

REGULATION 6 VALIDATION OF COURSES

1 Terms of Reference of the Collaborative Provision Committee

- (a) City, University of London validates programmes offered at other institutions as courses leading to awards. Senate, within the responsibilities delegated to it by Council and set out in the Charter and Ordinances, oversees teaching, research, programmes of study and the award of degrees in City's name.
- (b) Senate's Committee on Collaborative Provision oversees the effective operation of all aspects of the institution's collaborative provision offered through validation and institutional partnerships. In particular, the Collaborative Provision Committee works to ensure that the quality and standards of collaborative programmes and awards within its remit are commensurate with those offered within City. It has the following delegated responsibilities with respect to validation and institutional partnerships:-
- The implementation and oversight of City's validation and institutional partnerships framework and agreements
 - Approval of recommendations arising from programme validation/approval and revalidation/periodic review where a further period is proposed
 - Approval of amendments to programmes offered through validation and institutional partnerships
- (c) The Collaborative Provision Committee has the following terms of reference:

All Collaboration Provision

1. Oversee the review and development of City's quality and standards frameworks for collaborative provision.
2. Oversee the implementation of the quality and standards frameworks and compliance with Memoranda of Agreement for collaborative provision.
3. Review and develop Senate policies on collaborative provision to make recommendations to Senate.
4. Identify institution-wide themes, good practice for dissemination and areas for action arising from reports relating to partnership provision including Annual Programme Evaluation, Programme Approval/Validation, Periodic Review/Revalidation and External Examiner reports.
5. Monitor areas for action arising from external compliance requirements for collaborative provision.
6. Support the development and communication of information to partner institutions on quality and standards framework matters.
7. Contribute to the development of the wider institutional infrastructure for collaborative provision.

8. Oversee developments to the quality and standards framework for the management of other types of learning opportunities which involve other organisations (e.g. placements, student mobility).
9. Contribute to strategic reviews of collaborative provision, making recommendations to Senate and the Executive as appropriate.

Validation and Institutional Partnerships

10. Operate City's framework for programme validation and revalidation, approving recommendations on behalf of Senate where further periods are proposed, or making recommendations to Senate where termination or suspension is proposed.
11. Approve proposed amendments to programmes offered through validation and institutional partnership arrangements.
12. Establishing a sub-committee ('Course Board') including composition, membership and terms of reference for each validation/institutional partnership relationship.

2 Composition and Membership

2i) Ex-Officio

- Academic Director (Collaborative Provision) (Chair)
- Chairs of Course Boards for Validation and Institutional Partnerships
- Students' Union Deputy President
- Assistant Vice-President (International)

2ii) Appointed

- The Lead Partnership Coordinator from each School
- Up to two members of academic staff appointed annually by Senate and not represented elsewhere in the membership

2iii) In attendance

Secretary

A representative of Student and Academic Services

A representative of International Partnerships and Development

3 Appointment of Members and Terms of Office

Members are appointed for up to 3 years, renewable.

4 Quorum

- 4i) The quorum for a meeting of a Collaborative Provision Committee meeting is one-third of total membership rounded up to the next whole number.
- 4ii) In the absence of a quorum, no business should be transacted other than the adjournment of the meeting. The fact that a meeting is inquorate should be reported to Senate.

- 4iii) Two weeks' notice to all members of Collaborative Provision Committee is required for the adjourned meeting.
- 4iv) At the adjourned meeting, the business for which the original meeting was called may be completed in the absence of a quorum.

5 Operation

- 5i) The Collaborative Committee is required to meet once per year, or more frequently as appropriate.
- 5ii) An annual report on its activities should be submitted to Senate.
- 5iii) No programme at an institution shall be validated until City's Senior Leadership Team (SLT) has confirmed that a link has potential strategic benefit and that discussions should continue, the Collaborative Provision Committee has investigated the suitability of the institution and Senate has approved the institution, having regard to the nature of the programme or programmes proposed for validation. Such approval shall be reported to Council via City's SLT. In particular, the Committee shall satisfy itself as to the institution's fit with City's Strategy, corporate values and academic portfolio. In addition, the institution's objectives, governance, funding, resources, academic capability, general standing, location, critical mass, quality assurance systems (including audit reports carried out by external agencies), risk and existing or previous links with other institutions will be considered. As part of the process, the Senate Collaborative Provision Committee shall invite comments on the proposals from Boards of Studies responsible for a particular discipline or allied subject to that being proposed for validation. Consideration will also be given to City's ability to provide for the foreseeable future a senior member of academic staff with relevant expertise to chair a Validatory Panel and subsequent Course Board. The investigation shall include a visit to the institution by appropriate City officers and academic staff. The Committee shall proceed to the next stage of validation only when this stage is complete. In the meantime, any use of City's name in publicity by the institution under consideration shall be subject to the approval of City.
- 5iv) For each programme or group of programmes put forward by an approved institution for validation, a Validatory Panel shall be appointed by the Collaborative Provision Committee. The Panel shall make recommendations to the Committee covering all aspects of the programme validation; the Validatory Panel shall then be dissolved. Terms of reference for Validatory Panels are set out in Regulation 6(B).
- 5v) Subject to the Validatory Panel's report, a Validation Agreement shall be drawn up for acceptance by City and the institution. Collaborative Provision Committee oversees the process, ensuring that the following specific matters are included:-
 - (a) establishment of a Course Board to oversee the implementation of the Validation Agreement and to monitor the day-to-day running of the programme
 - (b) arrangements within the institution for the running of the programme, including the establishment of a Board of Studies or equivalent body and the identification of administrative responsibilities
 - (c) regulations for the admission of students and other student matters such as registration, payment of fees, welfare, discipline, appeals and complaints

- (d) regulations for examinations and assessment, including the composition of Assessment Boards and the award of degrees
- (e) arrangements for degree ceremonies
- (f) details of those members of academic staff of the institution approved for teaching and/or examining purposes
- (g) role of City in future appointments of staff of the institution to teach on or examine the programme(s) concerned
- (h) procedures for dealing with changes to the teaching or organisation of the programme, e.g. staff changes and amendments to the programme and module specifications
- (i) procedures for annual review of the programme(s)
- (j) procedures for future review of the Validation Agreement
- (k) arrangements for validation fees
- (l) arrangements for dealing with disputes and termination of the agreement

The Agreement may also include appendices relating to the sharing of facilities between the institution and City not covered by the standard validation arrangement.

The Agreement shall normally in the first instance run for sufficient time to enable one cohort of students to have completed the programme before revalidation, subject to a maximum period of initial validation of five years, with provision for review thereafter at intervals not exceeding five years, or at any time when modifications to the programme or associated arrangements are proposed.

- 5vi) Degrees, diplomas and certificates shall be awarded by Senate on the recommendation of the Assessment Board. Terms of reference for Assessment Boards are set out in City's Assessment Regulations (Regulation 19).

6 Status of Staff and Students of the Institutions

- 6i) Staff of the institution offering the programme or group of programmes shall not ipso facto be regarded as members of City.
- 6ii) Students of the institution offering the programme or group of programmes shall not ipso facto be regarded as members of City but will be entitled to services documented in the Validation Agreement.
- 6iii) Graduates of City under the validation procedures shall rank with other graduates of City as members of City and of Convocation.

7 Financial Arrangements

- 7i) A validation fee shall be paid by the institution in accordance with the arrangements laid out in the Validation Agreement.
- 7ii) City will invoice the institution for the fees payable.
- 7iii) A deposit may be required by City from any institution requesting validation of a programme or programmes. This deposit shall not be returnable except in so far

as City in its absolute discretion may decide but may be offset against future validation fees if agreement on validation is reached.

- 7iv) The Council of City may approve financial arrangements whereby facilities of City are made available to the institution.

8 Disputes

- 8i) The Validation Agreement will state the arrangements that will be followed with regard to any dispute that may arise between City and the institution offering validated programmes.

9 Termination

- 9i) Either City or the institution with validated programmes will have the right to terminate a validation agreement by serving twelve months notice in writing to that effect on the other party to take effect on 1st August in any year of an agreement. Where a programme commences part way through an academic session, for example, on a calendar year, twelve months notice should be given from the starting date of the course.

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Council 9.5.83, 6.7.98, 13.4.00, 2.7.01

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REGULATION 6 (B)

SUBCOMMITTEES OF COLLABORATIVE PROVISION COMMITTEE

1 Terms of Reference for Validatory Panels.

- (a) Senate's Collaborative Provision Committee oversees the effective operation of all aspects of the institution collaborative provision offered through validation and institutional partnerships.
- (b) For each programme or group of programmes put forward by an approved institution for validation, a Validatory Panel shall be appointed by the Validation and Institutional Partnerships Committee. The Panel has the following terms of reference:
1. To investigate matters relating to the programme or programmes proposed including the level within the Framework for Higher Education Qualifications, learning resources, curriculum, programme structure, admission standards, mechanisms for student support, assessment arrangements, staffing levels and qualifications of the teaching and examining staff.
 2. In connection with the above, to make at least one visit to the institution concerned.
 3. To make recommendations to the Collaborative Provision Committee.
- The Validatory Panel shall normally complete its consideration of the programme or programmes proposed before making its recommendations to Collaborative Provision Committee.

2 Composition and Membership

2i) Ex-Officio

Chair: senior member of City staff, who will be co-opted on to Collaborative Provision Committee.

Others: Up to four members of the academic staff of City having experience or knowledge of the subject area and level of study concerned.

At least one external expert; the Panel shall seek the advice of other internal and external experts as it considers necessary.

2ii) In attendance: Secretary

3 Appointment of Members and Terms of Office

Members are appointed by the Collaborative Provision Committee. The majority of panel members shall have had no prior involvement in the planning, development or promotion of the proposed programme. The Panel is dissolved once recommendations have been made.

4 Terms of Reference for Course Boards

- (a) The Course Board for each validated course or group of courses shall be a sub-committee of the Collaborative Committee.
- (b) Each Course Board has the following terms of reference:

Validation Relationships

1. To maintain and enhance academic quality and standards of the programmes that lead to an award of City ensuring commensurability with City and national requirements and compliance with the Validation Agreement.
2. To consider local, City's or national policies and developments that will impact upon validated programmes and, where appropriate, for recommendations to be reported to the relevant City body.
3. To receive from Boards of Studies proposed programme amendments and special schemes of study for subsequent recommendation to City's Collaborative Provision Committee.
4. To consider nominations for external examiners for subsequent recommendation to City's Senate.
5. To take an overview of recruitment and, in particular, to monitor entry profiles.
6. To consider and approve any Recognition of Prior (Experiential) Learning (RPL/RPEL) recommendations for entry to the programmes.
7. To receive details of staff changes and accompanying Curriculum Vitae with regard to those who contribute to the delivery and assessment of the programmes.
8. To receive and consider Annual Programme Evaluations for subsequent report to City's Collaborative Provision Committee.
9. To receive and consider minutes of Boards of Studies meetings.
10. To receive and respond to City's annual report on its meeting with student representatives.
11. To receive new validation proposal outlines for subsequent recommendation to City's Collaborative Provision Committee.
12. To ensure compliance with City's requirements for the validation of research degrees as documented in City's Quality Manual.
13. To receive reports arising from validation and revalidation visits and to oversee the implementation of action/s arising for subsequent report to City's Collaborative Provision Committee.
14. To receive reports from the institution with validated programmes on any institutional developments that may impact upon the validation relationship including changes in governance and management, relationships with any other institutions and external quality or accreditation review, for subsequent report to City's Collaborative Provision Committee.

Institutional Partnership for INTO City

1. To maintain and enhance academic quality and standards of the programmes that lead to an award of the institution ensuring commensurability with City and national requirements and compliance with the Memorandum of Agreement.
2. To consider local, City's, national, and international policies and developments that will impact upon the programmes and, where appropriate, for recommendations to be reported to the relevant City body.
3. To receive and evaluate from Programme Management Teams proposed programme amendments and special schemes of study for subsequent recommendation to City's Collaborative Provision Committee.
4. To consider nominations for external examiners for subsequent recommendation to City's Senate.
5. To take an overview of recruitment.
6. To consider and approve a consistent policy for any RPL/RPEL recommendations for entry by advanced standing to the programmes, and to monitor the operation of this policy.
7. To receive details of staff changes and accompanying curriculum vitae with regard to those who contribute to the delivery and assessment of the programmes.
8. To receive and consider Annual Programme Evaluations for subsequent report to City's Collaborative Provision Committee.
9. To receive and consider minutes of Programme Management Team meetings.
10. To receive and respond to City's annual report on its meeting with student representatives.
11. To receive new validation proposal outlines for for subsequent recommendation to City's Collaborative Provision Committee.
12. To receive reports arising from approval and review events and to oversee the implementation of action(s) arising for subsequent report to City's Collaborative Provision Committee.
13. To receive reports from the INTO City Joint Venture Management Committee on any institutional developments that may impact upon the validation relationship including any changes in governance and management, relationships with any other institutions and external quality or accreditation review, for subsequent report to City's Collaborative Provision Committee.

5 Composition and Membership

5i) Ex-Officio

Chair: senior member of City staff with relevant expertise.

Deputy Chair: representative of City with relevant expertise

Academic Director (Collaborative Provision)

Others: Two or more experienced members of staff from the validated institution shall normally be included in the membership. Membership will normally include representation from an institutional level as well as course level. Up to five members of City staff who will normally be drawn from the original validatory panel.

At least one external advisor.

5ii) In attendance

Secretary

6 Appointment of Members and Terms of Office

Members are appointed by the Collaborative Provision Committee. City members of Course Boards shall not normally serve for a total period of membership exceeding six years.

7 Quorum

7i) The quorum for a Course Board is:

- Two members of academic staff from City, including the Chairman, or in the Chairman's absence, the Deputy Chairman;
- One representative of the partner institution;
- External Adviser (if, in exceptional circumstances he/she cannot attend, his/her views will be sought either before, during or after a Course Board meeting);

7ii) Where quoracy is not achieved, the business of the Board may proceed but will be subject to ratification by a subsequent quorate Board. No decisions may be taken to be final until such ratification is secured.

8 Operation

8i) Unless specified otherwise by the Course Board its proceedings shall be designated closed business except that disclosure to Collaborative Provision Committee shall not be a breach of confidence. Confidential matters shall be deemed to be items of reserved business when considered elsewhere within City.

8ii) Any proposed changes to the course content or organisation shall be considered in the first instance by the institution's Board of Studies and subsequently the Course Board, as should any proposed amendments to the Validation Agreement. The Course Board shall make recommendations as appropriate to the Senate Collaborative Provision Committee and final approval will be sought from Senate.

8iii) One Course Board meeting per year will be held at the institution with validated programmes, following which, City Course Board members and the External Adviser will normally meet with students studying on the course/s and tour the facilities used.

- 8vi) The Course Board receives initial notification from its validated institution of any proposals in principle for new programmes and refers them to Collaborative Provision Committee. Where a proposal may be of interest to a cognate discipline area within City, the relevant School will also be consulted.
- 8vii) Where City agrees to proceed with the validation process, City Course Board members and the External Adviser to the Course Board will normally act as the validatory panel.
- 8viii) Revalidation of programmes will take place in the year prior to the end of a validation agreement. A revalidation panel will be formed which will normally comprise City members of the Course Board and the External Adviser/s. The Panel will have the power of co-option. The Panel will undertake the revalidation process in accordance with the guidance published in the Validation and Institutional Partnerships Handbook. The Panel will make recommendations on the revalidation to Collaborative Provision Committee.

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