

UEL QUALITY MANUAL

PART 14

PROFESSIONAL, STATUTORY AND REGULATORY BODIES (PSRBs)

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. UniversitiesUK define PSRBs as a 'group of bodies, including a large number of professional bodies, regulators and those with statutory authority over a profession or group of professionals. PSRBs engage with HEIs and other providers of higher education at regulatory, representative and promotional levels. Some bodies have a prescribed statutory or regulatory responsibility to accredit higher educational programmes and determine standards.'
- 1.3. Where professional (re)approval of a course is sought, procedures are followed as defined by, or agreed with, the accrediting body. Course validation processes and academic review panels can include PSRB representation if it is the preferred method of accreditation of the PSRB. Normally the documentation is submitted separately from the validation or review event.
- 1.4. The details of PSRB accreditations should be reflected in course specifications.

2. Responsibilities for the PSRB register

- 2.1. Schools are responsible for ensuring that QAE is informed of additions or changes to the register in a timely manner.
- 2.2. QAE is responsible for maintaining a central register of PSRB statuses. For enquiries related to this central register, QAE can be contacted at qae@uel.ac.uk.
- 2.3. Education and Experience Committee (EEC) is responsible for oversight of the central PSRB register.

3. Responsibilities for the accreditation and reaccreditation process

- 3.1. Where a course has (or requires) recognition by a PSRB and is the subject of (re)approval, the relevant PSRB should be informed of the proposals at the earliest opportunity, depending on the approval requirements of that body. Where it is identified that a PSRB requires joint 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.
- 3.2. Schools will ensure that each PSRB accredited course is allocated a designated academic link contact. This is recorded in the PSRB register and reviewed at the School Quality Committee.
- 3.3. School Quality Committees (SQC) are responsible for managing PSRB activity within the School, in conjunction with the Dean of School. Once detailed requirements of (re)approval by the PSRB are known, the SQC will receive the details and make arrangements for its oversight, including a timeline in preparation for the review.
- 3.4. Schools are responsible for informing SQC and QAE of any updates to new or existing PSRB activities.
- 3.5. Schools are responsible for providing (re)approval reports to SQC and QAE to record in the central PSRB archive.
- 3.6. Schools are responsible for applying to Education and Experience Committee (EEC) for any exemptions to academic regulations required for courses with PSRB accreditation(s). Exemptions to the regulations should be recorded on the Course Specification.
- 3.7. Where applicable, 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.
- 3.8. SQCs are responsible for monitoring action plans at meetings until completed and the oversight of continuing requirements.

4. Academic partnerships with PSRB accreditations

- 4.1. Courses validated as part of an academic partnership are also subject to these same requirements.

5. PSRB reports

- 5.1. A copy of all PSRB reports (accreditation approval, accreditation review, etc.) must be submitted to QAE at the earliest opportunity via gae@uel.ac.uk. Timelines for submission will be consistent with the applicable PSRB annual monitoring requirements.

6. Withdrawal or change of PSRB accreditation status

- 6.1. If a course PSRB status is cancelled or withdrawn. The School PSRB contact must report this immediately to the relevant SMT and QAE. SMT and QAE can then determine the appropriate course of action, including notifications to, or consultations with, any affected students or applicants.