

Academic Quality and Standards Handbook 2011-2012

Summary of changes

Section	Key change	Relevant paragraph number(s)/ guidance/form
Introduction	Amendment made to Guidance ‘Boards of Study’ to clarify that Boards of Study should include student representatives from SSCCs and nominate student representatives to attend the Faculty Forum. Guidance moved to Section F.	Guidance (i) (which becomes GF(ii) ‘Boards of Study’)
	Amendment made to ‘Committee Structure Diagram’ to reflect changes made to committees.	Guidance (i) ‘Committee Structure Diagram’
	Amendment made to Current Fee Levels document to reflect that, under the University’s Anti-Bribery Policy, hospitality by prospective collaborative partners for validation and ISR visits should not extend to first class flights and 5 star accommodation	Guidance (iii) Current Fee Levels
Section A – Academic Planning	Amendment made to clarify that programmes which did not recruit for three years would cease to be validated	Paragraphs 23 and 30
	Amendment made to A2 ‘New development form’ guidance in relation to evidence of demand.	A2 ‘New development form’
	A2a templates specifically for MALA and overseas provision approved and are available from the Finance department on request.	A2a templates
	Approval of a new spreadsheet to be completed for all new developments involving dual or joint awards .	A2b form
	New form A2c – Proposal for Re-validation of an existing field to be used specifically for developments relating to significant change of existing curriculum.	A2c form
	Amendments made to Form A3 ‘course closure form’ to include the field qualification, the estimated date of completion and reference to closing a collaborative partnership.	A3 Form
Section B – Collaborative Provision	Amendments made to the processes for closing partnerships to clarify the process for where there are students on the field and where there are not. Also to clarify the requirement for consultation to take place with: <ul style="list-style-type: none"> • PVC (Academic Support and Student Services), • Planning Office • AQS department • Other relevant faculties if applicable 	Paragraph 41-43 and Form A3

Section B – Collaborative Provision	Statement added to confirm that the University does not normally enter into collaborations with partners in subject areas in which it has no cognate, in-house expertise .	Paragraph 3
	Statement added to confirm that due diligence evidence must be submitted to AQS within 18 months of AD having granted approval to proceed to due diligence.	Paragraph 19
	Headings updated to include reference to scrutiny of coursework as well as exams.	Section B, paragraph 52
	Revisions made in relation to Contractual and Funding arrangements to clarify arrangements and update terminology	Paragraph 27-30
	Clarification that all partner staff will have access to StaffSpace	Paragraph 57 and BG(i) Guide for Liaison Officers
	Due diligence request forms include a request for <ul style="list-style-type: none"> • a list of significant business as well as HEI links to be provided, • a request for partners to provide a copy of their Anti-Bribery Policy • a request for partners to provide analysis of compliance with QAA Code of Practice sections: <ul style="list-style-type: none"> ○ 3 (disabled students) ○ 8 (career education, information, advice and guidance) ○ 9 (work-based and placement learning) 	Forms B2, B3, B4, B5, B6 and B7
	B12 Form ‘Notes for completion of action plan for terminating a partnership’ updated to note the changes to the signatories on the formal letters sent to partners. A reference to Form B13 ‘Termination agreement’ will also be made.	B12 Form ‘Notes for completion of action plan for terminating a partnership’ Form B13 ‘Termination agreement’
	Guidance Note BG(i) ‘Guide for Liaison Officers’ updated to include feedback from Liaison Officers’ Forum.	BG(i) ‘Guide for Liaison Officers’
	Statement added clarifying that the Liaison Document should identify who in the partner is responsible for writing and reviewing the MRDP	BG(ii) Liaison Document
	Statement added clarifying that KU regulations apply in respect of attendance where the student is attending at KU and that the partner’s attendance regulations apply where the student is attending at the partner.	BG(v) ‘Guidance on the application of regulations and procedures in different types of collaborative partnership’
	Standard agenda for Executive Committees agreed.	BG(vii) Executive Committee standard agenda
	Category 1 and Category 2 Institutional Agreements conflated into one document with either/or statements depending on the type of funding arrangements	Forms B8 and B9 become Form B8
	Institutional Monitoring report now includes a section for commentary by International office	Form B9
Numbering of forms changed	Forms B9 - 13	

Section C – Validation of new fields	Clarification that new validation and review panel chairs must attend one University level validation and one ISR event, and have acted as a shadow chair, in order to become an approved chair	Paragraph 19
	Guidance relating to the role of shadow chairs at validation events added	Paragraph 20
	C2 form to allow panel nominees to indicate whether they would prefer to receive validation and review documentation in hard or soft copy	C2 Form – Panel nomination
	Template C5 ‘Faculty validation approval’ updated to allow faculties to report on individual validations being signed off throughout the year	Template C5 ‘Faculty validation approval’
	Template C6 ‘Programme specification Template’ updated to clarify that the mapping of key skills learning outcomes to modules should be included in the same table as the programme learning outcomes. Guidance CG(xv) ‘KEYS mapping online template’ removed.	Template C6 ‘Programme specification template’
	Template C9 ‘Faculty level validation - external scrutiny report’ updated to clarify that Section 4 is only relevant to collaborative provision	Template C9 ‘Faculty level validation - external scrutiny report’
	Guidance relating to the University’s Research Strategy added to relevant Guidance notes	CG(ii) ‘Validation criteria’, CG(vi) ‘Producing the Programme Specification’, CG (xii) ‘University level validation – guidance for panel members’
	Guidance relating to disability and equality integrated with the validation and review criteria guidance documents	CG(ii) ‘Validation criteria’ and DG(vi) ‘Internal Subject Review criteria’
	Addition to guidance for validation panel members in relation to checking whether adequate facilities are in place for supporting students if collaborative provision falls under a Category 2 arrangement .	CG(ii) ‘Validation criteria/checklist’
	Clarification that reference to Kingston University Students’ Union should be made from student handbooks .	CG(v) ‘Guidance on producing documents for validation events’
Amendments made to CG(vi) Guidance on producing the programme specification’ encourage field teams to refer the aspirations of the field in the relevant section. confirm that aims and LOs for subsidiary awards such as PG Certs and PG Dips should only be listed separately if they are offered as named awards rather than exit awards	CG(vi) ‘Guidance on producing the programme specification’	
Confirmation that validation panels should be provided with the documents (programme specification / module directory) for the related	CG(xiii) ‘Table of Validation documentary requirements’	

	top-up degree whenever a new foundation degree is proposed.	
	New guidance note added CG(xv) 'Curriculum Guidelines'	CG(xv) 'Curriculum Guidelines'
Section D – Internal Subject Review	Arrangements for training of new review panel chairs clarified.	Paragraphs 24 & 25
	Categories of ISR outcomes revised and clarified in relation to 'recommendations' and 'matters for immediate attention'.	Paragraphs 76 & 82
	Requirement for External Examiner responses to form part of the advance documentation at ISR events added.	Paragraph 43
	Clarification that Kingston University staff are permitted to attend subject meetings at ISR collaborative partner visits .	Paragraph 97
	Amendment made to the length of time faculties are required to retain module boxes and student work (exams and coursework). This has been reduced from 3 years to 1 full academic year. The MRDP should continue to be archived electronically.	Paragraph 52
	Clarification in relation to the criteria for the exclusion of in-house fields from ISR events and for not undertaking separate collaborative partner visits .	Paragraphs 59 and 102 & 105
	Amendment made to the permitted panel composition on ISRs to allow for the involvement of student representatives (precise arrangements to be confirmed during 2011/2012).	Paragraphs 40-41
	Addition of new bullet relating to research-informed teaching under the 'key issues addressed by ISR' heading	Paragraph 6
	Standard agenda for ISR Planning meetings updated to follow more logical format	DG(ii) 'Standard agenda for the ISR planning meeting'
	Requirement for students to be involved in the preparation of contextual documents for ISRs removed.	DG(iv) 'Agenda for meeting with graduates and current students'
	Guidance produced for ISR panels which suggesting broad themes when meeting with employers at ISR events .	DG(iv) 'Agenda for meeting with graduates and current students'
	List of current KU ISR categories updated.	DG(v) 'Current ISR categories'
	New guidance note for ISR criteria , in line with guidance already provided for validation events.	DG(vi) 'Internal Subject Review criteria'
Section E – Internal	Guidance for the production of a contextual document for IQA events included.	Paragraphs 13-14

Quality Audit	All forms and templates removed	Forms E1 and E2
Section F – Annual Review and Development	Standard Board of Study agenda updated to include the review of recommendations from recent validations (as appropriate). Also typo corrected relating to LTA Strategy Action Plans	F2 'Board of Study Agenda items'
	Amendment made to Template F3 'Faculty Annual Review and Development Reports' to reference Widening Participation and OFFA and correct reference to LTA <i>Implementation Action Plan</i>	F3 'Faculty Annual Review and Development Report'
Section G – Changes to validated fields	G4 'Changes to fields by delegated powers' form updated to include questions relating to impact at programme level and cumulative changes.	G4 'Changes to fields by delegated powers'
	New guidance document: GG(i) – Criteria for approval of variants and cycle for review	GG(i) – Criteria for approval for variants and cycle for review
Section H – Accreditation Processes	Clarification that International students with certification from a programme on the NARIC database could be considered for APCL.	Paragraph 66c
	Amendment made to clarify that in exceptional circumstances a partner might be in a position to undertake initial analysis of APCL claims for franchised provision, however faculties must seek approval via AAB first.	Paragraph 32
	Amendment made to clarify arrangements for where a complete year is to be recognised with APEL .	Paragraph 50
	Amendment made in relation to the evidence for articulation agreements to reflect the requirement for all awarded credit to have been sampled to ensure comparability of standards across the credit.	Paragraph 66
	Amendment made to clarify that AAB would monitor progression agreements via annual monitoring reports provided to the Autumn AAB.	Paragraph 86
	Amendment made in relation to MALA cohort learning agreements .	Paragraph 92
Section I – External Examining	Amendment made to clarify that external examiners were appointed to new fields and were expected to audit each module/level/year of each new field as they were introduced. For established fields, examiners were expected to audit each module/level/year where those modules contribute towards classification.	Paragraph 13 and IG(v) 'Rights and responsibilities of external examiners'
	Amendments made to criteria for external examiners and the nomination form in relation to: <ul style="list-style-type: none"> UK Right to Work Status 	Paragraphs TBC IG(ii) 'Criteria for the approval of new external examiners'

	<ul style="list-style-type: none"> • collaborative provision • nominee's professional body registration expiry dates • mentoring 	Form I1 'External examiner nomination form'
	Amendments made to clarify that external examiners are <i>expected</i> to attend MABs and PABs and clarification that details regarding their visits to collaborative partners should be noted in the Liaison Document	Paragraph TBC and IG(v) 'Rights and responsibilities of external examiners'
	Amendment made to external examiner report form to allow examiners to specify where good practice and recommendations relate to particular collaborative partners. Form added to handbook.	Form I4 'External Examiner's Report Form'
Section L – Student Feedback	<p>Outcomes of Review of Student Voice incorporated into Handbook:</p> <ul style="list-style-type: none"> • Confirmation that module mid-point reviews should take place <u>approx</u> half way through the module • Terms of Reference for SSCC defined • Number of staff at SSCCs should be limited to ensure staff are in minority • SSCCs must nominate students representatives to attend Boards of Study • Chairs of SSCC must ensure that Boards of Study minutes are tabled at following SSCC • SSCCs must clearly minute how feedback from SSCC is delivered to the student body. This must occur within 2 weeks 	<p>Paragraph 15</p> <p>LG(i) 'SSCC Terms of Reference'</p> <p>Paragraph 30 & LG(i) 'SSCC Terms of Reference'</p> <p>Paragraph 37 & LG(i) 'SSCC Terms of Reference'</p> <p>Paragraphs 34 and 41</p> <p>Paragraph 40</p>
Section M – Research degrees	New section added to the Handbook relating to Research degrees	Section M

For any queries with regard to this document, or the Academic Quality and Standards Handbook, please contact Annie Sander (a.sander@kingston.ac.uk)