# ANNUAL CHECKLIST FOR COLLABORATIVE PROGRAMMES

While this checklist is primarily for collaborative programmes leading to a named award within the Framework for Higher Education Qualifications (FHEQ), it is recommended as good practice for any credit recognition or named award outside the FHEQ where such awards involve a collaborative partner. The dates given will need to be adjusted for programmes that do not work on an academic year cycle of October to September.

## **July of each year**

### Collaborative Agreement/Contract – is it up to date and accurate?

#### Staffing

1. Are the staff delivering and administering the programme the same?
2. Have any new academic staff been formally approved by the Programme Director (this should be ***prior*** to commencing duties)?

#### Curriculum

1. Are the programme and module specifications accurate and up to date (all programme and module specifications should be reviewed and approved by Colleges annually)?

#### Admissions

1. Have the admissions targets and admissions policy been agreed with the Partner for the following academic year (14 months in advance)?

#### Visits

1. Have visits been carried out in line with intentions?
2. Has a report of the visit been received by the Programme Director and the College Learning and Teaching Committee?

#### Programme Management Team Meetings

1. Have the agreed Programme Management Team meetings been held, minuted and minutes submitted to the College Learning and Teaching Committees?
2. Have dates been agreed for the next academic year?

#### Assessments and Boards

1. Has the assessment timetable been agreed and Examination Boards arranged?

#### External Examiners and reports

1. Has an External Examiner been appointed for the next academic year?
2. Has the External Examiner report been received, response sent and report shared with students and partner for the previous academic year?

#### Enrolment, withdrawal and non-completion

1. Are plans in place for students to be enrolled on SITS?
2. Are the partner’s administrative staff aware of data requirements, notification of withdrawals, non-completion? (The University as the lead institution is responsible for the quality of data and the use of standard University forms is recommended).

### Financial Plan

1. Is it up to date and accurate?
2. Is there an agreement on who will be invoicing students and making HESES returns?

Financial plans should be reviewed on an annual basis in consultation with College accountants and the Director of Student and Academic Services (SAS), or nominee. SAS will arrange for invoices to be raised as per the agreed schedule.

### Information for students, prospective students and other stakeholders

#### Student Handbook

1. Is the Student Handbook accurate and up to date?
2. Does the Handbook include standard clauses in line with other University handbooks, especially information on student appeals, complaints and exceptional circumstances?
3. Is there a clear statement on student access to University and partner learning resources?
4. Is there a direct line of communication to the University?
5. Is there (for Foundation Degrees) information on the progression route?

#### Website

1. Is the website (both University and partners), prospectus and any other publicity material accurate and up to date?

### Continual Monitoring and Enhancement: Undergraduate and Postgraduate Programmes

1. Have Programme Level Reviews taken place and an Enhancement and Development Action plan that is proportionate to the outcome of the review against performance thresholds been completed for the collaborative programme?
2. Where a collaborative arrangement results in students entering a programme through different routes, does the review include an evaluation of parity of experience and outcome for each different cohort?
3. Have appropriate documents been revisited e.g. Due Diligence, Costings, Risk Assessment as part of the review?

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