# Form J1

# Notification of New PSRB Arrangement

This form should be completed by the Head of School (or their nominee) and sent to QAE to notify them of any new or pending accreditation or recognition arrangements.

## PSRB Arrangement

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| **(A) Name of the PSRB:** |  |
| **(B) Applicable course title(s) and code(s)**  Please list all courses and course codes to which proposed accreditation applies. 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 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 course, but no professional status/ membership/ exemption from professional examinations offered. |  |

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| **(E) Initial accreditation requirements e.g. visits/ documentary evidence:**  Please include details of any pre-accreditation institutional visits, including review type and date(s). |  |
| **(F) Duration of accreditation and monitoring periods required** (e.g. 5 years with annual submission of action plan/progression stats) |  |
| **(G) First and last cohort covered by accreditation**  Accreditation start and end/ renewal dates should be confirmed by the PSRB. This information will be stored in SITS and will inform course marketing materials and webpage. |  |
| **(H) Next review visit/re-submission of accreditation application date** |  |

## Confirmation of Arrangements (HoS and QAE)

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