
Guidance 5(i) Checklist for the development and launch of a collaborative programme

No	Action	Responsibility	Section of Handbook for guidance
1	Preliminary Enquiries Form	Faculty/Academic Partnerships	Section 5
2	Financial negotiations with prospective partner	Faculty/Academic Partnerships	
3	Institutional approval	Academic Quality Service with the designated member of Executive	Section 5
4	Drafting and signing of Partnership Agreement	Academic Partnerships with the designated member of Executive	Section 5
5	Appointment of link tutors	Deputy Dean and partner institution	Section 5
6	Submission of APPF for approval by faculty committee	Partner institution/ULT	Section 2
7	Submission of APPF form for approval by the Portfolio Development Committee	Quality Enhancement Manager, Deputy Dean, Academic Partnerships	Section 2
8	Development of programme handbook including programme specification and module narratives	Programme Leader, Link Tutors, Academic Partnerships	Section 3
9	Determination of programme administrative structure	Deputy Dean, Academic Partnerships and Link Tutors	Section 3
10	Drafting of Memorandum of Co-operation	Academic Partnerships	Section 3
11	Validation arrangements	Quality Enhancement Manager	Section 3
12	Submission of draft validation documentation	Partner institution	Section 3

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13	Hold informal faculty meeting to scrutinise and approve draft validation documentation	Quality Enhancement Manager, Deputy Dean, Link Tutors, Programme Leader	Section 3
14	Validation event, draft report and send to panel and partner institution	Quality Enhancement Manager	Section 3
15	Respond to validation conditions and recommendations	Programme Leader / ILT	Section 3
16	Sign off validation once conditions have been met/sign 3e	Chair of Validation/designated member of the Executive(or nominee)	Section 3
17	Sign Memorandum of Co-operation	Chief Commercial Officer (or nominee) and partner institution	Section 3
18	Confirmation of academic timetable for Institution (Joint/Franchised only)	Academic Partnerships, Deputy Dean, ULT	
19	Set key dates for Induction Assessment board(s) Board(s) of study Examinations / resit Graduation (where not at MU UK ceremonies)	ULT / ILT, Academic Partnerships	
20	Check recruitment arrangements, and confirm maximum/minimum agreed intake	ULT/Academic Partnerships	
21	Ensure that the administrative / academic programme support structure is fully in place within the partner institution and the university	Academic Partnerships, ULT / ILT	
22	Ensure that the institution has access to all necessary university documents	Academic Partnerships, ULT	
23	Ensure external examiner appointment process completed	Deputy Dean, MU Quality Manager (Externality)	Section 4
24	Establish links between the libraries of the institution and the university (joint only)	Academic Partnerships, Assistant Director, Library Services, ULT / ILT	
25	Ensure induction dates and activities are in place. A Middlesex staff member should be there, if possible (joint / franchised only)	Academic Partnerships, ULT	

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26	Brief staff of the institution on the structure of the Middlesex programme, and their part in its delivery. Ensure that staff understand the rights and status of their students on a Middlesex programme as detailed in the MoC (joint and franchised only)	ULT, Academic Partnerships	
27	Discuss and agree a joint staff development plan and timetable including possibility of staff from the partner institution enrolling on the university's PG Cert HE (if relevant) (joint and franchised only)	Deputy Dean, ULT / ILT, Academic Partnerships	
28	Ensure that students understand their rights and status as students on a Middlesex programme as detailed in the MoC	ULT / ILT	
29	Ensure students on joint programmes have been issued with student ID cards.	ULT / ILT	
30	Ensure that students fully understand the function of Programme voice group and their responsibilities	ULT / ILT	