

Requirements for distance delivery partnerships

This supplement should be read in conjunction with Quality Handbook Sections 10 and 10A.

Academic approval

1. Approval criteria

- 1.1 Academic approval of a distance delivery arrangement will consider whether:
 - a. The proposed delivery premises are suitable for the delivery of an NTU award, including the support of any specialist course requirements, for example the use of laboratories.
 - b. The proposed arrangements for teaching, learning and assessment are sound, and will allow students to achieve the course learning outcomes.
 - c. The proposed arrangements for student support, both academic and pastoral, are appropriate to ensure that student learning opportunities are maintained.
- 1.2 Where a new course is also being developed as part of the proposal, approval will consider whether:
 - a. The proposed course or courses meet the standards and expectations for an NTU award (as set out in Quality Handbook (QH) Sections 3, 4 and 12).

2. Method of approval

- 2.1 Academic approval of distance delivery partnerships takes place in one of two ways:
 - a. Through a Development and Approval Group (DAG) where a new course is proposed as part of the arrangement;
 - b. At the School Academic Standards and Quality Committee (SASQC), or University Research Degrees Committee (URDC) when an existing, approved NTU course is to be delivered.
- 2.2 There is no requirement for the approval event to take place at the delivery centre.

- 2.3 Where the proposal is being approved via the DAG process, the standard constituency and processes, as set out in QH Section 5, are applicable.

3. Documentation for approval

- 3.1 The following documents are required for academic approval of a distance delivery arrangement:

Proposal Document

- The proposal document sets out the rationale for the partnership, and includes details on arrangements for teaching, learning, assessment, resources and student support.
- The proposal document is prepared by the School.

Delivery Site Assessment template

- This document is completed by the School, following a site visit to the delivery premises. It should be completed before academic approval takes place.
- The assessment provides details about the appropriateness of the proposed premises for delivery of NTU provision.
- The School is responsible for, and bears the cost of, any travel and accommodation associated with completion of the assessment.
- A template for the assessment is available under Collaborations and Partnerships templates on the CADQ website.

Course Documentation

- Where a new course is proposed, the documentation requirements set out in QH Section 5 are applicable.
- Where an existing course is to be delivered offsite, the existing course documentation should be provided for information.

Monitoring and review

4. Monitoring

- 4.1 The NTU Course Leader oversees the day to day operation of the partnership, and is responsible for the ongoing monitoring of standards and student learning.
- 4.2 For new courses, a course committee should be set up which functions in accordance with the principles set out in QHS 1B. For existing courses, the distance delivery partnership is covered by the existing course committee.
- 4.3 For new courses, an external examiner must be appointed in accordance with the University's regulations, as specified in QH Section 9. Where an existing course is

delivered both at NTU and offsite, the same external examiner should be appointed in order to ensure comparability of standards. Where this is the case, the external examiner should make explicit reference to the distance delivery provision in their report.

- 4.4 The distance delivery partnership is subject to ongoing monitoring, as set out in QH Section 6 (for taught courses) or QH Supplement 11 (for research degrees).
- 4.5 Where the course is delivered both at NTU and offsite, the comparability of standards and opportunities across delivery sites should be reflected on as part of the monitoring process, including in the Interim Course Report (see QHS 6A).

5. Periodic Review

- 5.1 Distance delivery partnerships for taught courses are considered as part of Periodic Course Review (PCR) process, as set out in QH Section 6. Where the academic approval period for the distance delivery arrangements aligns to the PCR schedule, this can form the periodic review of the partnership.
- 5.2 The outcomes of a Periodic Course Review that included reflection upon a distance delivery partnership are reported to Collaborations and Partnerships Sub-Committee (CPSC).
- 5.3 Where the approval period and the PCR schedule do not align, the SASQC should review the distance delivery partnership separately in order for the arrangement to be re-approved. The outcomes of this review feed into the PCR process and vice versa.
- 5.4 The review of distance delivery partnerships for research degrees is undertaken by URDC using the principles of Periodic Course Review.
- 5.5 Following a review, the distance delivery arrangement can be approved for a further three-year fixed term.

Documentation for review

- 5.6 The evidence required to support a periodic review of a course and any distance delivery arrangements is set out in QHS 6B.
- 5.7 In addition to the focus areas set out in QHS 6B, a review of distance delivery arrangements should consider whether the delivery premises continue to be appropriate for the delivery of the course(s).

Policy owner
CADQ

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