

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

### **1. PSRB (Re)Accreditation Planning**

- 1.1. Due to the diverse nature of PSRB arrangements, the management of accreditations should be determined by Schools and overseen by the School Learning, Teaching and Quality Committee (SLTQC). Deans of School and Heads of Subject should be consulted as part of accreditation planning.
- 1.2. Depending on the PSRB, the following types of accreditations are available: accreditation, recognition, endorsement, approved and prescribed.
- 1.3. Course teams should consider PSRB requirements and accreditation at the course design stage. Where possible, PSRB (re)accreditations should be undertaken alongside the University's process for validation and re-validation of courses. The dual aims of the event must be clearly stated, and all participants must be aware that although the event is a single process, the outcomes may require separate approval by the University and PSRB, before the course can commence.
- 1.4. Applications for PSRB (re)accreditation will require approval from the Dean of School and Head of Subject before submission to the appropriate PSRB.
- 1.5. Where a course or a group of courses is the joint responsibility of two or more Schools, the Dean 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.
- 1.6. Heads of Subject are required to inform AQD by the 1st 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. The frequency of reaccreditation with PSRB's varies, with periods ranging from annual to every three to six years - with five years being the most common, When an accreditation is about to expire, PSRBs will liaise with the School about the process for re-accreditation and this information should be shared with AQD
- 1.8. PSRB accreditation can also be sought after a course is validated and course teams are responsible for ensuring that accreditation requirements are met.



- 1.9. Where accreditation takes place by direct liaison with Course Leaders or Heads of Subject and the PSRB, the agreement with the Dean of School that a course may be accredited, or have accreditation sought for, must be in place beforehand.
- 1.10. The appropriate person/s within the School are responsible for the accreditation and providing the PSRB with the documentation it requires as well as maintaining the PSRB requirements post accreditation. After the event, the School must submit to AQD a copy of:
  - The PSRB report.
  - The School's response to the PSRB outlining how it has met any conditions and considered/implemented recommendations.
  - If applicable, the final letter or certificate from the PSRB confirming the programmes which have received accreditation and the renewal year

## **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 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 modifications to the courses or modules requested by the PSRB, as a result of (re)accreditation conditions or recommendations.

## **3. PSRB Termination or Withdrawal**

- 3.1. For termination or withdrawal of accreditation, Course leaders must advise the Dean of School, who will inform the Pro-Vice Chancellor immediately. AQD should also be informed if (re)accreditation is withdrawn or if full approval has not been given.
- 3.2. Should accreditation be withdrawn from any course, or the status be altered in any way, the School must also inform all current students, including dormant students, offer holders and other potential students affected by the change.



#### **4. PSRB Records**

- 4.1. Schools must provide AQD with evidence of PSRB approval / (re)approval or inform AQD when a PSRB accreditation has ended. This allows the AQD PSRB register to be updated and provides information for internal and external purposes such as the Unistats return.
- 4.2. The AQD register of PSRBs is checked and updated annually (based on information confirmed by SLTQCs) or submitted by Schools and a report is then submitted to the first University's Learning, Teaching and Quality Committee of every year.
- 4.3. AQD will also report annually to the last School Teaching and Learning Committee (SLTQC) of the academic year on the status of the School's PSRB accreditations.
- 4.4. 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