



**Policy on Professional,  
Statutory and  
Regulatory Body  
Recognition**



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## 1. Introduction

- 1.1 This Policy details Queen Mary University of London's (QMUL) principles and procedures in relation to Professional, Statutory and Regulatory Bodies (PSRBs).
- 1.2 Academic offerings are designed to align with the QAA Quality Code for Higher Education, the Framework for Higher Education Qualifications in the UK (FHEQ), and subject benchmark statements.
- 1.3 QMUL's policies, procedures and regulations are designed to align with the QAA guidelines and the [Academic Regulations](#) are reviewed on an annual basis. All awards made by QMUL are awards of the institution and must comply with the institutional regulations and policies, designed to safeguard the academic standards of QMUL's programmes.
- 1.4 QMUL engages with PSRBs through accreditation of particular programmes and/or Institutes/Schools. The links with PSRBs enhance opportunities for graduates to gain employment in specific professional/vocational areas.

## 2. Definition

- 2.1 The QAA defines PSRBs as organisations 'with statutory authority over a profession or a group of professionals. PSRBs engage with the higher education sector through the approval, recognition and accreditation of HE programmes. They provide membership services and promote the interests of people working in professions. They accredit or endorse programmes and courses that meet professional standards, provide a route through to the professions, or are recognised by employers.'

## 3. Scope

- 3.1 For the purposes of this Policy, recognition by a PSRB is defined as one or more of the following:
  - An arrangement with a PSRB whereby successful completion of a programme of study by a student entitles that student to obtain a license or register to practice a particular profession (for example the MBBS, whereby students are provided with General Medical Council recognised degree programmes to allow them to continue their careers in Medicine);
  - An arrangement with a PSRB whereby successful completion of a programme of study by a student entitles that student to undertake further vocational training, which would lead to the student obtaining a licence or registering to practice in a particular profession (for example the LLB programme, providing eligibility from the Solicitor's Regulatory Authority for students to undertake the Legal Practitioners Course);
  - An arrangement whereby QMUL has permission to style a programme as recognised or accredited by that PSRB in publicity and marketing materials (for example BSc Chemistry, and the Royal Society of Chemistry);
  - An arrangement with a PSRB whereby successful completion of part or all of a programme of study by a student makes that student eligible to apply for membership of a professional body (for example BSc Psychology, and the British Psychological Society);

- An arrangement with a PSRB whereby successful completion of a part or all of a programme of study by a student gives that student automatic partial or full exemption from further academic study, or professional exams offered by that PSRB (for example BSc Economics, Finance and Management – Chartered Financial Analyst UK pathway)

#### 4. Responsibility of Schools/Institutes

4.1 The responsibility of managing PSRBs and accreditation lies with Schools/Institutes. Schools/Institutes will be responsible for:

- Managing all PSRB-related programmes in their subject areas and ensuring that they continue to meet PSRB requirements;
- Liaising directly with PSRBs on the submission for accreditation/re-accreditation and on any interim amendments to accredited programmes and responding to any PSRB requirements/recommendations arising out of these processes;
- Liaising with the Academic Registry and Council Secretariat (ARCS) regarding any institutional requirements arising out of PSRB procedures or requirements, including consultations on any PSRB requirements/recommendations which create a potential conflict associated QMUL policies/regulations;
- Submitting reports to PSRBs and arranging visits in accordance with PSRB requirements and deadlines;
- Archiving copies of PSRB reports and providing copies of these reports and communications to ARCS as they are received;
- Reporting on PSRB visits or departmental reports/returns to the PSRB in the Annual Programme Review (APR).

#### 5. Role of Academic Registry and Council Secretariat

5.1 The Academic Registry and Council Secretariat (ARCS) provides essential support to QMUL's core business activities of teaching and research. For the purposes of this Policy the responsibilities of ARCS are defined as:

- Maintaining records in the Student Information System (SITS) of all accredited programmes, relevant accreditation bodies and renewal dates (where applicable);
- Keeping a copy of accreditation reports following visits by PSRBs;
- Supporting Schools/Institutes in responding to PSRB requirements / recommendations arising out of accreditation/re-accreditation processes;
- Providing annual reports to Schools/Institutes of all recorded accredited programmes/modules to ensure central registers are kept up-to-date. This shall be done in advance of the Unistats return each year, to ensure accreditation information returned to Unistats is accurate;
- Providing advice to Schools/Institutes on quality assurance, standards and enhancement issues as required.

## 6. Statutory Returns

- 6.1 QMUL is required to undertake a number of statutory returns to fulfil OfS requirements. This includes the submission of Unistats data, which includes details of the undergraduate programmes offered, including their PSRB accreditation where applicable.
- 6.2 HESA holds details of accrediting bodies, and requires that where an institution returns details claiming accreditation, then this is noted on the relevant PSRB's website. It is therefore of the utmost importance that relevant accreditation and PSRB recognition is regularly maintained as failure to do so will impact on the statutory return and on the quality of information provided to applicants, with the potential for QMUL to not be compliant with the Competition and Markets Authority.

## 7. Student Information

- 7.1 Information relating to PSRB accreditation should be made available to students via the following media:
- Prospectus information
  - Student handbooks
  - Programme Specifications
  - School/Institute related marketing/websites, including the A-Z course finder
  - QMPlus pages
- 7.2 Programmes should not be advertised as accredited until the PSRB has confirmed the accreditation status of the programme and ARCS have been provided with this information.
- 7.3 When PSRB accreditation is withdrawn from a programme the department must communicate with ARCS regarding the implications for students currently on the programme and ensure that students impacted are fully informed.

## 8. Procedures

### 8.1 Programme Approval

- 8.1.1 When new programmes of study are being developed or major amendments to existing programmes considered, Schools/Institutes must take into consideration the potential accreditation status of the programme.
- 8.1.2 Approval of a new or amended programme which carries (or will carry) accreditation is a separate process to the PSRB procedure. Full details of programme approval processes can be found in the [Programme and Module Developer's Guide](#).
- 8.1.3 Where an accredited programme, or a programme for which there are plans to seek accreditation, is approved or amended the School/Institute should clearly indicate the relevant PSRB on the programme documentation submitted to ARCS. Details should be provided in the rationale of the nature of the PSRB accreditation and the external reference points used.
- 8.1.4 The proposal should include any details of particular PSRB requirements in relation to assessment which differ from the QMUL standard regulations.

## 8.2 Assessment

- 8.2.1 Any PSRB requirements for assessments which are outside of or additional to the QMUL standard regulations must be provided in the programme proposal and approved as part of the approval process, and where necessary seek Senate approval. Any approved assessment outside of the standard regulations will be included in the Academic Regulations, which are updated on an annual basis.
- 8.2.2 A programme of study accredited by a PSRB may necessitate the appointment of an external examiner who is qualified to assess the professional/practice components of the programme in accordance with the requirements of the accreditation. Details of the appointment of external examiners may be found in the [Academic Regulations](#).

## 8.3 Monitoring and Review

- 8.3.1 Schools/Institutes must fulfil the PSRB requirements for the monitoring and review of programmes and the provision of reports and/or data returns.
- 8.3.2 Review of any PSRB accredited modules or programmes will also be undertaken as part of QMUL's standard quality assurance procedures: [APRs](#), [Module Evaluations](#) and [Internal Periodic Review](#).
- 8.3.3 Schools/Institutes will be expected to provide reports and recommendations from PSRBs following accreditation/re-accreditation visits to ARCS. These will then be put forward for consideration at the Education Quality and Standards Board. Reports should be accompanied by an action plan to provide details of the intentions for meeting any recommendations/requirements of the PSRB.

## 8.4 Collaborative Provision

- 8.4.1 Accreditation of programmes which form part of a collaborative arrangement may be provided by a UK, overseas, or transnational PSRB. Whilst there may be variation in the procedures agreed with an individual partner, the principles and processes which underpin QMUL's arrangements for the oversight of PSRB accredited programmes will apply.
- 8.4.2 Full details of requirements for collaborative arrangements can be found on the [ARCS website](#).

## 9. Register of PSRBs

- 9.1 The relevant PSRB is recorded against the programme of study in SITS at the point of QMUL approval. Any changes to the PSRB or related accreditation must be reported to ARCS.
- 9.2 ARCS will record the nature of the accreditation attached to each programme, as well as the date of the last and next PSRB re-accreditation visit (if applicable).
- 9.3 Details of PSRB provision will be circulated to Schools/Institutes on an annual basis to ensure the accuracy of information held.
- 9.4 Schools/Institutes will provide ARCS with copies of the latest PSRB reports, headline letters and statements. ARCS will keep a copy of these on file.

## **Document Control**

### **Authorisation**

This policy has been approved by the Education Standards and Quality Board.

### **Contact for questions about this policy**

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### **Date of policy**

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