

**ACADEMIC DEVELOPMENT & QUALITY ENHANCEMENT OFFICE (PARTNERSHIP)
APPENDIX 4: NEW DELIVERY CENTRE: ASSURANCES**

| Institutional Recognition theme | Specific assurance required | Documentary evidence | Acceptability |
|--|---|--|----------------------|
| Effective management and administrative systems | What management structure is in place at this delivery centre (giving details of the roles and responsibilities of officers)? | Organisational chart | |
| | What organisational and academic structures are in place at this delivery centre? | Organisational chart | |
| | How does this delivery centre feed into the partner institution's existing committee structures? | Governance chart | |
| | What are the arrangements for data collection and are they adequate for the University's requirements? | | |
| Ethos and environment for teaching and learning appropriate to higher education | How does the Partner Institution ensure that delivery from this centre is aligned with its Teaching and Learning strategy and how will this be monitored and evaluated? | Governance chart (including quality assurance) Teaching and Learning Strategy | |
| | Are the same opportunities available at this delivery centre for staff to conduct research and / or consultancy? | Staff development policy | |
| | Do the same equal opportunity and diversity policies apply in this delivery centre? | Equal opportunity and diversity policies | |
| Appropriate resources to support higher education courses | Material Resources: | | |
| | Is the teaching and learning accommodation appropriate for delivering the existing and proposed course portfolio? | Learning resources strategy | |

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| | Are the Library and IT provision appropriate to HE for staff and students? | Learning resources strategy | |
| | What social facilities are there for HE students? | Learning resources strategy | |
| | What services are in place for students in relation to welfare, counselling, careers information and students with disabilities? | Learning resources strategy | |
| | Overall, is this a safe working environment for students and staff? | Learning resources strategy | |
| Human resources: | | | |
| | Is there sufficient academic/professional capacity within the delivery centre to deliver learning and teaching for the existing and proposed course portfolio? | Staff recruitment and development policy Staff CVs | |
| | Under what form of contract are staff employed? | Summary/overview of staffing contracts Staff CVs | |
| | Is there appropriate technical support available? | Staff CVs | |
| | Is there adequate administrative support for the: <ul style="list-style-type: none"> • admission and induction of students • keeping of student records and recording marks • assessment of students • conduct and invigilation of examinations | Staff recruitment and development policy Staff CVs | |
| Policies and regulations | Confirmation that policies and regulations affecting students and staff are consistent at institution-level and that there are no unique arrangements for this delivery centre. | | YES/NO |