consulted as part of the preparations.
- 1.2. Depending on the PSRB, the following types of accreditations are available: accreditation, recognition, endorsement, approved and prescribed.
- 1.3. Where a legally binding agreement between the School and the PSRB is proposed, the University Secretary Office (USO) can support the coordination and finalisation of the agreement.
- 1.4. Where possible, and where it is desirable, PSRB (re)accreditations should be undertaken alongside the University's process for validation and periodic review of courses.
- 1.5. The Course Leader will prepare the documentation in support of the application for PSRB (re)accreditation and will seek approval from the Head of School and Head of Subject or the Chair of SLTQC.
- 1.6. Heads of Subject are required to inform AQD by the 1<sup>st</sup> October each academic year about any PSRB (re)accreditations scheduled to take place. This must be confirmed and minuted at the first School LTQC.
- 1.7. AQD will support Schools by providing information and guidance in preparation for and during the PSRB process. In addition, where appropriate and where required, AQD will attend PSRB accreditation meeting(s).
- 1.8. Where a course or a group of courses is the joint responsibility of two or more Schools, the Head of each School will agree, in a timely manner, a suitable mechanism by which to manage the preparation for the (re)accreditation visit to allow each School the opportunity to comment on the documentation prior to submission to PSRB.

### **2. PSRB reporting**

- 2.1. Heads of Subject must inform the subsequent School LTQC about the outcome of a (re)accreditation visit, and forward any evidence of the outcome to the Head of AQD.
- 2.2. Chairs of School LTQCs must ensure that actions in response to PSRB reports are noted and monitored by the School LTQC, Additionally, AQD must be informed of any pending modifications to the course material, as a result of



(re)accreditation conditions or recommendations. It should however be noted that it may not be possible to process late modifications required by PSRBs, within the original timescale requested.

- 2.3 AQD will report annually to the last School Teaching and Learning Committee (SLTQC) of the academic year on the status of the School's PSRB accreditations.

### **3. PSRB termination or withdrawal**

- 3.1. For termination or withdrawal of accreditation, Course Leaders must advise the Head of School, Pro-Vice Chancellor and AQD immediately if (re)accreditation is withdrawn and/or the outcome of the (re)accreditation is anything other than full approval.
- 3.2. Should accreditation be withdrawn from any course or the status be altered in any way, the School must inform AQD and all current students, including dormant students, offer holders and other potential students affected by the change and should avoid any disadvantage to the student(s).

### **4. PSRB records**

- 4.1. Once Schools inform AQD about the outcome of (re)accreditations and send evidence to support the outcome, AQD will then store the information and evidence centrally.
- 4.2. Based on information confirmed by School LTQCs, AQD will report to the University's Learning, Teaching and Quality Committee annually on the status of each of the PSRB(s).