Guidelines for the Consideration of Accreditation Reports from Professional, Statutory and Regulatory Bodies

1. A number of the University’s degree programmes are accredited or recognised by professional, statutory and regulatory bodies (PSRBs). These guidelines have been developed to standardise the institutional consideration and monitoring of PSRB reports and School responses with the aims of ensuring consistency and assuring quality. This document outlines how and when Schools should report on accreditation visits and reviews as well as how Faculty- and University-level committees are responsible for engaging with and monitoring the reports.

2. The principles and guidelines below refer to periodic re-accreditation and major reviews. Routine monitoring and mid-term reports can be addressed in-house by the School and noted appropriately in AMR action plans.

Principles

3. The University recognises that the nature of PSRBs and their requirements are extremely varied and specific to individual programmes and Schools. For this reason, responsibility for engagement with PSRBs resides primarily with academic units.

4. The process of accreditation by PSRBs is demanding, but it can also result in valuable feedback on a range of issues of interest not only to the subject level but also to the Faculty and University.

5. For the above reason, and because the University is responsible for assuring the quality and standards of awards, the University seeks to pursue a practical and proportionate approach to the quality assurance and monitoring of programmes accredited by PSRBs.

Procedure

Pre-Review Support and Scheduling

6. Faculties are each responsible for maintaining a Faculty Education Committee record of programmes that are accredited or recognised by PSRBs, to include a timeline noting visit dates and/or schedules for renewal of accreditation and dates by which reports can be expected. Faculties should send current records to LTDS by 31 October of each year, once records have been updated internally.

7. LTDS is responsible for sending Schools an update on developments in University policy that are applicable to the upcoming academic year. These updates will be sent to Schools by the beginning of Autumn Term and should be adapted to specific circumstances where the terms of accreditation require an update on programme and/or University policies.

8. Boards of Studies are responsible for notifying Faculty Learning and Teaching Teams in Autumn Term of any expected visits and/or correspondence during the academic year or any updated records of PSRB accreditation renewals or re-accreditation visits. Boards of Studies should also keep Faculty Learning and Teaching Teams informed about new, renewed and/or lapsed accreditations. See the Boards of Studies Business Schedule, Meeting 1.

9. The Faculty Education Committee should include a reminder to Schools about PSRB updates on their agenda for the first meeting of the Autumn Term.
Consideration of Reports and Monitoring of School Responses:

10. If the PSRB compiles a draft report, this should be considered by the relevant Head of School and the person at School level with direct responsibility for the review. Any issues requiring immediate action should be identified and action taken promptly.

11. When the final report and/or accreditation notice is received by the University, the Board of Studies should prepare a response to the PSRB if this is required by the latter. Regardless of whether or not the PSRB requires a response, the Board of Studies should prepare a formal action plan to be submitted to the Faculty Education Committee, typically within two months of the receipt of the accreditation report. Schools should not submit copies of correspondence with PSRBs to the Faculty Education Committee, although such records should be kept for review if necessary. In the instance that no actions are required, the School should submit the formal letter of reaccreditation to the Faculty Education Committee.

12. The formal action plan and response, together with the PSRB report, should be considered by the Faculty Education Committee. To monitor quality and standards on behalf of the University, the Faculty Education Committee should review the action plan and, if necessary, engage in dialogue with the School to identify additional required actions. Faculty Education Committee’s are also responsible for evaluating and monitoring the implementation of any Faculty-level recommendations, and for monitoring the implementation of action plans through the Annual Monitoring and Review (AMR) process (see below).

13. Faculty Education Committee’s are responsible for submitting to Taught Programmes Sub-Committee (TPSC) the report and the minutes extract from the relevant discussion, typically within one month of the relevant meeting. If applicable, Faculty Education Committee’s should report on the satisfactory progress or conclusion of any actions taken in response to accreditation visits/reports and identify any areas of exemplary or innovative practice.

14. TPSC should receive all Faculty Education Committee reports and produce an overview report for UEC that identifies good practice examples for dissemination and considers any University-level recommendations as well as any general areas of concern.

15. Faculties and TPSC are responsible for noting the completion of PSRB accreditation visits and for ensuring that the above schedule for consideration and monitoring is followed.

PSRB Visits and Responses in Relation to AMR and Learning and Teaching Review (LTR)

16. Each School should include any ongoing actions from the accreditation process on the AMR action log. Faculty Education Committee’s are responsible for monitoring this implementation of any ongoing actions.

17. Given that PSRB recognition is critical to subject-area provision, LTR should consider accreditation reports and actions plans where appropriate.

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Intended for use by: Boards of Studies
School Administrators
Faculty Quality Teams and Chairs of Faculty Education Committee’s
Chair and members of TPSC

Contact (for queries about this document): ltds@ncl.ac.uk #83978