**GUIDANCE ON ASTON MODULE ACHIEVEMENT AWARDS (AMAs) FOR COLLABORATIVE PROPOSALS WITH CREDIT RECOGNITION OUTSIDE THE FHEQ**

Approval and quality assurance of collaborative activity which is not credit-rated has been delegated by CPSG to the Schools. Students may be provided with a record of attendance but not with any other document that may be confused with an Aston Module Achievement (AMA) award or with an award within the FHEQ. Approval and quality assurance of collaborative credit-bearing Aston Module Awards outside the FHEQ has also been delegated by CPSG to the Schools.

All activity outside the FHEQ must be reported to CPSG, to enable a central record to be kept.

See <https://www2.aston.ac.uk/clipp/quality/a-z/ama-recognising-module-achievement/index> for advice on AMAs.

**APPROVAL**

The School Learning and Teaching Committee may use the **Process Document for Approval, Monitoring and Review of Collaborative Activity** at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index> (in particular sections 3 and 4), as a guide.

Schools may decide what elements of the Process document are relevant. As a minimum, the following information should be considered:

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| Due diligence on the partner(Due Diligence Checklist at  <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>**)** |
| Risk Assessment (form at <https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index>) |
| Proforma for Calculating Costs and Income (form at https://www2.aston.ac.uk/clipp/quality/a-z/collaborativeprovision/index) |
| Module specifications |
| Arrangements for monitoring |
| Arrangements for External Examining |
| Draft agreement (see <http://www.aston.ac.uk/staff/legal-services/> for template agreements and contacts for advice) |

**FOLLOWING APPROVAL**

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| The School decision should be reported to the Collaborative Provision Strategy Group |
| The agreement should be finalised with Legal Services and signed |
| SITS records should be set up |
| An External Examiner should be appointed |
| Meetings with the partner should be arranged |
| An assessment timetable and Examination Boards should be arranged |
| Information should be provided for students and other stakeholders |

**MONITORING AND REVIEW**

The School Learning and Teaching Committee should receive and consider an annual review report of the activity, carried out by the academic lead for the arrangement.

Meetings should be held with staff and students - and employers, if considered appropriate.

The following evidence should be considered:

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| Legal Agreement |
| Due Diligence, updated if anything has changed |
| Risk Assessment, updated if anything has changed |
| Proforma for calculating costs and income, updated to compare against previous |
| Previous Annual Review report, if Annual Review has already taken place |
| Statistical data: admissions: applications/recruitment/intake qualifications/demographic profile, completion |
| Evidence that appropriate moderation of assessment has taken place |
| Student feedback |
| External Examiner’s report and response |
| Reports from any other recent audits and reviews |
| Feedback from any external stakeholders and responses |

The report should include:

A recommendation for continuation or termination, if the expiry date of the agreement is approaching;

Recommendations for improvements;

Sharing of good practice;

Identification of issues that require action at School or University level.

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