

Part 14

Managing Relationships with Professional, Statutory or Regulatory Bodies

1 Introduction

- 1.1 Schools have responsibility for identifying professional, statutory and regulatory bodies (PSRBs) responsible for the professional regulation and accreditation of courses, and for making application to such bodies.
- 1.2 Where professional accreditation of a courses is sought, procedures are followed as defined by, or agreed with, the accrediting body. Course approval processes and academic review panels can include professional body representation where it is the preferred method of accreditation of the PSRB. Alternatively, documentation can be submitted following the approval or review event.
- 1.3 Schools are responsible for ensuring that PSRB registers are accurate, updated regularly and that QAE are informed of additions or changes to the register in a timely way.
- 1.4 Quality Assurance and Enhancement (QAE) maintains a central register of PSRB details.
- 1.5 Education and Experience Committee has oversight of the central register of PSRB details.

2 Accreditation/Reaccreditation Process

- 2.1 Where a course has, or requires, recognition by a PSRB and is the subject of approval or re-approval, the relevant body should be informed of the proposals at the earliest opportunity, depending on the approval requirements of that body. Where appropriate, a representative of that body will be involved in the approval process.
- 2.2 Each PSRB is allocated a designated academic link contact within the School.
- 2.3 The School Quality Committee (SQC) takes responsibility for managing School PSRB activity, in conjunction with the Head of School. Once detailed requirements of reapproval/review by the PSRB are known, SQC will receive details and make arrangements for the exercise of its oversight, including the provision of a timeline in preparation for the review. Support will be provided by the School Administration.

- 2.4 The school are responsible for informing SQC and QAE of any changes, updates or new PSRB activity. Copies of accreditation reports should be provided to SQC/QAE and also stored within the School.
- 2.5 The School and QAE have a responsibility for keeping records on required exemptions to the University Regulations including the Assessment and Feedback Policy
- 2.6 Documentation for the application or renewal of accreditation or prescription requiring sign off at institutional level by the University Executive Board (UEB) must be received a minimum of three weeks before the submission deadline. The UEB representative will take advice from the Head of QAE and the Head of School.
- 2.7 SQCs are responsible for monitoring action plans at meetings until completed and the oversight of continuing requirements.
- 2.8 Courses validated at collaborative partners are subject to these requirements.

3 PSRB Reports

- 3.1 A copy of all PSRB reports must be submitted to QAE at the earliest opportunity.

4 Joint Activity

- 4.1 Where it is identified that a PSRB requires joint approval, validation, or review to take place, this can be achieved by devising specific processes, in a way that meets both UEL principles and PSRB requirements.