

Consideration of Reports from Professional, Statutory and Regulatory Bodies (PSRBs)

Effective from 01 August 2013

Version Number: 1.1

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Governance Services Unit (GSU)

Document Control Information**Status and reason for development**

Status: Revised version of Consideration of Reports from PSRBs (2012-13)

Revision History

Date	Author	Summary of changes	Version No.
June 2013	Annette Cooke	General Review and transfer into Policy template	V1.1 (2013-14)

Policy Management and Responsibilities

Owner: The Head of Governance Services is responsible for implementation of this policy at University level

Author: Guidance on this policy is available from Annette Cooke, Senior Assistant Secretary, GSU ext 54123.

Others with responsibilities (please specify): The Executive Dean and College Registrar are responsible for implementation of this policy in the College.
The Head of School is responsible for implementation of this policy in the School.

Assessment

	<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>
Equality Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Information Governance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Academic Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Consultation

	<i>Cross relevant consultations</i>
Staff Trades Unions via HR	<input type="checkbox"/>
Students via USSU	<input type="checkbox"/>
Any relevant external bodies (please specify)	<input type="checkbox"/>

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Authorised by: Senate on advice of APPC

Date authorised: 1 August 2013

Effective from: 1 August 2013

Review due: Annual review due 1 June 2014

Document location:

e.g. University Policy & Procedures page: www.salford.ac.uk/university/governance/policies-and-procedures

Document dissemination and communications plan

Policy and procedure web page, briefing to College Teaching and Learning Teams.

1.0 Purpose

1.1 The purpose of this document is to specify the general principles and process relating to consideration of reports submitted by Professional, Statutory and Regulatory Bodies (PSRBs). This will ensure a consistent approach across the University. The University works closely with PSRBs to ensure the relevance of its curricula, to attain accreditation of programmes where appropriate and to enhance the employability of its graduates.

2.0 Scope

2.1 This policy applies to all University staff. Academic staff and administrators in Colleges and Schools are responsible for the main engagement with PSRBs.

2.2 The Academic Programmes and Partnerships Committee (APPC), on behalf of Senate, maintains an overview of PSRB accreditation, approval and recognition.

3.0 Policy Statements

3.1 Annual Communications

3.1.1 GSU shall write annually to College Teaching and Learning Managers who will liaise with the Executive Deans and Heads of Schools to:

- request information of the forthcoming academic sessions PSRB visits;
- remind Colleges and Schools of this Policy.

3.1.2 GSU issues a model letter annually (to be adapted by Schools) for forwarding to PSRBs updating them on developments and changes in policy, procedure and regulations at the University. A College may wish to liaise with the PSRB to discuss the possibility of synchronising a PSRB visit with an internal event such as Programme Approval or a Periodic Programme Review and Re-approval so as to avoid duplication of effort.

3.1.3 Colleges forward a copy of any adapted letter sent to PSRBs to GSU.

3.2 PSRB Events/Visits

3.2.1 The College Registrar shall make professional services staff available to arrange/service the visit or event so that it is carried out effectively.

3.2.2 The Head of School shall ensure that academic staff participate as necessary in the visit/event process.

3.3 After PSRB Events/Visits

3.3.1 After the PSRB event/visit, and receipt of the report, the Associate Head Academic (AHA) and Programme Leader shall respond to the issues raised in the report. They will;

- a) consider any recommendations
- b) prepare an action plan to meet any conditions;
- c) prepare a list of matters that need to be referred to College/University level to be resolved or to be disseminated as good practice;
- d) ensure that CPPARC considers conditions or recommendations that require programme amendment (in liaison with the College Teaching and Learning Manager) and the College

Amendment Form will include the PSRB report (or summary thereof) as the rationale for programme/module amendment.

- 3.3.2 CPPARC consideration/approval of the programme/module amendments shall be included in its report to APPC. APPC liaises as necessary with the Learning, Teaching and Enhancement Committee on quality enhancement/student experience aspects of reports.
- 3.3.3 The College Teaching and Learning Manager will ensure that the PSRB report and the School's response are referred to College Quality Standards and Enhancement Committee (CQSEC) to consider academic quality and to facilitate dissemination of good practice.
- 3.3.4 If appropriate, the Chair of CQSEC shall escalate the PSRB report and School's response to College Executive if the conditions or recommendations have a wider University implication.
- 3.3.5 The College Teaching and Learning Manager will send a copy of the PSRB report, the School's response and any resultant actions to the Governance Services Unit.
- 3.3.6 The Governance Services Unit provides a biennial institutional overview of all PSRB reports to assist the APPC, with the purpose of:
- a) drawing out any themes or recurrent recommendation which the University needs to address;
 - b) disseminating examples of good practice;
 - c) exceptionally identifying any negative issues, which impinge on academic quality and standards of programmes and could potentially result in a matter of concern for the University to address.
- 3.3.7 Six months after receipt of the PSRB report and the School's response, the College Teaching and Learning Manager will ask the relevant Head of School, the AHA, and the Programme Leader to meet to discuss progress in implementing the recommendations. A member of Professional Services staff as determined by the College Registrar shall service this meeting. A brief report of this meeting shall be submitted to CQSEC and College Executive and reported to APPC.

3.4 What happens when the policy is not followed?

- 3.4.1 Any non-compliance with the procedure will be drawn to the attention of the APPC.

4.0 Related Documentation

- [Programme Design, Approval, Amendment, Review and Withdrawal](#)

5.0 Appendices

Appendix 1: Process for consideration of reports from PSRBs.

**Appendix 1
Consideration of Reports from
PSRBs**

