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**Purpose of the System**

This system is designed to be the single central source of information about accreditation and recognition arrangements for programmes at The University of Sheffield.

The principle uses beyond departmental use are:

- quality assurance processes e.g. programme approvals, Annual Reflection, Periodic Review where accreditation reports are required as data
- KIS: accreditation data for the KIS return will be drawn from the system
- HEAR (Higher Education Achievement Reports): statements about accredited programmes will be drawn from the system

**System Access and Permissions**

You can access the system from MUSE, using your university username and password to log in. You will be able to view the data relating to any programme across the University, but will only be able to edit the information relating to programmes that you have responsibility for (as long as you have been assigned the correct permissions). If you think that you should have permission to edit information but cannot do so, please contact: Learning and Teaching Services (lets@sheffield.ac.uk)

**Explanation of Dates and Sessions in system**

| Academic session dates refer to the year in which the academic session starts e.g. 2008 refers to the session 2008-9. |

**Definitions of dates**

*Start date* – the session that the accreditation takes effect from e.g. 2013 – the programme was accredited from the beginning of 2013-14.

*Renewal date* – the session when the accreditation is due to be renewed e.g. 2018 – the programme is due to be renewed in 2018-19.

*Last visit date* – date of the last accreditation visit

*Termination date* – session when the accreditation arrangement finished e.g. 2013 – the accreditation arrangement finished in 2013-14
How To...

1. **Searching and viewing programmes and accreditation**

   From the **Main Menu** you can search by any combination of:
   
   - Department
   - Accrediting body
   - Programme code
   - Year of renewal (see ‘Dates and Sessions’ in Appendix)

   You can also filter the results further by
   
   - Current programmes only (i.e. programmes running now not suspended programmes)
   - Accredited programmes only
   - Currently accredited programmes only

   Clicking on **My Dept** will bring up the accredited programmes in your department.

   When you have selected your criteria, click **Find Programmes**.

2. **Recording accreditation for a programme for the first time**

   First check that the accrediting body is listed, by searching in the Accrediting Body box. If it is not already listed, please contact Learning and Teaching Services (lets@sheffield.ac.uk). If it is listed please subsequently click Clear Body to clear the field before moving onto step 3.

   You will also need your programme code. If you are entering accreditation information for a new programme and do not yet have a programme code, you will need to wait until it is provided to you by LeTS.

   Once you have checked that the professional body is listed and you have your programme code ready: Enter the programme code, tick **Only Current Programmes**, ensure **Only Accredited** is unticked, and then click **Find Programme**.

![Main Menu](image)
A table with basic information about the programme should appear (see below) - Select the programme to which the new accreditation arrangement applies.

<table>
<thead>
<tr>
<th>Prog Code</th>
<th>Adm Code</th>
<th>PI Seq</th>
<th>Qual</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREU01</td>
<td>QR11</td>
<td>A</td>
<td>BA</td>
<td>French and Linguistics</td>
</tr>
</tbody>
</table>

Select New to enter new information for any of the categories:
3. **Allocating accreditation statements to programmes**

The first section on this screen is where the relevant accreditation statements are recorded. Click **New**.

You will be presented with the following page:

![Core Information: FREU01 ML French and Linguistics QR11](image)

Completing the fields on this page should mostly be intuitive – there are some ‘tool tips’ to help you if you hover your mouse over the question marks.

**Student choice dependency** refers to accreditation where specific units must be completed, for example. If accreditation is dependent upon student choice, simply select “Yes” and add an explanation in the free text box.
Clicking **Save** returns you to the previous screen with your entry summarised, like the example below:

<table>
<thead>
<tr>
<th>FREU01 ML French and Linguistics</th>
<th>QR11</th>
</tr>
</thead>
<tbody>
<tr>
<td>The information provided refers to the current academic year and will be used for KIS and HEAR purposes.</td>
<td></td>
</tr>
<tr>
<td><strong>Select</strong> Body Institute of Brewing and Distilling, the (IBD)</td>
<td>2014</td>
</tr>
<tr>
<td><strong>Start</strong> Renew <strong>End</strong> Accreditation Type</td>
<td></td>
</tr>
<tr>
<td>Documentation</td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong> Accredited by the Institute of Brewing and Distilling (IBD).</td>
<td></td>
</tr>
<tr>
<td><strong>For Sessions</strong> 2014, 2015, 2016, 2017, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Is accreditation dependent on module choice?</strong> Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Dependence</strong> Students must take FRE321.</td>
<td></td>
</tr>
<tr>
<td><strong>Start Session</strong> 2014</td>
<td><strong>Renewal Due</strong> 2019</td>
</tr>
<tr>
<td><strong>Termination Session</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Some useful, informative information...

**NB** - Where there are multiple accrediting bodies or have been multiple renewals of accreditation it is the field highlighted in green that determines the information displayed directly below the table:

Once you have allocated a statement to a programme you will see a “Documents” bubble appear on the summary page. You can add documents to the system relating to the accreditation status of your programmes and these will be shown here, for example you should upload the confirmation/report from the professional body. For instructions about uploading documentation see Adding Documents below.

### 4. Adding Documents

Academic departments should upload the accreditation report following an initial confirmation of accreditation status and any subsequent confirmations of accreditation status.

Please remember that for any new accreditation, renewal or termination, you **must supply evidence in the form of an accrediting body report.** This should be uploaded to the system. Where this is not available please upload a statement from your Head of Department detailing the programmes and sessions covered.

**To upload a new document**

- From the main menu, input the name (or partial name) of the accrediting body and select from drop down list.
- Click on **Documents**
- Click on **New Document**
- Click on **Browse** to locate documents from your files
- Click in the box below the file name. The box will expand. Type the name of the document as you want it to appear in the system here (may be a simplified or shorter version of what
you had called it in your own drive). Click on the next box. Type a description of the
document. Finally type the date when the document was produced.
• Add another document if required.
• Click on *Upload*

To link the document to the programmes it refers to
• Click on the report and select all programmes from the list that are covered by the
document
• Click on *update*
• On the next screen click *update* again

**To access existing documents**
- From the *Main Menu*, enter the name of the accrediting body
- Click on *Documents*
- Click on the report to read it

5. **Including Notes**

This facility allows the user to record notes or ‘milestone activities’ relating to management of the
programme’s accreditation arrangements. These notes are for departmental use only and will not
be published.

To add a note, simply click *New*.

6. **Creating a new HEAR statement about programme accreditation**

Search for a programme, following the instructions above.

To create a HEAR (Higher Education Achievement Report) statement for the first time, or a new
statement to replace the previous version,
- Select *New* under the *Latest HEAR* section.
- Enter your statement in the HEAR Statement box.
  • You can copy existing text for the KIS (Key Information Set) and/or a suggested HEAR
    statement supplied by HESA (if available), by clicking on the *Copy KIS Text/HESA HEAR
    Text* button.
  • If professional recognition is dependent on student choice, please ensure that your
    statement clearly describes what students are required to do in order to achieve
    recognition.
  • Please ensure that your HEAR statement does not include any unexplained acronyms.
  • If you have copied KIS/HEAR text to use in your statements, please check that all special
    characters have copied correctly, and that no unwanted spaces or line breaks exist,
    making corrections where necessary.
- Enter the first academic session for which your HEAR statement will be applicable. Your HEAR statement will then be linked to the HEARs of all students who were admitted to the programme in question from this academic session onwards.
- Enter the final academic session for which your HEAR statement will be applicable, if known. Otherwise leave this blank.
- Click Save to confirm your new HEAR statement.

7. Updating records

Before updating any information or adding new records, please ensure that you have all the necessary information. Some fields are compulsory and you will not be able to save the record without completing them.

From the Main Menu, search by department, by professional body or search for the programme code, then select the programme you wish to update from your search results. This will bring you to a summary record for the programme.

Updating accreditation status for a programme

Select the accrediting body which you want to edit. You should see the body you have selected highlighted in green, and current details below.

Click the Edit button to change items.

You can amend/add the following:
- the accreditation statement
  - For UG programmes, select one of the statements in the box labelled Type. These are the statements which have been approved by HESA and the accrediting body.
  - For PGT programmes, either select one of the statements as above or you may propose your own by selecting the temporary text option and adding a suggested statement in the notes field. This statement will then need to be approved by LeTS. Once approved the statement will appear next to the programme.
- the statement regarding whether accreditation is dependent on student module choices
  - Select Yes or No as appropriate. If Yes is selected add details in the notes box.
- accreditation start and renewal dates
- accreditation visit dates
- termination date
- notes

Click Save to save any changes.
Updating a HEAR statement

Any statement that appears under the Latest HEAR section is currently valid. To see all past statements alongside the current one, click on List.

To correct typographical or factual errors: In the “Latest HEAR” section, select the Edit button under the relevant HEAR statement on the summary screen to amend it.

To amend the current HEAR statement to reflect a change in professional recognition arrangements: Select the New button, and create a new version of your HEAR statement, so that the previous statement is archived and continues to be used for cohorts of students to whom the former arrangements applied.

Updating the latest marketing statement

The marketing statement is designed for departments to make use of when promoting programmes e.g. on departmental websites, or when supplying information for the prospectus. It works in a very similar way to the HEAR statement (see above) in that only one statement is valid at any one time.

Termination of an arrangement

Only enter a termination date if the accreditation arrangement has ended and is not expected to begin again in the near future. This means that it will not be linked to student records after the date entered, and you will not be able to edit the details again. If the accreditation has lapsed temporarily in anticipation of renewal or renewal is pending, do not enter a termination date.

Access the editing screen for core information as detailed above
Enter a termination date
Click on save at the end of the page

Please remember that for any new accreditation, renewal or termination, you must supply evidence in the form of an accrediting body report. This should be uploaded to the system. Where this is not available please upload a statement from your Head of Department detailing the programmes and sessions covered.

8. Bulk uploading key dates

This function allows you to amend key dates for all programmes associated with a particular professional body.

From the Main Menu, search for the accrediting body and Click on Find Programmes. On the next screen select Bulk update.
Select all the programmes that you want to update.

Enter the dates below the list of programmes.

Click Update.
Statutory Returns and University Policy in Relation to the Accreditation System

Data for the Key Information Set (KIS)

The University makes an annual submission to update KIS data on Unistats. The professional accreditation data for this is drawn from this system in early May. It is essential, therefore, that the data is kept up-to-date for UG programmes in line with the KIS schedule. See KIS schedule.

The published KIS data consists of:

- Programme title
- Name of accrediting body
- Accreditation statement – this is the statement agreed between HESA and the relevant accrediting body which sets out what accreditation means for a particular programme.
- Whether accreditation is dependent on a student selecting particular choices as part of their programme.

Please ensure this data is kept up to date.

Data for Higher Education Achievement Reports (HEARs)

Higher Education Achievement Reports are produced for all undergraduate students who commenced study at the University from 2012-13, in order to give students a comprehensive record of their university learning and achievements.

If a student’s academic programme is accredited/recognised, this must be recorded in the HEAR.

HEAR accreditation statements can be submitted and updated via this online system, and should describe the professional recognition arrangements applicable to student cohorts in accessible language.