

GUIDELINES FOR MEMBERS OF PANELS APPOINTED TO SCRUTINISE PROPOSALS FOR ACCREDITATIONS, VALIDATIONS AND JOINT DEGREES

Documentation

- 1 In scrutinising the documentation submitted by a prospective partner institution, Panel members must be satisfied that the partner has demonstrated, on paper, that it could satisfactorily deliver, support, monitor and assess the courses and programmes in question, and could provide adequate support and guidance to students who would be registered on the programmes.
- 2 The Panel must also satisfy itself that the staff who will teach the courses are, in terms of their academic qualifications and intellectual activities, capable of providing students with a learning experience that is the equal, in quality and standard, of that provided in the University of Aberdeen.
- 3 If the Panel has any concerns about the partner's ability to maintain and safeguard the quality and academic standards normally associated with the University's programmes and awards, these must be highlighted to the Quality Assurance Committee, which will determine whether or not discussions should proceed. In this regard, Panel members should refer to the guidance offered by the QAA in its Quality Code, which will be supplied to all members.

Visit

- 4 The primary aims of a Panel visit to the prospective partner institution are:
 - to confirm the veracity of statements in the documentation supplied by the partner in relation to its ability to deliver, support, monitor and assess the relevant courses and programmes;
 - to establish that the partner institution has a satisfactory teaching and learning environment, including adequate and appropriate teaching accommodation, equipment and information technology facilities (eg computing and library facilities) and an academic culture consonant with that required for the successful delivery of higher education courses and programmes at the level proposed;
 - to establish that an appropriate infrastructure exists for student support (academic, general welfare, personal and medical);
 - to confirm that the partner has satisfactory arrangements for quality control, and quality assurance and enhancement, which will complement those required by the University as part of a formal agreement.
- 5 To facilitate the above, the Panel should agree with the partner institution, prior to the visit, those individuals and/or groups whom the Panel would wish to meet and identify the issues that the Panel wishes to explore.
- 6 The Panel should meet those who would be responsible for teaching and administering the courses and programmes, and those who would provide academic and personal support to students registered for the validated or franchised programme(s). Wherever possible, the Panel should also meet with potential and current students of the programme(s).

- 7 The Panel, in determining a timetable for the visit, should include, where appropriate, a request for a demonstration of services or activities which the partner has identified as being integral to the successful delivery of the courses and programmes (eg video-conferencing facilities; computer conferencing or other specific IT facilities).

Report

- 8 Following the visit, the Panel should prepare a detailed report relating to the visit and to the documentation submitted by the partner. Areas of good practice and of concern should be highlighted.
- 9 In particular, the report must highlight any issues which the Panel believes that the institution must address before approval of the proposed arrangement could be recommended by the Panel.
- 10 The report should conclude with the Panel's overall recommendation with respect to the proposed arrangement and should be submitted to the Quality Assurance Committee with the report summary form (obtainable from the Registry).
- 11 The report summary form should indicate the Panel's recommendation, which will be one of the following:
 - (a) that the University should approve the proposed collaborative arrangements for the relevant course(s)/programme(s)/institution;
 - (b) that the University should approve the proposed collaborative arrangements subject to any recommendations of the panel being accepted by the proposed partner; or
 - (c) that the proposed collaborative arrangements should not be approved.

In cases (b) and (c), details should be provided.