

COLLABORATIVE PROVISION HANDBOOK

January 2016

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1. INTRODUCTION

1.1 Collaborative provision

Collaborative provision involves the delivery of Goldsmiths' programmes or modules in partnership with an approved external organisation which formally assumes a level of responsibility for the delivery, assessment or resource provision.

Collaborative provision partnerships enable Goldsmiths to connect with a wider community of students through initiatives which enhance the diverse range of taught programmes and research degrees on offer on-campus in London and within national and international contexts.

Intrinsically linked to Goldsmiths' Strategic Plan, collaborative provision promotes innovation in curriculum design and programme delivery, informs student and staff recruitment, aids mobility and enriches Goldsmiths' cross-cultural take on contemporary issues in the creative arts, humanities and social sciences.

Embracing the globalisation of higher education, collaborative provision partnerships with universities and colleges in other countries also furthers Goldsmiths' connections beyond the UK, through the promotion of education and research with an international focus.

As a degree-awarding body, Goldsmiths has a duty of care to students by ensuring that the academic standards of its awards and the quality of its modules and programmes are secure. It is therefore essential that the procedural arrangements underpinning collaborative provision partnerships enable Goldsmiths to meet its responsibilities to students.

This Handbook aims to provide an accessible and comprehensive guide to procedural requirements for the design approval, monitoring and review of collaborative provision for staff at Goldsmiths and at partner organisations.

1.2 Scope of the Collaborative Provision Handbook

This Handbook applies to the arrangements which are overseen by Goldsmiths' Collaborative Provision team, and are as follows:

- Validated Provision
- Joint Awards
- Study Abroad (Non-Erasmus)
- Off-Campus delivery
- Articulation arrangements

It is recognised that Goldsmiths' work with other institutions in the delivery of programmes or modules can involve a broad range of activities. For clarity, the following arrangements are subject to alternative approval, monitoring and review processes and **do not** fall within the scope of this Handbook:

INTRODUCTION

Arrangement	Department to approach	Initial point of contact
Work-based learning and placements within established Goldsmiths' programmes (including partnerships with businesses to deliver placements during term breaks)	Careers Service	Alison McGregor Placements Officer a.mcgregor@gold.ac.uk Tel: +44 (0) 20 7717 2573
Erasmus plus mobility schemes ¹	Student Services	European Officer erasmus@gold.ac.uk Tel: +44 (0) 20 7919 7001
Doctoral Training Centres	Graduate School	Lesley Hewings Head of Graduate School Office l.hewings@gold.ac.uk Tel: +44 (0) 20 7717 2205
Collaborative supervision arrangements for research degree students		
University of London International Programmes	Quality Office	Margaret Stern International Programmes Administrator m.stern@gold.ac.uk Tel: +44 (0) 20 7919 7408
Continuing Professional Development (CPD) courses (non-credit bearing)	Enterprise Office	Aidan Sheridan Enterprise Manager a.sheridan@gold.ac.uk Tel: +44 (0) 20 7078 5069
Recruitment arrangements and partnerships which permit entry to the start of a programme	Admissions	Kieron Broadhead Associate Director (Student Recruitment and Engagement) k.broadhead@gold.ac.uk Tel: +44 (0) 20 7919 7572
Individual applications for advanced standing		
School-led routes into teaching	Educational Studies	Department Office educ-studies@gold.ac.uk Tel: +44 (0)20 7717 3124

For all other queries in relation to any arrangements not listed above, please contact the Collaborative Provision Manager (see item 1.4 for details).

¹Erasmus schemes involving student mobility arrangements are managed through Erasmus procedures and agreements. The development of joint master's programmes with Erasmus+ funding will fall within the scope of collaborative provision and will be set up through the joint award procedures detailed in this Handbook.

INTRODUCTION

1.3 How to use this Handbook

The purpose of the Handbook is to:

- Provide information about Goldsmiths' approval and management framework for a range of collaborative provision arrangements.
- Provide step-by-step advice for staff and organisations who wish to develop collaborative provision arrangements.
- Provide guidance to staff and organisations about Goldsmiths' requirements for the ongoing management of collaborative provision.

The information in this Handbook is structured according to the different types of collaborative provision arrangements. A significant proportion of the Handbook (sections 6 to 16) focuses on **validation and joint award partnerships**, as these are the primary forms of collaborative provision at Goldsmiths.

Other forms of collaborative provision are covered as follows:

- Study Abroad (Non-Erasmus) – Sections 6, 7 and Annex 7
- Off-campus delivery – Sections 6, 7 and Annex 8
- Articulation arrangements – Sections 6, 7 and Annex 9

1.4 Collaborative Provision Team

For guidance and advice on possible collaborative provision projects, please contact one of the members of the Collaborative Provision team:

John Ginman

Associate Pro-Warden (Collaborative Provision)

j.ginman@gold.ac.uk

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Collaborative Provision Manager

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Collaborative Provision Officer

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2. QUALITY ASSURANCE AGENCY (QAA)

- 2.1 The Quality Assurance Agency for Higher Education (QAA) has the responsibility of safeguarding the public interest in sound standards of higher education qualifications, as well as encouraging continuous improvement in the management of the quality of higher education. This is undertaken through the review of academic standards and quality, and providing nationally-agreed reference points that help to define clear and explicit standards.

Goldsmiths, in line with all other Higher Education Institutions (HEIs) in the UK, is responsible for ensuring that:

- The quality and standards of its provision are secure;
- Students are achieving appropriate standards; and
- A good quality education is being offered.

Publicly funded HEIs such as Goldsmiths are subject to scrutiny by the QAA, through a peer-review process called Higher Education Review (HER), which takes place on a periodic basis. HER aims to inform students and the wider public whether a provider such as Goldsmiths meets the expectations of the higher education sector for: the setting and/or maintenance of academic standards, the provision of learning opportunities, the provision of information, and the enhancement of the quality of students' learning opportunities.

Goldsmiths was last audited through the QAA's HER in June 2015. The QAA judged Goldsmiths' management of collaborative provision to be secure and Goldsmiths' academic standards, the quality and enhancement of student learning opportunities, and the quality of information about these learning opportunities to all meet UK expectations. This successful review means that Goldsmiths can display the QAA Quality Mark, indicating to UK and international students that it meets national requirements for standards and quality. A copy of the report is available on [the QAA website](#).

2.2 QAA UK Quality Code

To support standards and promote quality enhancement, the QAA has published the UK Quality Code for Higher Education (the Quality Code), which is the definitive reference point for all UK higher education providers.

The Quality Code sets out the requirements of higher education providers as well as what the general public can expect of them. It covers all four nations of the UK and all providers of UK higher education operating overseas. It protects the interests of all students, regardless of where they are studying or whether they are full-time, part-time, undergraduate or postgraduate students.

2.3 Chapter B10: Managing higher education provision with others

Chapter B10 of the [QAA UK Quality Code for Higher Education: *Managing higher education provision with others*](#), published in December 2012, sets out the expectations of UK degree-awarding bodies in managing arrangements for student learning which is delivered or supported by an external organisation. The Chapter includes reference points on mitigating risks and securing arrangements.

The Chapter specifies the following expectation regarding the management of the delivery of learning opportunities with others, which degree-awarding bodies such as Goldsmiths are required to meet:

QUALITY ASSURANCE AGENCY (QAA)

Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities, irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively.

Goldsmiths' Collaborative Provision Handbook draws on and is consistent with this expectation, Chapter B10 as well as the full Quality Code.

3. DEFINITIONS

3.1 Collaborative provision

In line with the QAA's description of the management of higher education provision with others, Goldsmiths' defines collaborative provision as the delivery of learning opportunities leading or contributing to the award of Goldsmiths' academic credit or a Goldsmiths' qualification delivered, assessed or supported through an arrangement with one or more approved organisation(s).

3.2 Types of collaborative provision

Collaborative provision may take a range of forms. The Collaborative Provision team manages the partnership arrangements listed below, which are covered by this Handbook. For information regarding other collaborative activities, such as Erasmus mobility schemes or work based learning, please refer to the relevant staff contact in item 1.2.

3.2.1 Validated provision

A collaborative arrangement through which a programme has been designed by an approved **Partner Institution** and is delivered at that institution but has been judged by Goldsmiths through a peer-review approval process to be of the appropriate standard and quality to lead to a Goldsmiths' award.

3.2.2 Joint award

A collaborative arrangement through which Goldsmiths and one or more degree awarding bodies (approved as **Partner Institutions**) together design and deliver a programme leading to a single award made jointly by both, or all institutions.

3.2.3 Study Abroad (Non-Erasmus mobility arrangements)

A collaborative arrangement through which an approved **Partner Institution** provides the resources to deliver approved study abroad modules and associated examinations for a duration of up to one academic year for students undertaking a programme of study at Goldsmiths.

3.2.4 Off-campus delivery

A collaborative arrangement through which a full Goldsmiths programme is delivered by Goldsmiths staff off-campus at an approved **Delivery Organisation or Support Provider**.

3.2.5 Articulation arrangement

A collaborative arrangement through which a qualification or credit awarded by an approved **Partner Institution** is formally recognised as granting direct entry to an advanced point in a Goldsmiths programme. Articulation arrangements should not be confused with individual applications for advanced standing or with admissions arrangements to the beginning of programmes, which are not collaborative provision (see item 1.2).

DEFINITIONS

3.2.6 Other collaborative provision arrangements

Any potential collaborative provision arrangement which does not fall into one of the above categories should be discussed with the Collaborative Provision Manager. It will need to be determined whether the achievement of the learning outcomes for the module or programme are dependent on the proposed collaboration, and if so, options for approval processes which are proportionate to the scale of the provision can be explored.

3.3 Approved Organisations

Goldsmiths can only enter into a collaborative provision arrangement with an organisation that Academic Board has formally approved for such purposes.

Higher education providers which collaborate with Goldsmiths for validation, joint award, study abroad and articulation arrangements are formally approved as **Partner Institutions** of Goldsmiths, prior to the commencement of the activity.

Off-campus delivery typically involves arrangements with either an approved **Delivery Organisation** or a **Support Provider**, depending on the precise nature of the provision.

A **Delivery Organisation** is approved to deliver learning opportunities on behalf of Goldsmiths, A **Support Provider** is approved to provide support, resources or specialist facilities on which students are dependent to demonstrate specific learning outcomes.

3.4 Degree-awarding body

Goldsmiths is a self-governing, autonomous, directly-funded college of the University of London and is empowered to award University of London degrees. Collaborative provision arrangements involving study abroad, articulation, collaborative supervision and collaborative distance-learning involve the delivery of programmes which lead to a University of London award.

Goldsmiths also has degree-awarding powers of its own, and is authorised by the University of London to exercise these for collaborative provision arrangements undertaken off-campus. Validated, franchised provision and off-campus delivery will therefore lead to a Goldsmiths award. The Collaborative Provision team will advise on the arrangements for joint awards².

Goldsmiths is responsible for the academic standards and quality of all awards made in its name – i.e. University of London *and* Goldsmiths awards. To ensure consistency a single set of academic standards and principles are applied by Goldsmiths to programmes leading to each award.

² For example, partnerships of this kind between Goldsmiths and other colleges of the University of London may lead to either a University of London award or an award made jointly by the constituent colleges. This will depend on the extent to which each partner is permitted to exercise their own degree-awarding powers.

In cases where a University of London award is to be conferred for a joint master's degrees set up through Erasmus+ arrangements the University of London must be consulted first and approve the diploma design, including the use of the University logo.

4. COLLABORATIVE PROVISION AND GOLDSMITHS

Goldsmiths' portfolio of collaborative provision currently includes a range of partnerships in the UK and overseas. The Collaborative Provision Register, published at: www.gold.ac.uk/quality/provision/ details Goldsmiths' current arrangements.

4.1 Aims

In line with the Strategic Plan, Goldsmiths' aims in entering into collaborative provision arrangements are to:

1. Enhance Goldsmiths' standing, profile and reach in national and international contexts
2. Enrich the diversity of Goldsmiths' academic exchange, nationally and internationally
3. Facilitate access and progression routes to Goldsmiths' awards and to higher education in general
4. Expand opportunities for postgraduate study at both master's and doctoral levels;
5. Enhance the student learning experience by sharing good practice and by enriching the curriculum with global perspectives
7. Encourage research and business links, in line with Goldsmiths' reputation as a research-intensive institution
8. Enhance staff development both at Goldsmiths and at Partner Institutions
9. Make a viable contribution to Goldsmiths' strategy of financial stability.

4.2 Policy

Collaborative provision is guided by the following principles:

1. Goldsmiths will only enter into collaborative arrangements where they accord with its long-term strategic plans, bringing clear benefits to all those involved and supporting its reputation for academic excellence
2. Goldsmiths will only collaborate with organisations that are reputationally and financially sound and that have an appropriate academic standing
3. No distinction is made between provision by Goldsmiths at its main campus and that offered elsewhere through collaborative provision partnerships.
4. Goldsmiths is ultimately responsible for the academic standards and the quality of programmes or individual modules which lead to an award made in its name, regardless of where this takes place or who delivers it.
5. The quality of the learning opportunities and the academic standards of awards involving collaborative provision must be equivalent to those of comparable awards delivered by Goldsmiths, and compatible with QAA or other relevant benchmarks.
6. Goldsmiths is responsible for ensuring that students admitted to a programme who

wish to complete it under its awarding authority can do so in the event of the premature termination of the partnership.

4.3 Responsibility for collaborative provision at Goldsmiths

Strategic responsibility for all collaborative provision lies with Goldsmiths' Senior Management Team (SMT), including the resourcing of each new proposal.

The Associate Pro-Warden (Collaborative Provision) provides academic leadership in maintaining and further developing Goldsmiths' collaborative provision portfolio, and is the first point of contact in relation to new proposals.

The Quality Office is responsible for ensuring that the processes to secure quality and standards of all collaborative provision arrangements are as rigorous and open to scrutiny as those for programmes provided wholly within Goldsmiths.

The Collaborative Provision team provides central operational management to the approval, monitoring and review process of all proposals, and maintains the Collaborative Provision Register. The day-to-day partnership management aspects of validation and joint award partnerships (for example quality assurance, annual reviews and contract matters) is operated through the Collaborative Provision team.

The Collaborative Provision team also provides support to the co-ordination of a variety of additional collaborative projects undertaken between Goldsmiths and Partner Institutions (normally for validation partnerships). These may include institutional-level seminars/events; student and staff exchanges, as well as the arrangement of visits to Goldsmiths/the Partner Institution to enable staff to share practice and promote research opportunities.

It is the responsibility of the relevant Academic Department to liaise with collaborative provision partners on day-to-day academic matters.

4.4 Governance arrangements

All collaborative provision processes have been designed to ensure that Academic Board (and its committees) exercises full and effective oversight of all provision leading to an award of Goldsmiths. The approval, monitoring and review of all collaborative provision items are progressed through Goldsmiths' committee system:

<http://www.gold.ac.uk/governance/committees/>.

5. OVERVIEW OF APPROVAL PROCESSES

5.1 Introduction

Goldsmiths' employs a rigorous approach to managing collaborative provision. A careful assessment will be made of the benefits and risks associated with each proposed new partnership. As the degree-awarding body, Goldsmiths has ultimate responsibility for students admitted to all programmes under its awarding authority. **The uppermost consideration is always to safeguard the standard and quality of the awards and to ensure that the interests of students are protected through collaborative arrangements.**

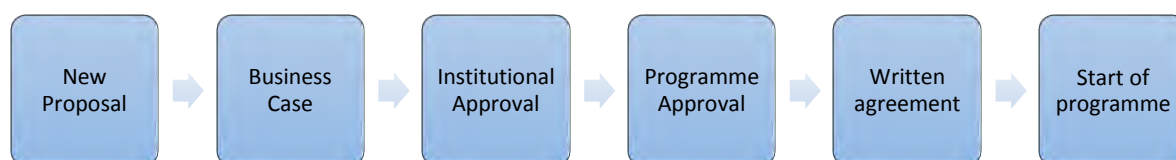
Goldsmiths' choice of collaborative provision partners will above all be guided by compatibility with current strategic objectives and values, and an understanding of the mutual benefit and development potential of the collaboration.

5.2 Overview

Collaborative provision proposals originate from various sources: senior management, Academic/Professional Services Departments, individuals or prospective Partner Institutions. In all cases, Goldsmiths' approval process should be followed.

The process consists of the strategic consideration of the new proposal followed by separate approval at institutional and programme/module level. Each collaborative provision arrangement is subject to a written agreement which must be signed prior to the start of the programme/module.

The full process can be summarised as follows:



All proposals will be subject to strategic consideration and formal approval; however the level of inquiry at each approval stage will be proportionate to the scale and complexity of the collaborative arrangement and perceived risk to Goldsmiths' ability to secure the quality and standards of the award and the interests of students.

Opportunities created through **validation and joint award partnerships** are likely to offer innovative collaborative working and a wide range of academic developments. However, due to the level of delegated authority entrusted to the Partner Institution, these arrangements also present an increased level of risk to Goldsmiths in terms of securing the quality of awards and safeguarding the interests of students. The due diligence and approval processes applied to the development of validation and joint award partnerships are therefore proportionate to this increased level of risk.

In considering **validation partnerships** for approval, Goldsmiths will need to make informed judgements regarding the capacity of the prospective Partner Institution to deliver the programme in line with UK Higher Education reference points and Goldsmiths' requirements in relation to assessment and quality assurance.

OVERVIEW OF APPROVAL PROCESSES

The establishment of **joint award partnerships** will require careful consideration of the most secure and efficient way to align the regulations, academic policies, quality assurance requirements and approval processes of both institutions. It is often the case that a lead institution will be appointed. In entering into joint award partnerships, Goldsmiths will ensure that its own academic standards are maintained.

When it is proposed that validation and joint award partnerships operate within an international context, Goldsmiths will consider the projected advantages associated with such initiatives, alongside the additional challenges presented.

Validation and joint award partnerships for example, will undergo a detailed approval process, as outlined in the table below and set out in sections 6-12 of this document.

A proportionate approach will be applied to the approval of other collaborative arrangements where Goldsmiths retains a greater level of control of the standards and quality of the awards. In all cases, the Collaborative Provision team will lead on and guide colleagues through the approval process.

5.3 A step-by-step outline of the full process for validation and joint award partnerships

STRATEGIC CONSIDERATION	
1. PROPOSAL	<p>Discussion with Associate Pro-Warden (Collaborative Provision) (APW) and Collaborative Provision Manager</p> <p>Collaborative Provision Proposal form to Institutional Partnerships Sub-Committee (IPSC), with the endorsement of the appropriate Head of Department/s and the APW.</p> <p>IPSC to confirm if the proposal should develop to Outline Approval stage.</p>
2. BUSINESS CASE	<p>Full business case submission to Senior Management Team (SMT) via the APW Collaborative Provision, comprising:</p> <ul style="list-style-type: none"> ▪ Risk Assessment Exercise ▪ Mapping to Goldsmiths' Criteria for Institutional Approval ▪ Outline of proposed contingency plans ▪ Costing model and proposed financial arrangements for the partnership ▪ For reference: <ul style="list-style-type: none"> ▪ A copy of the proposal form, endorsed by IPSC ▪ For validated provision: Programme Overview Document ▪ For joint awards: ADC Programme Proposal form
FORMAL APPROVAL	
3. INSTITUTIONAL APPROVAL	<p>The prospective Partner Institution will be invited to prepare the following for review by the Collaborative Provision team:</p> <ul style="list-style-type: none"> ▪ Self-Evaluation Document ▪ Academic, financial and legal due diligence documentation. <p>The Collaborative Provision team will discuss the following with the prospective Partner Institution:</p>

OVERVIEW OF APPROVAL PROCESSES

	<ul style="list-style-type: none"> ▪ Alignment of quality assurance and assessment policies and procedures ▪ Partnership management arrangements ▪ IT and administrative systems <p>Goldsmiths will conduct an institutional approval visit</p> <p>The report of the visit, together with Goldsmiths' due diligence report will be considered by IPSC and recommended for approval to Academic Board.</p>
4. PROGRAMME APPROVAL	<p>Goldsmiths will undertake a detailed consideration of each programme/module to be delivered through the collaborative arrangement.</p> <p>The outcome of this consideration together with the programme/module documentation will be considered for approval by Programme Scrutiny Sub-Committee.</p>
5. WRITTEN AGREEMENT	<p>Once Institutional Approval has been formally confirmed by Academic Board, a written agreement will be prepared by Goldsmiths' solicitor.</p> <p>The written agreement will be signed by the authorised signatories of Goldsmiths and the partner in advance of the commencement of the programme (normally following the programme approval process).</p>

5.4 Information on approval processes in the Collaborative Provision Handbook

This Handbook is structured by type of collaborative provision arrangement. Information on the approval process for each arrangement is detailed as follows:

Type of collaborative provision partnership	Collaborative Provision Handbook section(s)	Estimated timescale for approval
Validation and Joint Awards	Sections 6 – 12	12-18 months
Study Abroad	Sections 6, 7 and Annex 7	6-12 months
Off-Campus delivery	Sections 6, 7 and Annex 8	6 – 12 months
Articulation arrangements	Sections 6, 7 and Annex 9	6-12 months

OVERVIEW OF APPROVAL PROCESSES

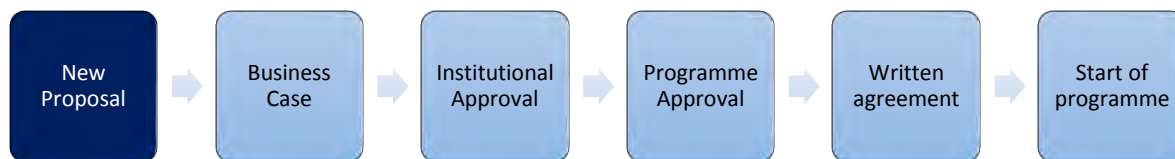
SUMMARY OF ARRANGEMENTS FOR COLLABORATIVE PROVISION PARTNERSHIPS					
	Joint Awards	Validated Provision	Study Abroad (Non-Erasmus)	Off-Campus delivery	Articulation arrangements
Summary description	Goldsmiths and Partner Institution jointly design, approve, deliver and award degree	Goldsmiths approves and awards degree. The programme is designed and delivered by Partner Institution	The design and delivery of part of a Goldsmiths programme by a Partner Institution through an arrangement not covered by Erasmus. Goldsmiths grants academic credit upon completion.	Goldsmiths designs, approves, and awards a module/ programme delivered at a Support Provider or Delivery Organisation.	The recognition of a qualification or credit awarded by a Partner Institution for direct entry to an advanced point in a Goldsmiths programme
Risk – High – Low	UK - Medium (if the Partner is an established HE provider), High if not. International - High	UK – Medium (if the Partner is an established HE provider), High if not. International - High	Medium	Low	Low
Estimated timescale for approval	12-18 months	12-18 months	6-12 months	6 -12 months	6-12 months
Written Agreement	Memorandum of Agreement required – to be signed by authorised signatories before start of programme (normally following programme approval)				
Day to day management at Goldsmiths	Day to day programme-level matters: Goldsmiths' Academic Department and a joint Programme Management Committee Partnership management: Collaborative Provision team	Collaborative Provision team to centrally co-ordinate all partnership management and communication, with input on academic elements from Academic Links	Goldsmiths' Academic Department	Goldsmiths' Academic Department	Goldsmiths' Academic Department

OVERVIEW OF APPROVAL PROCESSES

SUMMARY OF ARRANGEMENTS FOR COLLABORATIVE PROVISION PARTNERSHIPS					
	Joint Awards	Validated Provision	Study Abroad (Non-Erasmus)	Off-Campus delivery	Articulation arrangements
Potential delegation to partner	Lead institution appointed. Approval process to clarify split of all responsibilities.	<ul style="list-style-type: none"> ▪ Programme design ▪ Delivery ▪ Staffing ▪ Marketing ▪ Recruitment ▪ Admissions process ▪ Assessment ▪ Learning resources ▪ Student support ▪ Enrolment ▪ Fee collection ▪ Record keeping 	<ul style="list-style-type: none"> ▪ Content design ▪ Delivery ▪ Staffing ▪ Assessment regs and processes ▪ First and second marking ▪ Learning resources ▪ Student support ▪ Record keeping 	<ul style="list-style-type: none"> ▪ Learning resources ▪ Student support arrangement 	Delivery of Partner Institution's own programme in line with written agreement
Quality Assurance (QA)	Alignment of Goldsmiths' QA policies with Partner Institution (section 15)	Alignment of Goldsmiths' QA policies with Partner Institution (section 15)	Goldsmiths QA policies to apply	Goldsmiths QA policies to apply	The QA policies of each institution to apply to their own programmes.
Student enrolment	Enrolled at both institutions	Partner Institution (Registered with Goldsmiths for degree-conferment purposes)	Goldsmiths	Depends on arrangement – might be enrolled at Goldsmiths, or at the partner.	Initially enrolled at Partner Institution until articulation to Goldsmiths
Student entitlements	Fully enrolled at Goldsmiths – access to on-campus facilities. Access to Goldsmiths' complaints and appeals procedure.	UK partnerships might include access to some of Goldsmiths services. Access to Goldsmiths' complaints and appeals procedure.	Fully enrolled at Goldsmiths – access to on-campus facilities. Access to Goldsmiths' complaints and appeals procedure.	UK partnerships might include access to Goldsmiths' library. Access to Goldsmiths' complaints and appeals procedure.	Once articulated - fully enrolled at Goldsmiths – access to on-campus facilities. Access to Goldsmiths' complaints and appeals procedure.
Award conferred	Collaborative Provision team to advise	Goldsmiths	University of London	Goldsmiths	University of London

6. INITIAL CONSIDERATION OF PROPOSAL

First stage of the approval process for new collaborative provision arrangements:



6.1 Discussion with Associate Pro-Warden and Collaborative Provision Manager

All proposals for new collaborative provision arrangements should in the first instance be directed to the Associate Pro-Warden Collaborative Provision (APW CP). Colleagues at Goldsmiths who have an idea for a new arrangement must obtain the support of their Head of Department prior to this initial approach.

In each case the APW CP, in discussion with the Collaborative Provision Manager, will consider:

- The type of collaborative provision proposed.
- The scope for alignment with Goldsmiths' collaborative provision policy
- How the academic subject area(s) relate to Goldsmiths' current and future portfolio.
- Which Academic Department(s) might be involved (the APW CP will consult with the Head(s) of Department at this stage).

The Head of Quality will also be consulted.

For all proposed international collaborative provision, the APW CP will also consult with the Associate Director – Internationalisation to consider the proposal in light of Goldsmiths' existing partnerships and links within the region.

If it is proposed that the collaborative provision arrangement is to be delivered in a language other than English, the early stage consultations undertaken will also consider whether there is a sufficient pool of academics within Goldsmiths to provide the requisite linguistic and subject specialist expertise to support the partnership.

6.2 Initial discussion with the prospective partner

If the APW CP considers that the proposed collaborative provision arrangement should be explored further, initial discussions will take place with the relevant Goldsmiths' Academic Department(s), the prospective partner, the Collaborative Provision team and the Quality Office. This might involve a video conference meeting or an informal visit to the institution.

Standard items for discussion at this stage include:

- The type of collaborative provision proposed and the rationale for the proposal
- Confirmation of the degree-awarding body and clarification on the institution responsible for student enrolment, assessment procedures and regulations, the Board of Examiners and complaints and appeals
- The prospective partner's capacity to support the proposed collaborative arrangement (including any history of operating similar arrangements with other Higher Education Institutions)
- Goldsmiths' approach to collaborative provision, and an outline of the approval processes and requirements of both Goldsmiths and the prospective Partner Institution

INITIAL CONSIDERATION OF PROPOSAL

- Any existing degree-awarding body arrangements in place at the prospective partner; Goldsmiths preference is to be the sole degree-awarding body (beyond any teaching-out undertaken by an existing partner - otherwise additional risk management would need to be considered as part of the institutional approval process)
- The relationship of the students to Goldsmiths, and responsibilities including:
 - Consideration of any existing cohorts who would be affected by a change to the degree-awarding body
 - Responsibility for HESA student data returns (if applicable)¹

For **joint award partnerships**:

- The legal and regulatory capacity of the proposed partner institution to grant the relevant joint award
- Consideration as to whether there will be a lead partner for the arrangement, and if so which institution might be best equipped to take on this responsibility

For **validated provision**:

- Confirmation that the partner has capacity to undertake its responsibilities in relation to marketing, recruitment, admissions, enrolment, tuition fee collection and record keeping
- Goldsmiths' calculation of the final weighted average mark for undergraduate awards (where applicable)
- Goldsmiths' expectations in terms of assessment, moderation and external examining
- Responsibilities for student support provision and learning resources

For **research degree collaborations**:

- Goldsmiths' completion rate expectations and requirements regarding supervisor training and student induction

For **study abroad**:

- Consultation with Goldsmiths' Student Services regarding the proposed logistical arrangements including student accommodation, insurance, in-country visas (where relevant) and welfare

For **UK arrangements**:

- Consultation with the prospective partner and Goldsmiths' Immigration Policy and Guidance Manager regarding the responsibilities for international student recruitment, reporting and UK visa requirements

For **international arrangements**:

- Identification of any national education authority requirements in the jurisdiction where the provision will be delivered, which are relevant to the proposal
- Consideration of the existing credit framework in place at the prospective partner
- Consultation with Goldsmiths Immigration Policy and Guidance Manager regarding any visa implications for staff or students involved in the proposed collaborative partnership

For **professionally accredited programmes**:

- Discussions with PSRBs to gauge if they are willing/able to support the proposed development and to ascertain if there will be any requirements of Goldsmiths as the degree-awarding body

¹ For UK partnerships, inclusion in HESA depends on the type of partnership. Goldsmiths' Planning Officer (Management Information) will advise in all cases. For joint programmes delivered wholly in the UK, an arrangement will be reached between the institutions confirming which institution would submit the student data to HESA.

INITIAL CONSIDERATION OF PROPOSAL

6.3 Initial approval of the proposal

The next stage of the process is for Institutional Partnerships Sub-Committee (IPSC) to review the proposal and take a view as to whether it should be progressed further.

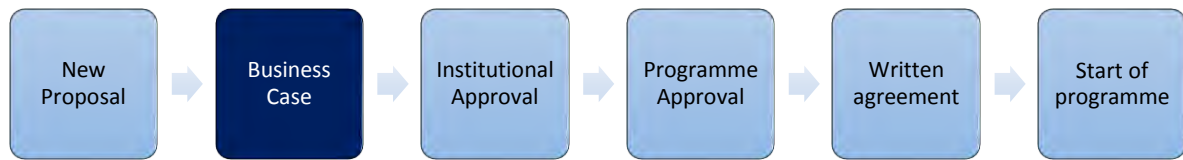
The Goldsmiths' Academic Department(s) originating the proposal (or the APW CP, in cases where an external institution has approached Goldsmiths) will complete a **Collaborative Provision Proposal Form (Annex 1)** which the Collaborative Provision team will present to IPSC, or its Chair, for consideration.

6.4 Next steps

With the agreement of IPSC, the proposal can proceed to the next stage of development, as detailed in the Collaborative Provision Handbook as follows:

- Validation and joint award partnerships - sections 7-12.
- Study Abroad (Non-Erasmus) – Annex 7
- Off-Campus delivery –Annex 8
- Articulation arrangements – Annex 9

7. BUSINESS CASE



7.1 Business case development

Following consideration and approval of the new proposal by IPSC a business case will be developed and presented to Goldsmiths' Senior Management Team (SMT).

Goldsmiths will consider the level of risk associated with the proposed partnership and the potential of the prospective Partner Institution to meet the criteria for institutional approval. A sound business case, based upon a comprehensive costing of activities and realistic revenue projection, will be produced by Goldsmiths.

The APW CP and Collaborative Provision Manager will work with the relevant Academic Department at Goldsmiths and the prospective partner in the preparation of the following documentation:

Annex 2: Business Case:

- Risk Assessment Exercise
- Mapping to Goldsmiths' Criteria for Institutional Approval
- Outline of proposed contingency plans
- Costing model and revenue projection
- For reference: a copy of the collaborative provision proposal form, endorsed by IPSC (including the rationale for the partnership)
- For programmes requiring approval by Academic Development Committee (ADC) in order to recruit, confirmation that [ADC has approved the programme proposal](#). (This does not apply to validated provision).

7.1.1 Risk Assessment Exercise

Goldsmiths has to ensure the reliability of each prospective Partner Institution in terms of financial, legal, academic and reputational factors. The Collaborative Provision team will co-ordinate a risk assessment exercise as part of the business case submission to SMT.

Additionally, large-scale collaborative provision partnerships may require scrutiny by the Finance and Resources Committee and/or Council. The Registrar and Secretary (or designate) will advise in all cases.

Once a validation or joint award partnership is in place, ongoing risk management procedures will include annual programme review, annual review meetings and institutional review processes, prior to contract renewal. An Academic Link is also appointed to validated programmes.

7.1.2 Criteria for Institutional Approval

It is recognised that prospective partners will differ in terms of their mission, structures and facilities and Goldsmiths does not wish to impose a 'one size fits all' model.

BUSINESS CASE

For validation and joint award arrangements prospective Partner Institutions must be able to demonstrate that they have **the potential to fulfil all of the criteria for institutional approval**. This will be evidenced later on, through the due diligence investigation undertaken during the next stage of the approval process. The capacity of the proposed Partner Institution to meet the criteria will be further measured during the formal institutional approval visit.

For other collaborative provision arrangements the proposed partners will be required to demonstrate that they **fulfil only the criteria that specifically relate to the partnership**. This will depend on the responsibilities to be delegated to the proposed partners. The Collaborative Provision team will advise in all cases.

The full criteria is as follows:

ACADEMIC

1. High academic standing and compatibility of institutional missions and objectives.
2. Institutional governance structures which protect the independence of academic decision-making.
3. An appropriate environment and ethos for the delivery of higher education.
4. Where applicable, a satisfactory record of a collaborative provision partnership with another university.
5. Experience of delivering programmes at the proposed level, or evidence that the institution is capable of delivering programmes at the proposed level.
6. Appropriately qualified teaching staff and administrative support. To include, arrangements for appointment, induction and ongoing staff development.
7. Appropriate academic infrastructure (or confirmation that Goldsmiths' infrastructure will apply to the partnership). To include policies and processes for admissions, student records, examinations, student complaints and appeals
8. Appropriate student services and support arrangements (or confirmation that Goldsmiths' arrangements will apply to the partnership). To include, health and safety, personal tutoring, careers service, support for students with disabilities, equality and diversity policies
9. Robust quality assurance and quality enhancement which demonstrates familiarity with the requirements of UK higher education, in particular, the QAA UK Quality Code and ongoing enhancement activities.
10. Adequate resources - relevant to the level of collaborative programme. To include teaching rooms or other specialist teaching spaces as required by the programmes, library, IT and media facilities.

FINANCIAL

BUSINESS CASE

Financial viability and stability

LEGAL

Ability to contract legally with Goldsmiths

7.1.3 Contingency planning

It is also necessary for Goldsmiths to consider how the interests of students might be safeguarded should there be cause to prematurely terminate the partnership. In such cases, Goldsmiths will ensure that students who wish to complete their programme under its awarding authority are able to do so.

7.1.4 Costing model

A detailed costing model and revenue projection for the set-up and operation of the proposed partnership will be produced by the relevant Management Accountant and the Collaborative Provision team, in consultation with the Director of Finance. This will also take into account any potential financial risks to Goldsmiths resulting from the contingency planning exercise.

In the case of international arrangements, a check will be undertaken to clarify if there are relevant statutory financial obligations to be taken into account.

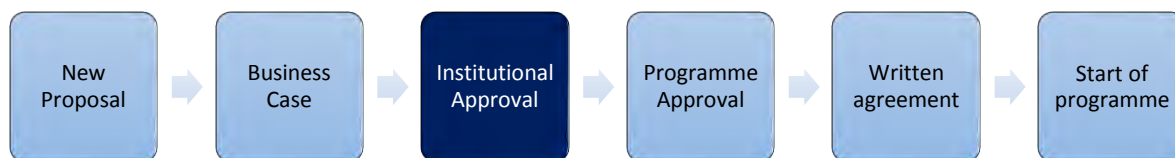
The Director of Finance will provide details of partnership fees following approval of the costing model by SMT.

7.2 SMT approval

SMT will review the Business Case and consider whether the proposal has potential merit, is consonant with Goldsmiths' strategy and does not engage Goldsmiths in unnecessary risk. If satisfied, SMT will confirm that the proposal should proceed to the formal approval stage.

Financial considerations may also need to be considered by Finance and Resource Committee or Council, depending on whether the contract falls within the limits of authority of Finance and Resources Committee.

8. INSTITUTIONAL APPROVAL



8.1 Introduction

Institutional approval represents the start of the formal approval stages. The purpose of institutional approval is to enable Goldsmiths to ensure, through due diligence processes, the standing of the prospective Partner Institution and its ability to fulfil its role in the collaborative partnership. Through institutional approval the compatibility of the educational objectives of the proposed Partner Institution to those of Goldsmiths will be considered.

The process entails:

1. Documentary submission from prospective Partner Institution:

- i. A Self-Evaluation Document (SED)
- ii. Academic, Financial and Legal due diligence information

2. Goldsmiths' consideration of due diligence submission:

- i. Scrutiny of documentation by relevant members of Goldsmiths staff
- ii. Quality assurance processes and assessment regulations meetings
- iii. IT and administrative infrastructure meetings
- iv. Production of due diligence report by Collaborative Provision team

3. Approval of regulations / policies by Goldsmiths' committees²

- i. Assessment Regulations
- ii. Admissions Policy
- iii. Credit transfer arrangements (where an existing cohort of students will join the new programme)

4. Institutional approval visit

- i. Panel visit
- ii. Outcome considered and approved by relevant Goldsmiths committees

8.2 Planning and agreement of key dates

Following approval of the business case, the Collaborative Provision team will contact the prospective partner to discuss the next stages in the approval process and to confirm mutually agreeable dates for the institutional approval visit, potential dates for programme approval visit(s) and the timeframe for the written agreement.

The documentary submission is normally required 8-12 weeks prior to the institutional approval visit. The Collaborative Provision team will advise in all cases.

² In some cases it may be necessary for committee approval of the regulations to be undertaken following the institutional approval visit.

INSTITUTIONAL APPROVAL

The Collaborative Provision team will also request information regarding any approval processes in place at the prospective Partner Institution, which may require action from Goldsmiths. For international arrangements, this will include consideration of any relevant national education authority requirements in the jurisdiction where the provision will be delivered.

8.3 Self-Evaluation Document (SED)

The prospective Partner Institution will be invited to prepare a draft Self-Evaluation Document (SED) which should be submitted to Goldsmiths together with the due diligence information by the agreed deadline.

The template for the institutional approval SED can be found in Annex 5.

The SED should refer to the relevant supporting due diligence documentation.

The Collaborative Provision team will consider the draft SED and provide feedback to the institution, prior to the submission of the final version to members of the institutional approval panel.

8.4 Academic, financial and legal due diligence

Through the academic, financial and legal due diligence exercise, the prospective Partner Institution will be invited to evidence how it meets the criteria for institutional approval.

The due diligence documentation normally required for validation and joint award partnerships is outlined in Annex 4.

Where the proposed Partner Institution already works with Goldsmiths, for example as part of the University of London International Academy, or if the proposed partner has a longstanding collaborative provision partnership with another UK HEI, the Collaborative Provision team will consider if a reduced submission might be appropriate depending on the level of scrutiny that the institution has already undergone through other relevant approval procedures.

It is recognised that requiring prospective Partner Institutions to share such information is highly sensitive. Goldsmiths will not, therefore, ask for information and documentation that it would not, in turn, be prepared to share with the prospective Partner Institution. Information provided will be treated in confidence. Goldsmiths is willing to sign a non-disclosure agreement upon the request of the prospective Partner Institution.

8.5 Additional due diligence for international partnerships

For international provision Goldsmiths needs to ensure that it can operate within the legislative, political, ethical and cultural requirements of a particular country, and at the same time, to fulfil the expectations of the [QAA Quality Code](#).

The Collaborative Provision team will also take the following steps, which may involve taking advice from UK law firms with expertise in collaborative provision:

- Consult with government offices and agencies in the country concerned and UK bodies such as the British Council.
- Request reports from the relevant country's own higher education quality assurance agency (where one exists).

INSTITUTIONAL APPROVAL

- Seek advice on the country's legal framework governing higher education activities, on the financial and cultural environment and on the country's health and safety laws, data protection public access to information and employment legislation.
- Take account of the economic and political stability of the areas involved.

8.6 Consideration of the due diligence submission

Once received, the SED and due diligence information will be scrutinised by relevant members of staff at Goldsmiths.

The Collaborative Provision team will be the central point of co-ordination for the due diligence review.

8.7 Consideration of assessment procedures, quality assurance policies and partnership management

On the basis of the academic due diligence information, the Collaborative Provision team will plan a series of meetings with the prospective Partner Institution in order to discuss arrangements for the alignment of assessment and quality assurance processes and to look at how the partnership would be managed in practice. This may take place either at the institution or via video conference, and may include other Goldsmiths' staff with responsibility for the relevant areas.

The Collaborative Provision team will produce notes of these meetings, and will normally record the main points in Goldsmiths' due diligence report.

The following areas will be covered during these meetings:

1. Assessment regulations

Goldsmiths' Head of Assessments will consider the assessment regulations of the Partner Institution in light of Goldsmiths' own regulations and assessment procedures.

Areas of Goldsmiths regulations which must be adopted include pass marks and the calculation of the final weighted average mark for undergraduate awards³

Where a prospective Partner Institution does not fully adopt Goldsmiths' Assessment Regulations, a mapping exercise will be jointly prepared in order to consider the areas of divergence. The prospective Partner Institution will provide a clearly articulated rationale for each area of divergence.

Local practice will be accommodated in cases where the Head of Assessments considers that it will not jeopardise the integrity of the assessment process. Variants to the assessment regulations must be compatible with those of Goldsmiths and be designed to ensure that standards are equivalent across programmes delivered on-campus and through collaborative provision arrangements.

³ Further information on the calculation is available at: http://www.gold.ac.uk/registry/courseunit_intro/; Goldsmiths will develop a formula, which will need to be incorporated within the Partner Institution's student records system for determining the final award.

INSTITUTIONAL APPROVAL

The assessment regulations for the partnership, as agreed by the Head of Assessments will be confirmed by Goldsmiths' Quality and Standards Sub-Committee prior to approval by Learning, Teaching and Enhancement Committee (see item 8.8).

2. Academic policies and procedures

The Collaborative Provision team will co-ordinate discussions between the relevant staff at the prospective Partner Institution and Goldsmiths with responsibility for the following policies and procedures in order to review the Partner Institution's policy documents and to consider if alignment to practice at Goldsmiths would be required:

- Admissions criteria and policy, including principles for accredited prior learning
- Student engagement in quality assurance and enhancement
- Student support
- Pastoral care
- Equality and diversity policies
- Complaints and appeals processes
- Processes for amending programmes or modules
- Boards of Examiners
- External examining arrangements
- Annual and periodic programme review processes
- Certificate and transcript production⁴
- For validation partnerships:
 - Annual admissions reporting
 - Annual assessments reporting

Goldsmiths' quality assurance policies, which must be adopted for validation partnerships, are as follows:

- Goldsmiths' External Examiner Regulations
- Academic Link moderation processes

3. Discussion of any existing cohorts affected by a change to the degree-awarding body

If an existing cohort of students is enrolled on the proposed programme(s) under the awarding authority of another degree awarding body, the Collaborative Provision team will enter into discussions with the Partner Institution and the existing degree-awarding body in order to ascertain how the students may best be supported through the transition to the proposed partnership with Goldsmiths.

This will include considerations as to whether it is possible for the other awarding authority to 'teach out' the existing cohort, or whether it would be possible, and in the interests of all concerned, for the students to transfer into the awarding authority of Goldsmiths (following consultation with the students and in the agreement of the majority).

Credit transfer to Goldsmiths:

In exploring whether a credit transfer would be the most appropriate option, reference will be made to Goldsmiths' credit transfer policy in order to determine if this would

⁴ Transcripts will record the details of the institution at which the student pursued their study

INSTITUTIONAL APPROVAL

be permitted under the regulations. This will largely depend on whether or not the previous awarding authority is a UK Higher Education Institution and if the existing programme operated a credit rating system under the recognised Credit Accumulation and Transfer Scheme (CATS).

Goldsmiths' credit transfer policy requires a minimum of one third of the normal period of full-time or part-time study prescribed for the programme to be undertaken under Goldsmiths' awarding authority, and this must include the final stage of the programme and assessment.

If it is possible to proceed with the credit transfer, it will be the responsibility of the Partner Institution to consult with all enrolled students (and applicants, if relevant) in order to explain the implications of the proposed changes to the degree awarding body. It is particularly important that the Partner Institution explains to students that through the transfer of academic credit to Goldsmiths, their final award would be determined by the results of modules undertaken under Goldsmiths' awarding authority; the marks of earlier work will not be taken into account in determining the final award.

In order to clearly demonstrate that at the end of the programme, the cohort transferring to Goldsmiths will have achieved the prescribed learning outcomes for the final award, the Partner Institution may be required to produce a mapping document for each proposed programme. This should map the programmes' modules as delivered under the previous awarding authority to the programme proposed for the Goldsmiths' award. This will need to highlight any proposed minor amendments.

In cases where significant changes to the programme are proposed in the transition from the previous awarding authority to Goldsmiths, the mapping process will need to be undertaken in greater detail at individual learning outcome level. In these cases, Goldsmiths' programme approval panel would also need to consider the mapping document.

4. The management of the partnership:

The Collaborative Provision team will discuss the proposed practical arrangements for the management of the partnership, which will include consideration of:

- Management and lines of communication
- For validation partnerships: Academic Link arrangements
- For joint award partnerships: discussion of the establishment of a Programme Management Committee composed of staff from both institutions which will have oversight of both parts of the programme
- Administration handbook – content and production timeframe
- Programme approval procedures
- Ongoing annual partnership review processes

8.8 Formal approval of regulations by Goldsmiths' committees

The outcome of the discussions regarding the alignment of assessment regulations, the admissions policy and the credit transfer arrangements for any existing cohorts will be formally approved by the relevant committees at Goldsmiths. Where possible, this will be undertaken prior to the institutional approval visit.

The assessment regulations will be considered by Quality and Standards Sub-Committee prior to approval by Academic Board.

INSTITUTIONAL APPROVAL

The admissions policy will be approved by Learning, Teaching and Enhancement Committee prior to ratification by Academic Board.

The arrangements for the credit transfer of existing cohorts of students together with a mapping of programme modules will be considered by Quality and Standards Sub-Committee prior to approval by Learning, Teaching and Quality Committee. As noted above, if major changes are proposed to the programme in the transition from the previous awarding authority to Goldsmiths, the programme approval panel will consider the detailed mapping document. In this case, the credit transfer arrangement would be submitted to Goldsmiths' committees following the programme approval process.

8.9 IT and administrative infrastructure visit or video conference

Goldsmiths will either visit the institution or hold a video conference to assess the IT and administrative infrastructure and data security supporting admissions, examinations and student records systems as well as to consider data protection and processing matters.

The Collaborative Provision team will provide a checklist for these discussions.

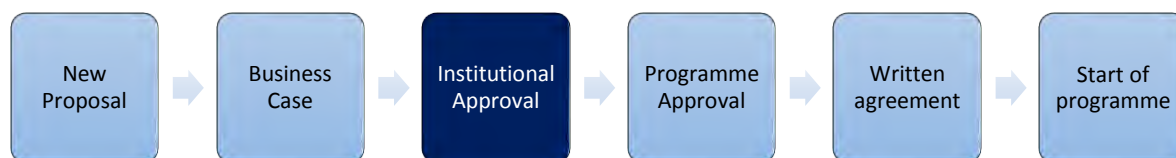
8.10 Goldsmiths' due diligence report

Following consideration of the due diligence submission by staff with responsibility for the relevant areas, and the meetings outlined in item 8.7, the Collaborative Provision team will co-ordinate the production of a due diligence report, which will include the following:

- **Academic due diligence** – The Collaborative Provision team will prepare a report on the academic elements, normally following consultation with the Associate Pro-Warden (Collaborative Provision), Goldsmiths' Learning Enhancement Unit, the Director of Student and Alumni Services, HR and the corresponding Academic Department. This section of the report will normally include the outcome of the meetings held to discuss assessment procedures, quality assurance policies and partnership management.
- **Financial due diligence** – Report from the Director of Finance
- **Legal due diligence** – Report from the Registrar and Secretary (or designate)

The due diligence report will be provided to the institutional approval panel and will be appended to the final version of the institutional approval report for review by Goldsmiths committees.

9. INSTITUTIONAL APPROVAL VISIT



9.1 Institutional approval visit

Following satisfactory completion of the due diligence enquiries or procedures, Goldsmiths will a Panel to conduct a formal institutional approval visit to the institution.

9.2 Panel composition

The Collaborative Provision team will advise on suitable panel composition for institutional approval visits. For validation partnerships a Pro-Warden or Associate Pro-Warden is normally appointed as Chair and appropriate members of staff from within Goldsmiths and from other HEIs are appointed to the Panel. Specialists in managing collaborative provision at other HEIs might also be invited to join the Panel. A member of Goldsmiths Professional Services will be the secretary to the Panel. The secretary will advise on any procedural matters and will produce a report of the meeting.

The Collaborative Provision team will liaise with prospective Partner Institutions for joint award partnerships in order to determine the appropriate panel composition, taking into consideration the requirements of both institutions. In these cases there will always be at least one member of the Panel who is external to both institutions.

The Panel will be briefed by the Collaborative Provision team who will also issue written guidance to the Panel and prospective Partner Institution on the conduct of the Panel.

9.3 Format of visit

The visit will typically include the following series of meetings:

Meetings	Areas of consideration
Senior management and a wide range of the institution's academic and administrative staff	<ul style="list-style-type: none"> ▪ The rationale for the partnership ▪ The prospective Partner Institution's mission statement/strategic plan ▪ Governance structure and Board of Examiners arrangements ▪ Staffing arrangements and staff development ▪ Research culture ▪ Goldsmiths' obligations to students, including consideration of any existing cohorts who would be affected by a change to the degree-awarding body ▪ Details of Goldsmiths' collaborative provision arrangements, including: <ul style="list-style-type: none"> ▪ Written agreement ▪ Programme approval process ▪ Academic Link arrangements (for validation partnerships) ▪ Collaborative activities

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	<ul style="list-style-type: none"> ▪ For international arrangements – confirmation of any national education authority requirements in the jurisdiction where the provision will be delivered, which are relevant to the collaboration ▪ Arrangements for students to complete the collaborative programme under Goldsmiths' awarding authority in the case of a premature termination of the partnership
<p>A selection of students at the institution to examine their experience of studying at the institution</p>	<p>Potential areas for consideration:</p> <ul style="list-style-type: none"> ▪ Motivations for joining the programme ▪ Access to programme information ▪ Assessment regulations, processes and feedback ▪ Student feedback mechanisms ▪ Student representation processes ▪ Accessibility to support systems ▪ Placement arrangements ▪ Learning resources ▪ Career progression opportunities ▪ Potential impact of proposed new collaborative provision partnership / programme
<p>A selection of teaching staff who would be involved in the proposed collaborative programmes</p>	<ul style="list-style-type: none"> ▪ Marketing arrangements for the proposed programme(s) ▪ Admissions arrangements ▪ Assessment arrangements ▪ Student support and pastoral care ▪ Proposed quality assurance arrangements for the partnership: <ul style="list-style-type: none"> ▪ Annual Programme Review ▪ External examining ▪ Programme development ▪ Student engagement in quality assurance and enhancement ▪ Placement arrangements ▪ For collaborative research programmes – discussion of arrangements for the research degree, including supervision, regulations and examination responsibilities and processes ▪ Complaints and appeals arrangements

The Panel will also be provided with an opportunity to view the facilities, including teaching rooms, library, IT resources and student support resources. A series of private meetings will also be scheduled during the visit, in order for the Panel to plan/review meetings held, to review documentation and to formulate conclusions.

9.4 Panel documentation

The institutional approval panel will be provided with the following documentation by the Collaborative Provision team:

- Goldsmiths' briefing paper, including background to the application and information on the approval processes
- Self-Evaluation Document prepared by the prospective Partner Institution

INSTITUTIONAL APPROVAL VISIT

- Academic, Financial and Legal due diligence documentation
- Due diligence report prepared by Goldsmiths

In cases where there is an existing cohort of students enrolled on the programme; the outcome of the student consultation undertaken by the Partner Institution will also be provided to the Panel.

A copy of all documentation will also be provided to the Partner Institution.

9.5 Criteria for institutional approval

In reaching its conclusions, the Panel will be guided by the institutional approval criteria, as detailed in Section 7 of this Handbook.

9.6 Outcome of visit

With reference to the criteria, the documentary submission and the discussions held during the visit, the institutional approval panel will make a recommendation regarding the approval of the institution to Goldsmiths' Academic Board, via Institutional Partnerships Sub-Committee.

The approval period is normally five years. The approved Partner Institution will be subject to institutional review before the end of the period of approval.

The outcome of the visit may also include the following:

- **Commendations** – highlighting areas of best practice.
- **Conditions** - requirements that the institution must meet within a set timeframe, upon which the approval of the institution is conditional. The response to the conditions must be confirmed by the Panel prior to final approval of the institution by Goldsmiths' committees.
- **Recommendations** - longer-term advisory points for the institution to consider.
- **Interim review** – The Panel may also recommend that an interim review should take place during the course of the approval period to focus on a specific issue and/or to review the progress made with the longer-term recommendations. The format of such a review would depend on the nature of the issue(s), and will be determined following consultation between Goldsmiths and the Partner Institution. If serious concerns emerge through the interim review which require further consideration, Goldsmiths may undertake a full review event.

In considering the Panel's recommendation, Goldsmiths' committees may also set further action points to which the prospective Partner Institution will be required to respond before final approval is conferred.

In the event of non-approval, the Collaborative Provision team will provide detailed feedback to the prospective Partner Institution on the steps that need to be taken before the institution can be reconsidered, as well as information on the support that Goldsmiths can provide.

9.7 Feedback to the institution

The outcome will be communicated to the senior management of the institution during the final meeting of the approval visit.

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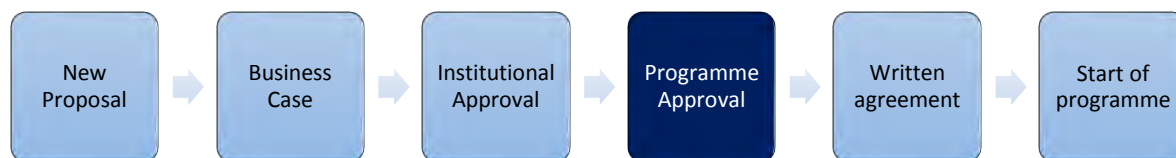
The secretary will prepare a draft of the outcome (including details of any commendations, conditions and recommendations) which will be circulated to the institution within one week of the visit.

The draft of the full institutional approval report will follow shortly after the visit. The institution will be invited to comment on the factual accuracy of the report, prior to submission to the relevant Goldsmiths committees.

9.8 Consideration by Goldsmiths' committees

The report from the Panel visit (including the appended due diligence reports) will be considered by Institutional Partnerships Sub-Committee ahead of approval by Academic Board.

10. PROGRAMME APPROVAL



10.1 Introduction

Goldsmiths is ultimately responsible for the academic standards and the quality of programmes which lead to an award made in its name. A detailed consideration of each programme proposed for validation or a joint award is undertaken to ensure that Goldsmiths is able to meet this responsibility.

Once Goldsmiths has approved the Partner Institution, the programme proposal can be formally considered. The programme approval process will involve consultation with the Academic Link, a documentary submission to Goldsmiths and a visit to the Partner Institution conducted by a Goldsmiths' Panel.

The Collaborative Provision team will discuss proposed dates for the visit well in advance with the Partner Institution. The date will take into account internal approval processes, the documentary submission deadline, key committee dates and will allow for any potential follow up work post-visit to be completed prior to the start of the programme.

For joint awards, Goldsmiths will need to ensure that the principles of the process outlined below are covered, but this could take the form of a single approval event, tailored to satisfy the requirements of both Goldsmiths and the Partner Institution, leading to approval of the programme by both institutions. Discussions will be held with the Partner Institution to plan this event.

10.2 Aims

The aims of the programme approval process for collaborative provision are aligned with those for programmes delivered on campus at Goldsmiths, and are as follows:

- To ensure that the programme is appropriate in terms of its level and content, and in the light of current practice and development in the discipline
- To ensure that the programme as an entity (and its assessment strategy) delivers and tests programme outcomes at the appropriate level for the award
- To ensure that it is compatible with other programmes and the institution's aims and mission⁵
- To ensure that there is a market for the programme
- To ensure that the necessary learning resources are available

In the case of the validation of research degrees, the Panel will also ensure that the quality of supervision and the provision of an appropriate research environment are adequate, and that the expectation of the QAA Quality Code [Chapter B11: Research degrees](#) can be met.

⁵ In the case of validation partnerships, this refers to the Partner Institution's aims and mission. For joint award partnerships, this refers to Goldsmiths' aims and missions.

10.3 UK Reference points

As a UK degree-awarding body, Goldsmiths will make use of the following reference points for academic standards in considering whether the programme is appropriate in terms of level and content and development in the discipline:

- The Framework for Higher Education Qualifications in England, Wales and Northern Ireland
- Where relevant; Master's degree characteristics and Doctoral degree characteristics
- Any relevant subject benchmark statements. (NOTE: With international provision, alternatives to the UK-centred context of some subject benchmark statements may be appropriate)

The reference points are published in [Part A of the QAA Quality Code](#).

In the case of joint programmes with an international Partner Institution, reference points relevant to the national higher education requirements of the partner will also be referred to in order to ensure that the standards of all jurisdictions can be met.

10.4 Validation partnerships

For validation partnerships, the Programme Team will be required to consult, at an early stage, with the Academic Link appointed to the programme in relation to the curriculum, programme structure and assessment methods. The Academic Link will work with the Programme Team to prepare the documentation.

The proposed programme must also be formally approved through the internal approval processes in operation at the Partner Institution prior to consideration by Goldsmiths.

The Programme Team is required to have responded fully to any action required by the internal approval panel/committee and the programme must be fully approved by the Partner Institution's Academic Board (or equivalent) prior to Goldsmiths' programme approval visit.

10.5 Documentary submission

The Programme Team will need to prepare the following documentation for submission to Goldsmiths **four weeks in advance** of the programme approval visit:

Programme documentation (Goldsmiths' templates are to be used):

1. Programme overview document (including the conclusions of the Partner Institution's internal validation/approval process)
2. Programme specification and curriculum map
3. Programme/student handbook, including module outlines (see Annex 6 for guidance on content)

Supporting documentation:

1. Assessment regulations (including appeals procedures)
2. Admissions policy
3. CVs of staff teaching on the programme
4. Publicity for the programme
5. Report of internal validation/approval process
6. Committee minutes confirming approval of the programme by the institution's Academic Board (or equivalent)

PROGRAMME APPROVAL

7. Report of any Professional, Statutory or Regulatory Body (PSRB) accreditation for the programme
8. Strategic Plan of the Partner Institution

Where there is a history of running the programme, the following documentation is also required:

1. Three years of External Examiner reports and Programme Team responses
2. Three years of annual programme review reports
3. The report of the last external programme approval panel (if relevant)
4. An indicative sample of assessed student work, including written feedback to students

10.6 Support in preparing the submission

As noted above, for validation partnerships the Academic Link will support the Programme Team in preparing the documentation.

For all partnerships, upon receipt of the draft documentary submission, the Collaborative Provision team will:

1. Consider all quality assurance related information
2. Ensure that all required information has been provided

The Collaborative Provision team will liaise with Quality Office and will provide feedback to the Partner Institution so that any necessary final amendments can be made prior to the final submission of the documentation to the Panel two weeks before the visit.

10.7 Panel documentation

The Collaborative Provision team will prepare the following briefing material and forward this to the Panel together with the documentation submission from the Partner Institution two weeks prior to the visit:

1. Goldsmiths' briefing document (including guidance for meetings and logistical information)
2. Agenda for the visit
3. Report of the institutional approval visit
4. An electronic copy of Part A of the QAA Quality Code, including the following reference points⁶:
 - Framework for Higher Education Qualifications
 - Subject Benchmark Statement (where relevant)
 - Master's Degree Characteristics (where relevant)

A copy of the Panel's briefing documentation will be provided to the Partner Institution.

10.8 Panel composition

The Panel will normally be made up of four members; a Chair and three subject specialists (depending on the nature of the programme under review). The Chair will normally be a

⁶ Hard copies available on request

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Goldsmiths' senior academic from a separate subject area to that of the programme under review.

The three subject specialists will include a Goldsmiths' academic⁷ and two external panel members. It is usual practice for Goldsmiths and the Partner Institution to each nominate an external member. At least one of the external members must have familiarity with UK Higher Education.

Panel members should not have had a formal connection to the programme under review for at least five years, for example as a student, member of staff or an External Examiner. Delivery of a one-off lecture or involvement with the Partner Institution's internal programme approval process (for example as a member of an internal validation panel) would not necessarily preclude membership of Goldsmiths' Panel. The Collaborative Provision team will advise in each case.

A member of staff from Goldsmiths Professional Services will be the secretary to the Panel. The secretary will advise on any procedural matters and will write a report of the meeting.

The Partner Institution may nominate observers (not connected to the programme) to attend the formal meetings of the Panel, excluding the student meetings and private meetings of the Panel.

In the case of joint programmes, the Panel would normally be appointed jointly by both institutions. The relevant Academic Departments and quality assurance staff (or equivalent) of both institutions will be represented on the Panel. The Panel should also include a senior academic from each institution external to the proposed subject area. One of these members would chair the event. At least one subject specialist who is external to both institutions must be appointed. The secretary would be a member of Professional Services staff of either Goldsmiths or the Partner Institution.

10.9 Programme approval visit agenda

Programme approval events at Partner Institutions can take up to a day and a half per programme. The Collaborative Provision team will discuss the agenda with the Partner Institution; however, in general the visit will include the following:

- **Meeting with the Partner Institution's Senior Management Team** - to consider the management and academic structure of the Department/Faculty; the position of the programmes within the institution's portfolio, academic planning and quality assurance processes and staffing, staff development and resources.
- **Meeting with the Programme Team** - to consider the programme rationale, development, organisation and aims, programme content and structure, teaching and learning methods, admissions arrangements, assessment strategy and methodology, programme management, administration, review and improvement, research and staff development and resources. For validation partnerships, the Academic Link will join the Programme Team for this meeting with the Panel.
- **Meeting with current students (if applicable)** – if there are existing students on the programme, the Panel will normally meet with a selection to discuss their experience of the programme.

⁷ For validation partnerships, this will not be the Academic Link.

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- **Tour of facilities** – to provide the Panel with an opportunity to view the facilities, including teaching rooms, library, IT resources and student support resources.
- **Private meetings of the Panel** – a series of private meetings will be scheduled in order for the Panel to plan/review meetings held, to review documentation, to consider the indicative sample of student work (if applicable) and to formulate conclusions.

10.10 Outcome of the visit

With reference to the aims of the programme approval process, the documentary submission and the discussions held during the visit, the Panel will make a recommendation regarding the approval of the programme to Goldsmiths' Programme Scrutiny Sub-Committee (PSSC).

The maximum period of approval is five years. The programme will be subject to re-approval towards the end of the period.

Programmes which do not receive the full period of approval of five years would normally be subject to re-approval at the end of the approval term (see item 14.1). Programmes which have received approval for five years will be considered for re-approval through Goldsmiths' Periodic Programme Review model (see item 14.2).

The outcome of the Panel may also include the following:

- **Commendations** – highlighting areas of best practice
- **Conditions** - requirements that the Programme Team must meet within a set timeframe, upon which the approval of the programme is conditional. The response to the conditions must be confirmed by the Panel prior to final approval of the programme by Goldsmiths' committees and before the start of the programme.
- **Recommendations** - longer-term advisory points for the Programme Team to consider. Programme teams will be invited to respond to the recommendations through the annual programme review reports. The response to recommendations may also be followed up by subsequent programme re-approval panels.
- **Interim review** – The Panel may also recommend that an interim review should take place during the course of the approval period to focus on a specific issue and/or to review the progress made with the longer-term recommendations. The format of such a review would depend on the nature of the issue(s), and will be determined following consultation between Goldsmiths and the Partner Institution. If serious concerns emerge through the interim review, which require further consideration, Goldsmiths may undertake a full review event.

In the event of non-approval, the Collaborative Provision team will provide detailed feedback to the Partner Institution on the steps that need to be taken before the programme can be reconsidered, as well as information on the support that Goldsmiths can provide.

10.11 Feedback to the Partner Institution

The outcome will be communicated verbally to the senior management of the Partner Institution during the final meeting of the visit.

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The secretary will prepare a draft version of the outcome (including details of any commendations, conditions and recommendations) which will be circulated to the institution within one week of the visit.

10.12 Programme approval report

The draft of the full programme approval report will follow shortly after the visit, and will comment on the following areas:

- Background information
- Programme rationale, aims and learning outcomes
- Structure and curriculum
- Learning and teaching strategies
- Admissions
- Assessment and progression
- Staffing, staff development and research
- Learning resources
- Programme management and quality assurance
- Student support
- Students' perspective
- Employability
- Conclusions

The Partner Institution will be invited to comment on the factual accuracy of the report, prior to submission to PSSC.

10.13 Consideration by Goldsmiths' Committees

10.13.1 Taught programmes

Once the Panel has approved the Partner Institution's response to any conditions of approval, a copy of the full report, response to conditions and programme specification will be considered for approval by PSSC, which also has responsibility for the approval of all programmes delivered on-campus at Goldsmiths.

PSSC may set further action points to which the Programme Team will be required to respond to prior to a recommendation of final approval.

10.13.2 Research degrees

Once the Panel has approved the Partner Institution's response to any conditions of approval, a copy of the full report, response to conditions and programme handbook will be considered by Goldsmiths' Graduate School Board. The Board may set further action points to which the Programme Team will be required to respond to prior to a recommendation of final approval to Research and Enterprise Committee.

Titles of new collaborative programmes will be included in the annual list of new programmes reported to Academic Board.

10.14 Marketing material

Programmes must be advertised as 'subject to validation' until any conditions have been addressed to the satisfaction of the Panel and approved by PSSC. Goldsmiths will send an approval letter for each programme once this process has been completed. The need to

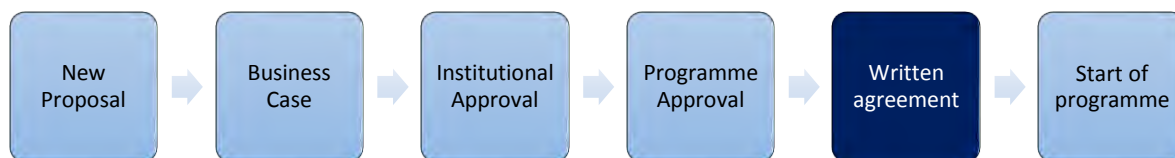
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advertise the programme as 'subject to validation' will cease once the approval letter has been issued.

10.15 Written agreement

Following approval of the programme, the Collaborative Provision Manager will ensure that the programme is included within the list of approved programmes detailed in the written agreement for the partnership.

11. WRITTEN AGREEMENT



11.1 Introduction

All collaborative provision arrangements will be subject to a formal written agreement setting out the duties and responsibilities of all parties. **The agreement must be finalised and signed by the authorised signatories of both institutions prior to the commencement of the programme(s). It is usual practice for the written agreement to be signed following the programme approval process.**

11.2 Memorandum of Agreement (MoA)

In the case of validation and joint award partnerships the written agreement must be in the form of a Memorandum of Agreement (MoA). The MoA will be prepared by Goldsmiths' Solicitor once the Partner Institution has received formal approval by Academic Board. As mentioned above, the document would normally be signed following the programme approval process.

11.3 Authorised signatory

The MoA must be signed by the Warden, Deputy Warden or Registrar and Secretary at Goldsmiths and must not be entered into or signed by other individuals or Academic Departments.

The MoA must also be signed by the authorised signatory at the Partner Institution, normally the Head of the Institution.

11.4 Content of the agreement

Goldsmiths will take legal advice on the content of agreements.

For validation and joint award partnerships, the MoA would normally include the following items:

1. Definition of the roles, responsibilities and obligations of each of the parties to the students, and a clarification as to how these might be delegated (or, in the case of joint degrees, shared):
 - Arrangements for marketing, recruitment and admissions
 - Student enrolment, withdrawals confirmation of student status
 - Responsibility for programme/student handbook production
 - Student induction
 - Arrangements for student engagement in quality assurance and enhancement
 - Conduct of annual monitoring
 - Notification of results
 - Production of certificates and transcripts and graduation ceremonies

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The operational detail of each of these activities will be recorded in the administration handbook appended to the contract.

2. Clarification as to which regulations and quality assurance processes apply.
3. Specification of the role of External Examiners in ensuring that Goldsmiths' can fulfil its responsibility for the academic standards of the awards.
4. Arrangements for complaints and appeals.
5. Financial arrangements.
6. Insurance and indemnity.
7. A statement of the arrangements through which the parties will ensure compliance with statutory obligations including equality, data protection, freedom of information, health and safety, immigration, and environmental law.
8. The source or location of any quality-related information or statistical data to be produced, for example for a funding council or PSRB, and responsibility for submission of this information.
9. A statement to confirm that no serial arrangements are undertaken without express permission from Goldsmiths.
10. Arrangements for ownership of copyright and intellectual property rights.
11. Arrangements governing the use of Goldsmiths name and logo.
12. Provision for oversight by Goldsmiths of information relating to the arrangement and any associated promotional activity that has been placed in the public domain.
13. An obligation on the Partner Institution to notify Goldsmiths of any change to its status or ownership.
14. The consequences of a change in ownership and what this might imply for approval of the institution, the programme and establishing a revised agreement.
15. Provisions to enable either organisation to suspend or withdraw from the agreement if the other party fails to fulfil its obligations.
16. Termination and mediation provisions and financial arrangements to be followed if the arrangement ceases (including scope for compensation).
17. Specification of the residual obligations of both parties to students on termination of the collaborative arrangement, including the obligations of Goldsmiths to enable students to complete a programme of study leading to its award.
18. Procedures for amending the agreement and/or for agreeing additional appendices.
19. Specification of the law applicable to the agreement and the legal jurisdiction under which any disputes would be resolved.
20. Date and mechanism for review of the agreement.

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The following schedules will be appended to the MoA, which are to be updated and amended in accordance with agreed procedures:

- A list of approved programmes
- A financial schedule setting out the costs and fees relating to the programme
- Administration handbook
- Where relevant, programme documentation and regulations

Any proposed significant changes to the arrangements for the partnership will be the subject of a new contract.

Goldsmiths' copy of the signed agreement will be held by the Registrar and Secretary's Office.

11.5 Administration handbook

For each validation and joint award partnership, an administration handbook will be created by the Collaborative Provision team. The document serves as an operational manual for the management of the collaborative programme(s), and will be appended to the MoA. The document aims to ensure that collaborative provision partnerships are administered effectively and helps to avoid misunderstandings between the two institutions. The handbook will expand on duties and responsibilities included in the MoA.

The document will be modified according to the requirements of the individual partnership and will be finalised through discussions between Goldsmiths and the Partner Institution. It is expected that the following areas would be covered:

- Lines of responsibility at local and central levels for each institution
- Lines of responsibility and arrangements for each of the following areas:
 - Marketing and recruitment
 - Admissions
 - Student records
 - Teaching staff
 - Learning and Teaching resources
 - Enrolment
 - Student fees
 - Administrative responsibilities, including programme regulations and committee meetings
 - Quality Assurance processes, including:
 - Changes to programmes
 - External examining
 - Annual Programme Review
 - Assessment arrangements including:
 - Examination boards
 - Certificate and transcript production
 - Graduation ceremonies
 - Academic complaints, appeals and discipline
 - Annual cycle of activities

11.6 Use of Goldsmiths' logo and publicity

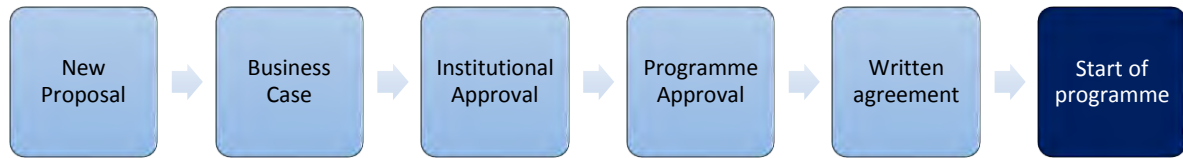
The Goldsmiths' logo is a registered trademark with restricted use.

Use of the Goldsmiths' logo by third parties will be sanctioned on a case-by-case basis depending on the nature of the partnership. Details will be included in the MoA.

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All publicity material (both print and web based) relating to the partnership or the collaborative programmes must be approved by Goldsmiths prior to publication.

12. QUALITY ASSURANCE PROCESSES



12.1 Introduction

Goldsmiths' applies the same processes in assuring the quality of validated and joint awards at Partner Institutions as are applied for programmes delivered within Goldsmiths'

Quality assurance includes the following range of activities:

- Annual Programme Review
- Moderation (validated provision)
- External examining
- Boards of Examiner processes
- Processes for amending programmes or modules
- For validated provision:
 - Annual admissions reporting
 - Annual assessments reporting

Prior to the institutional approval of a prospective Partner Institution, the Collaborative Provision team will enter into detailed discussions in order to discuss how the quality assurance (QA) processes and regulations governing the programmes may best be adopted/aligned (see Chapter 8). In the case of joint awards, Goldsmiths will ensure that the principles of the QA processes detailed in items 12.2 to 12.9 are reflected in the agreed policies which will apply to the partnership.

12.2 Annual Programme Review

Annual programme review (APR) is the cornerstone of the quality assurance process and consists of an evaluative report on the teaching and operation of Goldsmiths' programmes delivered on campus and through collaborative provision arrangements.

APR provides an opportunity to reflect upon the teaching, learning and operation of a programme in the previous academic year through the production of an evaluative report. The process also aims to identify successes and good practice, which could be shared throughout the Partner Institution and at Goldsmiths, and to identify any areas requiring resolution or further development.

The purpose of the APR process is to maintain and enhance the quality of Goldsmiths' provision, specifically:

- To review the appropriateness and effectiveness of the learning outcomes, teaching methods and assessment strategies of a programme and consider the planning of any consequent changes to modules and/or programmes;
- To ensure that any problems arising in a particular programme are reported, along with the steps taken to resolve them;
- To monitor and evaluate how feedback from students obtained through internal and external surveys, Staff/Student Forums and module evaluations has been considered and appropriate action taken as required;

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- To consider any relevant external comments on the wider aspects of the programme, including those of External Examiners and, where appropriate, Professional Statutory and Regulatory Bodies (PSRBs) and employers;
- To identify any trends in student recruitment, progression and achievement, particularly with respect to identifying if more could be done to support certain groups of students in meeting the learning outcomes of their programme;
- To report on any new developments/enhancements in learning and teaching that might be disseminated within and outside the department.

12.2.1 APR Report

The APR process is undertaken by the Programme Team. The APR report is produced and approved through the Partner Institution's internal approval mechanism and submitted to Goldsmiths.

The APR report should be evaluative and self-critical, and should include reflection upon:

- Innovative practice and enhancement
- Student feedback data
- Module evaluation summaries
- Data on student recruitment, progression and completion
- Learning and teaching developments/enhancements
- Any new features of the programme; teaching and assessment methods, or plans for their introduction
- Student support arrangements
- Responses to any recommendations of programme approval

The Collaborative Provision team will provide a template for use by programme teams for validated provision.

For joint programmes, where possible, one joint annual programme review report should be prepared for consideration by both institutions through the Programme Management Committee.

12.2.2 Consideration of APR reports at Goldsmiths

Following approval by the Partner Institution, APR reports are submitted to the Collaborative Provision team for review and dissemination to the Academic Links. The Academic Link will read the APR and provide a verbal update to their Departmental Teaching and Learning Committee (DTLC).

Discussion of the reports at the DTLC will be minuted and any items requiring action noted. The minutes will be sent to the Collaborative Provision team.

APR reports will also be analysed by the Collaborative Provision team and a digest produced, which is considered by Goldsmiths' Quality and Standards Sub-Committee.

The Collaborative Provision team will be responsible for giving feedback to the Partner Institution on any action required by the Sub-Committee. For validation partnerships, the relevant Goldsmiths' Academic Link will, when required, be involved.

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The Collaborative Provision team will ensure that any issues arising from the digest are followed up and reported back to the Sub-Committee. The Sub-Committee will report to Learning, Teaching and Enhancement Committee on any matters that require further consideration.

12.3 Moderation (validated provision)

For validated provision, a sample of assessed student work is moderated by the Goldsmiths' Academic Link, following first and second marking of the work by the Partner Institution.

With reference to the grading criteria and learning outcomes specific to the validated programme, Academic Links are invited to report on:

- The consistency of the application of the grading criteria across the sample;
- The internal marking processes and how these compare to cognate subject areas at Goldsmiths.

Moderation in this context does not involve detailed second marking; rather, it is a consideration of how the marking process has taken into account the quality assurance mechanisms intended to establish fairness and rigour, for example, the application of the assessment criteria and consistency in the grades awarded.

The process complements the role carried out by the appointed External Examiner. Moderation takes place both internally; through the Partner Institutions' examiners/assessors and Goldsmiths' Academic Links, and also externally through the benchmarking of standards to other UK higher education institutions in the sector by the External Examiner.

It is expected that the sample of assessed student work made available for moderation would normally be the same as that provided to the External Examiner (see item 12.4.6) although if necessary, a wider range may be requested by the External Examiner.

Following the moderation exercise, the Academic Link will complete a brief written report which is noted at the Board of Examiners meeting, at which the External Examiner is present.

The Collaborative Provision team will produce an annual digest of moderation reports, which will be shared with the Partner Institution and submitted for consideration to Quality and Standards Sub-Committee.

12.4 External examining

External Examiners provide Goldsmiths with an independent view of the quality of programmes and the standards of awards for both home and collaborative provision. The external examining system is therefore a key feature of the quality assurance process.

The quality and standards of all programmes under Goldsmiths' awarding authority are benchmarked to UK Higher Education frameworks, including those delivered through validation or joint award partnerships in international contexts. External Examiners are therefore required to have demonstrable knowledge of UK Higher Education reference points in order to fully undertake the role, particularly as External Examiners will be asked to consider whether student achievement and standards for the programme to which they are appointed are comparable to those of other UK institutions with which they are familiar.

In addition to advising Goldsmiths on the quality and standards of the programme, the role of the External Examiner also involves:

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- Considering whether the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s), and is conducted in line with the institution's policies and regulations
- Commenting on draft examination questions
- Reviewing a sample of assessed student work
- Offering advice on good practice that could enhance the programme
- Attending the Board of Examiners

Goldsmiths is responsible for the appointment, briefing and functions of External Examiners for all programmes under its awarding authority.

For validated provision, Goldsmiths will manage all arrangements for external examining. Goldsmiths' External Examiner regulations will apply to these appointments.

For joint awards, Goldsmiths and the Partner Institution will determine which institution will take the lead on external examining arrangements. If the Partner Institution is to lead the processes must be in line with the [QAA Quality Code Chapter B7: External examining](#) and any appointment is made on the agreement of both institutions.

12.4.1 Nomination

The Collaborative Provision team will invite the Partner Institution (and the Academic Link, in the case of validated provision) to contribute nominations for potential External Examiners. The Collaborative Provision team will approach a nominee for each programme, setting out the terms of appointment, information about the collaborative arrangement and will refer the nominee to Goldsmiths' External Examiner regulations. The nominee will be invited to complete a nomination form (which includes the UK-wide set of criteria for appointment).

Before a nominee enters the formal appointment process, the Partner Institution will be invited to advise Goldsmiths of any potential conflicts of interest, as defined within the nomination form.

Where the same programme or closely related programmes are delivered by both Goldsmiths and the Partner Institution, Goldsmiths will endeavour to appoint the same External Examiner to both programmes to support Goldsmiths in assuring the comparability of standards across its provision.

12.4.2 Application process

Once a nominee has completed the nomination form and has demonstrated that they clearly meet the criteria for appointment, the Collaborative Provision team will liaise with the Quality Assurance Manager and arrange for the nomination form to be considered by the corresponding Head of Department at Goldsmiths.

Following the Head's approval, the nomination form will be considered by the Deputy Warden to recommend approval by Goldsmiths' Academic Board.

As stipulated in Goldsmiths' regulations, nominations for the appointment of External Examiners must be submitted for approval during the first term of the first year of appointment.

12.4.3 Appointment and Induction

Following the approval of the appointment by Goldsmiths' Pro-Warden (Students and Learning Development), the Collaborative Provision team will send the External Examiner a pack of information containing the following:

- Letter of appointment
- Goldsmiths' Regulations for External Examiners
- General and specific regulations relating to the programme
- The programme/student handbook (including module guides)
- A copy of Goldsmiths' External Examiner annual report form
- A copy of the outgoing External Examiner's report and response from the Partner Institution.

An induction event for new External Examiners involved in collaborative programmes will normally be held at Goldsmiths in the autumn term.

12.4.4 Dual appointments

It may be necessary to appoint more than one External Examiner for certain programmes depending on the range of subject areas delivered and/or the number of students.

In these cases, both External Examiners will meet with the Programme Leader in order to determine how some of the responsibilities, including the viewing of student work may best be undertaken.

Each External Examiner will be required to submit a written report at the end of the examining process which the Programme Team will respond to. The report invites External Examiners to comment on the balance and content programme as well as its coherency. In cases where more than one External Examiner is appointed to a programme, each examiner should remain mindful of this when reviewing the programme and looking at the student work.

12.4.5 External Examiner details

Partner Institutions will be asked to ensure that the identity and current position of the External Examiner(s) appointed to modules / programmes are made aware to students, normally through their programme/student handbook (using text approved by Goldsmiths) and secure section of the VLE. Where the External Examiner has been appointed to fulfil a role on behalf of a professional body, this must be stated.

Partner Institutions will need to make it clear to students that it is inappropriate to make direct contact with the External Examiner regarding performance in assessments, and that other appropriate mechanisms are available, such as an appeal or a complaint. Partner Institutions will also need to explain to students how they can engage formally with the quality management process through which External Examiner reports are considered and responded to.

12.4.6 Sample of assessed student work

It is expected that the total sample of work made available would typically be no less than 10% of the total units of assessment, or a minimum of 10 items of assessed work. The sample must include all first/distinctions, fails (if any), and borderlines from across the range and representative samples from each remaining grade. For

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programmes with larger cohorts, Programme Leaders will liaise directly with External Examiners to decide on an appropriate sample of work for the advanced submission. If necessary, a wider sample of work may be requested by the External Examiner.

The sample of work will be accompanied by the following:

- The report from the Partner Institution's first and second markers;
- A list of all students who took the assessment together with their marks (this list should clearly identify those students whose assessment is included in the sample);
- The grading assessment criteria and marking schemes relevant to the programme.

12.4.7 Written report

External Examiners are invited to make an oral report to the Board of Examiners, followed by an annual written report. The written report requests comments under a number of headings, including the standards set for the awards, the balance and content of the programme, the design and structure of assessments and examination process and procedural matters.

The External Examiner will submit the written report to Goldsmiths in the first instance, and will be provided with an acknowledgement. Where an urgent issue is raised, Goldsmiths will provide a response detailing how the issue is to be/has been addressed, following consultation with the Partner Institution.

The Partner Institution will be required to provide a formal response to each External Examiner's report to Goldsmiths. For validated provision, the Academic Link is invited to consider the report and response in light of Goldsmiths regulations, to identify areas of potential support and to share practice. The formal response to the External Examiner will be made by Goldsmiths Associate Pro-Warden (Collaborative Provision), incorporating the Partner Institution's responses to each point.

The Collaborative Provision team will produce an annual digest of all External Examiner reports, as part of a wider annual report submitted for Goldsmiths' on-campus provision. The digest will be shared with the Partner Institution and submitted for review by Quality and Standards Sub-Committee. The Sub-Committee will report to Learning, Teaching and Enhancement Committee on any matters that require further consideration.

The Collaborative Provision team will ensure that any issues arising from the digest are followed up with the Partner Institution and reported back to the committees.

12.5 Boards of Examiners

The composition of the Board of Examiners will be confirmed during institutional approval.

For validated provision, the Board of Examiners meetings may be conducted by the Partner Institution, providing that:

- It follows the principles of the conduct of Boards of Examiners as published in [Goldsmiths' College Assessment Guidance and Procedures](#);
- The External Examiner is present;
- There is appropriate representation of senior academic staff from Goldsmiths; and

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- A member of staff from Goldsmiths who is trained in procedures for Boards of Examiners is in attendance.

For joint awards, Board of Examiner arrangements must be compatible with those of Goldsmiths.

12.6 Amendments to programmes or modules

12.6.1 Editorial Amendments

These are amendments to modules and programmes that are necessary to bring them up-to-date but do not affect assessment; learning outcomes; mode of delivery; programme content or structure.

Examples of such amendments are:

- Updating indicative reading lists
- Minor changes to a module's syllabus that do not affect its learning outcomes

Such changes will need to be approved by the Partner Institution and reported to the Collaborative Provision team during the annual submission of updated programme documents.

12.6.2 Minor amendments

Examples of such changes are:

- Approval of a new module
- Change to a module title
- Changes to a module's learning outcomes
- Changes to the method of assessment of a module
- Changes to the credit value or level of a module
- Changes to pre-requisites or co-requisites or designating a module as core, compulsory or optional
- Adding or removing option modules on a programme
- Change to a programme title (in those instances where this is for marketing purposes for joint awards and is not a reflection of changes to the programme content or learning outcome – the relevant Academic Department at Goldsmiths will need to consult with Goldsmiths' Planning Office beforehand).

Following approval at the Partner Institution, the following documentation will be required for consideration by the Chair of Programme Scrutiny Sub-Committee:

1. Rationale for the change detailed on a programme amendment form and/or an individual module amendment form for each proposed amended module.
2. Revised programme specification – with tracked changes.
3. Revised module outlines – with tracked changes.

Goldsmiths will monitor minor amendments to programmes and if cumulative changes to more than 25% of the programme are proposed, this will be considered as a major amendment through the process outlined in 12.6.3.

12.6.3 Major amendments

These are changes which involve significant or fundamental alterations to a programme's aims, learning outcomes, structure or assessment.

Typical examples of specific amendments that are regarded as major are:

- Changes which affect more than 25% of the total programme credits
- Changes to the title of a programme (where this reflects changes to the programme content)
- Addition of a new programme pathway (if a significant proportion of the modules are different from existing pathways it may be decided to treat this as a new programme proposal, as a guide this will normally be 33% or more)
- Changes to the way the programme is delivered, e.g. the introduction of a new delivery mode such as Flexible and Distributed Learning (FDL)
- The addition or withdrawal of a large number of optional modules at one time

Following approval at the Partner Institution, the following documentation will be required for consideration by Programme Scrutiny Sub-Committee:

1. Rationale for the change detailed on a programme amendment form and/or an individual module amendment form for each proposed amended module.
2. Revised programme specification – with tracked changes.
3. Revised module outlines – with tracked changes
4. Comments from:
 - External Examiner(s)
 - Any students who will be directly affected by the proposed amendment⁸
 - Academic Link (in the case of validated provision)

The documentation will be reviewed at a meeting of the Sub-Committee (whose membership includes academics external to both Goldsmiths and the Partner Institution).

The Sub-Committee may decide that a discussion with the Programme Team regarding the proposed amendments is required. In such cases the Collaborative Provision team will organise for the relevant colleagues from the Partner Institution to meet with the Sub-Committee, either at Goldsmiths (for Partner Institutions situated locally) or via video-conference.

12.6.4 New programme

If the Chair of Programme Scrutiny Sub-Committee, in consultation with the Head of Quality, feels that the scope of the proposed amendments are such that Goldsmiths requirements regarding the academic standards of the award, the quality of the learning opportunities for students and the continuing validity and relevance of the

⁸ It is important that students are kept informed of potential changes to their programmes of study. Partner Institutions should consider the impact of changes on current students and determine the appropriate means of discussing these with the student body. For example, current students should be consulted if a new core/compulsory module is to be introduced for them to undertake.

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programme might be affected, the proposal will be regarded as a new programme, and the process detailed in Section 14 of this Handbook will be followed.

12.7 Annual admissions report (validated provision)

For validated provision, Partner Institutions are required to submit an annual admissions report relating to any approved programmes. This will be reviewed by Goldsmiths' Head of Recruitment and Admissions and reported to Learning, Teaching and Enhancement Committee.

The Collaborative Provision team will provide a template for the report, which should be used to highlight any specific issues or trends including the following:

- Planning targets for the cycle and achievement of these;
- Recruitment patterns for students (home and international);
- Observations on student qualifications at point of admission;
- Information on the number of unconditional offers;
- Any points to note on APL arrangements;
- Any issues of significance that have come up over the cycle;
- Reflections on the previous year's cycle;
- An appended data extract from the student records database at programme-level detailing applicants qualifications at point of admission and identifying unconditional offers.

12.8 Annual assessment report (validated provision)

Following the annual assessment cycle, Partner Institutions delivering validated provision must submit an annual assessment report relating to the approved programmes. The report will be considered by Quality and Standards Sub-Committee at the same time as the Goldsmiths' annual assessment report.

Goldsmiths will provide a template for this report, which will include reflection on the following areas:

- The management of the assessments process;
- Information on any training provided for staff involved in the process;
- The efficacy of the examinations timetable;
- How information about assessments was communicated to students;
- Details of any reasonable adjustments put in place;
- The conduct of examinations and Boards of Examiners;
- Analysis of students classification statistics across the institution;
- Analysis of any incidences of assessment misconduct, including plagiarism.

12.9 Quality Assurance of programmes in languages other than English

Where a programme is to be delivered in a language other than English, Goldsmiths will assure itself at the outset that there is a sufficient pool of academics with UK Higher Education experience having both the linguistic and subject specialist expertise to be either External Examiners for the programme or to take part in programme approval events.

Unless otherwise agreed, Partner Institutions delivering validated or joint programmes in languages other than English will be required to provide the Collaborative Provision team with translations of:

- Publicity material (including web based material) on an annual basis

QUALITY ASSURANCE PROCESSES

- Programme/student handbooks on an annual basis
- Other documentation if required by Goldsmiths

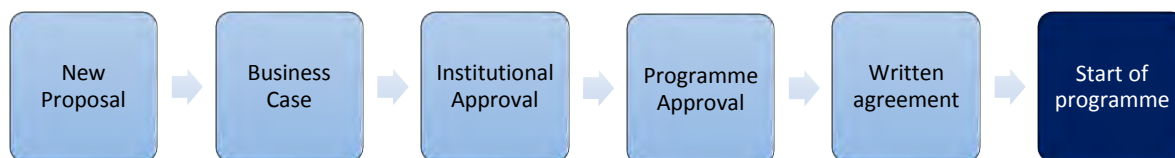
For validated provision, it might also be necessary for samples of student work to be translated in cases where Goldsmiths is not able to moderate work in the foreign language.

Goldsmiths will arrange for the verification of translated materials.

Goldsmiths will ensure that the External Examiner is fully competent to operate professionally in both English and the working language of the programme and have experience of UK higher education.

The award certificate will indicate the language in which the programme has been delivered and assessed.

13. PARTNERSHIP MANAGEMENT



13.1 Responsibilities for management

13.1.1 Joint award partnerships

Day-to-day programme level matters for joint award partnerships will come under the direction of the relevant Academic Department at Goldsmiths.

A Programme Management Committee made up of staff from both institutions (which will have been established at institutional approval stage) will have oversight of both parts of the programme.

Approval, review and monitoring processes will be the responsibility of the Collaborative Provision team at Goldsmiths and the corresponding central office at the Partner Institution.

The Associate Pro Warden (Collaborative Provision) will retain oversight of the partnership, and will liaise with the Partner Institution in relation to strategic-level matters and institutional collaborative activities.

13.1.2 Validation partnerships

The approval, review and day-to-day management and communication for validation partnerships will be the responsibility of the Collaborative Provision team.

An Academic Link from the corresponding Academic Department at Goldsmiths will be appointed to each validated programme and will undertake programme-level liaison with academic colleagues at the Partner Institution.

The Associate Pro Warden (Collaborative Provision) will be Goldsmiths' academic lead for the partnership, and will liaise with the Partner Institution in relation to strategic-level matters and collaborative activities.

13.2 Publicity and Marketing

Goldsmiths and the Partner Institution will agree on a form of words which will be used to describe the partnership. The Partner Institution will be responsible for ensuring that the partnership is accurately referred to on their website and printed material.

The Partner Institution will be required to provide to the Collaborative Provision team with draft versions of prospectuses for approval prior to final publication. The Collaborative Provision team and the Department of Communications at Goldsmiths ensure that all references to Goldsmiths, the partnership and the approved programmes are accurate.

Goldsmiths will undertake periodic checks on the information provided to the public and students.

13.3 Monitoring of resources

13.3.1 Staffing

The Partner Institution will be asked to report on any new staffing appointments in relation to the approved programmes in the Annual Programme Review report(s) submitted to Goldsmiths.

13.3.2 Change in premises

The Partner Institution will be required to notify Goldsmiths of any proposed change to the location of the delivery of the approved programmes. A review of the new premises may be required to ensure the appropriateness and consistency of the provision for students.

13.4 Annual review of the partnership

The Collaborative Provision team will organise an annual review with the Partner Institution as an opportunity to review the efficacy of the quality assurance and assessment processes in place, to gather feedback from the Partner Institution on operational matters and as a point to reflect on the original terms and expectations of the partnership and review whether they are continuing to be met.⁹

The following items would normally be reviewed during the Annual Review meeting:

- The Annual Programme Review process and committee feedback
- External examining processes – including consideration of the digest report produced by Goldsmiths and any subsequent committee feedback
- Any collaborative activities undertaken and consideration of proposals for future projects
- Operational matters – including a review of the effectiveness of communication and the logistics of the quality assurance and management processes in place
- For validation partnerships:
 - Consideration of the assessment report and committee feedback
 - Discussion of the admissions report for the current year and projection for the forthcoming academic year
 - Review of Academic Link arrangements – including consideration of moderation processes and committee feedback and engagements with programme teams

13.5 Specific arrangements for validation partnerships

13.5.1 Academic Link

The role of the Academic Link is intended to strengthen the validation partnership. Academic Links are invited to undertake activities with the Partner Institution's programme teams, which enhance the student learning experience and staff development at both institutions.

Academic Links also support Goldsmiths in ensuring that the standards of awards involving collaborative arrangements are consistent with those set for other awards conferred at the same level at Goldsmiths.

⁹ An annual review might not routinely be undertaken for partnerships which are terminating.

PARTNERSHIP MANAGEMENT

Academic Links will be internal examiners at Goldsmiths.

An outline of the role of the Academic Link is as follows:

Subject level liaison

- Enhancing the student learning experience at the Partner Institution and at Goldsmiths by sharing good practice and enriching the curriculum.
- Enhancing staff development at the Partner Institution and at Goldsmiths by undertaking collaborative activities with the Programme Team, following approval by both institutions.

Programme approval and development

- Serving as a member on the initial programme approval panels of those programmes for which they will be the Academic Link (but not if involved in providing detailed advice at the development stage of a new programme).
- Advising on the development of new programmes of study to be brought forward for programme approval.
- Contributing to the consultation process for proposed major amendments to validated programmes prior to submission to Goldsmiths' Programme Scrutiny Sub-Committee.
- Supporting Programme Teams in programme re-approval and periodic programme review activity; reviewing documentation and joining the Programme Team during meetings with the Panel.

Assessment processes

- Carrying out internal moderation of a sample of student work following first and second marking by the Partner Institution's examiners.
- Where appropriate, attending any final exhibition or performance.
- Serving as a member of the relevant assessment or moderation committee at the Partner Institution (Academic Links are not normally members of the Board of Examiners).

Quality Assurance

- Advising on the nomination of External Examiners.
- Considering the report of the External Examiner together with the Partner Institution's response, in light of Goldsmiths' regulations and requirements and with a view to identify areas in which the AL might be able to share practice during the forthcoming academic year.
- Considering the report of the Annual Programme Review and providing a verbal report to the Academic Link's Departmental Learning and Teaching Committee.

Review

- Completing a brief moderation report and providing an overview of programme-level activities at the Partner Institution to feed into review processes.
- Attending one meeting per term of the AL forum at Goldsmiths organised by the Collaborative Provision team at which colleagues can review processes, share experiences and best practice and discuss any issues.

13.5.2 Provision of information to students

Partner Institutions will be asked to provide students with access to a copy of [Goldsmiths' guide for students on validated programmes](#) on their website/virtual learning environment.

PARTNERSHIP MANAGEMENT

The guide includes information on the nature of the partnership, programme approval processes, student engagement in quality assurance and enhancement, equality and diversity and information on how and when students should contact Goldsmiths, for example in reference to complaints and appeals.

Partner Institutions manage enrolment processes and are responsible for issuing students with a data fair processing notice. A template will be provided by Goldsmiths, which will explain how students' personal data will be used by Goldsmiths.

13.5.3 Student complaints and academic appeals

Students enrolled on programmes delivered through validation partnerships are entitled to raise concerns with Goldsmiths, following completion of the Partner Institution's complaints and academic appeals procedures. The process through which students may refer a concern to Goldsmiths is published in [Goldsmiths' guide for students enrolled on validated programmes](#) and the website/VLE of the Partner Institution. The Partner Institution will also make the process known to students upon enrolment.

14. APPROVAL OF ADDITIONAL PROGRAMMES

If during the partnership a Partner Institution would like to propose a further collaborative programme, the institution should contact the Associate Pro-Warden (Collaborative Provision) for an initial discussion. The Associate Pro-Warden will approach the corresponding academic department(s) at Goldsmiths and relevant Professional Services Department to discuss the proposal and to consider any potential resource implications. The Associate Pro-Warden will also invite the Partner Institution to prepare a Programme Overview Document.

14.1 Strategic consideration

Goldsmiths will need to ensure that it has the academic expertise and resources to effectively support the proposed new programme. Through this strategic consideration, the Programme Overview Document will be submitted to Academic Development Committee. In reviewing the case presented by the Partner Institution, the Committee will consider:

- The relationship of the proposed programme to Goldsmiths' on-campus portfolio and international student market
- The capacity of the corresponding academic department at Goldsmiths to underwrite the proposed programme, in terms of the relevant knowledge, experience and intellectual capital
- If any additional resources at Goldsmiths will be required to support the proposed programme.

If the proposal is approved by the Committee, the Director of Finance will set out the financial arrangements for the approval and annual costs of the new programme and confirm this with the Partner Institution in advance of the commencement of the programme approval process.

14.2 Programme approval process

The programme approval process as outlined in Section 10 of this Handbook will be followed.

14.3 Approval period

If the approval period proposed by the programme approval panel (a maximum of five years) extends beyond the termination date of the written agreement in place, then the approval of the programme for the full duration will be subject to the re-approval of the Partner Institution.

14.4 Written agreement

Following approval of the programme, the Collaborative Provision Manager will ensure that the new programme is added to the list of approved programmes detailed in the written agreement for the partnership.

15. INSTITUTIONAL REVIEW

The institutional review process enables Goldsmiths to evaluate the effectiveness of the partnership and to assess whether the collaboration remains consistent with the strategies of both institutions, prior to the re-negotiation of the written agreement. Through the review process Goldsmiths will also ensure that the Partner Institution continues to meet the criteria for institutional approval.

15.1 Timing

Institutional reviews will take place at intervals not normally exceeding five years, and prior to the end date of the written agreements. The timing will be determined by the number of years awarded at institutional approval/the last institutional review.

The Collaborative Provision team will organise the review and will initiate discussions with the Partner Institution at least one year before the end of the approval period.

15.2 Criteria

The institutional approval criteria detailed in Section 7 of this Handbook will apply to the review process.

15.3 Self-Evaluation Document (SED)

For review purposes, the content of the Self-Evaluation Document (SED) prepared by the Partner Institution will be confirmed by the Collaborative Provision team following discussion with the Partner Institution, however, in general terms the SED should seek to evaluate the success and benefits of the partnership over the period of approval. The document should focus in particular on the evolution of academic policies and procedures - including quality assurance, governance structures, facilities and resources, and staffing.

The Collaborative Provision team will consider the draft SED and provide feedback to the institution, prior to the submission of the final version of the SED to members of the institutional review panel.

15.4 Academic, financial and legal due diligence

Goldsmiths will gather evidence in the same way as for institutional approval, through an academic, financial and legal due diligence procedures.

The list of documents normally required for validation and joint award partnerships is outlined in Annex 4.

The Collaborative Provision team will advise the Partner Institution in all cases.

As with the initial approval process, the due diligence information will be considered by relevant members of Goldsmiths' Professional Services and the Collaborative Provision team will co-ordinate the production of a due diligence report which will be provided to the institutional review panel and will be appended to the final version of the report produced by Goldsmiths following the visit.

INSTITUTIONAL REVIEW

15.5 Institutional review visit

The review process involves a visit to the Partner Institution, which will be conducted in line with the process detailed in Chapter 9. For Partner Institutions delivering/supporting just one taught programme, it may be appropriate to run the institutional review and periodic programme review events concurrently. The resulting report produced by Goldsmiths will include both the review of the institution and the review of the programme.

16. PROGRAMME RE-APPROVAL

16.1 Introduction

It is necessary for Goldsmiths to regularly review collaborative provision programmes in order to ensure that they continue to enable students to meet the intended learning outcomes, remain current and are appropriately resourced and managed.

Programmes will be subject to review through one of the following processes:

- **Programme re-approval** – for specific cases where the initial programme approval period has been for less than the standard five years and individual re-consideration of the programme is required;
- **Periodic Programme Review** – the ongoing consideration of all programmes delivered in each Department/Faculty, normally undertaken once every five years.

Further information on each process is outlined below.

For joint awards, responsibilities for these processes will be shared by Goldsmiths and the Partner Institution and an appropriate re-approval method agreed.

16.2 Programme re-approval

An individual re-approval activity may be required for validated or joint award programmes in certain cases, for example if a programme in developmental stage has been approved for an initial period of less than five years.

In such cases, the Collaborative Provision team will discuss and plan the re-approval activity with the Partner Institution.

The criteria, documentary submission, and process as outlined in Section 10 will apply to programme re-approval. In addition, the Programme Team will be invited to report on developments since the last visit in the Programme Overview Document.

For validation partnerships the Academic Link will support the Programme Team ahead of the event in reviewing the documentary submission. The Academic Link will also be invited to join the Programme Team during meetings with the Panel in order to observe, to contribute to the Programme Team's responses to the Panel's questions where appropriate and to inform discussions with the Panel about collaborative work undertaken with Goldsmiths and future development plans.

Where possible, it is useful to have a level of continuity from the original programme approval panel, for example the same Chair and/or external subject specialist.

16.3 Periodic Programme Review

Collaborative programmes which have received approval for five years will be reviewed through Goldsmiths' Periodic Programme Review (PPR) process.

The PPR will be structured on a departmental or faculty basis for partnerships involving large numbers of programmes. For Partner Institutions delivering just one taught programme, it may be appropriate to run the institutional review and PPR events concurrently. The Collaborative Provision team will advise the Partner Institution in all cases.

PROGRAMME RE-APPROVAL

Through the PPR, the appropriateness and effectiveness of the learning outcomes, teaching methods and assessment strategies of a programme or programmes will be considered. Goldsmiths will also ensure that the quality assurance mechanisms are functioning effectively and efficiently.

The review will be organised by the Collaborative Provision team, and will take place before the contract is renewed. The outcome of the review will be taken into consideration in negotiating the new written agreement for the partnership.

The Collaborative Provision team will initiate discussions with the Partner Institution at least one year before the planned event.

16.3.1 PPR Principles

The principles of Periodic Programme Review are that it will:

- Critically review the academic portfolio of a Department/Faculty and the suite of awards within that area;
- Be a review of programme(s) to ensure there is an enhanced student experience;
- Be a peer review process; drawing on the expertise of internal colleagues and external experts;
- Promote constructive and challenging discussion of matters related to academic provision;
- Have significant staff and student input;
- Assess the effectiveness of the Department/Faculty's implementation of quality management processes in reflecting on and evaluating the performance of the Department/Faculty (e.g. Annual Programme Review and Professional, Statutory and Regulatory Bodies Reviews);
- Be an evidence-based process and will draw on a wide range of available management information;
- Help to facilitate the development of:
 - new, amended or enhanced provision (agreed as part of the review);
 - innovative approaches to delivering programme content;
 - student support and increased levels of satisfaction;
 - links to and/or joint provision with other departments or partners;
- Result in an achievable action plan that is supportive of the aims of the department/discipline area and the Learning, Teaching and Assessment Strategy of the Partner Institution.

16.3.2 PPR Aims

The aims of the PPR process are:

- To establish whether the programme(s) may be re-approved in line with Goldsmiths' aims for programme approval:
 - To ensure that the programme(s) continue to remain appropriate in terms of its level and content, and in the light of current practice and development in the discipline

PROGRAMME RE-APPROVAL

- To ensure that the programme(s) continue to be compatible with other programmes and the institution's aims and mission¹⁰
 - To ensure that the programme(s) as an entity (and the assessment strategy) continue to deliver and test programme outcomes at the appropriate level for the award
 - To ensure that there continues to be a market for the programme(s)
 - To ensure that the necessary learning resources continue to be available
-
- To establish whether there are effective and appropriate mechanisms to ensure that intended learning outcomes are being obtained by students, standards are being achieved and the programme specification is being delivered;
 - To verify that the agreed procedures which manage the partnership are working effectively to assure the standards of the awards and the quality of the learning opportunities;
 - To review the quality and consistency of the information provided to students and applicants;
 - To consider how the Department or Faculty is implementing the learning and teaching strategy relevant to the collaborative programme;
 - To identify good practice within particular programmes or areas that can be disseminated both within the Partner Institution and at Goldsmiths.

16.3.2 Outline of Process

In summary, the process will involve a documentary submission comprising a Self-Evaluation Document (SED) and supporting evidence produced by the Partner Institution, followed by a panel visit to the institution. The outcome of the visit will be reported to the relevant Goldsmiths' committees for formal approval.

The following stages provide an outline of the full process:

- The Collaborative Provision team will consult with the Partner Institution regarding the scope of the review and membership of the review panel and will brief the Partner Institution on the review procedure and on how to prepare the Self-Evaluation Document (SED) and associated documentation.
- The Partner Institution will prepare the SED and associated documentation using the guidance provided by Goldsmiths. The SED, with supporting evidence, should be discussed and agreed by the relevant learning and teaching forum at the Partner Institution before submission to Goldsmiths four weeks in advance of the review for consideration and feedback. Goldsmiths will provide the final version of the SED to the PPR Panel.
- The PPR Panel will convene for 1-2 days to consider the SED and meet with the Departmental/Faculty staff and students at the Partner Institution. The agenda for the review meeting(s) will be agreed in advance with the Partner Institution.

¹⁰ In the case of validation partnerships, this refers to the Partner Institution's aims and mission. For joint award partnerships, this refers to Goldsmiths' aims and missions.

PROGRAMME RE-APPROVAL

- The Panel's recommendations and initial feedback will be provided to the Partner Institution at the end of the visit.
- Goldsmiths will produce a draft report for comment by the Partner Institution. This will identify areas of good practice and make recommendations to the Partner Institution.
- The recommendations from the review will be considered by Goldsmiths Senior Management Team.
- An action plan will then be agreed with the Partner Institution. The report and action plan will be considered and approved by Quality and Standards Sub-Committee.
- Progress on meeting the targets in the action plan will be monitored by the Collaborative Provision team and Quality and Standards Sub-Committee.

16.3.3 Panel composition

Panel composition will be dependent upon the size of the provision and the area to be covered.

For validated provision the Panel would typically comprise:

- A Goldsmiths' Pro-Warden (Chair) or nominee
- Two subject specialists who are external to both Goldsmiths and the Partner Institution
- A member of Goldsmiths academic staff external to the subject area under review
- A student from the Partner Institution (external to the subject area under review)
- Goldsmiths' Head of Quality or nominee
- Head of the Goldsmiths Learning Enhancement Unit or nominee

A member of Goldsmiths Professional Services will be the secretary for the review.

For joint awards, panel membership will have representatives from both institutions, as well as externality. The Collaborative Provision team will liaise with the Partner Institution to agree on an appropriate Chair and Secretary for the event.

16.3.4 Documentary submission

A Self-Evaluation Document (SED) will be produced by the Partner Institution in relation to each Department/Faculty under review, together with supporting documentation.

Goldsmiths will advise on the specific content of the SED and the supporting evidence required, however in general, the following areas will need to be covered through the SED:

- Developments at Department/Faculty and programme level since the last programme approval event identifying and challenges overcome and current priorities
- Examples of how the Department/Faculty has made enhancements in response to feedback from students, External Examiners, employers and graduates should also be included in the evaluation

PROGRAMME RE-APPROVAL

- Educational aims of the Department/Faculty
- Learning outcomes and structure of the programme(s) under review
- Teaching and assessment methods employed
- Quality of learning opportunities
- Academic standards – how currency is assured, drawing on UK Higher Education benchmarks
- Graduate satisfaction/employability

Evidence Base

The SED should include evidence from and make reference to the following documents, which will also be provided to the Panel:

- Programme specifications and programme/student handbooks for all programmes under review
- Annual Programme Review reports for the past three years
- External Examiners' reports for the past three years
- The Learning, Teaching and Assessment Strategy relevant to the collaborative programme(s)
- Student recruitment, progression and completion data covering the past three years
- Reports (if any) from accrediting or other bodies
- Student feedback
- For joint awards – National Student Surveys (NSS) results for the past three years accompanied by a commentary on the statistical analysis of the data;
- Feedback from former students and their employers
- Comparability with other HEIs/external benchmarks
- Internal policy documents, as appropriate
- SWOT analysis of programme(s)/department (optional)
- Prospectuses
- Record of staff development
- Department/Faculty strategic plan

16.3.5 PPR Visit and outcome

Goldsmiths will liaise with the Partner Institution in order to set an agenda for the PPR visit which will include meetings with senior Departmental/Faculty staff, Programme Team(s) and a selection of students. Typically, the visit would last 1-2 days depending on the number of programmes under review.

The Academic Link will support the Programme Team ahead of the visit in reviewing the documentary submission. The Academic Link will also be invited to join the Programme Team during meetings with the Panel in order to observe, to contribute to the Programme Team's responses to the Panel's questions where appropriate and to inform discussions with the Panel about collaborative work undertaken with Goldsmiths and future development plans.

At the end of the visit, the Panel will feedback the outcome of the review to the Department/Faculty. The Panel will determine the period of re-approval of the programmes. The re-approval may also be subject to conditions set by the Panel. The Panel may also propose a series of recommendations for the Department/Faculty to consider and respond to. The Panel may, if necessary, recommend that an interim review is undertaken.

The secretary will draft a full report of the visit, which will initially be considered by the

PROGRAMME RE-APPROVAL

Department/Faculty for factual accuracy and to develop an action plan in response to any recommendations.

The report and action plan will initially be noted by Goldsmiths' Quality and Standards Sub-Committee.

Quality and Standards Sub-Committee will monitor progress and will be provided with a full action plan update upon completion of the recommendations (normally one year following the review).

17. TERMINATION PROCESSES

17.1 Programme withdrawal

A variety of factors may lead to the decision to terminate a programme, including poor recruitment or strategic changes. If a Partner Institution is considering withdrawing a programme of study validated or jointly awarded by Goldsmiths they should discuss this with the Associate Pro Warden (Collaborative Provision) in the first instance. Discussions should focus on the measures to be put in place to manage the withdrawal of the programme. These should relate both to applicants and current students. In the case of the former, consideration should be given to whether alternatives might be offered, whilst for the latter consideration should be given to ensuring that the quality of the student experience on the programme will be maintained.

The strategic decision to close a programme of study, together with matters relating to the academic and quality issues relating to the management of the closure should be considered by the relevant committees of the Partner Institution ahead of submission to Goldsmiths using the programme withdrawal form.

At Goldsmiths, the responsibility for the approval of a decision to withdraw a programme delivered through a collaborative provision arrangement is delegated by Academic Board to Institutional Partnerships Sub-Committee and Programme Scrutiny Sub-Committee (PSSC).

17.1.1 Strategic approval: Institutional Partnerships Sub-Committee

Institutional Partnerships Sub-Committee will receive the programme withdrawal form completed by the Partner Institution in order to consider the strategic decision to withdraw the programme.

Institutional Partnerships Sub-Committee will inform PSSC if strategic approval to withdraw a programme has been granted.

17.1.2 Academic approval: PSSC

PSSC will consider the academic approval of programme closures. Normally this is considered by Chair's action following scrutiny of the programme withdrawal form by the Quality Office.

PSSC will consider the measures the Partner Institution intends to put in place to manage the withdrawal of the programme. These should relate both to applicants and current students (including those who have interrupted their studies). In the case of the former, consideration should be given to whether alternatives might be offered, whilst for the latter the Partner Institution and Goldsmiths has a responsibility to demonstrate that students will not be disadvantaged by the proposed closure. These should be outlined in the programme withdrawal form.

The External Examiner for the programme is required to comment on the suitability of these arrangements and specifically whether the learning experience for current students will be maintained, prior to consideration by PSSC.

If appropriate measures are in place PSSC will grant academic approval for the closure of the programme. This will be noted at the next meeting of Academic Board.

17.1.3 Student Discussion

TERMINATION PROCESSES

During the completion of the programme withdrawal form, the Partner Institution should discuss the implications of the planned programme closure with current students. Where a meeting is held notes from that meeting should be included with the programme withdrawal form. Other written communications to students should also be included.

17.1.4 Follow up

Goldsmiths has a responsibility to ensure that applicants are informed at as early a date as possible of the intention to close a programme. Once approval for the proposed closure has been granted, the Partner Institution will be required to:

- Write to all applicants to inform them of the decision (and will ensure the programme is removed from the UCAS database, if appropriate).
- Formally notify continuing and interrupting students of the decision and explain any effect this may have on them.
- Ensure that all material published by the Partner Institution including publicity documents and websites are updated (Goldsmiths will ensure that the collaborative provision register is amended).

17.2 Termination of the partnership

Goldsmiths or the Partner Institution may ask to terminate the partnership. This request may be made to coincide with the end of the period stated in the written agreement or by giving the appropriate notice period stipulated in the agreement.

Representatives from the Senior Management Teams of each institution will enter into discussions regarding the proposed termination. Both institutions will consider the position of applicants and enrolled students, with a view to enabling students to complete the programme under Goldsmiths awarding authority, or with their written agreement, to transfer to another institution to complete their studies.

Termination arrangements will be considered by Institutional Partnerships Sub-Committee and Learning, Teaching and Enhancement Committee and will be reported to Academic Board and Council.

The termination of each programme subject to the partnership will be managed through the programme withdrawal process detailed in item 17.1.

18. FURTHER INFORMATION FOR PARTNER INSTITUTIONS

18.1 External reviews

Collaborative Provision at Goldsmiths is subject to periodic external audit by the Quality Assurance Agency. Partner Institutions may be required to co-operate with Goldsmiths during this activity.

18.2 Storage of Institutional approval and programme documentation

The Collaborative Provision team will be responsible for keeping day to day records of all relevant documentation and correspondence relating to Collaborative Provision.

Goldsmiths' signed copy of written agreements will be held by the Registrar and Secretary's Office.

The Collaborative Provision team will retain the archive of institutional approval/review and programme (re)approval submissions.

The Collaborative Provision team will keep standard documentation for all partnerships which will include the following information:

- A copy of the signed memorandum of agreement.
- Standard information on the partnership including designated contacts, institutional address, programme details, approval and review information etc. A database will be set up for this purpose.
- Annual monitoring, institutional and periodic review reports, and committee minutes of where these were discussed within Goldsmiths, and documented confirmation of any action taken as a result.
- External Examiner reports, responses and details of where these were discussed and issues followed up, including committee minutes.
- Details of any amendments to programmes and modules, including committee minutes of where these were approved.
- Minutes of any committees where issues relating to the partnership were discussed.

In the event of termination, student records will be transferred to Goldsmiths for after care purposes.

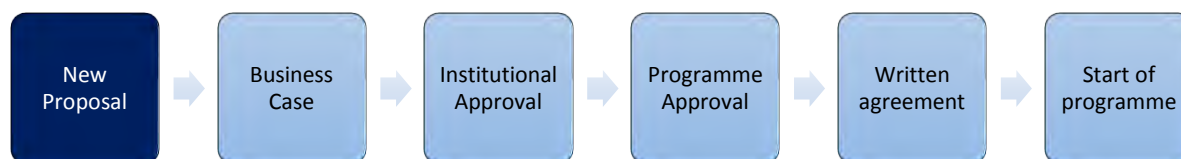
ANNEX 1: COLLABORATIVE PROVISION PROPOSAL FORM

Proposed collaborative provision partnership	
Summary of proposed programme and partnership (250 words max.)	

About this form:

This form should be completed once the processes outlined in Section 6 of the Collaborative Provision Handbook have been undertaken.

This represents the first stage in the strategic approval of a new collaborative provision proposal. **Institutional Partnerships Sub-Committee (IPSC)** will be invited to review this form and take a view as to whether the project should continue to be developed by Goldsmiths.



With the agreement of IPSC, the business case will be developed which will include a risk assessment, a full costing exercise and a mapping to Goldsmiths' institutional approval criteria.

Goldsmiths Senior Management Team (SMT) will consider the business case for approval, following which institutional and programme approval can then be undertaken. Full details of each stage of the approval process can be found in the [Collaborative Provision Handbook](#).

Throughout the whole process, the uppermost consideration is to safeguard the standards of Goldsmiths' awards and to ensure that the interests of students will be protected through the proposed collaborative provision arrangement.

1. GOLDSMITHS' ACADEMIC DEPARTMENT(S)

Academic Department(s) making the proposal:	
Contact person (key member of staff progressing the proposal at Goldsmiths):	

2. PROPOSED COLLABORATIVE PROVISION PROGRAMME

Type of proposed collaborative provision arrangement:	<i>E.g. Validation / Joint Award / Study Abroad / Off-campus delivery / Articulation</i>
Proposed start date:	
Level of programme proposed:	<i>E.g. Honours Degree, Foundation Degree, Postgraduate Certificate etc.</i>
Credits	
Title of proposed programme(s) and/or subject area(s):	
Mode of delivery:	
Standard duration full-time:	
Standard duration part-time:	
Language of delivery:	
Target market for the programme:	
Estimated student numbers per entry cohort:	<i>Indicate whether full or part time</i>
The relationship of the students to Goldsmiths (e.g. enrolment status) and an outline of Goldsmiths' responsibilities to them: NOTE: Goldsmiths is responsible for ensuring that students admitted to a programme who wish to complete it under Goldsmiths' awarding authority can do so in the event of the premature termination of the partnership.	<i>The Collaborative Provision Manager to advise (e.g. for validation partnerships students would be enrolled at the Partner Institution and registered at Goldsmiths for degree conferment purposes)</i>
Proposed admissions requirements:	
Which institution will be responsible for admitting students to the	

programme (admissions policy and process)?	
Proposed awarding authority (e.g. Goldsmiths or University of London)	<i>Collaborative Provision Manager to advise</i>
Which Academic / Assessment Regulations will apply to the programme – those of Goldsmiths or the proposed partner? (Or will a new set of regulations be produced specifically for this collaborative arrangement?)	
Which institution will have responsibility for the Board of Examiners for the programme?	
Which institution will have responsibility for the appointment, briefing and function of the External Examiner(s) for the programme?	
<p>Is it proposed to seek external accreditation from professional, statutory and regulatory bodies (PSRBs)?</p> <p>If so, has the PSRB confirmed that the proposed development could be potentially supported, subject to the PSRB's approval processes?</p> <p>Will the PSRB's approval processes entail any specific requirements of Goldsmiths?</p>	

3. PROPOSED PARTNER INFORMATION

Proposed partner:	
Address of main campus and website:	
Name and role of contact person within the institution:	
Brief description of the institution:	<i>(E.g. public/private, does it own its own premises, types of programmes offered, number of students)</i>
Role of proposed partner in collaborative provision arrangement:	<i>Partner Institution / Delivery Organisation / Support Provider</i>

	<i>For Joint Awards – confirm that the proposed partner has the legal and regulatory capacity to grant the relevant joint award, and confirm which institution is proposed to lead the partnership.</i>
Does Goldsmiths already have links with this institution? If so, provide further details:	
Is a relationship with the partner likely to lead to a conflict of interest with a member of staff of Goldsmiths?	
What are the proposed partner's objectives in seeking to enter into this collaborative provision arrangement with Goldsmiths?	
Does the proposed partner have a history of operating similar arrangements with other Higher Education Institutions? If so, provide details.	
Outline any approval processes in place at the proposed partner in relation of the set up of the partnership / programme, which Goldsmiths will be required to undertake.	
In the case of international partners, outline any national education authority requirements, which are relevant to the proposal.	
<p>Details of discussions held to date with the proposed partner:</p> <p>a. Was the initial approach made by the proposed partner, or by Goldsmiths?</p> <p>b. Who have discussions taken place with at the institution?</p> <p>c. Has an informal visit to the institution been undertaken? If so, provide details.</p>	
For validation and joint awards:	

<ul style="list-style-type: none"> ▪ Details of any existing degree-awarding body arrangements in place at the proposed partner ▪ The existing credit framework in place (e.g. CATS / ECTS) ▪ Are there any existing cohorts at the proposed partner who would be affected by the proposed partnership? ▪ If so, outline the proposed arrangements for the cohort(s). 	
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4. RATIONALE FOR PARTNERSHIP

<p>Summary of rationale for new partnership:</p> <p>a. Overall aims and objectives</p> <p>b. Opportunities for the Department and Goldsmiths</p>	
<p>Brief statement of support from Head of Department(s)</p>	<p><i>How does this fit with the Department's current portfolio, strategy and growth plans?</i></p>
<p>Brief statement of support from Associate Pro-Warden (Collaborative Provision)</p>	<p><i>How does this fit in with the Goldsmiths' strategy for collaborative provision and current portfolio?</i></p>
<p>Indication of the financial arrangements for the set up and operation of the proposed arrangement:</p>	<p><i>A detailed costing exercise will be undertaken at the next stage of approval. For now indicate whether this activity would be income-generating / funded by the partner / jointly-funded / details of any sponsorship.</i></p>
<p>Resourcing implications for Goldsmiths:</p> <p>a. Academic Department staffing</p> <p>b. Specialist resources or space</p> <p>c. Collaborative Provision team resourcing</p>	<p><i>Will this be undertaken within the existing workload? If not, provide further details.</i></p> <p><i>Associate Pro-Warden (Collaborative Provision) to advise.</i></p>
<p>Outline of any other anticipated costs associated with developing the programme:</p>	
<p>Outline of any known risks at this stage:</p>	

<i>(NOTE - a risk assessment and full academic, financial and legal due diligence enquiries will be undertaken at a later stage)</i>	
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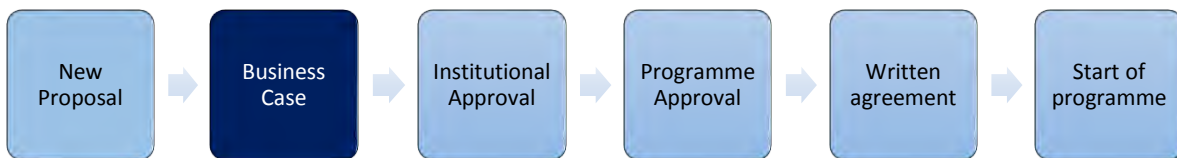
5. TO BE COMPLETED BY GOLDSMITHS PROFESSIONAL SERVICES	
Quality Office	<p><i>Does the qualification type, programme structure and credit framework fit with Goldsmiths regulations?</i></p> <p><i>If the language of instruction is not English is there a sufficient pool of academics within Goldsmiths to provide the requisite linguistic and subject specialist expertise to deliver and quality assure the programme?</i></p> <p><i>If there are any existing cohorts to take into consideration, are the proposed arrangements to support them sufficient?</i></p>
Planning	<p><i>Responsibility for HESA student data returns (if applicable).</i></p>
Marketing	<p><i>In the professional judgement of the recruitment teams, is there a potential market for this programme?</i></p> <p><i>Is there potential for internal competition with existing programmes or other new developments? If so, please provide further details of programmes likely to be affected.</i></p>
Student Services	<p><i>Study abroad partnerships only:</i></p> <p><i>Review of proposed support arrangements for students including student accommodation, insurance, disability support and welfare.</i></p>
Associate Director - Internationalisation	<p><i>International partnerships only:</i></p> <ul style="list-style-type: none"> ▪ <i>Initial feedback on proposed international partnership</i> ▪ <i>Confirmation that there are not any conflicts with any of Goldsmiths' existing links within the region.</i>
Head of Immigration	<p><i>Consultation with the Head of Immigration regarding any staff / student UK visa requirements.</i></p> <p><i>For joint awards: confirmation of which partner would be responsible for international student recruitment and attendance reporting.</i></p>

ANNEX 2: BUSINESS CASE – COLLABORATIVE PROVISION

Proposed collaborative provision partnership	
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About this form

The business case development is the second stage of the approval process for new collaborative provision proposals.



This form is to be completed following initial approval of the new proposal by Institutional Partnerships Sub-Committee and submitted via the Associate Pro-Warden (Collaborative Provision) to Goldsmiths Senior Management Team (SMT).

In reviewing this Business Case, SMT will consider whether the proposal:

- Has potential merit;
- Is consonant with Goldsmiths' Collaborative Provision strategy;
- Does not engage Goldsmiths in unnecessary risk;
- Should proceed to the next stages of approval.

1 INSTITUTIONAL RISK ASSESSMENT

OVERALL SCORE FOR THIS PROPOSAL:	
Comments from Associate Pro Warden (Collaborative Provision) for medium and high risk proposals:	

Key: 1 = Low risk 2 = Medium risk 3 = High risk	Overall Score: 10-12 = Relatively low risk 13-19 = Relatively medium risk 20-30 = High risk
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	Potential Risk	Risk Factor	Risk factor for this proposal
Proposed partner	In receipt of public funding and experienced at delivering programmes at UG and PG level	1	
	In receipt of public funding and experienced at delivering programmes at UG level	2	
	Private institution	3	
Location	UK	1	
	European Economic Area	2	
	Other	3	
Proposed collaborative programme	Off-campus delivery Articulation	1	
	Study abroad Joint award or validated provision with a UK partner with HE experience	2	
	Joint award or validated provision with a UK partner with no/little HE experience International joint award or validation	3	
Resources	Large institution, well resourced	1	
	Small institution, well resourced	2	
	Large or small institution, with limited resources	3	
Partner's standing	Very good – evidenced by QAA reviews/PSRB or other audit outcomes – or N/A	1	

ANNEX 2: BUSINESS CASE – COLLABORATIVE PROVISION

	Satisfactory	2	
	Poor	3	
Experience of collaborative provision with UK institutions	Extensive	1	
	Limited	2	
	None	3	
Experience of delivering programmes at the proposed level	Extensive	1	
	Limited	2	
	None	3	
Language of proposed programme	English	1	
	Other	3	
Partner academic staff base to support partnership	Solid team of appropriately qualified staff	1	
	Some appropriately qualified staff	2	
	Limited numbers of appropriately qualified staff	3	
Goldsmiths' academic staff base to support partnership	Solid team of appropriately qualified staff	1	
	Some appropriately qualified staff	2	
	Limited numbers of appropriately qualified staff	3	

2 INSTITUTIONAL APPROVAL CRITERIA MAPPING

Validation and joint award partnerships:

Prospective Partner Institutions must be able to demonstrate that they have **the potential to fulfil all of the criteria for institutional approval**. This will be evidenced later on, through the due diligence investigation undertaken during the Institutional Approval stage. The capacity of the proposed Partner Institution to meet the criteria will be further measured during the formal institutional approval visit.

Other collaborative provision partnerships:

The proposed partner(s) will be required to demonstrate that they **fulfil only the criteria that specifically relate to the partnership**. This will depend on the responsibilities to be delegated to the proposed partner(s). The Collaborative Provision team will advise in all cases.

CRITERIA	POTENTIAL OF PROPOSED PARTNER TO MEET CRITERIA
ACADEMIC	
1. High academic standing and compatibility of institutional missions and objectives.	
2. Institutional governance structures which protect the independence of academic decision making.	
3. An appropriate environment and ethos for the delivery of higher education.	
4. Where applicable, a satisfactory record of partnership with another university on a similar arrangement.	
5. Experience of delivering programmes at the proposed level, or evidence that the institution is capable of delivering programmes at the proposed level.	
6. Appropriately qualified teaching staff and administrative support. To include, arrangements for appointment, induction and ongoing staff development.	
7. Appropriate academic infrastructure (or confirmation that Goldsmiths' infrastructure will apply to the partnership). To include policies and processes for admissions, student records,	

ANNEX 2: BUSINESS CASE – COLLABORATIVE PROVISION

examinations, student complaints and appeals.	
8. Appropriate student services and support arrangements (or confirmation that Goldsmiths' arrangements will apply to the partnership). To include, health and safety, personal tutoring, careers service, support for students with disabilities, equality and diversity policies.	
9. Robust quality assurance and quality enhancement which demonstrates familiarity with the requirements of UK higher education, in particular, the QAA UK Quality Code and ongoing enhancement activities.	
10. Appropriate Resources. To include teaching rooms or other specialist teaching spaces as required by the programme(s), library, IT and media facilities.	
FINANCIAL	
The financial viability and stability of the proposed partner in relation to their contribution to the partnership.	
LEGAL	
Ability to contract legally with the College.	

3 PROPOSED CONTINGENCY PLANS

Consideration must be given to how the interests of students would be safeguarded should there be cause to prematurely terminate the partnership. In such cases Goldsmiths would be responsible for ensuring that enrolled students who wished to complete the programme under Goldsmiths' awarding authority were able to do so.

Outline of proposed contingency plans:

5 COSTING MODEL AND REVENUE PROJECTION

A detailed costing model and revenue projection for the set-up and operation of the proposed partnership will be produced by the relevant Management Accountant and the Collaborative Provision team, in consultation with the Director of Finance. This will also take into account any potential financial risks to Goldsmiths resulting from the contingency planning exercise. In the case of international arrangements, a check will be undertaken to clarify if there are relevant statutory financial obligations to be taken into account.

6 APPENDICES

1. Costing model and revenue projection
2. For reference: a copy of the collaborative provision proposal form, endorsed by IPSC (including the rationale for the partnership)
3. For programmes requiring approval by Academic Development Committee (ADC) in order to recruit, confirmation that [ADC has approved the programme proposal](#). (This does not apply to validated provision).

ANNEX 3: PROGRAMME OVERVIEW DOCUMENT

FOR VALIDATED PROVISION

The programme overview document provides background information on programmes for validation by Goldsmiths.

This document will be used as follows:

- For review by Academic Development Committee (ADC) in the strategic approval of new programmes proposed for delivery at existing Partner Institutions.
- For review by programme approval/re-approval panels in preparation for and during the approval/re-approval event. Panel members will also be provided with the programme specification and the programme/student handbook as well as a range of supplementary material, as detailed in Section 10 of the Collaborative Provision Handbook.

PROGRAMME DETAILS:

Programme level and title	
Credit value	
Interim exit award(s) and credit value(s)	
Language of instruction and assessment	
Location of programme delivery	
Mode of study: Full time / Part time / Flexible / Distance Learning	
Duration of the programme	
Original start date of programme (if existing provision at the Partner Institution)	
Proposed start date under Goldsmiths' validation	
Professional accreditation details	
Name of Programme Leader and contact details	

1. BACKGROUND INFORMATION

1.1	Outline of the rationale and aims of the programme
1.2	How does the programme relate to other programmes and strategies of the Partner Institution?
1.3	Append the programme structure diagram, including credits

2. HISTORY OF THE PROGRAMME (IF APPLICABLE)

2.1	Admissions data for the past three years and a commentary on recruitment patterns
2.2	Details of student results for the past three years and brief analysis
2.3	Date of the most recent external validation and approval period
2.4	Attach details of the Programme Team's response to any conditions of the most recent external validation

3. MARKETS AND COMPETITORS

3.1	Markets for the programme
3.2	Details of any known competitors
3.3	Distinguishing features of this programme in relation to similar programmes delivered elsewhere
3.5	How will the programme be advertised?

4. ADMISSIONS

4.1	Entry qualifications (including English language requirements and any internal progression opportunities)
4.2	Projected student numbers for the next 5 years (broken down by home / EU / overseas where relevant).

5. PROGRAMME DEVELOPMENT

5.1	External input into the design of the programme (e.g. consultants, External Examiners, student feedback)
5.2	Use of reference points to assure curriculum currency:¹¹ <ul style="list-style-type: none"> ▪ Alignment with the Framework for Higher Education Qualifications ▪ Subject benchmark statements (where a statement is available)¹² ▪ Where relevant: Master's degree characteristics or Doctoral degree characteristics.

6. STAFFING

6.1	Programme Team membership and details of any new staff resource required, if relevant
6.2	Staff development and research opportunities (any specific staff training required to develop the programme should also be specified)

7. RESOURCES

7.1	Details of any additional learning resources required to support the programme
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8. INTERNAL APPROVAL PROCESS

8.1	Date of meeting and membership of the internal approval panel/committee
8.2	Attach the response of the Programme Team to any action required by the internal panel/committee

9. GOLDSMITHS' ACADEMIC LINK ARRANGEMENTS

To be completed by Goldsmiths' Associate Pro-Warden (Collaborative Provision):

9.1	Proposed Academic Link arrangements for the programme
9.2	Confirmation of consultation with Academic Link and Goldsmiths' Head of Department

¹¹ The reference points are published in [Chapter A of the QAA Quality Code](#).

¹² With international provision, alternatives to the UK-centred context of some subject benchmark statements may be appropriate in order to contextualise the disciplinary understanding in an appropriate way – this should be discussed with Goldsmiths Collaborative Provision team.

ANNEX 4: INDICATIVE DUE DILIGENCE EVIDENCE – VALIDATION AND JOINT AWARDS

INSTITUTIONAL CRITERIA	INDICATIVE DUE DILIGENCE EVIDENCE	RESPONSIBILITY FOR REVIEW AT GOLDSMITHS
ACADEMIC		
1. High academic standing and compatibility of institutional missions and objectives.	<ul style="list-style-type: none"> ▪ Mission statement ▪ Strategic and operational plan ▪ Annual report ▪ Any Higher Education strategy and objectives ▪ Prospectus / other relevant publicity material 	Associate Pro-Warden (Collaborative Provision)
2. Institutional governance structures which protect the independence of academic decision-making.	<ul style="list-style-type: none"> ▪ Institutional structure (organisation chart) ▪ Governance arrangements ▪ Terms of reference of key committees ▪ Student and staff representation on committees 	<ul style="list-style-type: none"> ▪ Collaborative Provision team ▪ Head of Secretariat and Legal
3. An appropriate environment and ethos for the delivery of higher education.	Teaching and learning strategy	<ul style="list-style-type: none"> ▪ Associate Pro Warden (Collaborative Provision) ▪ Teaching and Learning Innovation Centre
4. Where applicable, a satisfactory record of a collaborative provision partnership with another university.	Discussion with previous/existing partner	Collaborative Provision team
5. Experience of delivering programmes at the proposed level, or evidence that the institution is capable of delivering programmes at the proposed level.	<ul style="list-style-type: none"> ▪ Report from quality / validating bodies and any PSRBs (where relevant) ▪ In the case of joint awards with an international institution – information regarding the national or regional qualifications frameworks 	<ul style="list-style-type: none"> ▪ Associate Pro Warden (Collaborative Provision) ▪ Quality Office
6. Appropriately qualified teaching staff and administrative support.	<ul style="list-style-type: none"> ▪ Staff recruitment and staff development policy 	<ul style="list-style-type: none"> ▪ HR ▪ Corresponding Academic Department

ANNEX 4: INDICATIVE DUE DILIGENCE EVIDENCE – VALIDATION AND JOINT AWARDS

INSTITUTIONAL CRITERIA	INDICATIVE DUE DILIGENCE EVIDENCE	RESPONSIBILITY FOR REVIEW AT GOLDSMITHS
<p>To include, arrangements for appointment, induction and ongoing staff development.</p>	<ul style="list-style-type: none"> ▪ CVs of staff who would be teaching on the collaborative programmes – to demonstrate that staff are appropriately qualified to deliver the programme/parts of the programme for which the Partner Institution is responsible ▪ Administrative staffing structure 	<ul style="list-style-type: none"> ▪ Institutional Approval Panel
<p>7. Appropriate academic infrastructure (or confirmation that Goldsmiths’ infrastructure will apply to the partnership). To include policies and processes for admissions, student records, examinations, student complaints and appeals.</p>	<p>Policies and procedures for the following:</p> <ul style="list-style-type: none"> ▪ Admissions ▪ Examinations (including feedback policies) ▪ Student records ▪ Complaints and Appeals procedures 	<ul style="list-style-type: none"> ▪ Collaborative Provision team ▪ Head of Admissions ▪ Head of Assessments ▪ Head of Enrolments and Records ▪ Complaints and Appeals Manager
<p>8. Appropriate student services and support arrangements (or confirmation that Goldsmiths’ arrangements will apply to the partnership). To include, health and safety, personal tutoring, careers service, support for students with disabilities, equality and diversity policies.</p>	<p>The following policies:</p> <ul style="list-style-type: none"> ▪ Health and Safety ▪ Student support ▪ Equal opportunities 	<ul style="list-style-type: none"> ▪ Head of Health and Safety ▪ Director of Student and Alumni Services
<p>9. Robust quality assurance and quality enhancement which demonstrates familiarity with the requirements of UK higher education, in particular, the QAA UK Quality Code and ongoing enhancement activities.</p>	<ul style="list-style-type: none"> ▪ Quality assurance policies ▪ Evidence of the institution’s awareness of the requirements of UK higher education (this could include a document mapping the institutions position against the QAA UK Quality Code) 	<ul style="list-style-type: none"> ▪ Collaborative Provision team ▪ Quality Office
<p>10. Adequate resources - relevant to the level of collaborative programme.</p>	<p>Details of resources to be provided by the prospective Partner Institution in the Self-Evaluation Document</p>	<p>Institutional Approval Panel to review facilities</p>

ANNEX 4: INDICATIVE DUE DILIGENCE EVIDENCE – VALIDATION AND JOINT AWARDS

INSTITUTIONAL CRITERIA	INDICATIVE DUE DILIGENCE EVIDENCE	RESPONSIBILITY FOR REVIEW AT GOLDSMITHS
To include teaching rooms or other specialist teaching spaces as required by the programmes, library, IT and media facilities.		
11. Further requirements for international partnerships:	<ul style="list-style-type: none"> ▪ Information on the Higher Education structures in place ▪ Consultation with in-country government offices/agencies and UK bodies such as the British Council ▪ Reports from the country's own higher education quality assurance agency (where one exists) 	<ul style="list-style-type: none"> ▪ Collaborative Provision team ▪ Associate Director - Internationalisation ▪ Quality Office
FINANCIAL		
1. Financial viability and stability.	<ul style="list-style-type: none"> ▪ Sources of income ▪ Three years of audited accounts (or equivalent records) ▪ Current budget statement ▪ Where appropriate, bankers' references ▪ Reports from funding bodies 	Director of Finance
2. Further requirements for international partnerships:	<ul style="list-style-type: none"> ▪ Details of the tax status of the institution ▪ A check will be undertaken to clarify if there are relevant statutory financial obligations 	Director of Finance

ANNEX 4: INDICATIVE DUE DILIGENCE EVIDENCE – VALIDATION AND JOINT AWARDS

INSTITUTIONAL CRITERIA	INDICATIVE DUE DILIGENCE EVIDENCE	RESPONSIBILITY FOR REVIEW AT GOLDSMITHS
LEGAL		
<p>1. Ability to contract legally with the College.</p>	<ul style="list-style-type: none"> ▪ Evidence of the legal status of the institution ▪ Confirmation that it can contract legally with the College ▪ Insurance policies relevant to the proposed partnership ▪ In the case of joint degrees – evidence that the institution has the legal and regulatory capacity to grant the relevant joint award ▪ Details of any collaborations with third parties which the institution is currently involved with and if any collaborations have recently terminated, an explanation of the reasons for such termination. 	<ul style="list-style-type: none"> ▪ Collaborative Provision team ▪ Head of Secretariat and Legal
<p>2. Further requirements for international partnerships:</p>	<ul style="list-style-type: none"> ▪ The country’s legal framework governing: <ul style="list-style-type: none"> ▪ Higher education activities ▪ Financial and cultural environment ▪ Health and safety ▪ Equal opportunities ▪ Data protection ▪ Public access to information ▪ Employment legislation ▪ Cross border transfer of currencies – e.g., are there any restrictions ▪ Where relevant, information regarding the economic and political stability of the areas involved 	<ul style="list-style-type: none"> ▪ Collaborative Provision team ▪ Associate Director - Internationalisation ▪ Head of Secretariat and Legal

ANNEX 5: SELF-EVALUATION DOCUMENT (SED)

INSTITUTIONAL APPROVAL - VALIDATION AND JOINT AWARD PARTNERSHIPS

The self-evaluation document (SED) will normally include the following information and should refer to relevant supporting documentation submitted to Goldsmiths as part of the due diligence exercise. The document should draw on existing strategic and managerial processes in place at the proposed Partner Institution which would provide the framework in which the proposed collaborative provision arrangement would operate.

For UK partnerships, the SED and all due diligence documentation is normally required 8 weeks in advance of the institutional approval visit. The submission may be required up to 12 weeks in advance for international arrangements. The Collaborative Provision team will advise the proposed Partner Institution in all cases.

1. Introduction to the Institution

Statement covering the following information:

- History of the institution (date established etc)
- Ownership
- Legal status
- Sources of income
- Position of the institution with the particular national context (where applicable)
- Type of institution
- Student body (numbers and profile) – current and projected
- Any existing validation arrangements
- Details of any planned significant changes / expansion to the institution

2. Rationale for the collaboration

A supporting statement confirming why the institution would like to enter into a collaborative provision arrangement with Goldsmiths

3. Programmes and programme management

- Title and level of all programmes offered at the institution
- Number of students on each programme
- Programme Overview Documents for each programme which will be subject to the collaborative arrangement
- Details of programme development, approval and review processes

4. Quality Assurance and Enhancement

- Commentary on existing quality assurance arrangements, policies and processes
- Details of any external influences which impact on provision (e.g. Professional and Statutory Regulatory Bodies [PSRBs], governmental requirements etc)
- Outcomes of any external audits
- Processes through which students contribute to quality assurance and enhancement, including mechanisms for obtaining and acting upon student feedback
- Examples of quality enhancement within the institution

5. Resources

- Details about the campus including teaching accommodation, library, IT and other resources
- Details of any planned growth in resources

ANNEX 5: SELF-EVALUATION DOCUMENT (SED)

- Support services for students (e.g. personal tutors, counselling, advice services, support for students with disabilities etc)
- Staffing (numbers and percentages of FT/PT/hourly staff)

6. **Research**

- The institutional research strategy and research environment
- Details about research activities of staff who would be teaching on the collaborative programmes

7. **Additional information for proposed international validated provision partnerships**

- Details of any requirements for the collaborative programmes to recognised by the appropriate education authorities in the jurisdiction where the institution is located
- Details of approval processes required by the education authorities
- Details of the range of business and ethical interests and links of the institution (either within the UK or internationally)

ANNEX 6: PROGRAMME / STUDENT HANDBOOKS

Partner Institutions will be required to produce a programme or student handbook for each validated programme. In the case of joint awards, a single document should be created by the programme teams at both institutions. Programme / student handbooks will be initially approved through the programme approval process, and then reviewed annually by the Partner Institution, with a copy provided to Goldsmiths ahead of the start of each academic year.

The handbook should contain all the information a student will need to participate on the programme and should include the following areas:

1. Background information (normally on title page):

- Name of Partner Institution
- Location
- Programme title
- Language of instruction and assessment
- Full list of award(s) (including any interim awards)
- Mode/pattern of study possible
- Credit rating
- Details of any professional bodies involved in the accreditation/approval of the programme(s)
- Date programme was approved / revised

2. Introduction and welcome

It is useful to begin the handbook with an introduction outlining the purpose of the document and a friendly welcome, perhaps from the Head of Department / Faculty / Partner Institution.

3. Contents list

Add a contents list with page numbers to reflect the main section headings in the booklets.

4. Disclaimer

A disclaimer should be included which confirms that the information contained within the handbook was correct on the date of publication and sets out the responsibilities of the Partner Institution and Goldsmiths to the students in terms of the published information. The Collaborative Provision team will provide a form of words.

5. Programme details

- List of modules and their status
- Diagram showing timetable for delivery of modules and their inter-relationships (for all modes of delivery)
- A curriculum map showing in which modules the programme learning outcomes are addressed
- Term dates

6. Staffing

Details of current staff (academic and support) involved in the programme

7. Teaching and learning

Types of teaching and learning methods that will be used

8. Complete set of module descriptions, to include the following:

- Module code and title
- Level and status

- Module leader details
- Learning outcomes
- Brief module description
- Context – e.g. how this module fits into the degree or relates to other modules
- Pre-requisites, if any
- Co-requisites, if any
- Mode of delivery (lecture, seminar, presentation or other)
- Assessment (Coursework %, Examination %)
- Indicative reading

9. Any additional programme requirements

- Professional/statutory practice, work-based or placement learning
- Details of any additional programme-related costs

10. Assessment

- Description of the range of assessment tasks across the modules
- Schedule of assessment points over the academic year
- Assessment criteria
- Guidance on referencing
- Processes for submitting and collecting assessed work
- How students obtain feedback on assignments
- How to apply for an extension
- Penalties for late submission

11. Learning Resources

- Information about the Partner Institution's library & IT facilities (and Goldsmiths' resources if available to students on the programme)
- Any additional resources
- Anything else relevant for students such as campus maps etc

12. Student support systems

- Induction process for new students
- Accessing staff – office hours, use of email, etc
- Personal tutors & other academic/professional support
- Learning support
- Information on any Personal Development Plan policies etc
- Information about Partner Institution student support resources (and Goldsmiths support resources if available to students on the programme)
- Other Partner Institution services, e.g. admin offices, accommodation support, sports facilities, disability support, counselling or other advice services, careers office
- Anything else the Partner Institution considers to be relevant for students

13. Other information sources

- Links to any other sources of information for students
- Information on how the VLE is used
- Links to Goldsmiths collaborative provision webpages
- For validation partnerships – link to Goldsmiths validation student guide

14. Quality Assurance

- Information on student engagement in quality assurance and enhancement – including the process for obtaining student feedback (e.g. module and programme evaluation process, programme committee representation)
- Details of the External Examiner(s) (name and institution) for the programme, appointed by Goldsmiths
- The following text should be included:

“The role of the External Examiner is not to second mark work but to provide an independent overview of the consistency of approaches to assessment. The standards of Internal Examiners’ marking in relation to other Higher Education Institutions are their principal concern rather than the marks attained by individual students. It is therefore inappropriate for students to make direct contact with External Examiners, in particular regarding their individual performance in assessments. Such issues should be raised through the Department / Faculty and, if they cannot be resolved through this route, dealt with through the appeals or complaints procedures.

Students can engage formally with the reports of the External Examiners and the responses through the committees on which they are represented and at which the reports are discussed.”

15. Regulations and policies

- Assessment / Academic Regulations
- Student complaints and academic appeals procedures, including information on when and how students can access Goldsmiths processes (and ultimately the Office for the Independent Adjudicator) – the Collaborative Provision team will advise on the specific arrangements for the partnership
- Disciplinary procedures

ANNEX 7: STUDY ABROAD (NON-ERASMUS)

NOTE: Study abroad arrangements which are set up and managed through Erasmus+ mobility schemes are not subject to the collaborative provision processes detailed below.

Colleagues who are interested in exploring EU and international mobility options for students should, in the first instance, contact the European Officer erasmus@gold.ac.uk to determine if the Erasmus+ scheme would be applicable.

INTRODUCTION

Study abroad is a collaborative arrangement through which an approved Partner Institution provides the resources to deliver approved study abroad modules and associated examinations for a duration of up to one academic year for students undertaking a programme of study at Goldsmiths.

In the first instance Goldsmiths' regulations will need to be consulted in order to determine that the specific conditions of the proposal will be permitted: <http://www.gold.ac.uk/regulations/>.

With this type of collaborative arrangement, Goldsmiths would normally retain responsibility for the following:

- Marketing, recruitment and admissions
- Enrolment, fee collection, maintenance of student records
- Approval of the academic content of the study abroad year /module (ensuring that the proposed content is at a level appropriate to achieve the learning outcomes for that component of the overall programme)
- Approval of any amendments to the academic content proposed by the Partner Institution
- Provision of information to students on the programme of study, including the study abroad scheme
- Quality assurance processes for the programme as a whole, including:
 - Annual and periodic programme review
 - Student engagement in quality assurance and enhancement
 - External Examiner appointments, briefing and functions
- Board of Examiners arrangements
- Award conferment (University of London).

The Partner Institution would normally be responsible for:

- Design of the academic content and assessment to be delivered through the study abroad arrangement
- Employment of suitably qualified teaching staff
- Delivery of the academic content
- Assessment regulations and processes
- Marking and moderation (although in some cases Goldsmiths may have an involvement in moderation) and provision of feedback to students
- Provision of learning resources
- Student support arrangements, which would normally include student accommodation and welfare during the period of study (in each case the written agreement will clearly define the responsibilities of Goldsmiths, the Partner Institution and the student)
- Maintenance of a student record for the academic content undertaken at the Partner Institution
- Working with Goldsmiths to implement the quality assurance processes

ANNEX 7: STUDY ABROAD (NON-ERASMUS)

Variations on the model outlined above are permitted, in which case the institutional approval criteria and due diligence requirements would be adjusted accordingly. The Collaborative Provision team will advise in all cases.

STUDY ABROAD - APPROVAL PROCESS

STRATEGIC CONSIDERATION	
1. PROPOSAL	<p>Partnership:</p> <ul style="list-style-type: none"> ▪ Refer to Section 6 of the Collaborative Provision (CP) Handbook ▪ Discuss the proposal with CP team ▪ For study abroad arrangements the CP team will specifically consider: <ul style="list-style-type: none"> ▪ The proposed logistical arrangements including student accommodation, insurance, student support including disability support and visas (where relevant) ▪ The proposed language of instruction and assessment ▪ Discuss tuition fee arrangements with the Fees Manager in relation to the cap on UK fees for periods of off-campus study. ▪ Complete the CP Proposal Form (Annex 1, CP Handbook) ▪ CP team to submit the form to Institutional Partnerships Sub-Committee (IPSC) or the Chair, endorsed by the appropriate Head of Department/s. <p>Programme:</p> <ul style="list-style-type: none"> ▪ Undertake the strategic approval of the programme through Academic Development Committee (ADC) – starting with an initial discussion with the Head of Student Marketing and Intelligence ▪ Submit the new programme proposal to Academic Development Committee (ADC) for approval.
2. BUSINESS CASE	<p>Business Case (Annex 2) to Senior Management Team (SMT), comprising:</p> <ul style="list-style-type: none"> ▪ Risk Assessment Exercise ▪ Mapping to Goldsmiths’ Criteria for Institutional Approval - only to the criteria that specifically relate to the partnership. This will depend on the responsibilities to be delegated to the proposed partner(s). The CP team will advise in all cases. ▪ Outline of proposed contingency plans ▪ Costing model and revenue projection ▪ For reference: a copy of the collaborative provision proposal form, endorsed by IPSC (including the rationale for the partnership) ▪ Confirmation that ADC has approved the programme proposal.
FORMAL APPROVAL	
3. INSTITUTION AND PROGRAMME APPROVAL	<p><i>Institutional and Programme approval will normally occur concurrently for Study Abroad partnerships.</i></p> <p>PROGRAMME APPROVAL – PROGRAMME SCRUTINY SUB-COMMITTEE (PSSC)</p> <ul style="list-style-type: none"> ▪ Programme Team to discuss the academic content of the programme with the Quality Office

ANNEX 7: STUDY ABROAD (NON-ERASMUS)

- Submit the [relevant programme documentation to PSSC](#) and the details of the recognition of credit to be accepted in place of Goldsmiths examinations
- PSSC to consider and approve the programme, subject to the formal approval of the partnership by Academic Board.

INSTITUTIONAL APPROVAL:

- The proposed Partner Institution will be invited to submit academic, financial and legal due diligence documentation relevant to the nature of the partnership to the CP team. The information will be reviewed by the relevant staff at Goldsmiths and a brief report prepared by the CP team.
- The CP team will organise a site visit to the proposed Partner Institution.
- **The CP team will undertake the following consultations:**

1. Arrangements for students

- Liaise with the Associate Director - Student Recruitment and Engagement to review all arrangements for student accommodation, support (including disability), welfare, insurance and information provision
- Discuss the proposal with the Head of Health and Safety
- Liaise with the Executive Office regarding insurance arrangements
- Liaise with the Head of Immigration regarding visas for the study abroad destination (if relevant) and monitoring arrangements for students with Tier 4 visas who will be undertaking periods of study off-campus

2. Regulations and policies

- Discuss and confirm with the proposed Partner Institution the regulations and policies which will apply to the study abroad programme (e.g. Goldsmiths, or the policies of the partner). These include quality assurance, assessment, Board of Examiners and complaints and appeals procedures
- Confirm with the proposed Partner Institution, the Head of Assessments and the Head of Quality the detailed arrangements through which academic credit undertaken through the study abroad period will contribute to the degree

3. Partnership management arrangements

- Confirm the partnership management arrangements with the relevant Academic Department at Goldsmiths and the proposed Partner Institution
- Discuss IT and administrative systems with the prospective Partner Institution and the relevant Professional Services Department at Goldsmiths
- Set up a secure data sharing arrangement in liaison with IT Services
- Inform the Head of Enrolments and Records of the proposed arrangement in order that the setting up of records for the year abroad can be planned

ANNEX 7: STUDY ABROAD (NON-ERASMUS)

	<ul style="list-style-type: none">▪ Advise the Head of Planning of the proposed arrangement and clarify which statutory returns would apply to these students <p>FORMAL APPROVAL OF THE PARTNERSHIP</p> <ul style="list-style-type: none">▪ The following will be submitted to IPSC:<ul style="list-style-type: none">▪ Site visit report▪ Goldsmiths' due diligence report (prepared by the CP team)▪ Confirmation that PSSC has approved the programme▪ IPSC (or the Chair) to make a recommendation to Academic Board on the approval of the Partner Institution.▪ Academic Board to ratify the decision and formally approve the Partner Institution.
4. WRITTEN AGREEMENT	A written agreement will be prepared by Goldsmiths' Solicitor once Academic Board has formally approved the Partner Institution. It will be signed by the authorised signatories of Goldsmiths and the partner in advance of the commencement of the programme.

MANAGEMENT OF THE PARTNERSHIP AT GOLDSMITHS

Day-to-day programme level matters, regular reviews of the arrangement and the operation of quality assurance processes will come under the direction of the relevant Academic Department at Goldsmiths.

Approval processes and review of the written agreement will be the responsibility of the CP team, working with the corresponding central office at the Partner Institution.

The Associate Pro Warden (Collaborative Provision) will retain oversight of the partnership, and will liaise with the Partner Institution in relation to strategic-level matters and institutional collaborative activities.

REVIEW OF WRITTEN AGREEMENT

The written agreement will be normally be reviewed at least once every five years. The CP team will co-ordinate the review, working with Goldsmiths' Solicitor. The Partner Institution will be invited to resubmit some of the financial and legal due diligence information as part of this review.

ANNEX 8: OFF-CAMPUS DELIVERY

NOTE: The off campus delivery of a credit bearing short course of 5 - 30 credits can normally be established through the approval of a Memorandum of Understanding (MoU) followed by the short course approval process, with additional due diligence checks relating to the partnership arrangements.

Please contact the [Collaborative Provision team](#) to discuss this further.

INTRODUCTION

This type of collaborative provision involves a full Goldsmiths' programme delivered by Goldsmiths' staff off-campus at an approved Support Provider. These arrangements are likely to vary in the nature and level of support required, therefore each proposal must be discussed in detail with the Associate Pro-Warden (Collaborative Provision) at an early stage.

Goldsmiths would normally retain responsibility for the following:

- Design and approval of the academic content and assessment of the programme (including any subsequent amendments)
- Employment of suitably qualified teaching staff
- Provision of information to students on the programme of study
- Delivery of the academic content
- Assessment regulations and processes
- Marking and moderation (including providing feedback to students)
- Admissions
- Quality assurance processes, including:
 - Annual and periodic programme review
 - Student engagement in quality assurance and enhancement
 - External Examiner appointments, briefing and functions
- Board of Examiners arrangements
- Award conferment (Note: Goldsmiths would exercise its own degree-awarding powers for this provision, therefore the award conferred would be of Goldsmiths' and not the University of London)

The Support Provider would normally be responsible for:

- Provision of learning resources
- Student support arrangements
- Working with Goldsmiths to implement the quality assurance processes
- In certain cases – marketing and recruitment (although Goldsmiths would have the final decision regarding admissions)

It should be determined at an early stage which institution would be responsible for Enrolment, fee collection and maintenance of student records.

Variations on the model outlined above are permitted, in which case the institutional approval criteria and due diligence requirements would be adjusted accordingly. For example, if a Support Provider was to become involved in the delivery of the programme/course, their status would change to that of 'Delivery Organisation' and Goldsmiths would require further information in order to assess the capacity of the partner in regard to the following areas:

- Level of familiarity with UK Higher Education requirements and standards

ANNEX 8: OFF-CAMPUS DELIVERY

- Ability to manage quality assurance processes and meet expectations of the [QAA Quality Code](#).
- Operational structures in place – e.g. record keeping and management of assessment processes.

The Collaborative Provision (CP) team will advise in all cases.

OFF-CAMPUS DELIVERY - APPROVAL PROCESS

STRATEGIC CONSIDERATION	
1. PROPOSAL	<p>Partnership:</p> <ul style="list-style-type: none"> ▪ Refer to Section 6 of the Collaborative Provision (CP) Handbook ▪ Discuss the proposal with CP team ▪ Complete the CP Proposal Form (Annex 1, CP Handbook) ▪ CP team to submit the form to Institutional Partnerships Sub-Committee (IPSC) or the Chair, endorsed by the appropriate Head of Department/s. <p>Programme:</p> <ul style="list-style-type: none"> ▪ Undertake the strategic approval of the programme through Academic Development Committee (ADC) – starting with an initial discussion with the Head of Student Marketing and Intelligence ▪ Submit the new programme proposal to Academic Development Committee (ADC) for approval.
2. BUSINESS CASE	<p>Business Case (Annex 2) to Senior Management Team (SMT), comprising:</p> <ul style="list-style-type: none"> ▪ Risk Assessment Exercise ▪ Mapping to Goldsmiths' Criteria for Institutional Approval - only to the criteria that specifically relate to the partnership. This will depend on the responsibilities to be delegated to the proposed partner(s). The CP team will advise in all cases. ▪ Outline of proposed contingency plans ▪ Costing model and revenue projection ▪ For reference: a copy of the collaborative provision proposal form, endorsed by IPSC (including the rationale for the partnership) ▪ Confirmation that ADC has approved the programme proposal.
FORMAL APPROVAL	
3. INSTITUTION AND PROGRAMME APPROVAL	<p><i>Institutional and Programme approval will normally occur concurrently for off-campus delivery partnerships.</i></p> <p>PROGRAMME APPROVAL – PROGRAMME SCRUTINY SUB-COMMITTEE (PSSC):</p> <ul style="list-style-type: none"> ▪ Programme Team to discuss the academic content of the programme with the Quality Office ▪ Submit the relevant programme documentation to PSSC and the details of the recognition of credit to be accepted in place of Goldsmiths examinations ▪ PSSC to consider and approve the programme, subject to the formal approval of the partnership by Academic Board. <p>INSTITUTIONAL APPROVAL:</p>

ANNEX 8: OFF-CAMPUS DELIVERY

	<ul style="list-style-type: none"> ▪ The proposed Partner Institution will be invited to submit academic, financial and legal due diligence documentation relevant to the nature of the partnership to the CP team. The information will be reviewed by the relevant staff at Goldsmiths and a report prepared by the CP team. ▪ The CP team will organise a site visit to the proposed Partner Institution. ▪ The CP team will undertake the following consultations: <ol style="list-style-type: none"> 1. Arrangements for staff <ul style="list-style-type: none"> ▪ Discuss the proposal with the Head of Health and Safety ▪ Liaise with the Executive Office regarding insurance arrangements ▪ Discuss and confirm with the proposed Support Provider all arrangements for any staff accommodation, visas (where relevant), welfare and insurance. 2. Regulations and policies <ul style="list-style-type: none"> ▪ Discuss and confirm with the proposed partner the regulations and policies which will apply to the programme (e.g. Goldsmiths, or the policies of the partner). These include quality assurance, assessment, Board of Examiners and complaints and appeals procedures 3. Partnership management arrangements <ul style="list-style-type: none"> ▪ Confirm the partnership management arrangements with the relevant Academic Department at Goldsmiths and the prospective partner. ▪ Discuss IT and administrative systems with the prospective partner and the relevant Professional Services Department at Goldsmiths. ▪ Set up a secure data sharing arrangement in liaison with IT Services. ▪ Inform the Head of Enrolments and Records of the proposed arrangement in order that the setting up of records can be planned. ▪ Advise the Head of Planning of the proposed arrangement and clarify which statutory returns would apply to these students. <p>FORMAL APPROVAL OF THE PARTNERSHIP:</p> <ul style="list-style-type: none"> ▪ The following will be submitted to IPSC: <ul style="list-style-type: none"> ▪ Site visit report ▪ Goldsmiths' due diligence report (prepared by the CP team) ▪ Confirmation that PSSC has approved the programme ▪ IPSC (or the Chair) to make a recommendation to Academic Board on the approval of the Support Provider / Delivery Institution. ▪ Academic Board to ratify the decision.
<p>4. WRITTEN AGREEMENT</p>	<p>A written agreement will be prepared by Goldsmiths' Solicitor once the partnership has been approved by Academic Board. It will be signed by the</p>

ANNEX 8: OFF-CAMPUS DELIVERY

	authorised signatories of Goldsmiths and the partner in advance of the commencement of the programme.
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MANAGEMENT OF THE PARTNERSHIP AT GOLDSMITHS

Day-to-day programme level matters, regular reviews of the arrangement and the operation of quality assurance processes will come under the direction of the relevant Academic Department at Goldsmiths. The Board of Examiners will also be organised by the Academic Department.

Approval processes and the review of the written agreement will be the responsibility of the CP team, working with the corresponding central office at the Support Provider.

REVIEW OF WRITTEN AGREEMENT

The written agreement will normally be reviewed at least once every five years. The CP team will co-ordinate the review, working with Goldsmiths' Solicitor. The Support Provider will be invited to resubmit some of the financial and legal due diligence information as part of this review.

ANNEX 9: ARTICULATION ARRANGEMENTS

INTRODUCTION

Articulation is a collaborative arrangement through which a qualification or credit awarded by an approved Partner Institution is formally recognised as granting direct entry to an advanced point in a Goldsmiths programme.

Articulation arrangements should not be confused with individual applications for advanced standing or with admissions arrangements to the beginning of programmes, which are not Collaborative Provision (CP) - see item 1.2 of the Collaborative Provision Handbook.

With this type of CP, Goldsmiths would normally retain responsibility for the following:

- Approval of the admissions requirements in place for the Partner Institution's programme
- Responsibility for assuring that the programme is at the appropriate level to articulate with the designated entry point to the specified programme provided at Goldsmiths
- Responsibility for assuring that the Partner Institution's programme is clearly compared to the Goldsmiths programme through a Qualification Mapping Exercise
- Completion of a further Qualification Mapping Exercise each time changes are made to the curriculum either at Goldsmiths or in the Partner Institution
- Responsibility for the delivery, assessment, quality assurance and student support in relation to the Goldsmiths programme of study
- Provision of information to students on the programme of study
- Award conferment (University of London)

The Partner Institution would normally be responsible for:

- Provision of information (approved by Goldsmiths) to applicants and students regarding the award of the final degree at Goldsmiths. This will include confirmation that through the transfer of academic credit to Goldsmiths, the final award would be determined by the results of modules undertaken under Goldsmiths' awarding authority; the marks of earlier work (undertaken at the Partner Institution) will not be taken into account in determining the final degree
- Admission of students to the programme in line with the entrance requirements agreed with Goldsmiths
- Provision of learning resources, delivery, assessment, quality assurance and student support for programme delivered at the Partner Institution.

Both institutions would normally be involved in the marketing and recruitment of the programme.

Variations on the model outlined above are permitted, in which case the institutional approval criteria and due diligence requirements would be adjusted accordingly. The CP team will advise in all cases.

ARTICULATION ARRANGEMENTS - APPROVAL PROCESS

STRATEGIC CONSIDERATION	
1. PROPOSAL	<p>Partnership:</p> <ul style="list-style-type: none"> ▪ Refer to Section 6 of the Collaborative Provision (CP) Handbook ▪ Discuss the proposal with CP team ▪ Complete the CP Proposal Form (Annex 1, CP Handbook) ▪ CP team to submit the form to Institutional Partnerships Sub-Committee (IPSC) or the Chair, endorsed by the appropriate Head of Department/s.
2. BUSINESS CASE	<p>Business Case (Annex 2) to Senior Management Team (SMT), comprising:</p> <ul style="list-style-type: none"> ▪ Risk Assessment Exercise ▪ Mapping to Goldsmiths' Criteria for Institutional Approval - only to the criteria that specifically relate to the partnership. This will depend on the responsibilities to be delegated to the proposed partner(s). The CP team will advise in all cases. ▪ Outline of proposed contingency plans ▪ Costing model and revenue projection ▪ For reference: a copy of the collaborative provision proposal form, endorsed by IPSC (including the rationale for the partnership)
FORMAL APPROVAL	
3. INSTITUTION AND PROGRAMME APPROVAL	<p><i>Institutional and programme approval will normally occur concurrently for articulation arrangements</i></p> <p>PROGRAMME APPROVAL – QUALIFICATION MAPPING EXERCISE</p> <ul style="list-style-type: none"> ▪ NOTE: Articulation arrangements do not require formal approval of the Partner Institution's full programme. ▪ In conjunction with the Institutional Approval process, the relevant Goldsmiths' Academic Department will carry out a Qualification Mapping Exercise comparing the learning outcomes and curriculum of the prospective Partner Institution's programme to the Goldsmiths' modules for which exemption is being proposed. This should evidence that the Partner Institution's programme is of an appropriate standard to articulate onto the corresponding Goldsmiths programme and confirm that students will have achieved the appropriate pre-requisite knowledge and skills to join the Goldsmiths programme. ▪ The External Examiner for the Goldsmiths' programme will also be consulted and must endorse the proposal. ▪ The outcome of the Qualification Mapping Exercise together with the External Examiner's endorsement will be presented for approval to Programme Scrutiny Sub-Committee (PSSC). The programmes/modules for which advanced standing is being sought must be clearly specified. The Qualification Mapping Exercise will be valid for a period of time to be specified by Goldsmiths' Academic Department (up to a maximum of five years).

ANNEX 9: ARTICULATION ARRANGEMENTS

	<p>INSTITUTIONAL APPROVAL:</p> <ul style="list-style-type: none"> ▪ The relevant academic member of staff will normally conduct a site visit to the institution and produce a brief report. ▪ The CP team will undertake the following activities at this stage: <ul style="list-style-type: none"> ▪ Liaise with the Head of Immigration to discuss visa arrangements for incoming students ▪ Ensure that the admissions requirements are reviewed and confirmed by the Head of Recruitment and Admissions ▪ Discuss the partnership management arrangements with the relevant Academic Department at Goldsmiths and the proposed Partner Institution ▪ Review arrangements for the credit transfer, in line with Goldsmiths’ regulations¹ and discuss this with the Quality Office ▪ Set up a secure data sharing arrangement in liaison with IT Services ▪ Inform the Head of Enrolments and Records of the proposed arrangement in order that the setting up of records can be planned <p>FORMAL APPROVAL OF THE PARTNERSHIP:</p> <p>The Chair of IPSC will be invited to approve the Partner Institution, following consideration of:</p> <ul style="list-style-type: none"> ▪ The site visit report ▪ Confirmation of PSSC’s approval of the Qualification Mapping Exercise
4. WRITTEN AGREEMENT	<p>A written agreement will be prepared by Goldsmiths’ Solicitor once the Chair of IPSC has approved the Partner Institution. It will be signed by the authorised signatories of Goldsmiths and the partner in advance of the commencement of the programme.</p>

MANAGEMENT OF THE PARTNERSHIP AT GOLDSMITHS

Day-to-day programme level matters, regular reviews of the Qualification Mapping Exercise and partnership arrangements will come under the direction of the relevant Academic Department at Goldsmiths.

Approval processes and the review of the written agreement will be the responsibility of the CP team, working with the corresponding central office at the Support Provider.

REVIEW OF WRITTEN AGREEMENT

¹ The principles of Goldsmiths’ credit transfer policy will apply. This requires a minimum of one third of the normal period of study prescribed for the programme to be undertaken under Goldsmiths’ awarding authority, and must include the final stage of the programme and assessment. The final award will be determined by the results of modules undertaken under Goldsmiths’ awarding authority; the marks of earlier work will not be taken into account in determining the final degree.

ANNEX 9: ARTICULATION ARRANGEMENTS

The written agreement will normally be reviewed at least once every five years. The CP team will co-ordinate the review, working with Goldsmiths' Solicitor. The Partner Institution will be invited to resubmit some of the financial and legal due diligence information as part of this review.