

LTC14D197

Title: *Report to LTC – Progress report on development activity informed by the Quality Code B10: Managing higher education provision with others*
Author: Sally Walker – Head of Partnerships
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Issue

An update on progress on enhancement activity related to the QAA Quality Code, Chapter B10: managing higher education provision with others

Recommendation

The Learning and Teaching Committee is asked to note the Development Activity and approve the format for the annual report on placements

Resource Implications

Not applicable.

Equality and Diversity

Not applicable.

Further Information

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Background

The attached action plan details what progress has taken place since the report to LTC in October 2014. Further progress reports will be included in the annual quality code update reports

UK Quality Code Development Plan
Chapter B10: Managing higher education provision with others
 Chapter Champion: Sally Walker

Chapter Expectation:

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.

Area	EVIDENCE	Enhancement Activity	WHO ?	BY WHEN ?
Indicator 1				
A strategic approach to delivering learning opportunities with others is adopted. Appropriate levels of resources (including staff) are committed to the activities to ensure that the necessary oversight is sustained.				
Partnerships	<p>Review of Partnerships Office showed it is appropriately resourced for current activity</p> <p>Approved Partnerships Strategy <u>Partnerships Handbook section 4</u></p>	Partnerships Strategy approved at LTC on 3 December 2014.		No further Action required
Placements	<p>Extract from UEA Placement Learning and Work-based Learning Code of Practice:</p> <p><i>The University of East Anglia is committed to maximizing the opportunities that its students have to develop practical experience of professional settings, work experience in other countries, language skills and exposure to a range of cultures. The University is committed to working collaboratively with professional, statutory and regulatory bodies (PSRBs), employers, external partners and other HEIs to ensure that its provision meets the needs of students, employers and society in general</i></p>	<p>Placements are now being considered at the course approval stage and form part of the programme specification; comments are fed back by Learning & Teaching Manager (Placements) where appropriate.</p> <p>A reallocation of LTS Coordinator resource following the closure of UEA (L) has led to 0.5FTE being assigned to the ZICER Placements Team, which has driven work forward</p>	DLTS	<p>No further action required</p> <p>No further action required</p>

	The strategic decisions for learning opportunities outside UEA which form part of the programme of study are made at programme level (see actions)			
PGR	<p>PGR Learning and Teaching Strategy and PGR Recruitment Strategy (in preparation) cover strategic approach to PGR provision including aspects of provision with others. B10-PGR Implementation Group has mapped out 15 to 20 areas of PGR provision covered within this, ranging from major doctoral training partnerships to individual student fieldwork arrangements.</p> <p>Oversight maintained through:</p> <ul style="list-style-type: none"> • Postgraduate Research Executive • Quarterly B10-PGR Implementation Group meetings 	<p>Strategy will be developed for increased placement provision as FMH pursue plans to recruit non-NHS funded international ClinPsyD trainees. Currently very low numbers (<4 students). No placements until third year.</p> <p>Strategic approach to co-tutelle provision to be developed as part of PGR Recruitment Strategy PGR recruitment strategy to be produced by end December 2015.</p> <p>PGR co-tutelles to be recorded on partnerships database Current review of co-tutelle agreements in preparation for recording on agreements database. Database currently unavailable. ISD restoring system.</p> <p>Staff resource for Doctoral Training Partnerships under regular review, with linked requests for additional resource for PGR Service as needed</p> <p>Strategic approaches for other partnerships (e.g. with University Campus Suffolk) under regular review. Review currently active via PGR.</p> <p>PGR Applications are now seen by UEA earlier in the process to allow enhanced quality monitoring.</p>	HPGR	<p>End July 2015</p> <p>End December 2015</p> <p>October 2015</p>
Study Abroad	<p>Requirements for Study Abroad are detailed on webpage http://www.uea.ac.uk/study/study-abroad</p> <p>Oversight maintained through:</p> <ul style="list-style-type: none"> • Continual working relationships 	<p>International Executive currently considering funding for software to more effectively capture mobility and international partnerships.</p> <p>International Office/Study Abroad Office will provide an ARM representative on the ISD Board and to review SITS</p>	HOI & Study Abroad Manager	

	<ul style="list-style-type: none"> Personal meetings with partners at sector conferences Site visits for relationship management and recruitment Hosted inward visits from partners 	and other systems provisions (including but not limited to, e:vision, Hobson's Connect, and Blackboard) for Study Abroad management.		
Indicator 2				
Governance arrangements at appropriate levels are in place for all learning opportunities which are not directly provided by the degree-awarding body. Arrangements for learning to be delivered, or support to be provided, are developed, agreed and managed in accordance with the formally stated policies and procedures of the degree-awarding body.				
Partnerships	<u>Partnership Agreements</u>	No further action required		
Placements	<p>UEA Placement Learning and Work-based Learning Code of Practice</p> <p><u>Placement Learning and Work-based Learning Code of Practice</u></p> <p>The UEA Code of Practice makes roles and responsibilities clear</p>	<p>Relevant forms have been revised and provided separately from the Code of Practice.</p> <p>Course review process has been reviewed to ensure that placements are reviewed as part of the process and that compliance with UEA requirements is demonstrated.</p>	<p>HLTS (Q)</p> <p>ADTP</p>	
PGR	Doctoral Training Partnership arrangements are reviewed by DTP Management Boards; other arrangements are reviewed by Postgraduate Research Executive	Review how Doctoral Training Partnerships Directors and other University DTP leads fit in to PGR governance structure.	ADRP	July 2015
Study Abroad	School approvals and relationship maintenance and quality review through participant feedback.	<p>School approval (where relevant), relationship maintenance and quality review: per list to accompany LTC Study Abroad report (May 2015)</p> <p>Partnership Approval: Process outlined per Mobility Partnership Request form</p>	Study Abroad Manager	See Study Abroad Report to LTC

		Advice added to Study Abroad pages: https://intranet.uea.ac.uk/erasmus/tsm?_ga=1.46397607.1457510843.1400061682		
Indicator 3				
Policies and procedures ensure that there are adequate safeguards against financial impropriety or conflicts of interest that might compromise academic standards or the quality of learning opportunities. Consideration of the business case is conducted separately from approval of the academic proposal.				
Partnerships	For partnerships business case is separated from course/institution approval.	No further action required		
Placements	<p>LTS Document shows where records located <u>Z:\LTS Folders\Placements\QAA Quality Code (B10)\MoUs agreements where records held.docx</u></p> <p>For programmes leading to vocational qualifications – these have the majority of placements at present, student numbers usually commissioned by external government bodies</p> <p>UEA CoP states:</p> <p>9.1. Schools making <u>new</u> arrangements for placements/work-based learning experiences with an employer or external organisation of any kind will ensure that the placement/work-based learning provider confirms:</p> <ol style="list-style-type: none"> 1. That a learning experience of an appropriate standard will be provided for the student(s); 2. That it has appropriate insurance, equality, and health and safety 	<p>Annual report on placements will be submitted to LTC (structure and content to be confirmed) Format of report to be agreed and presented to LTC. Report should include the range of placements, number of students on placements and any issues that have arisen.</p> <p>Completed report to be presented to LTC</p> <p>Internships are covered in B4</p>	HLTS (Q)	<p>Format are appended to this document for LTC approval</p> <p>Annual Reports to commence October 2015</p>

	<p>policies in place;</p> <p>3. The identity and contact details of a key contact person/staff member who will act as the student's mentor/supervisor whilst on placement;</p> <p>4. Arrangements whereby the student's progress will be monitored;</p> <p>5. That it has a complaints procedure which the student can use in the same way as any other staff member or member of the organisation;</p> <p>6. Where relevant, the placement will meet the requirements of relevant statutory and regulatory, professional or funding bodies (PSRBs).</p> <p>1.2. The School of Study will ensure that details relating to any new placement/work-based learning arrangement, including full contact details of the organisation concerned and details (where known) of where the student will be residing whilst in placement, are shared with the relevant LTS HUB. The HUB concerned will ensure that these details are recorded and kept (in the longer term this information will be held on a central Placements Database).</p>			
PGR	Overseen by Postgraduate Research Executive when applicable	No immediate actions required but B10-PGR Implementation Group will keep under review		
Study Abroad	<p>Full year abroad students pay £1350 and are subsidised by HEFCE and UEA.</p> <p>Single semester abroad students pay full tuition fees.</p>	No action required		
Indicator 4				

Degree-awarding bodies that engage with other authorised awarding bodies to provide a programme of study leading to a joint academic award satisfy themselves that they have the legal capacity to do so.

Partnerships	UEA has currently only one such arrangement with University of Essex for University Campus Suffolk. <u>Partnerships Handbook</u>	Further clarification has been provided on joint and dual awards. http://www.uea.ac.uk/partnerships/international/International+Handbook	HOP	Completed Jan 2014
Placements	n/a	n/a		
PGR	Co-tutelle provision is checked on a case-by-case basis (dual awards)	PGR co-tutelles to be recorded on partnerships database. Database currently unavailable. ISD restoring system.(see above)	HPGR	October 2015
Study Abroad	n/a	n/a		

Indicator 5

The risks of each arrangement to deliver learning opportunities with others are assessed at the outset and reviewed subsequently on a periodic basis. Appropriate and proportionate safeguards to manage the risks of the various arrangements are determined and put in place.

Partnerships	Risks assessed via validation and review/revalidation for partner institutions managed by Partnerships Office http://www.uea.ac.uk/partnerships/international/International+Handbook	Checklist and revised process for initial scrutiny in place for new proposals http://www.uea.ac.uk/partnerships/policy-and-forms/proposal	HOP	Completed
Placements	UEA CoP Appendix 1 Risk Assessment Tool for Student Placements Appendix 2 Placement provider Agreement Form Appendix 3 Placement Approval Form	Risks are considered at programme approval and review. Placements considered at programme approval stage via consideration of programme specifications by Learning & Teaching Manager (Placements).	LTS Hub Manager (RF)	Completed

	<p>Appendix 4 Types of Risk (Low, Medium and High)</p> <p>Appendix 5 Risk management approach: Low, Medium & High (for use when completing Risk Assessment Tool)</p> <p>Appendix 6 Placement Health and Safety Requirements</p> <p>Appendix 7 Induction Checklist</p>			
PGR	<p>Indicator 5 - Fieldwork+Risk+Assessment+Form.pdf</p> <p>Indicator 5 - Research+and+fieldwork+absence+(pdf).pdf</p> <p>Cotutelles signed off by Academic Director of PGR (to be recorded – see above)</p> <p>CoP includes risk assessment for placements.</p>	<p>PGR co-tutelles to be recorded on partnerships database. Database currently unavailable. ISD restoring system.</p>	HPGR	October 2015
Study Abroad	<p>Attached 2015-16 Study Abroad and Erasmus+ handbooks (revised annually).</p> <p>Indicator 5 - GeneralGuide.YA2015-16.docx (online)</p> <p>Indicator 5 - Outgoing ERASMUS Guide 15-16.pdf (online)</p> <p>Risks may also be assessed as part of the course review process.</p>	<p>Annual analysis of study abroad assessments/performance on study abroad to be provided as part of LTC Study Abroad report.</p> <p>Report to Study Abroad meeting February 2015 – postponed</p> <p>Report to LTC May 2015</p>	Study Abroad Manager	See Study Abroad Report to LTC
Indicator 6				

Appropriate and proportionate due diligence procedures are determined for each proposed arrangement for delivering learning opportunities with an organisation other than the degree-awarding body. They are conducted periodically to check the capacity of the other organisation to continue to fulfil its designated role in the arrangement.

Partnerships	For Partnerships due diligence is part of the approval process, periodically checked at Institutional Reapproval/Revalidation. Agreements can be checked/reviewed at any time if concerns are raised.			
Placements	<p>UEA CoP</p> <p>Appendix 2 Placement provider Agreement Form</p> <p>Appendix 3 Placement Approval Form</p> <p>The process for the review of placements has been articulated and included in annual course update. 'Professional' Schools often have additional requirements for review of placements when complying with PSRB regulations.</p>	New Coordinator appointed. Specification for software completed. Awaiting programming time.		
PGR	Reviewed by B10-PGR Implementation Group	No immediate actions required but B10-PGR Implementation Group will keep under review		
Study Abroad	<ul style="list-style-type: none"> Continual working relationships Personal meetings with partners at sector conferences Site visits for relationship management and recruitment Hosted inward visits from partners 	See Study Abroad Report	Study Abroad Manager	Study Abroad report to LTC

Indicator 7

There is a written and legally binding agreement, or other document, setting out the rights and obligations of the parties, which is regularly monitored and reviewed. It is signed by the authorised representatives of the degree-awarding body (or higher education provider without degree-awarding powers arranging provision by a third party) and by the delivery organisation, support provider or partner(s) before the relevant activity commences.

Partnerships	<p>All MoUs and agreements held on the Partnerships database are monitored and reviewed at least every five years.</p> <p><u>Partnership Agreements</u></p>	No action required		
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	<p>Approved process for signature for MoUs</p> <p>http://www.uea.ac.uk/partnerships/international/International+Handbook appendix B and C</p> <p>All Partnerships covered by Partnerships Office are subject to legally binding agreements monitored and reviewed at least every five years</p>			
Placements		Database of MoUs for Placements to be centralised (using Partnerships model) Database currently unavailable. ISD restoring system.	Head of Partnerships	October 2015
PGR	Range of different agreements including DTP collaborative agreements, individual contracts for students and terms of reference for Management Boards	PGR provides an annual report summarising current agreements to PGR Executive	HPGR	
Study Abroad	<p>Copies of all Study Abroad agreements are held by the Partnerships Office.</p> <p>Proposals for extending or initiating partnerships with universities are reviewed and agreed at School level (if School-specific) and ratified by International Partnership Committee, chaired by the Director of Internationalisation; agreements are confirmed in writing and added to the Partnerships database.</p> <p>Erasmus+ bi-lateral agreements are primarily School-specific and (re)approved by School at annual review.</p> <p>University-wide agreements are directly approved by International Partnership Committee.</p>	N/A		
Indicator 8				

Degree-awarding bodies take responsibility for ensuring that they retain proper control of the academic standards of awards where learning opportunities are delivered with others. No serial arrangements are undertaken without the express written permission of the degree-awarding body which retains oversight of what is being done in its name.

Partnerships	Processes as set out in the Partnerships Handbook demonstrate control of academic standards Serial arrangements not allowed unless agreed in writing and formally approved by UEA. (although there are currently no such arrangements) Evidence - partnership agreements	No further action required		
Placements	This is for collaborative arrangements. Learning opportunities, where relevant to placements are covered in 6 above, however note action 1	Need to review placement template to specify that placements cannot be at any other institution than that named in the agreement (i.e. a placement at a partner of that institution is not acceptable).		
PGR	Reviewed by B10-PGR Implementation Group	No immediate actions required but B10-PGR Implementation Group will keep under review		
Study Abroad	Credit is awarded for all study mobility. Translation of marks (and protocol for contribution to degree classification) varies by School. Currently, non-translated marks statements/transcripts are sent directly to Hubs. Translated marks are prepared by Study Abroad Office according to general guidance tables and confirmed/changed by School Study Abroad Coordinator(s).	A review of practices regarding marks translation is currently being undertaken by LTS.	HOI	

Indicator 9

Degree-awarding bodies retain responsibility for ensuring that students admitted to a programme who wish to complete it under their awarding authority can do so in the event that a delivery organisation or support provider or partner withdraws from an arrangement or that the degree-awarding body decides to terminate an arrangement.

Partnerships	Partnership agreements have termination clauses which ensure that students are supported through their	None required		
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	<p>agreed course of study following termination of an arrangement.</p> <p>The university is aware of its obligations and would put remedial action in place should a partner not fulfil their obligations as set out in the agreement.</p>			
Placements	If a placement provider withdraws, alternative arrangements are considered on an individual basis.	Action: See Action Indicator 2		
PGR	Reviewed by B10-PGR Implementation Group, reporting to Postgraduate Research Executive with any required actions	Contingency plans for students with supervision at London Academy of Diplomacy following UEA London closure Supervision of LAD PGR students transferred to UEA supervision.	HPGR	No further action required
Study Abroad	<p>Termination clause provides sufficient time to find a new placement.</p> <p>There are currently enough options to allow fulfilment of University pastoral responsibility to students enrolled on YA.</p> <p>Slots are decided upon between 18-24 months in advance and a partner would never renege on such an arrangement prior to the last-agreed cohorts' participation. However, should this occur, the SA office would very likely be able to arrange a reallocation to another partner university.</p>	None required		
Indicator 10				
All higher education providers maintain records (by type and category) of all arrangements for delivering learning opportunities with others that are subject to a formal agreement.				
Partnerships	Agreement database covers all partnership agreements and reviewed annually	There is a central record of where placement agreements are kept.		
Placements	<p>The CoP 9.2 states:</p> <p>1.1. <i>The School of Study will ensure that details relating to any new placement/work-based learning arrangement, including full contact details of the organisation concerned and</i></p>	A central database for all of these records would enhance the management of placements. This is currently awaiting programming time for Tribal.	HOI/ HLTS (Q)	

	<p><i>details (where known) of where the student will be residing whilst in placement, are shared with the relevant LTS HUB. The HUB concerned will ensure that these details are recorded and kept (in the longer term this information will be held on a central Placements Database).</i></p> <p>Oversight of these records is via the LTS Placements office</p>	Support for students whilst studying abroad currently being considered via a working group.		
PGR	Reviewed by B10-PGR Implementation Group	Records are maintained with Indexing working currently taking place.	HPGR	
Indicator 11				
Degree-awarding bodies are responsible for the academic standards of all credit and qualifications granted in their name. This responsibility is never delegated. Therefore, degree-awarding bodies ensure that the standards of any of their awards involving learning opportunities delivered by others are equivalent to the standards set for other awards that they confer at the same level. They are also consistent with UK national requirements.				
Partnerships	<p>Partnerships Handbook</p> <p>International Partnerships Handbook</p> <p>Partnerships Agreements</p> <p>UCS Joint Academic Committee</p> <p>Joint Boards of Studies</p> <p>https://www.uea.ac.uk/partnerships/committeepapers</p>			
Placements	This relates to Collaborative Provision and is not applicable for the Placement CoP			

PGR	Reviewed by B10-PGR Implementation Group	No immediate actions required but B10-PGR Implementation Group will keep under review		
Study Abroad	Credits awarded by other institutions counts towards a UEA degree but protocols for translation of marks varies across Schools.	Currently, host university transcripts with non-translated marks (e.g., Pass/Fail) are sent directly to LTS Hubs, but a record of marks achieved is kept by Study Abroad Office. Host university transcripts with translated marks are prepared by Study Abroad Office, signed off by School Study Abroad Coordinator(s), and then sent to LTS Hubs.		

Indicator 12

When making arrangements to deliver a programme with others, degree-awarding bodies fulfil the requirements of any professional, statutory and regulatory body (PSRB) that has approved or recognised the programme or award, in relation to aspects of its delivery and any associated formal agreements. The status of the programme or award in respect of PSRB recognition is made clear to prospective students.

Partnerships	<u>Partnerships Handbook</u> Validation reports	Validation/Revalidation/reapproval events include PSRBs where appropriate PSRB recognition made clear in student handbooks		No further action
Placements	<u>Placement Learning and Work-based Learning Code of Practice</u> The UEA CoP (page 30) clear states: <i>Where appropriate, Placement Organisers should refer to the requirements of any relevant professional or regulatory body (PSRB) in relation to professional practice obligations.</i>			
PGR	Applies to Doctorate in Clinical Psychology and relations with the Cambridgeshire and Peterborough Foundation Trust	No immediate actions required but B10-PGR Implementation Group will keep under review		
Study Abroad	N/A			

Indicator 13

Degree-awarding bodies approve module(s) and programmes delivered through an arrangement with another delivery organisation, support provider or partner through processes that are at least as rigorous, secure and open to scrutiny as those for assuring quality and academic standards for programmes directly provided by the degree awarding body.

Partnerships	https://www.uea.ac.uk/partnerships/committeepapers Validation/Revalidation/reapproval procedures as set out in Partnerships Handbook Validation conditions/recommendations and requirements monitored through JAC/JBOS			No further action
Placements	This does not relate to placements			
PGR	Reviewed by B10-PGR Implementation Group	No immediate actions required but B10-PGR Implementation Group will keep under review		
Study Abroad				
Indicator 14				
Degree-awarding bodies clarify which organisation is responsible for admitting and registering a student to modules or programmes delivered with others, and ensure that admissions are consistent with their own admissions policies.				
Partnerships	Individual Partner mapping (Responsibility for admissions and registration clear in partnership agreements).	Admissions for each partner mapped against the Code of Practice and will be mapped against the quality code		
Placements	This does not relate to placements			
PGR	Reviewed by B10-PGR Implementation Group Revised flowchart for UCS PGR admission process approved by PGR Subcommittee January 2015.	Admissions procedures for UEA PGR students at UCS have been reviewed	HPGR	Completed
Study Abroad				
Indicator 15				
Degree-awarding bodies ensure that delivery organisations involved in the assessment of students understand and follow the assessment requirements approved by the degree-awarding body for the components or programmes being assessed in order to maintain its academic standards. In the case of joint, dual/double and multiple awards or for study abroad and student exchanges, degree-awarding bodies agree with their partners on the division of assessment responsibilities and the assessment regulations and requirements which apply.				
Partnerships	Partner assessment strategies and regulations approved by UEA – Evidence JBOS/JAC Assessment responsibilities of each party set out in Partnership agreements	Feedback from Partner Institutions incorporated into design of regulations and procedures. For example, IHSCS, Guernsey are involved through the Taught Programmes Policy Group (TPPG).		

Placements	Details of Placement provider training held by LTS Placements	Consideration to be given to producing a training video which could be made available to providers online.	ADTP	December 2015
PGR	Reviewed by B10-PGR Implementation Group Assessment and transfer procedures for UEA PGR students at UCS reviewed by HPGR			
Study Abroad		All students receive a transcript from the host university (which is positive for employment and for PG application). A review of practices regarding marks translation is currently being undertaken by LTC.		
Indicator16				
Degree-awarding bodies retain ultimate responsibility for the appointment, briefing and functions of external examiners. The external examining procedures for awards where learning opportunities are delivered with others are consistent with the degree awarding body's approved practices.				
Partnerships	All External Examiners for UEA partners approved by UEA's Director of Taught Programmes. <u>Partnerships Handbook</u> UEA approved briefing packs, and under review via individual partner mapping exercise External Examiner response forms approved by UEA			No further action
Placements		N/A – External Examiners are appointed for the UEA programme by UEA		
PGR	Reviewed by B10-PGR Implementation Group but mostly covered by B11 Implementation Group	No immediate actions required but B10-PGR Implementation Group will keep under review. Extensive review has been carried out under B11 regarding all PGR external examining and revisions to Instructions to Examiners and regulations during 2014.		
Study Abroad				

Indicator 17				
Degree-awarding bodies ensure that modules and programmes offered through other delivery organisations, support providers or partners are monitored and reviewed through procedures that are consistent with, or comparable to, those used for modules or programmes provided directly by them.				
Partnerships	<p>JBOS papers</p> <p>JAC papers</p> <p>Courses at partners reviewed annually through agreed process and reported to JBOS. Partnerships office involved in reviews.</p> <p>For UCS joint award, all courses are reviewed and sampled by the universities via a risk-based approach</p>			
Placements	Summary of placement review required	See above re integration into course approval and review To be included in report mentioned in Indicator 3 above.		Annual reports from October 2015
PGR	<p>Reviewed by B10-PGR Implementation Group</p> <p>Programme review processes at UCS reviewed by HPGR.</p>			
Study Abroad	Arrangements for course/module review have been checked.	For all study and (centrally-managed) work placements, students complete a Learning/ Training Agreement which is approved by academic staff. Since AY2013-14, all outbound study cohorts are required to complete a Learning Agreement.		
Indicator 18				
Degree-awarding bodies ensure that they have effective control over the accuracy of all public information, publicity and promotional activity relating to learning opportunities delivered with others which lead to their awards. Information is produced for prospective and current students which is fit for purpose, accessible and trustworthy. Delivery organisations or support providers are provided with all information necessary for the effective delivery of the learning or support.				
Partnerships	Publicity protocol included in partnership agreements and amendments received by JBOS – evidence JBOS papers			

	<p><u>Easton</u> (Minute 13) <u>CCN</u> (Minute 17) <u>INTO</u> (Minute 18) <u>LAD</u> (Minute 19) <u>Mountview</u> (Minute 12) <u>IHSCS</u> (Minute 23)</p> <p>All web-based information reviewed annually by partnerships office and reported to JBOS</p> <p>Prospectus signed off by Partnership Office</p> <p>Student Handbooks approved at validation and then reviewed on an annual basis and reported to JBOS</p>			
Placements	<p>Study Abroad https://www.uea.ac.uk/study/study-abroad</p> <p>Placements http://www.uea.ac.uk/learningandteaching/students/studying/placements</p> <p>Individual student handbooks</p>	Information to be reviewed annually		
PGR	Reviewed by B10-PGR Implementation Group	<p>No immediate actions required but B10-PGR Implementation Group will keep under review.</p> <p>PGR web review paper submitted to and approved by PGR Executive 7 October 2014 which covers the checking of public information on the web.</p>		
Study Abroad	<p>Indicator 5 - GeneralGuide.YA2015-16.docx</p> <p>Annual review of accuracy of Year Abroad placements information on partner sites completed.</p>	Resources available to students:	SA Manager	

		<ul style="list-style-type: none"> • Study Abroad and Erasmus+ Handbooks (online). • Study Abroad Library available to students. • Workshop and advice series provided from Induction to Re-entry. • Individual appointments available. <p>Academic outcomes to be included in LTC Study Abroad report – May 2015.</p>		
Indicator 19				
When degree-awarding bodies make arrangements for the delivery of learning opportunities with others, they ensure that they retain authority for awarding certificates and issuing detailed records of study in relation to student achievement. The certificate and/or record of academic achievement states the principal language of instruction and/or assessment where this is not English. Subject to any overriding statutory or other legal provision in any relevant jurisdiction, the certificate and/or the record of achievement records the name and location of any other higher education provider involved in the delivery of the programme of study. Where information relating to the language of study or to the name and location of the delivery organisation or partner is recorded on the record of achievement only, the certificate refers to the existence of this formal record.				
Partnerships	<p>Appendix 2 of institutional agreements</p> <p>All degree certificates produced by UEA (apart from the joint awards for UCS which are produced by University of Essex). These certificates all show the location of study.</p> <p>There are no partners where delivery is not in English</p> <p>Detailed records of study are produced by partners as agreed in the partnership agreement</p>			
Placements	n/a			
PGR		Monitoring and engaging in HEA postgraduate research HEAR template discussions via HEAR-PGR@jiscmail.ac.uk.		
Study Abroad	N/A			

Chapter B10: Learning & Teaching – Development Group members:

- Sally Walker (HOP) (Chapter Champion)
- Karen Blackney (ARM)
- Becky Fitt (LTS)
- Julia Jones (LTS)
- Adam Longcroft (ADTP)
- Vivien Easson (Head of PGR Service, Research and Enterprise Division)
- Stephen Knock (Partnerships Office, LTS)

Summary of University Placement/Work-based Learning Activity Annual Report to LTC
Academic Year: XXXX
Completed by (name/position): Date:
1. List of Programmes which include placement/work-based learning activity: <i>NB: Study Abroad programmes are not included as reported on separately.</i>
2. Total number of students (heads) undertaking placement/work-based learning activity in the academic year:
3. School summary reports attached as listed below:
4. List of missing reports below:

<p>School Summary Report on Placements Please delete the red guidance notes as you complete the form</p>
<p>Academic Year XXXX – XXXX</p>
<p>Completed by: Placement Lead for School/programme</p>
<p>School</p>
<p>Date completed</p>
<p>Programmes</p>
<p>1. List programmes with a placement/work-based learning element:</p> <p>Please ask LTS to provide this information if they are responsible for the administration of placements. Where the school/faculty is responsible you will need to source this information</p>
<p>2. Which programmes with placements have been reviewed as part of the 5-year Course Review process in the academic year?</p> <p>List programmes</p>
<p>Students</p>
<p>3. How many students (total numbers, headcount) have been on placement in the academic year:</p> <p>Please ask LTS to provide this information if they are responsible for the administration of placements; where the School/Faculty is holds these records you will need to source this information.</p>
<p>4. Please confirm that all students</p> <ul style="list-style-type: none"> • completed the Placement Risk Assessment Tool (e.g., where it is not considered as part of a separate learning agreement/memorandum of understanding) http://www.uea.ac.uk/learningandteaching/documents/placements/lts030-placement-risk-assessment-tool • and met with their University-based Placement ‘coordinator/mentor’ equivalent.
<p>5. Where are the records for (4) held?</p>
<p>6. How have you gathered student feedback on placements?</p>
<p>7. Where is the information in (6) held?</p>
<p>8. What action has been taken as a result of student feedback?</p>
<p>9. How has any action taken been fed back to students and Placement Providers?</p>
<p>Placements</p>
<p>10. List Placement Providers for the academic year:</p>

11. List those Placement Providers which have been audited in the academic year?
12. How have you gathered feedback from Placement Providers? 13. Where is it held?
14. What action has been taken as a result of feedback from Placement Providers? 15. How has this been fed back to students and Placement Providers?
16. Have you removed any Placement Providers from your approved list? List of removed placements or nil return