

Professional, Statutory and Regulatory Bodies (PSRB) Accreditation Policy and Register

Summary

In December 2017, Senate approved an updated PSRB policy and reporting format for use from 2017/18.

Educational Quality Committee is responsible for undertaking scrutiny and advising Senate of outcomes from, and the effectiveness of, academic quality processes including PSRB and accreditation events.

This paper for Educational Quality Committee summarises the updated process. The current School PSRB registers are appended for consideration.

Recommended actions

Educational Quality Committee is asked to:

- (i) **Note** the attached summary and **consider** the current PSRB Register for each School

Register of Professional, Statutory and Regulatory Bodies (PSRB) Accreditations

In December 2017, Senate approved an updated PSRB policy and reporting format for use from 2017/18. The updates were designed to increase Senate oversight of City's PSRB activity, respond to external developments¹ and the recommendations of an internal audit².

Responsibility for the acquisition and retention of PSRB accreditation rests with the Board of Studies within which the programmes reside. City requires Schools to seek and retain professional, statutory and regulatory body accreditation for all programmes which qualify for such recognition. 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 and Programme Approval and Review Committees (PARCs) or other relevant sub committees should consider reports and responses and monitor any follow-up action that is required.

Key points to note for the updated process:

- the revised Policy and template strengthen School and Senate oversight of PSRB accreditation and has increased the frequency of reporting to Educational Quality Committee and Senate.
- the Board of Studies Agenda has been updated to capture the monitoring of accreditation action plans and to note additions and removals of accredited bodies from the register. The PARC agenda has been revised to include updates on accreditation activity, reports and status as a standing item.
- the Register format captures additions and removals of PSRB accreditation areas of good practice, notes on Schools' monitoring of the actions arising from PSRB reports and other key information. This includes the date of Board of Studies sign-off of the completed action plan.
- Schools must consider how communications to students and other stakeholders are managed when there is a change to accreditation arrangements for any programme and how any disadvantage to students may be avoided as far as possible. The new template includes a column for the name of the key contact managing communications.

Educational Quality Committee is responsible for undertaking scrutiny and advising Senate of outcomes from, and the effectiveness of, academic quality processes including PSRB and accreditation events. The following reports are appended for consideration:

School of Arts and Social Sciences – Appendix 1

Cass Business School – Appendix 2

School of Health Sciences – Appendix 3

City Law School – Appendix 4

School of Mathematics, Computer Science and Engineering - Appendix 5

Helen Fitch, Assistant Registrar (Quality)

¹ **External Reporting – Unistats** - Institutions are required to submit accurate data on accreditation to Unistats as noted in the HESA guidance (link below); accuracy of accreditation information is an area scrutinised during data audit activities. Should an institution require an additional accredited body to be added to their record, an application process needs to be followed, as outlined in the HESA guidance. **Unistats record 2017/18 - Professional, Statutory and Regulatory Bodies (PSRBs) and professional accreditation of undergraduate programmes** https://www.hesa.ac.uk/collection/c17061/accreditation_guidance

² **Internal Audit** - An internal audit of the *Oversight of Accreditation and Professional and Statutory Review Bodies (PSRBs)* took place during 2016/17 and reported to Senate in October 2017. The Internal Audit Report² included 5 recommendations relating to the policy, register and Board of Studies, PARC and University Committee reporting.