# Institutional Approval Document - Collaborative Academic Partnership

The Institutional Approval Document should be completed by the Collaborative Academic Partner in consultation with the senior managers and members of the teaching team. It is anticipated that the author of this report will liaise with the Partnerships Office, the School(s), Head of Partnerships and Academic Quality and Development department. This information is intended to provide London Metropolitan University with an indication of the strategic and operation fit of the proposed partner. The Approval Panel will read the Institutional Approval Document as part of the approval process and will discuss their contents at the approval event.

Where you have supporting documentation, please append this with your submission of the completed Institutional Approval Document. Examples of the minimum supporting information that should be provided (if available at the institution) are given in the ‘Doc description column’ below.

The documentation should be emailed to the AQD Partnerships Team:

* Ruth Kailla - Quality Manager (Partnerships): r.kailla@londonmet.ac.uk.
* Samuel Gambie – AQD Officer (Partnerships): s.gambie@londonmet.ac.uk

In preparation for completing the approval document, the Collaborative Academic Partner is advised to review London Metropolitan University’s academic and general student regulations, strategies and policies including but not limited to:

1. Academic Regulations 2021-22
2. General Student Regulations 2021-22
3. Quality Manual 2021-22
4. University Strategy 2019 - 2024
5. Student Success Strategy
6. Safeguarding Policy
7. Intellectual Property Policy
8. Data Protection Policy

You are also advised to refer to the Quality Assurance Agency UK Quality Code (published in March 2019) with Advice and Guidance (published in November 2019). This can be found online via this [link.](https://www.qaa.ac.uk/quality-code)

Provide supporting information as an annex in the tables (examples are provided within the tables), label the annex number, and note the page reference if some of the document is applicable to your response).

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| Proposed partner details and experience | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Name of proposed partner:
 |  |  |  |  |
| * 1. Proposed delivery (Programme award and title, start date, number of cohorts per year and minimum and maximum number of students per cohort)
 |  |  |  |  |
| * 1. Proposed partner’s size and portfolio, including student and staff populations, geographical spread, Organisational structure etc.
 |  |  | Organisation structure  |  |
| 1.4 Partner’s governance structure |  |  | Committees and boards structure |  |
| 1.5 Introduction and history of partner, including mission statement, current status with other partners |  |  | Mission statement |  |
| 1.6 What is your experience of delivering at HE level and at the level of the proposed provision? |  |  |  |  |
| 1.7 Please outline your strategic development plan or similar.  |  |  | Strategic plan/ HE strategy |  |
| 1.8 Please outline your learning, teaching and assessment strategy.  |  |  | Teaching and Learning Strategy |  |

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| Capacity and scale of delivery  | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Please comment on your capacity and capability to deliver the programme(s) in terms of a and b:
 | 1. Physical resources, to include:
	1. Location of site/accessibility; Health & Safety policy
	2. Study facilities
	3. Teaching facilities
	4. IT Facilities
	5. Other buildings
2. intended minimum and maximum student number requirements
 |  | Health and safety policy |  |
| * 1. Library: The partner institution is responsible for providing core resources for the programme. Please comment on a, b, c, d, e and f.
 | * 1. Does the partner institution have a dedicated library?

If yes:* How many staff are employed?
* What are the opening times of the library?
* What IT infrastructure, if any, is in place to support resource requirements?

If no:* How are resources made available to students, both printed and electronic?
* Who manages the purchase of and access to resources?
 |  |  |  |
|  | * 1. Budget - how the programme will be resourced, including the estimated total expenditure for library stock for the programme(s). What is your annual budget planning and resource allocation procedure?
 |  |  |  |
|  | * 1. How will resources be selected and updated?
 |  |  |  |
|  | * 1. If applicable, what full-text and bibliographic academic databases will be available for the programme(s)?
 |  |  |  |
|  | * 1. Any reciprocal borrowing schemes or Interlibrary loan services that will be available to obtain stock not held at the partner institution?
 |  |  |  |
|  | * 1. How will staff with responsibility for library access and resourcing become aware of course developments and review?
 |  |  |  |
| * 1. Please comment on the scale of the course(s) delivery over the next three years and whether you have capacity for the course(s) to be resourced to a level required by London Metropolitan University.
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| Marketing and promotion  | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. How will you market and promote the London Met partnership and courses?
 |  |  |  |  |
| * 1. Please outline your marketing strategy/ plan. Please describe the process for ensuring compliance; that is, ensuring that public information about London Metropolitan University (London Met) and its courses will remain current, accurate and approved by London Met.
 | It is important to note that universities are subject to consumer rights legislation in relation to the accuracy of information we provide to applicants and students about their course, including information about course content and structure, tuition fees and other costs. Please refer to the Competition and Markets Authority guidance to HE providers on consumer rights legislation (March 2015) for more information at: <https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students>  |  | Marketing and Recruitment strategy |  |
| * 1. Will you be using recruitment agents to promote the course(s)? If so, how will they be recruited and trained? Please attach an electronic copy of a generic agent’s contract.
 |  |  | Agent contract  |  |

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| Admissions  | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Do you have a published Admissions Policy & Procedure?
 |  |  | Admissions policy |  |
| * 1. If “no” to above, how do prospective students apply to your organisation?
 |  |  |  |  |
| * 1. Depending on the type of partnership, would you be able to fully comply with London Met’s [Admissions Policy](https://www.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/marketing-admissions-and-uk-recruitment/admissions/Admissions-Policy-2020.21.pdf)? If “no”, please explain which aspect of the London Met Policy would be problematic and what alternatives have been considered?
 |  |  |  |  |
| * 1. Are there any fee payment plans in place for students?
 |  |  |  |  |

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| Enrolment, Registration and Student Data Requirements | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Do you have a published Enrolment & Registration Policy and Procedure? If so, please provide a brief overview.
 |  |  | Enrolment & Registration Policy |  |
| * 1. If “no” to 5.1 above, please outline the process here.
 |  |  |  |  |
| * 1. What type of student record system do you have? Please provide a brief description.
 |  |  |  |  |
| * 1. What processes do you have for student administration including managing and recording registrations, withdrawals, interruptions, change of status etc.?
 |  |  |  |  |
| * 1. What process or policy do you have in place for attendance monitoring, if any?
 |  |  | Attendance monitoring policy |  |
| 5.6 The University requires that a partner holds specific data/ information about each student (please refer to appendix 1 at the end of the document) Please confirm that you are able to maintain these records and provide evidence of this data to London Met on request. | YES ❑NO ❑ |  |  |  |

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| Student Induction, Student Voice and Student Support | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Do you have a student charter? What does the student charter include about student rights and responsibilities? How do students receive this information?
 |  |  | Student charter |  |
| * 1. What mechanisms do you have in place for students to provide feedback on their experience (e.g. student support services)?
 |  |  | Example feedback form |  |
| * 1. Do students have the opportunity to participate at your committees/boards?
 |  |  |  |  |
| * 1. Do you have an academic support service for students? What does this cover? E.g. personal tutoring, referencing, employability etc.
 |  |  |  |  |
| * 1. What is your process for inducting students? Frequency and information provided?
 |  |  |  |  |
| * 1. What is the complaints procedure for students?
 |  |  | Complaints procedure  |  |
| * 1. (for international partners only) Is there any government legislation regarding equal opportunities, disability discrimination and students with special educational needs?
 |  |  |  |  |

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| Course Assessment Administration/ Academic Misconduct and Appeals | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. What are your procedures for examinations and the security of papers?
 |  |  |  |  |
| * 1. What are your procedures for processing examination marks and results?
 |  |  |  |  |
| * 1. What are your procedures for dealing with academic misconduct and plagiarism, and academic appeals?
 |  |  |  |  |
| * 1. What are your processes for course management and assessment?
 |  |  |  |  |
| * 1. You will be required to implement London Met’s standard processes for assessment administration. Can you confirm that you are able to comply with this?
 |  |  |  |  |

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| Quality management  | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. What are your procedures for Quality Management?
 |  |  |  |  |
| * 1. How will you ensure that your quality assurance and management procedures comply or are comparable to London Metropolitan University?
 |  |  |  |  |
| * 1. Do students have an opportunity to give feedback regarding their course? If so, what is the process and how are actions taken in response to feedback communicated back to students?
 |  |  |  |  |
| * 1. What are your procedures for students to be able to make formal complaints regarding the quality of provision (not including academic appeals)?
 |  |  | Complaints procedure |  |
| * 1. Is there a process for academic appeals?
 |  |  |  |  |
| * 1. Have you undergone any reviews by quality/regulatory bodies? If so, when and what were the outcomes.
 |  |  |  |  |
| * 1. Please confirm your legal standing and government authority to deliver UK programs at the level proposed (please supply evidence as an annex).
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| Staffing and relationship with London Metropolitan University | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Please provide an organisational structure/ organogram
 |  |  | Organisation structure  |  |
| * 1. Do you have a staff recruitment and selection policy?
 |  |  | Staff Rec. and Selection policy |  |
| * 1. Do you have a staff induction policy?
 |  |  | Staff induction policy |  |
| * 1. Do you have a staff development policy/ formal strategy?
 |  |  | Staff development policy |  |
| * 1. How will the communication with London Met professional services and your institution be managed?
 |  |  |  |  |
| * 1. How will the communication with London Met’s academic colleagues be managed?
 |  |  |  |  |
| * 1. Please append all of the CVs of your academic staff, indicating those who you intend may be delivering the London Met award.
 |  |  | CVs |  |

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| International students for UK partner institutions | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. How many [Confirmation of Acceptance of studies (CAS)](https://www.gov.uk/government/publications/certificates-of-sponsorship-cos-sms-user-manual) do you request from the UKVI annually? How do you manage your CAS allocation across different partners?
 |  |  |  |  |
| * 1. Have you had a UKVI visit? If so, when and what was the outcome?
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| Graduation | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Do you have experience of running graduation ceremonies?
 |  |  |  |  |
| * 1. What are your expectations of the University support for these events?
 |  |  |  |  |
| * 1. Would you be able to offer a graduation/ celebration event locally for the students? If so, what would it look like?
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|  Student Services and Safeguarding | Brief response with reference to any supporting information and their page numbers | Annex | Doc description | Page ref (if applicable) |
| * 1. Do you have a safeguarding policy?
 |  |  |  |  |
| * 1. Please explain your procedures outlining:
* the process for handling any safeguarding reports
* escalation process
* management of risk
* who does what, when and how.
 |  |  |  |  |
| 12.3. Staffing and expertise - as a basic minimum, what services and staff should be in place to support students? |  |  |  |  |
| 12.4. What are your assessment procedures for students requiring support? Please provide an oversight of your risk assessment and triage processes. |  |  |  |  |

## Appendix 1

London Metropolitan University Student Data/ Records Requirements

The University requires that all collaborative partners retain information about each student registered on a London Metropolitan University course in order to demonstrate evidence of accountability and information about decisions and activities carried out at the partner’s location.

The University requests that the following information be retained for each student for a period of 7 years:

· Basic personal information including fee status, where applicable

· Details of qualifications and proof of qualifications

· Student performance data, to include: academic marks, assessment board results, assessment boards outcomes (i.e. deferral, re-sits etc..), annual progress and credits received

· Placement information, where relevant

· Dates of withdrawals and suspension of studies

· Records documenting the application, conduct and results for cases of mitigating circumstances, academic appeals, complaints and assessment offences

The University may carry out intermittent reviews of the maintenance of records where the partner will be requested to provide a sample of records to ensure that records are fulfilling the requirements noted above.