



## Policy on Professional, Statutory and Regulatory Body Accreditations

**Scope:**

All programmes accredited by a professional, statutory and regulatory body.

**Date of approval/re-approval:**

Senate June 2012. Updates approved December 2017

**Date for review:**

To be reviewed November 2020

**To be read in conjunction with:**

Policies and Processes on Annual Programme Evaluation and Periodic Review in Section 8 of the Quality Manual

**Equality and Diversity Statement:**

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision making panels will ensure a reasonable gender balance (with at least one man and one women) and will actively consider representation of other protected groups.

## **Policy on Professional, Statutory and Regulatory Body Accreditations**

### **Definition**

Professional and Statutory and Regulatory Bodies (PSRBs) is a general term used to describe those organisations that work with the University in the approval, monitoring and review of programmes that lead to a professional or vocational qualification and which exist to ensure that national standards within the professions are met. PSRB accreditation may include recognition of membership or exemption from professional exams.

### **Policy**

The University considers engagement with PSRBs to be instrumental in the development of programmes that are current and which meet the needs of business and the professions and the expectations of students. Responsibility for the acquisition and retention of PSRB accreditation rests with the Board of Studies within which eligible programmes reside. The University requires Schools to seek and retain professional, statutory and regulatory body accreditation for all programmes which qualify for such recognition.

Reports arising from such engagements provide valuable information about the quality and standards of programmes as well as the experience of students on the programmes. The reports and the responses to any matters arising should be used as part of the normal review process, through Annual Programme Evaluation (APE) and Periodic Review. Boards of Studies, or appropriate sub-committees, such as Programme Approval and Review Committees (PARCs), should consider reports and responses and monitor any follow-up action that is required.

### **Procedures**

#### *Accreditation Planning and Management*

1. Due to the diverse nature of PSRBs, the approach to the management of these accreditations should be determined by Schools and overseen by the Board of Studies or appropriate sub-committees of the Board of Studies. Associate Deans (Education) should be consulted as part of the preparations.
2. Where a legally binding agreement between the School and the PSRB is proposed Student and Academic Services can support the coordination and finalisation of the agreement.
3. Where possible, and where it is desirable, PSRB (re)accreditations should be undertaken alongside the University's process for Periodic Review of programmes.
4. The Programme Director will prepare the documentation in support of the application for PSRB (re)accreditation and will seek approval from the Associate Dean (Education) and from the Dean of School through the Board of Studies.
5. Schools should inform Student and Academic Services on an annual basis of the PSRBs (re)accreditations scheduled to take place in the forthcoming academic year in order to assist the University in the planning and delivery of its educational provision.
6. Schools will seek advice on quality assurance, standards and enhancement issues from Student and Academic Services and for advice on other institutional support as appropriate.
7. Where a programme or a group of programmes is the joint responsibility of two or more Schools the Associate Deans (Education) 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 the PSRB.

8. Where provision is delivered through Flexible and Distributed Learning, the Programme Director will inform the PSRB and advise students of any specific conditions attached to the PSRB recognition.
9. New PSRB accreditation arrangements may only be reflected within programme and marketing literature when the PSRB has confirmed that accreditation is in place.

#### *Reporting*

10. The PSRB will provide the School with a (re)accreditation report and will notify the Programme Team of its decision and the period of further (re)accreditation awarded.
11. Schools will consider the outcome of PRSR engagements, the content of the PSRB (re)accreditation report and any recommendations and/or good practice arising and the Programme Team's response to the report through the Board of Studies or appropriate sub-committees.
12. Where responsibility for the programmes is across two or more Schools the Associate Deans (Education) 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.
13. Actions in response to PSRB reports should be noted and monitored by the Board of Studies, PARC and other sub-committees as appropriate, reflected in the Annual Programme Evaluation and in the next Periodic Review of the programmes.

#### *Cancellation or Withdrawal of Accreditation*

14. Programme Directors will advise the Dean of School, the Deputy President and Provost and Student and Academic Services immediately if (re)accreditation is withdrawn and/or the outcome of the (re)accreditation is anything other than full approval. Student and Academic Services will coordinate the institutional level reporting to Education and Student Committee and Senate, to provide Senate and Council with oversight of PSRB activities, and statutory reporting to external agencies.
15. Should accreditation be withdrawn from any Programme or the status be altered in any way, the School will inform all current students including, dormant students, offer holders or other potential students affected by the change and should avoid any disadvantage to the student(s) as far as possible.

#### *Senate Oversight*

16. To support Senate oversight and to work alongside Student and Academic Services in the identification and dissemination of good practice, Student and Academic Services will report annually on outcomes of PSRB (re)accreditations and any changes in accreditation status to the Education and Student Committee.
17. Student and Academic Services will maintain an institution-wide register of PSRB accredited programmes and will report to Senate on the University's register annually. Schools will report updates on a termly basis to ensure that central systems are updated and statutory reporting can be undertaken.