

Office of Quality, Standards
and Partnerships



UNIVERSITY OF
LINCOLN

QUALITY ASSURANCE MANUAL

Professional, Statutory and Regulatory Bodies

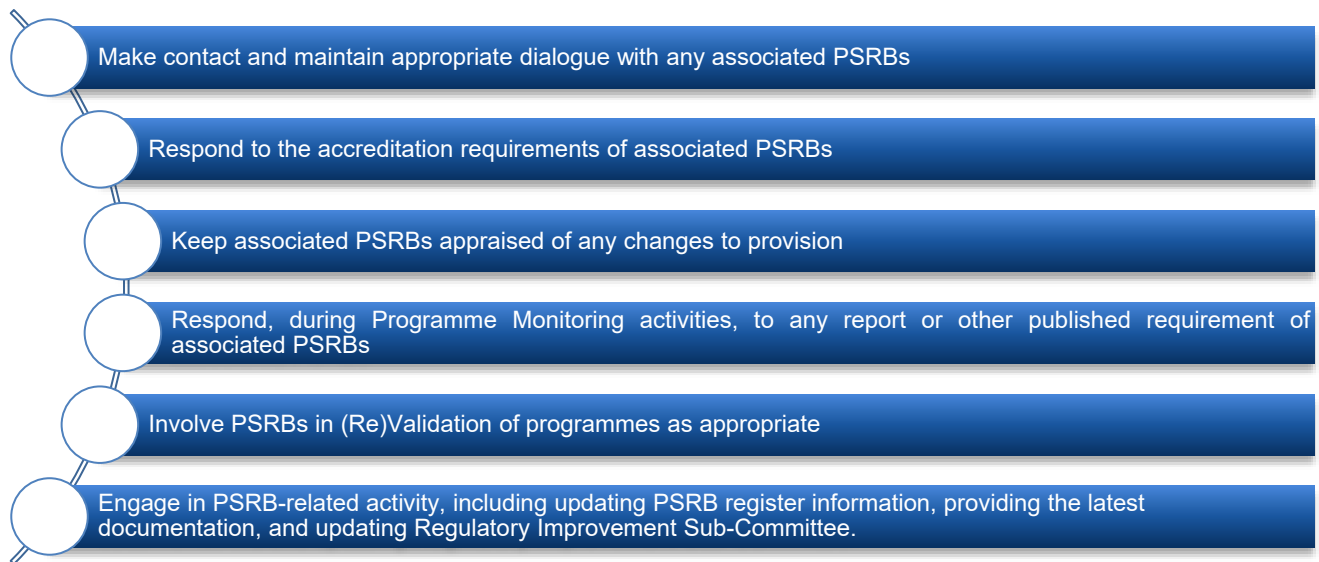
SECTION 07

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 managed and approved by Regulatory Improvement Sub-Committee (RISC) on behalf of Academic Development and Quality Committee.

University colleagues can access the latest PSRB Register via this link -
insert link to new SharePoint site

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, must be presented to College Academic Development and Quality Committee (CADQC)¹ for approval.

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 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.

¹ or equivalent College-level Quality Committee

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, CADQC 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 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 Development and Quality 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 CADQC and OQSP to update the PSRB Register and notify RIsC and ADQC, as necessary.

Updates

The University's PSRB registers are held within a SharePoint system. Colleges and Schools/Departments are responsible for reviewing the registers for any changes, providing any new PSRB reports or documentation, and reporting PSRB activity undertaken. Review of the PSRB Registers and exception reporting will take place through RIsC.

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 ADQC for approval.