

**Academic Quality Service**

##

## Institutional Visit to [Institution name], [location] on [date]

### Middlesex University Visit Team

[name] [designation]

[name] [designation]

## 1. Introduction

1.1 Middlesex University has a commitment to achieving high academic standards and quality and has a rigorous set of quality assurance procedures in place to support this aim.

* 1. This report is based on a review of documentation supplied by [institution

name] in advance and discussions conducted during the visit. It makes a recommendation to the designated member of the University Executive, as to whether institutional approval (IA) is to be granted. Institutional approval is not programme-specific and, if granted, [institution name] would be free to pursue the validation of one or more programmes with Faculties in the University. These programmes may be joint, franchised or validated programmes, subject to any further due diligence enquiries and division of responsibilities between the University and [institution name]. The recommendations arising out of the institutional visit are without prejudice to the outcome of any future validation event.

* 1. It was noted that the [institution name] operates under the legal entity [Name (include ‘Trading as’ name if applicable)] (refer section 4.5 below). For the purposes of signing the Partnership Agreement, the partnership will be between [Legal Name] and Middlesex University. The associated programme Memoranda of Cooperation will confirm the partner name to be detailed on the degree certificate/diploma supplement.

## 2. Purpose of the institutional visit

2.1 The University is accountable for the quality and standards of all awards offered or made in its name that are provided under collaborative arrangements. The purpose of institutional approval is to confirm that the proposed arrangements for the establishment and maintenance of academic quality and standards at [institution’s name] will meet the requirements of Middlesex University.

## 3. Meetings

The Chair explained the purpose of institutional visits undertaken by Middlesex University and provided an overview of the university, its commitment to quality, and the UK quality framework.

Meetings were held with the following [institution name] staff:

### Senior staff

[names and designations of those staff]

### Teaching staff

[names and designations of those staff]

### Staff involved in student support

[names and designation of all such staff]

### Students

The visit team met [number] of students [level/year/programme/subject of study].

## 4. The Institution’s Background, Ownership, Strategy and Governance

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### 4.1 History of the institution and rationale for the partnership with Mdx

4.1.1 [Institution name] Perspective

4.1.2 Middlesex University Perspective

4.1.3 Type of Partnership

4.1.4 History and Size of Institution

### 4.2 Strategic Plan

**4.3 Mission, vision and key objectives of the institution**

### 4.4 Governance and organisational/management structure of the institution

4.4.1 Overview

4.4.2 Board of Governors/Directors (or equivalent)

4.4.2i Terms of Reference

4.4.2ii Membership

4.4.2iii Independent Members Biographies

4.4.2iv Working Practice of the Board – Agendas and Minutes

4.4.3 Committee Structure

 Additional Committees that support the Board in delivery of HE – ToR, membership, agendas and minutes

### 4.5 Organisational Structure, Internal Management Structure and Committee Structure

## 5. The Institution’s Business and Legal Status

**5.1 Legal status of the institution**

5.1.1 Institution Legal Name:

 Institution T/A Name:

 Name for use on Certificates/Diploma Supplements:

 Company Registration Number:

 Name on Audited Financial Accounts

5.1.2 Registered address:

5.1.3 Type of institution – limited company, charity etc.

5.1.4 Parent Company

### 5.2 Location(s) of the institution (including sites visited and approved as a part of this IA and property lease/ownership confirmation)

5.2.1 Primary teaching site and head office

5.2.2 Additional teaching site(s):

### 5.3 Financial Review

### 5.4 Ability to contract with Middlesex University *(overseas only)*

### 5.5 Government approval/accreditation *(overseas only)*

**5.6 Office for Students *(UK only)***

**5.7 Legal and regulatory capacity to grant the relevant joint awards *(applicable only to collaborations leading to joint awards)***

**5.8 Risk Management**

5.8.1 Risk Management Policy

5.8.2 Risk Register

**5.9 Business Continuity Plan**

**5.10 Cyber Security and Data Protection**

* 1. **Policy Review Schedule**

### Insurance arrangements

* + 1. Public Liability Insurance

5.12.2 Professional Indemnity Insurance

* 1. **Equality, Diversity and Inclusion Policy/Statement**

## 6. Current Provision

**6.1 Past Collaborations**

**6.2 Current higher education provision**

**6.3 Current Student Numbers**

**6.4 Links with other UK HE institutions**

**6.5 Recognition of the institution by Professional Statutory Regulatory Bodies (PSRB) and external quality assurance bodies**

**6.6 Academic Regulations**

6.6.1 Overview

6.6.2 Academic Appeals

6.6.3 Extenuating Circumstances

6.6.4 Academic Misconduct

6.6.5 Deferrals

**6.7 Recognition of Prior Learning (RPL)**

**6.8 Student Charter (or equivalent)**

## 7. Quality Assurance

### 7.1 Overview

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### 7.2 Curriculum Development

### 7.3 Programme approval, monitoring and review

### 7.4 Management and administration of assessment processes

7.4.1 Processes for confirming coursework/examination papers, marking, grading moderation

7.4.2 Maintenance of Student Records

7.4.3 Moderation

### 7.5 Feedback to Students (Formative and Summative)

7.5.1 Formative Assessment

7.5.2 Summative Assessment

### 7.6 Student Progression and Achievement

7.6.1 Attendance Monitoring

7.6.2 Students at risk

7.6.3 Progression

### 7.7 Student Academic Support

7.1.1 Reasonable Adjustments

### 7.8 Student Non-Academic Support (student welfare/well-being)

**7.9 Safeguarding and Prevent Policies and Procedures**

7.9.1 Safeguarding

7.9.2 Prevent

### 7.10 Feedback from Students – Student Consultation and Representation Systems

### 7.11 Complaints Policy and process

### 7.12 Research Ethics Policy and process

## 8. Staff Resources

**8.1 Staff Numbers – Teaching and Administrative**

**8.2 Recruitment Process**

**8.3 Staff Induction**

**8.4 Performance Monitoring (including peer observation and English language proficiency)**

**8.5 Staff Development**

## 9. Physical and Virtual Resources

**9.1 Library**

**9.2 Online Resources**

9.2.1 VLE

9.2.2 Online Library

**9.3 Physical Resources - Space**

**9.4 Accessibility**

## 10. Competition and Markets Authority Compliance

**10.1** The institution confirms that information currently given to prospective students is in line with the UK Competitions and Markets Authority’s guidance for higher education.

**10.2** Refer Appendix 1 to this report – CMA Checklist

## 11. Private Panel meeting and feedback to senior staff

11.1 The visit team is pleased to recommend to the Deputy Vice-Chancellor Global Innovation & Impact that s/he grant institutional approval to [institution name] without prejudice to the outcome of any future validation event, subject to the following standard conditions of approval namely that:

1. the University is satisfied as to the continued financial soundness of the Partner Institution.
2. the Partner Institution shall inform the University immediately of any change in ownership or governance at the Partner Institution. This could result in the re-negotiation of the terms of the Partnership Contract.
3. the Partner Institution shall not be permitted to engage in serial agreements whereby it offers the approved programme(s) elsewhere through arrangements of its own.
4. the Partner Institution shall follow the University quality assurance procedures as outlined in the learning quality enhancement handbook and update its own procedures in line with the requirements of the UK Quality Code for Higher Education.
5. the Partner Institution shall agree to co-operate fully with any review visits that may be undertaken by the Quality Assurance Agency for Higher Education (QAA) or similar bodies.
6. students enrolled on programmes validated by the University shall normally be subject to University regulations, unless alternative arrangements are agreed by the Academic Registrar.
7. the Partner Institution shall agree to put in place all necessary insurance arrangements as specified by the University in respect of the Institution's responsibilities and liabilities towards students
8. (for overseas links, if relevant) the Partner Institution agrees to abide by the University’s policy for franchising and validating programmes overseas: *LQEH Guidance 5(iii)The Language of Tuition and/or Assessment*
9. (for overseas links, if relevant) the Partner Institution agrees to bear any and all costs which may be incurred applying for a licence to operate any Middlesex University approved programme in the country in which the Partner Institution is situated, including the costs of obtaining legal or other professional advice.
10. Collaborative programme student protection plans and contingency arrangements will be produced for all Programmes validated under the terms of Partnership Contract. When taking over a Programme from another validating HEI, the University will not be liable for financial or other liabilities.

11.2 In addition the following specific conditions have to be met prior to the

validation of any programmes:

* 1. The visit panel also makes the following recommendations:

11.4 The visit panel wishes to commend [institution name] on:

11.5 The response to the condition(s) and recommendation(s) is to be sent to [name] by [date].

**Addendum to the IA Report – Response to Conditions and Recommendations**

|  |  |
| --- | --- |
| **Condition** | **Response** |
|  |  |
| **Recommendation** | **Response** |
|  |  |

Confirmation condition(s) has/have been met

Signed Chair of IA Panel

Date

**Appendix 1 - CMA Requirement Checklist**

|  |  |
| --- | --- |
| **CMA Requirement – Link to public facing page of website submitted** | **Yes / No / NA** |
| 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 | N/A (overseas) |
| 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. |  |
| Confirmation received 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 |  |