

QUALITY ASSURANCE DOCUMENT QA 79 – RECOGNISED STUDY CENTRE PARTNER: APPROVAL, MONITORING AND MANAGEMENT PROCEDURE

Introduction and Definitions

The purpose of this document is to outline the approval, monitoring and review of arrangements where Arden University contracts with a partner to support part of a programme or provision. These procedures are aligned to the University's Regulatory Framework and Office for Students (OfS) Quality and Standards Conditions, with reference to the QAA Quality Code for Higher Education.

Recognised Study Centre Partner

A partner institution that is authorised to provide campus/premises and/or additional study resources (including student support) to students in the UK or overseas on Arden University programmes. The additional study resources can include academic and non-academic teaching sessions, library and study facilities, local pastoral support, work-based learning, study skills (inc. English language), career guidance and other local services face-to-face and online.

The University will retain full responsibility for academic delivery, content and assessment, including the approval of partner institution staff to provide academic and non-academic teaching sessions, as well as the additional academic and non-academic teaching elements. Where academic and non-academic teaching sessions are permitted then these will be carefully developed in consultation with relevant Arden University staff.

The University remains ultimately responsible for the academic standards of awards granted in its name and quality of the student experience delivered by partner institutions.

Approval Process

There are eight key stages (please see appendix 1) involved in the approval process for a *Recognised Study Centre Partner*, namely:

1. Initial Consideration of Proposal by Arden University Executive
2. Due Diligence Approval by Partnership Committee
3. Approval to Proceed by Arden University Executive
4. Collaborative Planning Process
5. Institutional Approval Event
6. Approval by Academic Board
7. *Recognised Study Centre Partner* Agreement
8. Collaborative and Partnership Register

Stage 1. Initial Consideration of Proposal by Arden University Executive

Any partnership with an external institution must convey an advantage to the University. These advantages may be financial or at times less tangible and include opportunities for further University development, capacity or presence. However, a partnership will also bring risks and, as far possible, these will be formally assessed, quantified and mitigated.

Potential *recognised study centre partner* proposals will be primarily considered by the Pro Vice Chancellor (International). On the basis the recognised study centre partner fits the criteria listed in Stage 2 below, and by agreement, a brief partnership overview will be prepared by the Director of the Centre for Academic Partnerships, including a list of the services the partner will be contracted for. The Initial Consideration of Proposal will be submitted to Arden University Executive for discussion and an approval of interest to proceed to Stage 2.

Stage 2. Due Diligence Approval by Partnership Committee

Upon approval of interest from Arden University Executive, the Partnership Committee will be responsible for formally checking the suitability of the *recognised study centre partner* to provide the services they will be contracted for and identifying any possible risk prior to an agreement.

The due diligence (please see appendix 4) will aim to demonstrate the following points:

- appropriate professional standing of the *recognised study centre partner* and legal capacity to enter into an agreement with the University (including in-country requirements)
- financial stability of the *recognised study centre partner* and assurance of registered status, ownership and internal management arrangements. The *recognised study centre partner* must be a legal entity operating in accordance with the legal obligations pertaining to the country in which it operates
- identification of any business and/or ethical links that might pose a reputational risk to the University
- where applicable, the *recognised study centre partner's* quality assurance track record with external regulators such as in-country bodies, Ofsted or OfS
- the *recognised study centre partner's* ability to comply with the University's requirements for safeguarding and the Prevent duty
- the *recognised study centre partner's* ability to provide all the services being contracted for

The Centre for Academic Partnerships will ensure the Deputy Vice Chancellor (Academic) and/or relevant Dean of Faculty and Head of School(s) are consulted early on for an academic assessment of the proposal. Where required a preliminary site visit may be organised to develop a better understanding of the collaboration and initial confidence. The Deputy Vice Chancellor (Academic) and/or relevant Dean of Faculty and Head of School(s) will satisfy themselves that the *recognised study centre partner* has the capability and resourcing to secure and monitor any academic teaching staff needed to provide services contracted for.

The development of due diligence and collation of supporting evidence for *recognised study centre partner* arrangements will be co-ordinated by the Head of Quality (Partnerships). Following assessment of the financial, legal, professional and reputational standing of the *recognised study centre partner*, the Due Diligence Report, Risk Assessment Summary and Partnership Committee outcome will be forwarded to the Director of the Centre for Academic Partnerships.

Stage 3. Approval to Proceed by Arden University Executive

The Director of the Centre for Academic Partnerships will be responsible for collating comprehensive proposal documentation to Arden University Executive. As well as the Due Diligence Report and Risk Assessment Summary, this will include the Partnership Proposal and Business Plan (please see appendix 2 and 3) developed in conjunction with relevant teams, including cost benefit and risk analysis, profit and loss projections, academic assessment and market opportunity.

The criteria for selection of a *recognised study centre partner* by Arden University Executive will include consideration on the following:

- the fit in vision, mission and strategy between the partner institution and the University
- the reputational advantage (or risk) for the University
- the robustness of the business case, including cost benefit analysis, risk assessment, profit and loss projections, academic assessment, market analysis and evidence of demand
- evidence of good legal, financial, professional and reputational standing of the partner institution
- indication of a successful partnership track record by the partner institution
- initial evidence of premises/campus and/or additional study resources (including student support) required to provide a good student experience
- opportunities to diversify the portfolio of collaborative relationships

Once all assessments have been undertaken, documentation will be presented to Arden University Executive for an official approval to proceed of the business case.

Stage 4. Collaborative Planning Process

Upon formal approval to proceed from Arden University Executive, the collaborative planning process will commence. The process will be managed by the Director of Centre for Academic Partnerships and involve various stakeholders across Academic, Marketing, Admissions, Registry, Quality and Student Support.

The collaborative planning process will assess and develop the operational requirements for a *recognised study centre partner* provision and undertake any further site visits.

The collaborative planning process will include:

- preliminary meetings with Arden University Dean(s) of Faculty and/or Head of School(s) and Director of Student Experience for assessment of the additional study resources (academic and non-academic teaching sessions) and student support proposed by the partner

- the cultural context and any cultural assumptions about higher education learning methods that may affect University delivery of the programme(s) and provision
- adequate arrangements for marketing, recruitment, admissions, and enrolment of students
- the suitability of premises/campus and/or additional study resources (including student support) to be used by students, including the provision of an appropriate and safe working environment for students
- the academic and/or professional capacity of the partner institution staff to deliver additional academic and non-academic teaching elements and support
- an understanding of the partner's arrangements for managing, developing and monitoring staff who would deliver additional elements
- the suitability of the learning environment and services provided to students
- the modification of student handbooks, induction processes and student feedback mechanisms
- the appropriate coverage of annual monitoring of *Recognised Study Centre Partner* within University processes
- the development of the operations manual

The ongoing operational management of *recognised study centre partner* arrangements will be undertaken by the Director for Centre of Academic Partnerships or their nominee.

Stage 5. Institutional Approval Event

Upon completion of the collaborative planning process, preparation will be undertaken for an Institutional Approval Event. The Institutional Approval Event will formally assess the compatibility of a *recognised study centre partner* and assurance of mutual commitment to the partnership. The objectives of the institutional approval event are:

- to ensure the *recognised study centre* has adequate understanding and experience of in-country and UK higher education
- to verify the recognised study centre partner has the capabilities and resources to locally support student achievement of learning outcomes
- to understand any previous or current partner experience in collaborative arrangements (at proposed levels of study and programmes)

The Institutional Approval Event will include at least one external panel member who has experience of judging *collaborative* provision, Deputy Vice Chancellor (Academic) or Dean of Learning and Teaching/Deputy Pro Vice Chancellor, Registrar and Chief Operating Officer or Academic Registrar, Head of Quality (Partnerships), Director of Library Services, Director of Student Experience, Dean(s) of Faculty and relevant Head(s) of Schools.

Institutional Approval Event will consider and make judgements with regard to:

- the suitability of named premises/campus and/or additional study resources (including student support)
- the *recognised study centre partner* arrangements for managing and developing additional academic and non-academic learning resources, if appropriate
- the professional capacity of the partner institution staff to deliver the additional academic and non-academic teaching sessions and study resources (including student support)
- the *recognised study centre partner* ability to comply with the University's requirements for safeguarding and the Prevent duty
- the *recognised study centre partner's* quality management to support the University's compliance with OfS Quality and Standards Conditions

If the proposed *recognised study centre partner* is located outside the UK, the Institutional Approval Event will also consider and make judgements with regard to:

- the legal and regulatory frameworks and higher education structures of the country concerned in terms of their suitability and status for partnership with the University, including any requirements for local accreditation or recognition in order for University programme(s) to be supported in that location
- the level of familiarity of the prospective partner organisation with the standards and ethos of UK higher education

The Institutional Approval Event will be organised (where possible) at the partner institution and incorporate a formal site tour or a virtual site tour (please see appendix 5). The Institutional Approval Event will also allow the partner institution to assess the University and raise any queries or clarification.

A written report will be provided by the panel, which may stipulate conditions of approval or recommendations to be taken forward by the University and/or partner institution. Any conditions or recommendations would be added to the Partnership Risk Register and managed by the Partnership Committee.

Stage 6. Approval by Academic Board

The Academic Board will consider the report of the Institutional Approval Event, Site Visit Report and Due Diligence Summary Report and may grant final approval of the proposed *recognised study centre partner* arrangement, which could stipulate conditions of approval or recommendations to be taken forward by the University and/or partner institution. Decisions on the approval of a new *recognised study centre partner* arrangement will be reported to the Senior Management Team and Academic Standards and Ethics Committee. Following approval of the academic case by Academic Board, the partner institution will be

informed in writing of approval to allow the start of programme marketing (unless restricted by in-country authorisation) and operational planning

Stage 7. Recognised Study Centre Partner Agreement

Following approval from Academic Board a formal agreement will be drawn up with the *Recognised Study Centre Partner*. Roles and responsibilities will be set out and agreed in a legally binding contract before any partnership commences. The agreement will include:

- agreement duration (typically 5-years for *recognised study centre partner* agreements)
- a schedule of roles and responsibilities of both parties
- authorised delivery of additional elements
- financial details
- legal aspects
- termination arrangements to protect interest of students should the agreement need to end by either party

The *Recognised Study Centre Partner* agreement will be maintained by the General Legal Counsel.

Stage 8. Collaborative and Partnership Register

All signed *recognised study centre partner* agreements will be added to the University's Collaborative and Partnership Register by the Head of Quality (Partnerships) and published on the University website. The Collaborative and Partnership Register will detail the partner institution, programmes, start, end dates, campus/premises (if applicable) and review date of the *recognised study centre partner* agreement.

Monitoring Process

All *Recognised Study Centre Partner* arrangements will be monitored at two distinct levels: programme and partner. The programme level monitoring will be in accordance with the University's academic standard and quality assurance processes and overseen by the Academic Board (delegated to Quality and Standards Committee). All *Recognised Study Centre Partners* will use the AMR to inform continuous improvement by way of a Quality Enhancement Plan (QEP). The partner level review will be undertaken by the Partnership Committee to ensure continuous suitability of the arrangement.

In conjunction to programme level monitoring, the annual partner review will be undertaken in a separate process to check the currency and effectiveness of the partner and the associated support of an Arden University provision. The partner review will incorporate a summary report from programme level monitoring (inc. AMR) but include wider partnership oversight on financial performance and benefits; overall student experience; and consideration of any reputational changes.

The purpose of partner level review will be to:

- provide assurance that a *Recognised Study Centre Partner* continues to be a suitable partnership
- ensure currency of the *Recognised Study Centre Partner* agreement and address any needs identified via the review process

- assess strategic, financial and operational management of *Recognised Study Centre Partner* and manage any identified risk or if required, recommend termination of the agreement to Arden University Executive and Academic Board

The annual partner review will be undertaken at the Partnership Committee to ensure the *Recognised Study Centre Partner* arrangement sustains and delivers a high-level student experience. The Partnership Committee will maintain a Partnership Risk Register to ensure effective identification and management of all associated risks. The annual partner review will be completed for the *Recognised Study Centre Partner* provision delivered in the previous year and co-ordinated by the Head of Quality (Partnerships) in consultation with the Director of Centre of Academic Partnership.

Termination by University

In the event the University decides to end a partnership with a *Recognised Study Centre Partner*, then the termination will be carried out in line with terms of the contract. In such cases termination can be actioned due to a variety of reasons (e.g. cost viability, monitoring concerns, change in strategic direction). The termination process may be initiated from any point of the management and governance structure but in all cases will be subject to approval by Arden University Executive and Academic Board.

The termination process will ensure that the student experience is maintained and protected throughout the exit period, taking into account the obligations under the Student Protection Plan

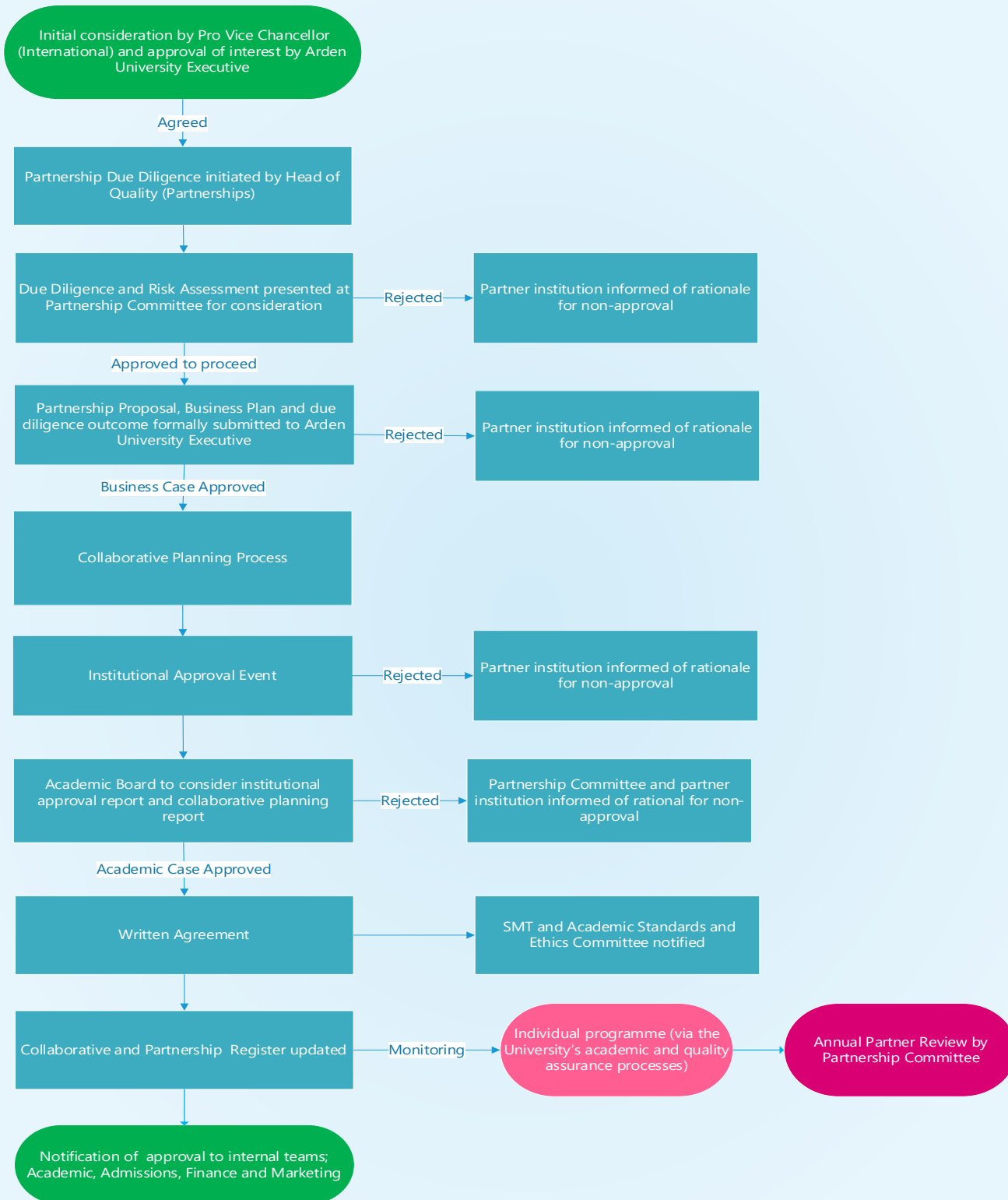
On approval of termination from Arden University Executive and Academic Board, a meeting to confirm the termination decision will be held with the *Recognised Study Centre Partner*. A formal letter will set out details of termination and the *Recognised Study Centre Partner* will be removed from the Collaborative and Partnership Register.

Termination by *Recognised Study Centre Partner*

A partnership can be terminated by the *Recognised Study Centre Partner* but must comply with the terms of the contract and the University’s Student Protection Plan. The *Recognised Study Centre Partner* will be advised to send a formal letter of termination with rationale for closure fully communicated. The University will advise the *Recognised Study Centre Partner* to continue working with the University to ensure students are protected throughout the exit period.

Policy Name:	Recognised Study Centre Partner Approval, Monitoring and Management Procedures
Policy Reference:	QA79
Approval Authority:	Quality & Standards Committee
Last Approved:	December 2022
Responsible SMT Lead:	Academic Registrar
Responsible Department:	Academic Affairs

Policy Contact:	Jazz Lall (jlall@arden.ac.uk)
Review Frequency:	3 years



Appendix 2.

Partnership Proposal Form

Partner details	
Registered Name of Organisation	
Trading name	
Registered Address	
Trading Address	
Telephone	
Website	
Social media htms Facebook Linked In Instagram	
Company registered Number:	
Charity Registered Number (if relevant):	
Year Established:	
Ownership Structure:	
Organisational Chart <small>(Please provide an organisational chart showing any associated companies or institutions and predecessors)</small>	
Delivery Sites Main	
Delivery sites Subsidiary	
Additional Awarding Organisation/s	
Number of Full Time Employees	
Number of Part Time Employees	
Contact Details	
Name of Primary contact	
Email	
Telephone	
Legal	
Who in the organisation has the legal capacity to enter the collaboration?	
Are there any local impediments to the collaboration?	
Overview of Partner Institution: Please include: <ul style="list-style-type: none"> • Short history of institution • Nature of ownership • Nature of activities (e.g. how long has it provided educational services, etc) • Operational area (e.g. does it operate in overseas markets) 	

Current Student Profile	
Current HE students (L4+)	
Current FE students (A level/BTEC)	
Other students (specify):	
% Full Time Students	
% Part Time Students	
% Distance Learning Students	
Business case	
Requested start date of partnership	
Type of partnership requested	
Proposed programme(s)	
Pre -existing or new AU programme(s)	
Programme duration	
Mode of delivery (BL/DL)	
Number of intakes per calendar year:	
Month of intakes	
5 Year Recruitment Profile	Please complete Student Projection Numbers spreadsheet
Projected Retention Rate	
Projected Progression Rate	
Recruitment Strategy	
Primary Market	
Secondary Market	
Why are you seeking AU programmes?	
What is unique to your organisation that a student would experience then if they studied directly with AU?	

Quality Indicators	
How is your organisation's quality measured?	(Please provide copies of reports)
Quality Assurance Agency - last review date (if applicable)	
Ofsted last review – last inspection date (if applicable)	
Professional, Statutory and Regulatory Bodies (PSRB) reports/references	
Local Quality Assurance review - Name of body and date of most recent review	
Local accreditation requirements	
Local approval required to establish partnership (please include name of authority and contact details)	
Local approval required to deliver course	
Lead time for local approval	
Other Partnerships	
Name of Partner	
Date of commencement of partnership	
List of Courses offered	
Student data: numbers, progression/success rates	
Name of Partner	
Date of commencement of partnership	
List of programmes offered	
Student data: numbers, progression/success rates	
Proposed Partner Opportunity: Please include: <ul style="list-style-type: none"> • Evidence of market research undertaken to support the proposal and programmes • Target market(s) and recruitment channels • Competitor analysis 	

Proposal submitted by:	Executive Approver 1	Executive Approver 2
Name:	Name:	Name:
Position:	Position: Choose an item.	Position: Choose an item.
Signature:	Signature:	Signature:
Date: Click here to enter a date.	Date: Click here to enter a date.	Date: Click here to enter a date.

Partnership Business Plan Proposal Overview

Who is the partner institution?	
What type of partnership is this?	Choose an item.
What academic award(s) (if any) does this partnership involve?	Select an award. If more than one award, then please list all awards: Click here to enter text.
Is this an existing or new programme, variation on existing programme or replacement of existing programme?	Choose an item. If 'variation on existing course' or 'replacement of existing course', please describe requirements
Who is the University Lead for this partnership?	
Please state what month and year the first students are expected to be recruited under this partnership?	Click or tap to enter a date.

Executive Summary

Proposal Benefits and Risks:

- Please describe the new partnership and explain what the potential benefits are and how you might measure this benefit?**

Possible benefits might include cost savings, increased revenue, improved student/staff experience, staff capacity savings/increased staff productivity/reduction in time taken to complete a process, staff upskilling/development, improved compliance with external bodies, and enhanced brand reputation with students/firms/regulators

Click here to enter text

- Please describe what the potential risks of launching this partnership are, and what the potential risks of not launching this partnership are?**

Click here to enter.

3. Please list the people who have been consulted during the development of this Business Plan (it is essential that advice is sought from the relevant Dean of Faculty and Head of School at proposal stage).

Name	Title	Document Section(s)

Market/Product Analysis:

4. Please summarise the proposition, including who the target students are and why students might choose to study this programme.

[Click here to enter text.](#)

5. Please describe the market for this programme, including the size of the target market, any recent trends in this market, the key competitors, and our likely market share. Please describe the assumptions made or evidence used to estimate our likely market share.

[Click here to enter text.](#)

6. Please describe the fee and revenue sharing arrangement and describe the rationale used to reach these. You may wish to describe comparison versus existing partnership arrangements, competitor fee levels or target profit levels in light of the costs in the financial model. Please consult with Marketing and Finance as necessary.

[Click here to enter text.](#)

Financial Analysis:

7. Please confirm that a detailed financial model has been completed in consultation with the Head of Corporate Finance.

Yes No

From your completed financial model, please complete the table (using the base case figures):

	Y1	Y2	Y3	Y4	Y5
Number of students					
Revenue (£k)					
Gross Margin (£k)					
EBITDA (£k)					
Gross Margin (%)					
EBITDA (%)					
One off costs					

Arden University Executive Approval:

Approved by the Arden University Executive on:	Click or tap to enter a date.
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Appendix 4.

Recognised Study Centre Partner Application Form

Please supply the following information (where possible) and ensure all supporting evidence provided is prefixed with reference numbers as indicated in the column below.

All documents should be supplied and/or translated officially into English

Partner Institution Information	
Legal/registered name of the institution applying for recognition.	Click here to enter text.
Trading name of institution applying for recognition (if different to that of the legal/registered name).	Click here to enter text.
Registered office address of the institution applying for recognition	Click here to enter text.
Operational contact:	
Title	Click here to enter text.
First Name	Click here to enter text.
Family/Surname	Click here to enter text.
Job Title	Click here to enter text.
Email Address	Click here to enter text.
Telephone	Click here to enter text.
Academic Lead contact (if different from above)	
Title	Click here to enter text.
First Name	Click here to enter text.
Family/Surname	Click here to enter text.
Job Title	Click here to enter text.
Email Address	Click here to enter text.
Telephone	Click here to enter text.
Website URL	Click here to enter text.
Social Media	Click here to enter text.
Facebook	Click here to enter text.
Twitter	Click here to enter text.
Instagram	Click here to enter text.
YouTube	Click here to enter text.
LinkedIn	Click here to enter text.
Other	Click here to enter text.

<p>Scope of recognition applied for (to be completed in consultation with Centre of Academic Partnerships):</p> <p><i>Please select</i></p> <p><input type="checkbox"/> Premises/Campus</p> <p><input type="checkbox"/> Additional Study Resources (elements including non-academic teaching/and or support)</p> <p><input type="checkbox"/> Additional academic teaching</p>	
<p>Name and address of partner institution's premises/campus where additional academic and non-academic teaching and/or support will be provided</p>	<p>Arden University Programme(s) to be covered by recognition</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>
<p>Overview of additional academic and non-academic teaching and/or student support to be provided (to be completed in consultation with Centre for Academic Partnerships):</p>	
<p>Please provide a brief overview of:</p> <ul style="list-style-type: none"> <i>What is the rationale for academic and non-academic teaching and support activities – how will academic and non-academic teaching and learning activities meet the requirements of Arden University programmes?</i> <p>Click here to enter text.</p> <ul style="list-style-type: none"> <i>What academic and non-academic teaching are proposed?</i> <p>Click here to enter text.</p> <ul style="list-style-type: none"> <i>What student support activities are proposed to promote learning and achievement, and enable students to meet subject or programme learning objectives?</i> <p>Click here to enter text.</p>	

- *What relevant information and resources will be available to help your institution to undertake effective academic and non-academic teaching?*

Click here to enter text.

- *What other additional services are proposed?*

Click here to enter text.

Partner Institution

Ref. No.	Information required	Please provide details and any supporting evidence or website links
1.	Introduction and history of partner institution (including key activities, mission statement, size, portfolio, geographical reach, number of students at each level of study, number of part-time and full time academic and non-academic staff, etc)	
2.	Full name(s) and date(s) of birth of all directors and shareholders of partner institution	
3.	Strategic Plan	
4.	Financial report (e.g. last 3 years' published accounts)	
5.	Details of the tax status of partner institution	
6.	Details of any double tax treaty between UK and country the partner institution is based in	
7.	Details of financing arrangements (e.g. reports or agreements with any state, public or private funding agency or organisation)	
8.	Details of insurance arrangements undertaken (liability and indemnity)	

9.	Confirmation that the partner institution owns or has proof all its property arrangements	
10.	Details of Modern Slavery statement and/or policy	
11.	Details of Anti-Bribery/Corruption Policy	
12.	Documentation confirming the legal status of the partner institution, the ownership of the organisation, date of establishment, any relevant authorising or government documentation (e.g. Charter, confirmation of TDAP, Licenses, Approvals, Registrations or Permits)	
13.	Confirmation that partner institution does not have any current or pending litigations, prosecutions or investigations by government or official bodies (official confirmation from a director may be requested)	
14.	Lates reports, reviews or audits from any in-country external quality and/or funding agencies	
15.	Details of the management structures	
16.	Details of the governance structures – to include composition and terms of reference for internal committee structures	
17.	Details of management information systems (application, enrolment, progression, retention, and achievement figures)	
18.	Prospectus and marketing/promotional	

	materials including approval procedure for these	
19.	Marketing strategy/plan - please outline how the proposed partnership will be promoted?	
20.	Full information (including programmes) on other business links and collaborative arrangements in the UK and overseas - please note, references will be sought from other collaborative organisations	
21.	Details of Collaborative Provision Policy and associated regulations and procedures	
22.	Information about any local or global professional, statutory, and regulatory bodies that accredit the partner institution or any of its programmes	
23.	Details of student record keeping procedures and Data Protection Policy	
24.	Details of Health and Safety Policy	
25.	Details of Equality and Diversity Policy	
26.	Details of Human Resources Policy covering where applicable the following: a) Partner organisation to ensure that any staff (including contracted non-employed labour) are paid in accordance with minimum wage requirements applying to the country of employment or engagement (as applicable) b) Please include any relevant policies for staff recruitment, induction and training and development	

27.	Details of Safeguarding Policy for students who are Under 18 and Adults at risk	
28.	<p>In relation to the UK Counter-Terrorism & Security Act 2015 and the Prevent Duty in Higher Education 2016 for staff and students enrolled on an Arden University award studying at a partner organisation outside of the UK the following questions require responses:</p> <p>a) Describe the welfare services which would be provided for Arden University students</p> <p>b) Does the partner organisation have a process for raising concerns regarding the welfare of a student? If so, describe the process</p> <p>c) How does the partner organisation ensure that their staff are aware of the process for students to raise concerns about their welfare?</p> <p>d) How does the partner organisation ensure that their staff are aware of the indicators for the welfare concerns of students?</p> <p>e) How will the partner organisation report a student welfare concern to us?</p>	

Programme Quality and Standards

Ref. No.	Information required	Please provide details and reference any supporting evidence or website links
29	Does your institution offer any courses of its own or	

	from another institution (including professional statutory regulator bodies)?	
If so, please provide:		
30.	Programme approval and amendment policies and procedures (including any specifics to collaborative arrangements)	
31.	Programme monitoring and quality review policies (including any specifics to collaborative arrangements)	
32.	External Examining Policy and procedures	
33.	Student Engagement/Voice Policy, structures, and processes about how student feedback is collected and evaluated (including any specifics to collaborative arrangements)	
34.	Student Feedback Policy and procedures or information about how students receive feedback on assessed work (including any specifics to collaborative arrangements)	
35.	Teaching and Learning Policy or strategy and procedures or information about how T&L is approached, evaluated, and enhanced (including any specifics to collaborative arrangements)	
36.	Assessment Policy and procedures including information about management, administration, and assessment regulations	
37.	Arrangements for Examination/Progression Boards undertaken by partner organisation for its own awards	

38.	Concessions (mitigating or extenuating circumstances) Policy and procedures at partner organisation	
39.	Admissions Policy and procedures (including any specifics to collaborative arrangements).	
40.	Academic support and guidance for students registered (including specifics for collaborative programmes).	
41.	Student Complaints and Appeals Policy and procedures at partner organisation	
42.	Pastoral support for students at partner organisation, including wellbeing and counselling.	
43.	Equal Opportunities and Diversity Policy	
44.	Policy relating to students with disabilities	
45.	Careers/employability support (including specifics for students registered on collaborative programmes)	
	Student Charter and example Student Handbook	

Completed by:	
Title:	
Email address:	
Date:	

Partnership Site Visit Form – Recognised Study Centre Partner Arrangement

1. PREMISES		
	Detail/Information	Action required
When was the premises built?		
How many floors does the Premises have?		
Does the premises have any on-site parking? Please provide details.	Choose an item. Additional comments:	
Can the premises be accessed via good public transport links? Please provide details.	Choose an item. Additional comments:	
Does the premises have a welcoming and accommodating reception area for students and visitors?	Choose an item. Additional comments:	
Does the premises have an access control system?	Choose an item. Additional comments:	
Does the premises provide an opportunity to support any University signage and branding – internally and/or externally?	Choose an item. Additional comments:	
Will the premises be shared with other parties? If so, please provide details of all other parties, nature of business and	Choose an item. Additional comments:	

number of staff and/or students involved.		
Please provide details of furniture and equipment available in designated classrooms.		
What is the student number capacity of classrooms?		
What is the student number capacity of the centre and is this in line with the Business Plan expectations?		

2. FACILITIES		
	Detail/Information	Action Required
Do students have access to a quiet area for study?	Choose an item. Additional comments:	
Do students have access to recreation space and facilities?	Choose an item. Additional comments:	
Do students have access to dining facilities either on the premises or nearby in a local restaurants or cafes?	Choose an item. Additional comments:	

3. STUDENT WELFARE		
	Detail/Information	Action Required
Will the Recognised Study Centre Partner offer any pastoral support to students? Please provide details.	Choose an item. Additional comments:	
Will the Recognised Study Centre Partner offer access to accommodation, financial, legal, employment or other advice to students? Please provide details.	Choose an item. Additional comments:	

4. LEARNING RESOURCES (inc. IT)		
	Detail/Information	Action Required
Does the premises have a library to offer students and will it be adequate to support proposed University programmes?	Choose an item. Additional comments:	
What IT resources does the premises have? Please outline number of printers and computer terminals, and the print facility which will be offered to staff and students.		
What internet services come into the building?		
Who is the internet provider? What is the capacity, and can this be shared?		

What is the internet connection speed?		
Is there wi-fi already available throughout the building which could provide guest connection for students?	Choose an item. Additional comments:	
Do classrooms have any audio-visual equipment?	Choose an item. Additional comments:	

5. HEALTH & SAFETY (all relevant certificates and policy documents should be appended to the completed form)		
	Detail/Information	Action Required
Does the premises have a health and safety policy and is there evidence that it meets its legal obligation in this respect?	Choose an item. Additional comments:	
Does the premises have an appropriate number of fire extinguishers, fire marshals, emergency signage, emergency lighting, evacuation procedure and annual testing of evacuation procedures? Does it have appropriate certification to confirm the above as appropriate? Please provide details.	Choose an item. Additional comments:	
Are their periodic fire tests at the premises? Please provide details	Choose an item. Additional comments.	

Does the premises have adequate first aid arrangements including appropriate notices, first aid boxes and trained staff?	Choose an item. Additional comments:	
What training has the first aider(s) received? Do they receive regular training and updates? Please provide details.		
Is there evidence that the premises meet legal obligations in respect of disabled access, walkways, toilet facilities and evacuation procedures?	Choose an item. Additional comments:	
Does the premises have adequate flooring, lighting and heating? Is air conditioning available? Do windows require restrictors and are blinds available to address sunlight glare?	Choose an item. Additional comments:	
Does the premises have availability of drinking water? Is there regular testing of the water supply?	Choose an item. Additional comments:	
Does the premises have availability of security patrols and CCTV?	Choose an item. Additional comments:	
Has the premises been tested for asbestos?	Choose an item. Additional comments:	

<p>Is there regular PAT testing of electrical equipment?</p>	<p>Choose an item. Additional comments:</p>	
<p>What is the general condition of the premises, fittings and fixtures?</p>	<p>Choose an item.</p>	
<p>Is there a named person with responsibility for ensuring health and safety at the Premises? If so, please state name and title.</p>	<p>Choose an item. Additional comments:</p>	
<p>What qualifications does the person responsible for Health and Safety possess? Do they receive regular training and updates? Please provide details.</p>		

6. DEVELOPMENT OF RESOURCES AND SERVICES

<p>Please outline any plans for improving premises, service or facilities over the next 12-months.</p>	
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