# Form J2

# Notification of Changes to Existing PSRB Arrangements

This form should be completed by the Head of School (or their nominee) and sent to QAE in order to propose changes to PSRB arrangements, including withdrawal of PSRB accreditation.

## Change to existing PSRB Arrangement (including withdrawals)

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| --- | --- |
| **(A) Name of the PSRB:** |  |
| **(B) Course title(s) and course code(s)**  Please list all courses and course codes to which proposed accreditation changes apply. University accreditation data is linked to the relevant course code(s) in SITS, so it is vital that all affected course codes are listed in this section. Please note that accreditation arrangements must be recorded in SITS for them to be reflected on the University’s webpages/ marketing materials. Courses which are not listed will not be able to market this accreditation. |  |
| **(C) Course Leader/PSRB Subject Team Contact** |  |
| **(D) Nature of current accreditation or recognition**  This could be:  a) Professional status for graduates upon completion of the field, which enables students to practice their subject professionally;  b) Exemption for graduates of the field from all or parts of professional examinations  c) Membership of a professional society for graduates of the field;  d) Formal recognition of the field, but no professional status/ membership/ exemption from professional examinations offered. |  |
| **(E) Details of change**  (e.g. status change, title change, PSRB standards change, withdrawal) |  |
| **(F) Impact of change**  (Marketing, recruitment, Course & Student Administration team, web team) |  |
| **(G) Impact on students and plans to notify them of the change** |  |
| **(H) First (and last) cohort impacted by accreditation change** |  |
| **(I) Certificate/letter/email of confirmation received by the PSRB** |  |

## Confirmation of Arrangements (HoS and QAE)

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| **Name of Head of School (or nominee):** |  |
| **Position (if not Head of School):** |  |
| **Date:** |  |
| **Approval by FEC (including date):** |  |
| **QAE confirmation that databases updated with relevant docs (name):** |  |
| **Position:** |  |
| **Date:** |  |