

**Notification of Engagement with a Professional, Statutory or Regulatory Body (PSRB)**

*Completed notification forms should be submitted by programme teams to the PSRB Oversight Panel, via the PSRB Engagement section of the* [*Academic Quality and Standards Helpdesk*](https://helpme.ljmu.ac.uk/#dashboard/id=5cb99b83-8ddc-4caa-87db-5e707f31e561)*.*

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| **Full Title of PSRB** |
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| **Programmes included within the scope of the engagement activity** |
| **Award** | **Title** | **SIS Code** |
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*(Please add rows as necessary. NB to include all relevent programme versions e.g. those with foundation years, and full and part modes of study)*

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| **Identified university lead person for engagement activity** |
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| **Purpose of engagement** |
| **Accreditation / Re-accreditation**  |[ ]
| **Monitoring** |[ ]
| **Other** |[ ]
| **If ‘Other’ please specify**  |
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| **Nature of engagement** |
| **Visit** |[ ]
| **Paper-based exercise** |[ ]
| **Other** |[ ]
| **If ‘Other’ please specify** |
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| **If the PSRB will visit the university will they require a meeting with the Vice-Chancellor (or nominee)?** |
| **Yes** | **No** |
|[ ] [ ]

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| **Agreed date of PSRB visit / consideration of paper-based engagement** |
| Click or tap to enter a date. |

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| **Agreed deadline for submission of required documentation to the PSRB** |
| Click or tap to enter a date. |

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| **Agreed deadline for documentation to be approved by the Director of School in advance of submission to the PSRB.** |
| Click or tap to enter a date. |

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| **Anticipated date the PSRB will confirm the formal outcome of the exercise** |
| MM/YYYY |

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| **Please insert the web link to the published requirements of the PSRB** |
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| **Has support from central Professional Services been sought?** |
| **Yes** | **N/A** |
|[ ] [ ]
| **If ‘Yes’ please confirm support requirements** |
| **Support Required** | **From** |
|  |  |
|  |  |

*(Please add rows as necessary)*

**For Academic Registry use only.**

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| **Date notification form received by Academic Registry** | Click or tap to enter a date. |
| **If applicable, date the Office for the Vice-Chancellor and University Registrar notified of PSRB visit.** | Click or tap to enter a date. |
| **Date notification form will be received by the PSRB Oversight Panel** | Click or tap to enter a date. |