# Form J3

# QAE Checklist: Notification of New PSRB Arrangement or Changes to Existing PSRB Arrangements

This should be used by QAE to ensure all necessary actions are taken to minimise any impact on current and potential students and that the University is accurately presenting the PSRB status of its provision in published information.

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| **Task** | **Responsible** | **Completed**  Yes/No/NA |
| Fully completed J1/ J2 form received from Faculty, with **all relevant** fields completed. | Faculty |  |
| Faculty Assistant Registrar (QAE) checks details and form completion. *Incomplete forms to be rejected.* | Faculty Assistant Registrar (QAE) |  |
| **Where a J1 form is received:** |  |  |
| Assistant Registrar (QAE) to obtain letter/certificate of accreditation and any conditions (note, conditions to be managed within Faculty). | Assistant Registrar (QAE) |  |
| QAE receives J1 and letter of accreditation and stores on PSRB SharePoint area. *Incomplete submissions to be rejected.* | Assistant Registrar (QAE) |  |
| QAE adds details of new accreditation arrangement to the live PSRB register on OSIS.  Must add:  -effective date(s)/duration  -Reaccreditation/ renewal date (this info will be on J1) | Assistant Registrar (QAE) |  |
| **Where a J2 form is received:** |  |  |
| Depending on the nature of the change, confirmation that all current students have been notified. | Head of School |  |
| Depending on the nature of the change, confirmation that all applicants, i.e. those holding offer have been notified of the change. | Head of School |  |
| QAE updates details of accreditation on the live PSRB register on OSIS. | Assistant Registrar (QAE) |  |
| **Both J1 and J2 forms:** |  |  |
| Notification of additions/change to database communicated to:   * Relevant Course & Student Administration team * Planning * Marketing & Communications * Web team | Assistant Registrar (QAE) |  |
| Planning update HESA/Unistats as required. | Planning |  |
| Marketing & Communications team update the website and prospectus. | Marketing & Communications (via Faculty Marketing Business Partner) |  |