



APPROVAL OF A NEW DELIVERY SITE FOR AN EXISTING COLLABORATIVE ACADEMIC PARTNER.

1. Introduction

- 1.1 The process outlines the procedure for approving a new site for an existing Collaborative Academic Partner.
- 1.2 The Collaborative Academic Partner may already have been approved to deliver the award at another site or this site approval may relate to new awards and be part of a delivery approval process.
- 1.3 In making a judgement to approve delivery at a new site the University must confirm that students will receive an experience at the Collaborative Academic Partner comparable to that which would be available at Staffordshire University. Judgements will be made on:
 - The outcome of due diligence on the new site.
 - Management issues of delivery on multiple sites and location of resources.
 - Academic staff ability to deliver and assess the curriculum and maintain the academic standards of University provision.
 - Comparability of the learning resources to those of the University.

2. The Approval Process

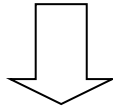
- 2.1 The request for a new delivery site should be made by the Partner to the Collaborative Academic Partnerships Manager. The Collaborative Academic Partnerships Manager will co-ordinate the activity required at the different stages of the process.
- 2.2 The outline proposal (Stage 1) must be considered by all Schools responsible for supporting delivery of Staffordshire University courses at the new site, through their School Management Team(s). The Collaborative Academic Partnerships Manager will co-ordinate this. 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 an existing Collaborative Academic Partnerships) the School Management Team(s) in conjunction with the Collaborative Academic Partnerships Manager will refer proposals to the Academic Planning Group.
- 2.3 If the outline application is approved by the School Management Team(s), the Collaborative Academic Partnerships Manager will work with the Partner to collect due diligence information and complete Stage 2 of the application.

- 2.4 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 be undertaken by the Collaborative Academic Partnerships Manager or their nominee. If specialist teaching facilities are required, the Academic Link Tutor must confirm if the resources at the site are appropriate.
- 2.5 The completed Stage 1 and 2 of the proposal form together with the site visit report, including recommendations by the Collaborative Academic Partnerships Manager will be submitted to a Course Approval Standing Panel. The Panel will need to come to a clear conclusion with conditions and/or requirements. A timescale for meeting any conditions will be included in the report. The Panel Chair will subsequently sign off the report when s/he is satisfied that the conditions have been met by the Collaborative Academic Partner.
- 2.6 The Panel will need to confirm that they consider that the new site is adequately resourced for both course delivery and student support/facilities.
- 2.7 The options available to the panel are:
- a. The proposal should be approved (panels may also set conditions, requirements or recommendations); or
 - b. The proposal should be referred for additional work and resubmitted to a panel within 12 months for further consideration (the panel should determine whether it should reconvene to consider the resubmission; whether such consideration could be undertaken by correspondence by all members; or whether the proposal could be reconsidered by an alternative panel); or
 - c. The proposal should be rejected.
- 2.8 In approving the new site the panel may do so subject to conditions and/or requirements. The panel may also make recommendations. Conditions, requirements and recommendations are defined as follows:-
- a) Conditions – must be met before students can be taught on any SU courses/awards at the site. The panel will set a date by which conditions must be met.
 - b) Requirements – must be met by a date determined by the panel, which can be after students have commenced studying at the new site.
 - c) Recommendations – are suggestions, which the panel feels will enhance or improve the site but are not essential to the delivery.

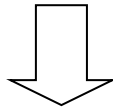
- 2.9 Delivery at the new site cannot begin until final approval has been granted by the Course Approval Standing Panel, any conditions have been signed off and the Collaborative Agreement has been updated to include the new site.
- 2.10 The decision of the Course Approval Panel will be noted at the Quality & Enhancement Committee.
- 2.11 Any new teaching staff will be considered and approved in accordance with the procedure for the approval of Collaborative Academic Partner staff.

Summary of Process

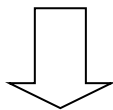
Partner advises CAP Manager of proposed new site for delivery



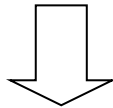
CAP Manager to work with Partner to complete Stage 1 of proposal template



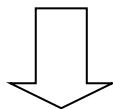
CAP Manger to submit to SMT(s) for initial approval



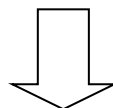
Following School approval, CAP Manager to work with Partner to complete Stage 2 of proposal template (due diligence evidence)



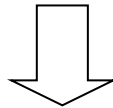
CAP Manager to co-ordinate site visit & completion of New Site Visit Report



Completed proposal including CAP Manager recommendations, Site Visit Report to be submitted to the Course Approval Standing Panel by the CAP Manager



Once any conditions are met, the Collaborative Agreement is updated and delivery at the new site may commence.



The approval of the new site will be noted at the Quality & Enhancement Committee