

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 applications to such bodies.
- 1.2. Where professional accreditation of a course 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 if it is the preferred method of accreditation of the PSRB. Alternatively, documentation can be submitted following the approval or review event.

2. PSRB Register

- 2.1. Schools are responsible for ensuring that PSRB registers are accurate and updated regularly and that QAE is informed of additions or changes to the register in a timely way.
- 2.2. Quality Assurance and Enhancement (QAE) maintains a central register of PSRB details.
- 2.3. Education and Experience Committee has oversight of the central register of PSRB details.

3. Accreditation and Reaccreditation Process

- 3.1. Where a course has (or requires) recognition by a PSRB and is the subject of an approval/re-approval, the relevant PSRB should be informed of the proposals at the earliest opportunity, depending on the approval requirements of that body. Where appropriate, a representative of the PSRB will be involved in the approval/re-approval process.
- 3.2. Each PSRB is allocated a designated academic link contact within the relevant School.
- 3.3. The School Quality Committee (SQC) takes responsibility for managing PSRB activity within the School, in conjunction with the Head of School. Once detailed requirements of re-approval/review by the PSRB are known, SQC will receive the details and make arrangements for its oversight, including a timeline in preparation for the review. Support will be provided by the School's administrative team.
- 3.4. The School is responsible for informing SQC and QAE of any updates to new or existing PSRB activities. Copies of accreditation reports should be stored within the School with copies provided to SQC and QAE.

- 3.5. The School and QAE have a responsibility for keeping records on required exemptions to the University Regulations (including the Assessment and Feedback Policy).
- 3.6. Documentation for the application or renewal of accreditation or prescription requiring sign-off at the institutional level by the University Executive Board (UEB) must be received a minimum of three weeks before the submission deadline. The UEB representative will consult with the Head of QAE and the relevant Head of School before issuing sign-off.
- 3.7. SQCs are responsible for monitoring action plans at meetings until completed and the oversight of continuing requirements.
- 3.8. Courses validated with collaborative partners are subject to these requirements.

4. PSRB Reports

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

5. Joint Activity

- 5.1. 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.