



Professional, Statutory and Regulatory Bodies Policy

Scope:

All taught programmes leading to an award of City, University of London. This Policy will apply to partnership provision unless specific alternative arrangements have been agreed between City and the partner institution and included in the Memorandum of Agreement for the partnership. Arrangements for validated provision are set out in the Validation and Institutional Partnerships Handbook.

Senate Regulations:

[Senate Regulation 19: Assessment Regulations](#)

Summary:

This policy sets out expectations and procedures relating to engagement by Schools with Professional, Statutory and Regulatory Bodies, including planning, management and reporting of accreditations.

Date approved/re-approved:

Approved December 2017

Re-approved May 2022

Date for review:

To be reviewed by the end of 2024/25 academic year, with allowance for minor updates, as required.

Effective from: 2017/18

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 woman) and will actively consider representation of other protected groups.

Policy on Professional, Statutory and Regulatory Body Accreditations

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Definition

Professional, 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 and/or international standards within the professions are met. PSRB accreditation may also include recognition of membership or exemption from professional exams of the professional, statutory or regulatory body.

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 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 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 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 online, flexible or distance learning, the Programme Director will inform the PSRB and advise students of any specific conditions attached to the PSRB recognition.
9. Where joint approval events with the University are mandatory, discussions should take place between the School Quality team and Academic Services in the first instance.
10. When new programmes of study are being developed or major amendments to existing programmes considered, Schools must take into consideration the potential accreditation status of the programme. Schools should contact PSRBs in a timely manner to ensure that the programmes and amendments are designed in accordance with the PSRB requirements.
11. Where it is identified during the programme approval and/or accreditation process that a Programme cannot operate in line with City's Assessment Regulations because of PSRB requirements, an application for exemption from City's Assessment Regulations must be made to the Educational Quality Committee. Applications for exemption should be made early in the approval or accreditation process, and prior to the accreditation event, where possible
12. If there are changes to PSRB requirements mid accreditation cycle, which mean that an existing accredited programme can no longer operate in line with City's Assessment Regulations, an application for exemption from City's Assessment Regulation must be made to the Educational Quality Committee.
13. New PSRB accreditation arrangements may only be reflected within programme and marketing literature when the PSRB has confirmed that accreditation is in place.

14. In case of queries, Schools are advised to contact their School based Quality staff in the first instance.
15. Programmes that are regulated by PSRBs may be required to demonstrate assurance that risks are managed and controlled. The responsibility for managing compliance and risk management lies with the Assessment Boards, Boards of Studies, and Senate.

Reporting

16. The PSRB should provide the School with a (re)accreditation report and notify the Programme Team of its decision and the period of further (re)accreditation awarded.
17. Schools will consider the outcome of PSRB 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.
18. 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.
19. 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

20. Programme Directors will advise the Dean of School, the Vice President (Education) and Academic Services immediately if (re)accreditation is withdrawn and/or the outcome of the (re)accreditation is anything other than full approval. Academic Services will coordinate the institutional level reporting to Senate, to provide Senate and Council with oversight of PSRB activities, and statutory reporting to external agencies.
21. 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, offerholders or other potential students affected by the change, and should avoid any disadvantage to the student(s) as far as possible.

Senate Oversight

22. To support Senate oversight and to work alongside Academic Services in the identification and dissemination of good practice, Academic Services will report annually on outcomes of PSRB (re)accreditations and any changes in accreditation status.
23. 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 to Academic Services on a termly basis to ensure that central systems are updated and statutory

reporting can be undertaken.

Policy Title	
Professional, Statutory and Regulatory Bodies Policy	
Policy Enabling Owner and Department	Responsible for Implementation and Department
Academic Services	Academic Services
Approving Body	Date of Approval
Senate	December 2017
Last Reviewed & Version	Review Due Date
May 2022 (V3)	May 2025
Publication of Policy (<i>tick as appropriate</i>)	
For public access online (internet)? <input type="checkbox"/>	For staff access only (intranet)? <input checked="" type="checkbox"/>
Website Link:	Intranet Link: https://staffhub.city.ac.uk/academic-services/policies-and-guidance/quality-manual/programmes-at-city
Storage of Policy (<i>Previous versions of the policy must be stored in the drive by the author</i>)	
Drive Address: Z:\QUAD\Quality Manual\3. Programmes at City\PSRB accreditation	
Queries about this policy should be referred to	
QUAD@city.ac.uk	