

## **DOCUMENTATION REQUIRED FROM PROSPECTIVE PARTNERS FOR PROPOSALS FOR ACCREDITATIONS, VALIDATIONS AND JOINT DEGREES**

An institution seeking to enter into a collaborative arrangement with the University for the first time whether or not Aberdeen is the institution of primary registration, will be required to submit detailed documentation to Aberdeen as detailed below.

An existing partner institution which is seeking approval for a collaborative award in addition to the provision already approved by the University will not be required to provide details indicated in 1, 4 and 5 below unless these have changed substantially since signing the first collaborative agreement.

### **1 Description of the institution**

- a This should provide an overview of the institution, and give an indication of the following:
- the institution's history;
  - its mission, aims and strategy;
  - size (staff and student numbers);
  - the governance and management structure;
  - the academic structure;
  - the breadth of subjects taught, highlighting any aspects which are deemed to be of particular importance (eg to the local community or because of innovative features);
  - research interests, if appropriate;
  - the rationale for the institution seeking to enter into a collaborative arrangement with the University of Aberdeen;
  - any existing collaborative ventures with the University of Aberdeen, whether formal or informal reference to any other collaborative ventures.
- b Any extant documents relating to the above should also be submitted (eg prospectus; plan of committee structure).

### **2 Details of the course(s) and programme(s) to be validated/comprising the joint degree**

- a The University's SENAS forms for new or amended courses and programmes should be submitted for each course and programme to be validated/comprising the joint degree. These will provide the following information:
- the course and programme aims and learning outcomes;
  - the syllabus;
  - the teaching methods;
  - the assessment methods.
- b Handbooks, if available, should be submitted together with details of the assessment procedures, including marking schemes and details concerning resit examinations; also whether scripts are anonymous, double-marked, and marked 'blind'.
- c University regulations relating to validated courses and programmes will be drafted by the Registry.

### **3 Details of staff involved in organising and delivering the course(s) and programme(s)**

- a A list of the teaching, technical, administrative and secretarial/clerical staff to be involved with the courses or programmes should be provided, with details of any vacant posts to be filled.
- b The curricula vitae for all academic staff involved in teaching the courses and programmes (including those appointed after an agreement has commenced) should be submitted, and should include the following:
  - qualifications in full;
  - teaching and other relevant experience (with dates);
  - research interests and publications (if applicable);
  - details of research posts and/or consultancy positions relevant to the programme (with dates).

#### **4 An outline of the arrangements for student support**

- a Details of the following should be provided:
  - arrangements for academic support to students, including support for off-campus/distance-learning students;
  - arrangements for pastoral support to students;
  - welfare/health service provision;
  - details of careers guidance available to students;
  - procedures for student complaints or grievance, academic appeals and discipline
  - library facilities;
  - IT facilities available to students;
  - audio-visual facilities available to students;
  - critical commentary on the adequacy of the teaching rooms and facilities;
  - availability of private study facilities;
  - residential accommodation for students.

#### **5 Details of the institution's quality assurance procedures**

- a The following arrangements of the partner institution with respect to quality control should be provided:
  - student application form plus guidance notes;
  - arrangements for course and programme review, including the constitution and terms of reference of any course or programme committee;
  - arrangements for seeking student feedback;
  - annual monitoring report form plus guidance notes;
  - arrangements for the nomination of external examiners (to be appointed by the University) the constitution and terms of reference of the examination board(s);
  - arrangements for seeking external (includes employer) feedback;
  - an outline of the internal mechanism for approving changes to courses and programmes;
  - details of any staff development programmes and training opportunities.
- b In addition, details should be provided of the academic committee structure through which the partner institution assures itself that its arrangements for quality control are satisfactory and working effectively. These should include the remits, roles and responsibilities of relevant committees and individuals with respect to quality assurance and enhancement, and minutes

of relevant committees, normally from the start of the preceding academic year.

**6 A summary of the institution's financial position and procedures for resource allocation**

- a A copy of the partner institution's most recent audited annual accounts should be submitted. Details of the procedures for resource allocation should be provided, emphasising particularly any special provision which has been agreed with respect to the courses and programmes for which validation or franchise is being sought, for example, capital and recurrent funding earmarked for the courses and programmes.