

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. Schools should inform Academic Business Administration (ABA) and AQD for any (re)accreditations scheduled to take place in the forthcoming academic year.
- 1.7. The ABA team will provide administrative support to Schools for the (re)accreditation events including providing secretariat service.
- 1.8. 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)..
- 1.9. 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.

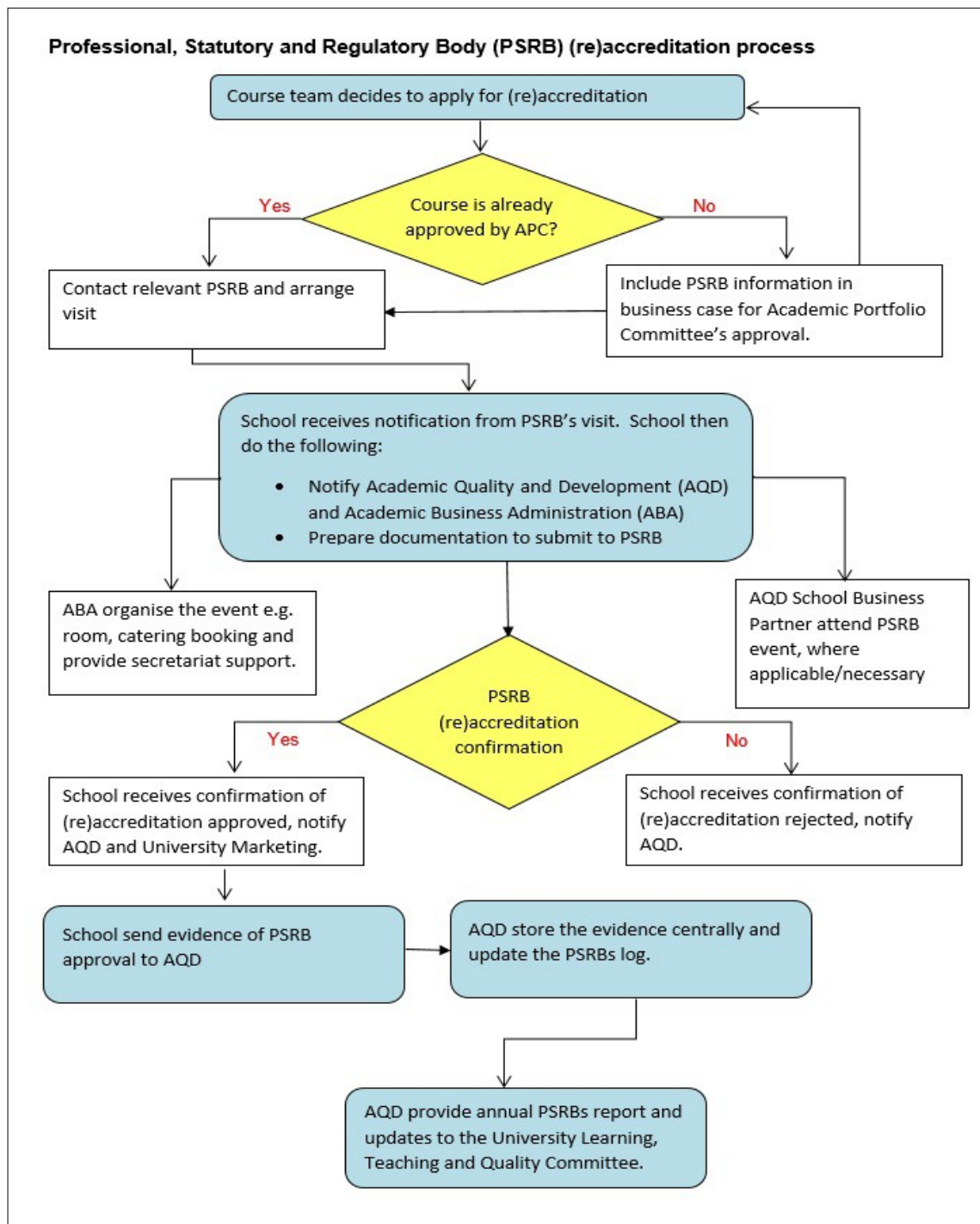
2. PSRB reporting

- 2.1. Schools will consider the outcome of PSRB engagements, the content of the PSRB (re)accreditation report and any recommendations and/or good practice arising, and the Course Team's response to the report. Schools will inform AQD about the outcome of a (re)accreditation visit and forward evidence of the outcome.
- 2.2. Where responsibility for the courses is across two or more Schools, the Heads of Schools will agree, in a timely manner, a suitable mechanism by which to provide

each School the opportunity to consider the report; a single, consolidated response to the PSRB will be produced.

- 2.3. Actions in response to PSRB reports should be noted and monitored by the School LTQC, reflected in the Continuous Monitoring and in the next Periodic Review of the course(s).

The table below shows the PSRB process:





3. PSRB termination or withdrawal

- 3.1. For termination or withdrawal of accreditation, course leaders will advise the Head of School, Pro-Vice Chancellor (Academic) 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 will 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 record

- 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 and monitor the ongoing accuracy of information about PSRB accreditations on the University's website.
- 4.2. AQD will report to the University's Learning, Teaching and Quality Committee annually on the status of each of the PSRB(s).