

Office of Quality, Standards  
and Partnerships



**QUALITY ASSURANCE MANUAL**  
**Professional, Statutory and  
Regulatory Bodies**

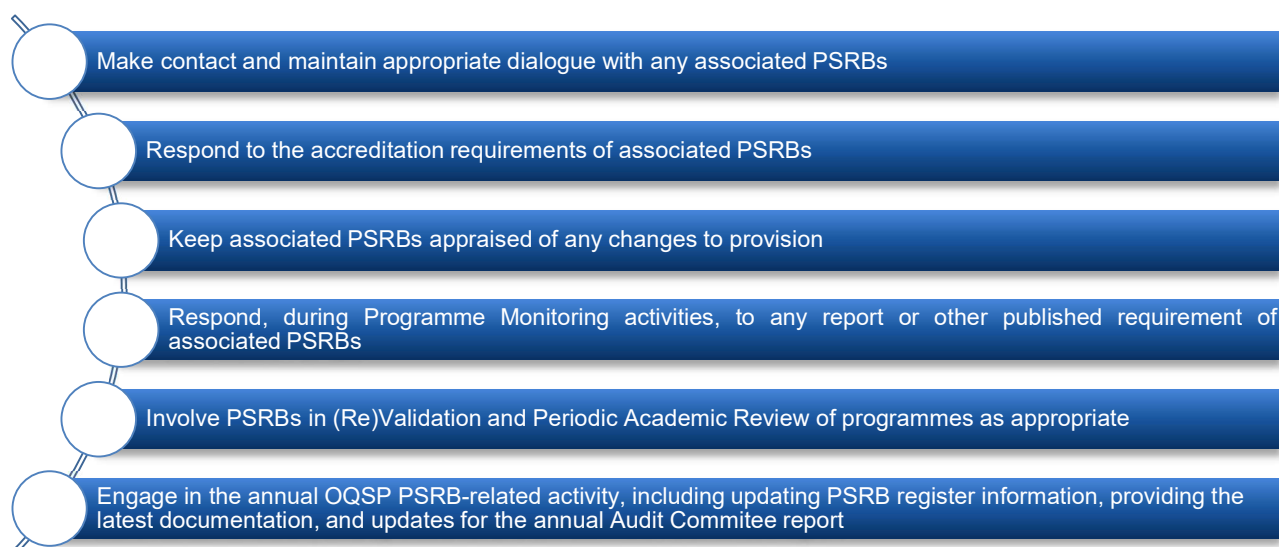
**SECTION 08**

## Introduction

Professional, Statutory and Regulatory Bodies (PSRBs) are a varied group of bodies, regulators and those with statutory authority over a profession or group of professionals. PSRBs may provide membership services and accredit or approve programmes as confirmation that the courses meet their standards and expectations. PSRBs are recognised by employers, and achievement of a PSRB-recognised programme can be an essential requirement for entry to a particular role or occupation.

The University regards relevant engagement with PSRBs as essential for ensuring the appropriateness and validity of its academic provision. Consequently, for relevant programmes, PSRBs are invited to contribute to the validation, accreditation and monitoring of provision.

It is recognised that the nature of the University's relationships with PSRBs varies greatly, and that the procedures for handling such relationships need to be flexible and appropriate to each. However, these relationships require effective management and monitoring and, in particular, the University requires programme teams to:



The Office of Quality, Standards and Partnerships (OQSP) maintain the University's PSRB Register, which is approved annually by Academic Affairs Committee (AAC).

University colleagues can access the latest PSRB Register via this link -  
<https://universityoflincoln.sharepoint.com/sites/registry/QualityUnit/PSRB%20Register/SitePages/Home.aspx>

## Day-to-Day Contact with PSRBs

Unless a PSRB decides otherwise, it is preferable that they liaise and communicate directly with the relevant School/Programme Team staff. However, correspondence regarding monitoring of, or changes to, the status of accreditation, or accreditation conditions which may require changes to programmes or regulations, must be shared with OQSP. Further details relating to the involvement of PSRBs in (re)validation events can be found within QAM 02 - *Programme Approval*.

## Written Submissions for Accreditation

Where PSRB (re)accreditation is solely on the basis of a written submission, the programme team should assemble the required material. Where information regarding University-wide processes is required, OQSP can support its collection.

Once all the required material is assembled, any written submission, alongside a presentation of its purpose and context, should be presented to College Academic Affairs Committee.

## Accreditation Visits

Where accreditation approval or monitoring is dependent on institutional visit(s) the University tries, wherever possible, to synchronise these with internal (Re)Validation and Periodic Academic Review events.

Colleges are responsible for any fees, costs and expenses involved in PBRB (re)accreditation visits. This includes the organisation of venues, accommodation, transport etc., and for providing staff to compile records, take minutes etc., as required for both the University process and, if required, the PSRB. OQSP, the programme team and the PSRB will agree in advance what form final reports and official minutes will take.

## Reports and Responses

All information regarding the outcome of the PSRB submission/application, and any associated reports, must be communicated to the relevant Head of School and OQSP.

The Head of School must ensure that any conditions or recommendations specified by the PSRB are considered at the relevant School committees and action taken and recorded. The University quality assurance procedures relating to action following a standard programme (Re)Validation or Periodic Academic Review should be followed except where PSRB requirements preclude this.

Reports and responses/action plans produced as a result of accreditation visits must be forwarded to the College Academic Affairs Committee to monitor.

Notification of the final outcome of an application, any changes to the status of accreditation, or changes in the relationship, should be reported to OQSP to update the PSRB Register and notify AAC, as necessary.

## Annual Updates

The University's PSRB registers are annually submitted to AAC by OQSP. This involves Colleges and Schools/Departments reviewing the previous registers for any changes, providing any new PSRB reports or documentation, and reporting PSRB activity undertaken throughout the previous academic year. An annual report of PSRB activity is also produced by OQSP for Audit Committee. The Worktribe system is updated to reflect the latest information. Although this is an annual process, Schools are encouraged to submit new or updated PSRB information throughout the year.

PSRB information is also included as part of the University's HESA submission, to report to Unistats, and this involves OQSP sharing the latest information with the Planning and Business Intelligence Department.

## Regulations

University regulations state that, in cases where the regulations are in conflict with the requirements of a PSRB, the published requirements of the PSRB will normally be allowed to take precedence over the University regulations. Any variation to regulations arising from PSRB requirements must be submitted to SROG/AAC for approval.