

Amendments to UPR AS17 (Academic Quality) for 2015/16

This paper summarises the approved amendments to UPR AS17 for the 2015/16 academic year.

1. **Approval of Schools and Collaborative Partners to deliver UH short courses/modules/programmes at additional locations**

In September 2013, the University introduced a process for the approval of additional delivery locations for already validated programmes of study. Experience of this process has shown it to be complicated, with some requirements no longer deemed necessary. In order to develop a more efficient process, whilst maintaining its effectiveness, the following changes are proposed:

1. ADC should note the intention of a collaborative partner to deliver at an additional location (as for UH-delivered provision), rather than approve. Instead, the relevant School (along with UH Global for proposals for additional overseas locations) should take responsibility for approval.
2. The School Associate Dean (Academic Quality Assurance) and the relevant CAQA Associate Director of AQA are able to make a recommendation on any proposal, and it is no longer felt necessary that a School panel should be constituted for this purpose.
3. A location-specific DMD is no longer required, as Academic Registry are now able to identify students at different locations studying the same module.

The following amendments to UPR AS17, section B1.3 were approved:

B DEVELOPMENT AND APPROVAL PROCEDURES FOR NEW PROGRAMMES OF STUDY (formerly AQPR.8.2)

B1 Validation and Periodic Review (formerly AQPR 8.2.1)

B1.3 Approval of additional delivery locations for validated programmes *(or elements thereof)*

B1.3.1 The intention to deliver a validated programme *(or element thereof)* at an additional location should be noted and endorsed at ADC, *and* in the case of collaborative programmes *also* requires the approval of *UH Global for any additional overseas locations ADC using form AQ2b* (for the approval of a new campus of an existing partner, see also *section D.8*). All proposals for new delivery locations must be supported, in principle, by the relevant Dean of School as part of future academic provision. There is an expectation that the same staff are involved in delivery at all approved locations.

B1.3.2 The School is required to undertake a visit to the new location, to review the physical resources. However, where approval is being sought to deliver the programme at a location where there are no *subject-specific* learning resource requirements, this visit may *be delegated to the collaborative partner not be required. In these circumstances, CAQA must be consulted in every case.*

B1.3.3 *A report of the visit, along with a description of* staffing arrangements, student support and programme management arrangements *should be submitted to the School.* The *combined* report should clearly indicate whether approval of the new location is recommended or not.

B1.3.4 The report and any other relevant evidence are considered by *a School Panel consisting of* the ADoS(AQA) *and* the relevant Associate Director of AQA. *The ADoS(AQA) must confirm in writing a recommendation for approval or non-approval of the new provision.* Any conditions of approval must be clearly identified.

B1.3.5 *Where approval is recommended and the ADoS(AQA) has confirmed that any conditions of approval have been satisfied,* form AQ3 (or form AQ4 for collaborative programmes) and a revised PS *should be completed and signed-off and location-specific DMDs.* A

recommendation for approval will not be ratified until *both documents* are passed, together, to Academic Services.

B1.3.6 Approval will be noted at the SAC.

B1.3.7 At the following periodic review of the programme (or revalidation in the case of collaborative programmes), all delivery locations should be reviewed and re-approved together.

2. ADC approval of partner organisations with enhanced partner status

The 18 November 2014 and 3 February 2015 meetings of ASAC considered and approved University policy and guidance on the quality assurance of joint and dual awards (taught programmes). Under certain circumstances, the University is able to delegate some responsibility for quality assurance to the partner organisation and grant enhanced partner status. It is the responsibility of ADC to approve this status, and to recognise this the following amendment to UPR AS17, section D3.3.1 was approved:

D ACADEMIC QUALITY POLICIES AND PROCEDURES IN RELATION TO COLLABORATIVE PROVISION (formerly AQPR 8.5)

D3 Approval of a New Partner Organisation as a Collaborative Partner of the University (formerly AQPR 8.5.3)

D3.3 The approval process for a new Partner Organisation

D3.3.1 The institutional approval process is as follows:

- i The Vice-Chancellor (or nominee) will be invited to approve the partnership, in principle, through submission of a form AQ2a (for guidance on submission please refer to the Academic Quality StudyNet pages). Approval by the Vice-Chancellor (or nominee) authorises the initiation of the relevant processes agreed by ADC for final partner approval.

(For the purposes of D3.3.1, i, the nominee of the Vice-Chancellor will be the relevant Pro Vice-Chancellor unless he or she is conflicted, in which case, approval will be given by the Vice-Chancellor.)

- ii On the basis of the risk assessment which constitutes part of the form AQ2a, ADC determines the due diligence process that will apply. Depending on the nature of the proposed relationship and the level of associated risk, this may include:
 - a an Institutional Audit, conducted by AS for which a written report is produced;
 - b a Financial Audit initiated by AS, through which the most recent audited accounts of the prospective Partner Organisation are scrutinised by a senior University Finance officer who provides a written professional opinion;
 - c *an Enhanced Partner Approval Visit Report, for prospective Partner Organisations offering dual or joint awards where enhanced partner status is proposed.*
- iii The form AQ2a (including the risk assessment) and.....