

Requirements for academic approval of School-based collaborative provision

This supplement should be read in conjunction with Quality Handbook (QH) Sections 10 and 10B.

1. Introduction

- 1.1 The purpose of the academic approval process is to assure the University that the academic standards of its awards delivered as part of a School-based collaboration, and the quality of student learning opportunities, will be maintained.
- 1.2 Consideration is given to whether the planned provision is consonant with the University's regulations, policies and practices as set out in the NTU Quality Handbook.
- 1.3 This supplement sets out the requirements for the academic approval of School-based collaborations. The academic approval method is set out in QH Section 10B.

2. Nature of academic approval

- 2.1 The table below sets out the nature of the academic approval for each category of School-based collaborative provision.

Category	Nature of academic approval
Franchise	<p>Initial approval of a franchise collaboration will be through a Development and Approval Group (DAG).</p> <p>Initial approval of a <u>new</u> franchise partner will:</p> <ul style="list-style-type: none">• involve approval of the Centre as a franchise partner of NTU;• involve approval of the School to support the proposed collaboration;• involve approval of the mechanisms by which the collaboration will operate, including oversight of standards and quality;

- take the form of a visit to the partner's delivery site(s).

It is likely that the course to be franchised already exists and therefore does not require approval. Where a new course is being proposed for franchise, the approval event will also involve academic approval of the course.

Each location of delivery is subject to separate approval.

Joint Delivery

The scale of academic approval for a joint delivery collaboration will depend upon a range of risk factors including the level of responsibility delegated to the partner. Depending upon risk, initial approval may:

- take the form of a DAG or be via the Collaborations and Partnerships Sub-Committee (CPSC);
- include consideration of a Delivery Centre Assessment template;
- take the form of a visit to the partner's delivery site(s).

Initial approval will:

- involve approval of the Centre as a Joint Delivery Partner of NTU;
- involve approval of the mechanisms by which the collaboration will operate, including oversight of standards and quality.

It is likely that the course already exists and therefore does not require approval. Where a new course is being proposed for joint delivery, the approval event will also involve academic approval of the course, in which case a DAG will always be required.

Each location of delivery is subject to separate approval.

Joint Degree

Initial approval of a joint degree collaboration will be through a DAG, and may include membership from both institutions.

Initial approval of a new joint degree will:

- involve approval of the partner as a Joint Degree Partner of NTU;
- involve approval of the mechanisms by which the collaboration will operate, including oversight of standards and quality;
- involve approval of the jointly developed course.

Each location of delivery is subject to separate approval.

Dual Degree

Initial approval of a dual degree collaboration will be through a DAG.

Initial approval of a new dual degree will:

- involve approval of the partner as a Dual Degree Partner of NTU;

- involve approval of the mechanisms by which the collaboration will operate, including oversight of standards and quality;
- involve approval of the course through consideration of mapping that demonstrates that students will meet the course learning outcomes.

The form of approval event will vary according to the partner, the nature of the degree and the location of delivery. The partner may have their own approval requirements or a joint approval event might be arranged to satisfy the requirements of both institutions.

The University retains responsibility for determining whether the course as an entity assesses the course learning outcomes at the appropriate level for the NTU award.

3. Documentation for approval

3.1 The table below sets out the documentation requirements for the academic approval of each category of school-based collaborative provision.

Category	Documentation
Franchise	Centre Document Collaborative Operational Document Approved course documentation or documentation required for new course approval
Joint Delivery	Centre Document Collaborative Operational Document Approved course documentation or documentation required for new course approval The level of detail required in the approval documentation will depend upon the amount of delivery and assessment to be undertaken by the partner. Where that proportion of delivery by the partner is high, the full documentation should be completed. Where partner delivery is low, abbreviated documentation may be completed.
Joint Degree	Centre Document or current Erasmus Charter Collaborative Operational Document Documentation required for approval of the joint degree
Dual Degree	Centre Document or current Erasmus Charter Collaborative Operational Document Evidence of mapping between the two degrees
Joint/double/dual doctoral award	See Quality Handbook Supplement SB11

Centre Document

- The Centre Document is intended to provide evidence to the University that the partner is appropriate to deliver or jointly deliver the University's awards and has the necessary academic and administrative infrastructure.
- Guidance on the criteria for a Centre Document is available in Quality Handbook Supplement (QHS) SB2.

Collaborative Operational Document

- The Collaborative Operational Document sets out the roles and responsibilities of each partner.
- The template for the Collaborative Operational Document is available under Collaborations and Partnerships templates on CADQ website.

Course Documentation

- For the academic approval of new courses to be delivered as part of a School-based collaboration, the documentary requirements are set out in QH Section 5 and associated supplements.

4. Approval Criteria

- 4.1 The criteria for institutional approval of a new School-based collaboration differ depending on whether the partner is a degree awarding body or not.
- 4.2 The approval criteria for a collaboration with a non-degree awarding body are as follows:

An appropriate educational infrastructure

- The partner has an appropriate forum for planning, target setting and devising implementation strategies to enhance the quality of the learning environment and for providing adequate learning resources for the delivery of courses.
- The partner has an appropriate resource base to support effective delivery of the course(s).
- The partner has appropriately qualified and experienced staff.
- The partner has an appropriate staff development and research policy.

An effective organisational structure which:

- Is widely and clearly understood within the institution and assigns clear executive, administrative and academic

responsibilities to individuals and groups, for the delivery of its NTU validated awards;

- Is designed to support the quality management and enhancement of its provision;
- Locates the responsibility for course design and delivery, student admission and assessment, as closely as possible, to the teaching team.

Academic standards

- The partner has appropriate quality management systems in place.

Quality of student learning opportunities

- The partner has appropriate systems in place to ensure teaching, learning and assessment is to a standard comparable with the University.
- The partner has adequate and effective student support, both academic and pastoral.

4.3 The approval criteria for a collaboration with another degree awarding body are as follows:

Educational standing and PSRB requirements

- Any applicable national or local governmental requirements and standards and/or the requirements of professional, statutory and regulatory bodies (PSRBs) are being met.

An appropriate educational infrastructure

- The partner's educational ethos and aims are compatible with those of the University.
- The partner's educational infrastructure and learning resources are sufficient to support academic standards.

An effective organisational structure

- Appropriately qualified staff have been identified by the partner to deliver and manage the course.
- The partner has an appropriate governance framework in place for maintaining academic standards and quality, with clearly defined roles and responsibilities.

Quality of student learning opportunities

- The partner has adequate and effective student support, both academic and pastoral, including English language support where applicable.
- 4.4 The criteria for approval of the mechanisms by which the collaboration will operate are as follows:

Operation of the collaboration

- The proposed roles and responsibilities for the operation of the collaboration are clearly defined and appropriate.

Standards and Quality Management

- The proposed governance arrangements are effective for maintaining oversight of the provision.
- That effective arrangements are in place for monitoring and reporting.
- The responsibility for the analysis of student achievement and mechanisms for using the data to inform course development are clearly defined and appropriate.
- Arrangements for obtaining and utilising student feedback have been agreed.
- Reasonable expectations for the provision of staff development on an annual basis have been defined.
- Responsibilities for the management of appeals and complaints have been agreed and are appropriate.
- Arrangements for the production and approval of marketing and promotion materials are defined.

5. Institutional approval process

- 5.1 **Tour of facilities:** The partner should arrange a tour of the teaching and learning resources that will be utilised by the students on the course(s). This would normally take place before the meetings with staff from the partner. The purpose of this is to establish whether these are appropriate for the operation of the provision. A tour of facilities only takes place when the DAG is being held at the partner's premises.
- 5.2 **Meeting with the Senior Management team:** The DAG will meet with senior representatives of the partner and the School. This session has a strategic focus and is intended to establish whether the University's criteria for institutional approval are satisfied.

- 5.3 The agenda for the meeting with the Senior Management Team is informed by the institutional approval criteria and key lines of enquiry identified by the panel following scrutiny of the Centre document.

6. Process for approval of the collaboration

- 6.1 **Meeting with the course team(s):** The DAG will meet with representatives from the course team(s). This session has an operational focus, and is intended to establish whether the University's criteria for the operation of the collaboration are satisfied.
- 6.2 For new courses, the agenda for course approval should follow that in QH Section 5.

7. DAG Constituency

- 7.1 The DAG membership for a School-based collaborative provision approval event is the following:
- a. chair from outside of the collaborating School;
 - b. a member of the School Academic Standards and Quality Committee (SASQC) from the collaborating School;
 - c. one academic member of staff with collaborative experience, from a School other than the collaborating School;
 - d. one or two external panel members;
 - e. a CADQ Senior Standards and Quality Officer.

8. Outcomes

- 8.1 Institutional approval and approval of the operation of the collaboration/course approval are separate events and are discrete in terms of the approval decision and the subsequent reports.
- 8.2 The panel makes the following decisions about institutional approval:
- a. whether the partner satisfies the institutional approval criteria and can be approved to deliver / jointly deliver the University's course(s);
 - b. the period for which the partner can be approved (between one and three years, based on risk indicated by the business evaluation, academic risk assessment and the findings of the approval event);
 - c. conditions of approval;
 - d. the timescale by which any conditions of approval should be satisfied;
 - e. recommendations;
 - f. commendations.
- 8.3 The panel makes the following decisions about the approval of the operation of the collaboration:

- a. whether the University’s criteria for the operation of the collaboration have been satisfied;
 - b. the period of approval (between one and three years, based on risk indicated by the business evaluation, academic risk assessment and the findings of the approval event);
 - c. conditions of approval;
 - d. the timescale by which any conditions of approval should be satisfied;
 - e. recommendations;
 - f. commendations.
- 8.4 If course approval is also considered, this will be subject to requirements of QH Section 5.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	Refinement of approval criteria
Sept 2017	12.09.17	01.10.17	No major changes
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Equality Analysis		
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