



PAB Accreditation and Internal Approval Process Sheet

Where the institution is approving a new programme or applying for PAB accreditation for a programme or making changes to an existing programme which requires PAB accreditation or reaccreditation it will be necessary to consider the PAB's requirements at the time of approval.

It is recognised that all PABs have their own specific requirements and the Academic Registrar will provide guidance on these where needed.

- HoD (or nominee) / Curriculum Team identify requirement for accreditation or reaccreditation (changes to existing programmes or as part of normal accreditation cycle).
- The HoD informs the designated PAB administrator of the intention to start this activity.
- The designated PAB administrator liaises with PCurriculum Team and PAB to establish the scale of the activity, an appropriate timeline and a resource and costing plan.
- The Curriculum Team notifies Collaborative Academic Partnerships Management Committee of the intention to start an accreditation or reaccreditation process, and the rationale, scale and timeline and resource and costing plan for the activity.
- The Collaborative Academic Partnerships Management Committee approve, or not, the activity proceeding, seeking advice from other parties as appropriate.
- The Curriculum Team and PAB administrator follow programme approval process (including external consideration) alongside the production of additional information or documentation required by the PAB.
- The PAB administrator makes arrangements for the accreditation/reaccreditation, ensuring that the requirements of both the curriculum approval process and the PAB can be met.
- The PAB administrator submits the final documentation to the Collaborative Academic Partnerships Management Committee for them to consider prior to final submission.
- The PAB Administrator and Curriculum Team make any amendments required, consult with the Head of Department and then submit to the PAB for consideration (or follow required process).
- The PAB administrator sends the outcome of the PAB consideration to the Head of Department and Curriculum Team.
- The Curriculum Team works with the PAB administrator to meet any conditions arising from the meeting by the agreed deadline including submitting any required curriculum changes in line with the HQEF Curriculum Development section's requirements and if variant regulations are required sends the request to Academic Board for consideration. If a Curriculum Validation Committee meeting is required then this takes place (NB if a PAB representative is required but unable to attend, a report from the PAB or record of PAB engagement from the PAB administrator must be received).
- The PAB administrator obtains confirmation that conditions have been met and accreditation granted and notifies the Curriculum Team, the relevant Student Records Administrator, Marketing and external advisor (examiner as appropriate).
- The PAB administrator submits the report and any action plan to Collaborative Academic Partnerships



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Management Committee for monitoring.

- The PAB administrator logs the activity and reaccreditation date.