

Guidance for completing the application for addition to the Key Information Set list of accrediting bodies

Applications must be submitted to collectionsdevelopment@hesa.ac.uk by 1 December for inclusion in the following year's KIS collection.

Name of accrediting body

1. Please supply the name of the accrediting body.

Location of accreditation information on web-site

2. Please provide the URL for where information about the accreditation(s) may be found on your web-site.

Statement describing each type of accreditation granted

3. Please provide a brief summary statement (maximum 300 characters) of each type of accreditation granted to an undergraduate programme by the body. This statement is for publication as part of the course record on Unistats and should therefore explain clearly to a prospective student the benefit of pursuing an accredited programme.

Higher education courses that are already accredited or that you expect to accredit prior to next year's Key Information Set

4. Please provide examples of higher education courses that you already accredit or that you expect to accredit that may be included in next year's Key Information Set. These are undergraduate courses of greater than 1 FTE in duration. We ask for this information to help us establish that is appropriate for your body to be included for use in the KIS.

Benefit to the student

5. Your accreditation must meet one of the five criteria below. Please indicate which and describe how:
 - i. Graduates are able to practise as a professional in a specific field (for example, they receive a license to practise that is required by law), or completion of the accredited programme allows them to apply to practise.
 - ii. Graduates are granted chartered status or the completion of the accredited course forms part of a recognised pathway to professional recognition.
 - iii. Graduates are granted exemption from all or some professional exams.
 - iv. Graduates are eligible for entry to membership of a professional association or learned society.
 - v. The programme has been assessed as meeting externally designated standards and quality thresholds that are recognised by the sector's industry and employers.

Accreditation process

6. Please explain how your accreditation process incorporates all of the below:
- i. A time-limited period of accreditation, with further review by the end of the accreditation period; or, where an accreditation is open-ended, a process of regular monitoring with the possibility of revocation if the programme fails to meet the standard of accreditation.
 - ii. External peer review¹
 - iii. A formal decision-making process where the body agrees to grant accreditation or not based on the outcome of the review of the programme.
 - iv. Regular monitoring of academic standards.

Further information

7. Please provide any further information that you consider relevant in determining whether your application meets the criteria for inclusion in the Key Information Set list of accrediting bodies.

¹ Peer review is generally a process of review conducted by experts in the field. It may include academics and professionals, but review of programmes may also involve relevant stakeholders such as students and service users.