**MIDDLESEX UNIVERSITY ACADEMIC QUALITY SERVICE**

**INSTITUTIONAL APPROVAL**

Middlesex University is required to ensure the student experience at collaborative partners is consistent with that provided within the University, academic standards are equivalent to those of comparable qualifications within the University, and that collaborations reflect the ethos, mission and values of the University. Prior to the institutional visit the University requires certain information about the institution.

Please complete the following form and supply all supporting documentation by e-mail to Victoria Reddish at AQSPartners@mdx.ac.uk.

Please comment for all sections, it is expected that all sections are applicable for all partners unless otherwise stated. A clear rationale is required for sections that are not applicable. Academic Quality Service will review the form, and all supporting evidence, and may request further information or clarification.

**All statements and supporting documentation must be supplied in ENGLISH. All legal documents (for e.g. insurance certificates, government accreditation, company registration certificates, lease/ownership documentation etc. must be OFFICIAL CERTIFIED ENGLISH TRANSLATIONS.**

**It is expected that in most instances, supporting documentation in the form of policy document or procedure document will be required.**

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| **Institution Name:** |
| **Institution Legal Name (if different from the above):** |
| **Institution Name for Use on Award Certificates/Diploma Supplements:**  |
| **Institution Company Registration Number/Charity Registration Number or overseas equivalent (if applicable):** |
| **Name on Audited Financial Accounts/Annual Report:**  |
| **Institution Primary Address (including postcode):** |
| **Full Address(es) of other sites intended for delivery of Middlesex Validated Programmes (if applicable):** |
| **Institution’s background, ownership, strategy and governance** |
| 1. **Please provide a brief history of the institution, including details of past and current ownership including group/parent/holding companies.**
 |
| **Commentary:**  | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail the institution’s Strategic plan (or equivalent) and detail how this is agreed/approved.**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide the institution’s Mission statement (or equivalent)**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail the governance and management structure of the institution including:**
* **the membership and terms of reference of its governing body;**
* **names of members on the governing body and role they fulfil (e.g. Chair, staff representative, student representative, independent external with expertise in finance, etc.), including a brief biography on each independent external member**
* **the membership and terms of reference for supporting internal committees**
* **minutes and agendas for committee meetings relating to higher education to evidence the working practice of the governance structure (previous 12 months)**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide a diagrammatic representation of the institution’s:**
* **organisational structure,**
* **internal management structure**
* **committee structure**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| **Partner Institution’s business and legal status** |
| 1. **Please detail the legal status of the institution.**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail the ownership and/or any lease arrangements in place for all teaching locations and the head office/primary site (if separate premises) and provide copy of lease/ownership as appropriate.**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. ***(For overseas institutions)* Please provide a written statement confirming the capacity of the partner organisation to contract with Middlesex University.**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. ***(For overseas institutions)* Please detail government approval/ accreditation/ recognition of the institution and provide copies of any approval letters or certificates issued by the government or government department (i.e. Ministry of Education, national quality assurance agency).**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. ***(For UK institutions)* Is the institution on the Office for Students (OfS) Register? If yes, please supply the following documentation that was submitted to the OfS:**
2. **Student Protection Plan with Refund and Compensation Policy/ies**
3. **Governance Statement**
4. **CMA Compliance Statement**
5. **Access and Participation Plan**

**If the institution has not applied for OfS Registration, please supply a copy of the CMA Compliance Statement (or equivalent).** |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. ***(For collaboration leading to joint awards)* Please provide evidence that the partner has the legal and regulatory capacity to grant the relevant joint awards and information on the national/regional qualifications frameworks applicable to the awarding bodies.**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. ***(For collaboration leading to joint awards – UK institutions only – UG and PG Taught programmes only)* Please provide evidence of you UKVI Sponsorship Status and a copy of your Attendance Monitoring Policy**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide a copy of the institution’s Risk Management Policy and Risk Register**
 |
| **Commentary:**  | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide a copy of the institution’s Business Continuity Plan (or equivalent)**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail your institution’s approach to Cyber Security and Data Protection, and provide a copy of your Cyber Security Policy and Data Protection Policy (NB Proposed Franchise and/or Joint Partnerships must also complete Appendix 1 to this form)**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide a copy of your institution’s Policy Review Schedule (or equivalent)**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail the public liability insurance arrangements (or equivalent) which the institution has in force in respect of its responsibilities and liabilities towards students and provide copies of valid insurance certificate(s). (NB: The minimum limit of indemnity required by the University is £1 million; if the cover provided is less than this figure please provide a rationale as to why this is appropriate).**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail the professional indemnity insurance arrangements (or equivalent) which the institution has in force in respect of its responsibilities and liabilities towards students and provide copies of valid insurance certificate(s). (NB: The minimum limit of indemnity required by the University is £1 million; if the cover provided is less than this figure please provide a rationale as to why this is appropriate).**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide a copy of the institution’s Equality, Inclusion and Diversity Policy (or equivalent).**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| **Partner Institution’s Current Provision** |
| 1. **Please provide details of past collaborations with other educational institutions**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail all existing higher education provision, or other academic provision (if relevant), by award and award title, mode of study, and details of any programmes validated by other UK or overseas higher education institutions.**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail statistical information on current student numbers (with existing higher education students shown separately).**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide the most recent reports from funding or external quality assurance bodies, including the Quality Assurance Agency (or overseas equivalent) and/or any Professional Statutory Regulatory Bodies (PSRB), (if applicable).**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Academic Regulations (or equivalent):**

**Does the Institution intend to follow Middlesex University Academic Regulations in their entirety (including the grading scheme – 20 point scale – and credit points)? Y/N****If No, please provide:*** **a copy of the Institution’s full Academic Regulations**
* **details as to the specific section(s) of the regulations where the institution would like to operate differently;**
* **a clear rationale for the differences in regulations.**

 **In addition to the above you must also submit the following policies and procedures which unpin the Academic Regulations which will be in use for any Middlesex validated programme:*** **Academic Appeals**
* **Extenuating Circumstances**
* **Academic Misconduct**
* **Deferrals**

 **Please note, any exceptions to academic regulations are subject to approval by the University’s Academic Registrar.** |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Admissions – Please provide a copy of your institution’s Admissions Policy**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Recognition of Prior Learning (RPL) – if you wish to follow your own procedures for recognising prior learning please submit a copy of your RPL Policy and Procedure.**

**Please note, these procedures will be submitted to the relevant Faculty Quality Committee (or equivalent) for approval.** |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please provide the Institution’s Student charter (or equivalent) (if applicable).**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| **Quality Assurance Arrangements** |
| 1. **Please detail the quality assurance arrangements and committee structure in place for programme oversight, management and monitoring that are currently in place for the following areas:**

 **Please provide supporting documentation for each section – i.e. policy statements and/or procedures** |
| 1. **curriculum development – including how the curriculum is kept up-to-date with industry standards, professional/regulatory demands and how external/stakeholder feedback is considered**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **approval, monitoring and review of programmes**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **management and administration of assessment processes including:**
* **processes for confirming coursework/examinations papers, marking, grading, moderation;**
* **maintenance of student records (including how records are inputted and kept secure);**
* **procedures for consideration of and responding to External Examiner(s) reports.**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **feedback to students on both formative and summative assessment (including standard timeframes and a copy of the feedback template report if applicable)**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **tracking student progression and achievement (including attendance monitoring and processes in place for identifying and assisting students at risk)**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **student academic support, including personal tutoring system if applicable**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **non-academic student support (i.e. student welfare/well-being)**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **feedback from students, and student consultation and representation systems**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **processes in place for managing student complaints**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Research Ethics policy and process**
 |
|  | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| **Partner Institution’s Staff Resources** |
| 1. **Please provide a description of human resources including details of staff numbers, shown separately for academic and administrative staff**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail the processes in place for:**
* **staff recruitment**
* **staff induction**
* **performance monitoring including the peer observation system (or equivalent) in place for teaching staff and how English language proficiency for non-native speakers of English is confirmed.**
 |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| 1. **Please detail processes in place for staff development and provide a copy of the staff development policy document (for both teaching and related administrative staff).**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| **Partner Institution’s Physical Resources** |
| 1. **Please provide a description of the physical and virtual learning resources available at your teaching site(s).**
 |
|  **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |
| **Competition and Markets Authority (CMA) Compliance** |
| **Please confirm that information currently given to prospective students is in line with the UK Competitions and Markets Authority’s guidance for higher education. In particular please provide links to the following policies and procedures which must be publically available on your website:*** **Admissions Policy and Procedures (including the policy/process to appeal the admission decision)**
* **Complaints Policy and Procedures**
* **Appeals Policy and Procedures**
* **Safeguarding Policy and Procedures**
* **Prevent Policy and Procedures**
* **Equality, Diversity and Inclusion Policy and Procedures**
* **Data Protection and Retention Policy and Procedures**
* **Regulations (there should be a link to the regulations on each Programme landing/information page)**
* **Disciplinary/Behaviour policy**
* **The structure of the course must be clearly publicised with all module and programme specifications available;**
* **Fees including refunds and payment details, any annual increases (including the metric used to calculate increase such as inflation or flat %) must be clearly displayed.**
* **Any disclaimers should be checked to ensure they are CMA compliant, i.e. no unfair terms.**
* **Terms and conditions should be made available on the public facing website prior to prospective students’ acceptance of an offer. Any surprising or important terms should be highlighted.**

**Please confirm below that there are no unfair terms in the institution’s Terms and Conditions and that any surprising or important terms are highlighted to potential students.****Please refer to the following for more information:** <https://www.gov.uk/government/publications/higher-education-a-short-guide-to-consumer-rights-for-students/consumer-rights-for-undergraduate-students>  |
| **Commentary:** | **Supporting evidence attached:****Location within document including page number where appropriate:** |