

APPROVAL OF A NEW SITE OR FACILITIES FOR AN EXISTING COLLABORATIVE ACADEMIC PARTNER

Quality Assurance and Enhancement

March 2025



Approval of a New Site or Facilities for an Existing Collaborative Academic Partner Procedure

Introduction

1. University of Staffordshire's quality framework is in place to ensure that all its courses meet appropriate standards, provide current and coherent curricula and deliver a high-quality student learning experience and positive outcomes. The framework:
 - Supports the University's Academic Strategy and achievement of institutional KPIs.
 - Provides assurance of the quality and standards of the provision.
 - Facilitates quality enhancement.
 - Facilitates the assessment of risk, focusing attention where it is most required.
2. The new site approval procedure is a key component of this framework. The procedure outlined below applies to arrangements with providers of learning opportunities leading or contributing to the award of academic credit or a qualification from University of Staffordshire. The main purpose of approving a new site or facilities is to confirm that students will receive an experience at the Collaborative Academic Partner comparable to that which would be available at University of Staffordshire.
3. The University's approach to site approvals outlined in this document is aligned with the requirements derived from the Office for Student's Conditions of Registration and has been informed by the [UK Quality Code for Higher Education](#) (2023).
4. Requests for any variations from the provisions outlined below will require approval by the Collaborative Academic Partnerships Committee.
5. The University defines a new delivery site as a new footprint/site, new technology/new specialist facilities, a complete renovation, re-build or a new building.

The Approval Procedure

6. The request for a new delivery site or change to facilities should be made to the Collaborative Academic Partnerships (CAP) team. This request may be made by the Partner, the Academic Link Tutor or the school. The Collaborative Academic Partnerships team will coordinate the activity required at the different stages of the process.
7. The partner will complete Part A of the New Site Visit Report for an Existing Partner form and return this to Collaborative Academic Partnerships for processing.
8. The Collaborative Academic Partnerships team will request the relevant due diligence from the partner and they will complete Part B of the New Site Visit Report for an Existing Partner form.
9. If the proposal has strategic implications (for example, delivery at a site in a country new to the University, or where there might be an impact on another existing Collaborative Academic Partnership) the Head of Collaborative Academic Partnerships in conjunction with the School Senior Management Team will refer the proposal to the Chair of Collaborative Academic Partnerships Committee for approval to proceed.

10. Collaborative Academic Partnerships will arrange an in-person site visit at the new site or facility, prior to teaching taking place. Collaborative Academic Partnerships will decide on the composition of the panel visiting.
11. A virtual visit in place of an in-person visit can be agreed by the Chair of Collaborative Academic Partnerships Committee in exceptional circumstances.
12. A site visit must be undertaken to assess the physical and staffing resources available to support students, including classrooms and equipment, library and information services, student support and recreation facilities, and computer and administrative support. The visit will usually be undertaken by a member of the Collaborative Academic Partnerships team. If specialist teaching facilities are required, the Academic Link Tutor or a School member of staff must attend the visit and confirm if the resources at the site are appropriate.
13. Following the visit, Collaborative Academic Partnerships will complete Parts C and D of the New Site Visit Report for an Existing Partner form. Part D will include the Head of Collaborative Academic Partnerships or their nominee's recommendation to the University as to whether the new site is approved, approved with conditions or rejected.
14. The completed New Site Visit Report for an Existing Partner form including Part D – Recommendation to the University will be submitted to Quality Assurance and Enhancement for approval at the next School Academic Committee meeting. If the proposed site relates to more than one department across different University schools, the report will need to be submitted to each School Academic Committee for approval. A timescale for meeting any conditions will be included in Part D of the form, which will include whether the conditions need to be met before teaching begins.

Approval and Follow-up Actions

15. The relevant School Academic Committee(s) will consider the form for approval. The committee will need to confirm that the new site or facility is adequately resourced for both course delivery and student support/facilities.
16. The committee Chair will subsequently sign off the form if they are satisfied with the information provided in the form and the recommendation made by the Head of Collaborative Academic Partnerships. A risk-based approach will be applied to each partner, determining the length of the approval period. For UK-based private providers, a three-year approval period will apply.
17. The School Academic Committee decision will be communicated to the partner by Collaborative Academic Partnerships, the decision will be one of the following: the new site is approved, approved with conditions or rejected. If the new site is approved with conditions, the time frame will be communicated to the partner which includes whether these need to be completed before teaching begins.
18. The Head of Collaborative Academic Partnerships will decide whether a follow-up visit is required to ensure the conditions have been completed. The Head of CAP may decide that evidence provided by the partner is sufficient, alternatively, a routine School/ALT visit can confirm the conditions have been met. Depending on the scale of the conditions, a follow-up visit by the CAP team may be required.
19. Collaborative Academic Partnerships will monitor any agreed conditions/ follow-up actions within the agreed timescales. Once the conditions have been met, the CAP team

will resubmit the approval form to Quality Assurance and Enhancement for noting at the next School Academic Committee(s).

20. Once a site is fully approved, Collaborative Academic Partnerships will update any contract agreements as necessary.
21. Any new teaching staff associated with the site will be considered and approved in accordance with the procedure for the approval of Collaborative Academic Partner staff.
22. Collaborative Academic Partnerships will store the New Site Visit Report for an Existing Partner form and maintain the list of approved partnership sites.

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CAP – Collaborative Academic
Partnerships
CAPC – Collaborative Academic
Partnerships Committee
SAC – School Academic Committee
QAE – Quality Assurance and
Enhancement



