



**UNIVERSITY  
OF LONDON**  
INTERNATIONAL  
PROGRAMMES

**Quality Assurance  
Schedule – UCL  
Institute of  
Education**

**2016–2017 (2017)**



## 1 International Programmes policy matters

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
1.1	<p><b>Academic policy relating to all programmes offered through the International Programmes</b> - for eg</p> <ul style="list-style-type: none"> <li>• programme approval, monitoring and review</li> <li>• qualifications framework</li> <li>• overall approaches to teaching and learning support</li> <li>• various programme parameters</li> <li>• assessment and external examining</li> <li>• general entrance requirements</li> <li>• overall policy for exemption and credit</li> <li>• registration of students: initial, continuing, renewal, transfer and termination</li> <li>• academic appeals and student complaints</li> <li>• students with disabilities</li> <li>• overall policy for collaborative provision and institutional links</li> </ul>	<p>Various sources including:</p> <ul style="list-style-type: none"> <li>• Board of the University of London International Academy, University Of London International Academy Academic Committee and sub/subject committee members</li> <li>• Programme Directors</li> <li>• other Lead College /Consortium sources</li> <li>• International Academy</li> </ul> <p>Co-ordinated through International Academy</p>	N/A	<p>Considered by the relevant University of London International Academy sub-committee or subject committee Approved by University Of London International Academy Academic Committee Reported to Board of the University of London International Academy</p>
1.2	<p><b>Register of Interests</b> – to be completed annually by all Examiners, members of University Of London International Academy Academic Committee and its sub and subject committees, and staff involved in institutional Diploma Teaching Status or evaluation visits (see also 4.4 (iv))</p>	<p>Co-ordinated by the Quality, Standards and Governance Directorate, International Academy</p>	N/A	<p>Any issues arising from the Register of Interests will be raised by the Pro-VC (International) or Chief Operating Officer with the Chairpersons of Boards of Examiners or other committees</p>

## 2 Programme management and policy (development, approval, and maintenance)

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
2.1	<b>Appointment of Programme Director /Director of the programme. Principal duties include: Academic Management and Leadership</b>	Lead College mechanisms for College based programmes.	<b>For MA Education and AELM:</b> Considered by the relevant Department and Head of Department. <b>For MRes:</b> Considered by Head of the Centre for Doctoral Education	N/A
2.2	<b>Programme Consideration and approval</b>			
2.2 (i)	<b>New programmes and awards</b>	Individual Lead Colleges, College Consortia and International Programmes	<b>For MA Education, AELM and MRes:</b> Considered by relevant Programme Committee(s) and by IOE Validation and Partnership Panel and Pro-Director: Teaching, Quality and Learning Innovation. Final approval by UCL Programme and Module Approval Panel. Reported to IOE Teaching and Quality Committee.	Advice from Educational Innovation and Development Directorate, International Academy. Proposals considered by LTAS, University Of London International Academy Academic Committee and the University of London International Academy Finance Committee Approved by the Board of the University of London International Academy. Final sign off by the Vice-Chancellor.
2.2 (ii)	<b>Changes to current programmes</b>	Programme Director/academic subject staff at Lead College or within Consortium	<b>For MA Education, AELM and MRes:</b> Considered by relevant Programme Committee(s). Considered by IOE Validation and Partnership Panel and Pro-Director: Teaching, Quality and Learning Innovation. Final approval by UCL Programme and Module Approval Panel. Reported to IOE Teaching and Quality Committee.	LTAS and University Of London International Academy Academic Committee considers substantial changes Reported to Board of the University of London International Academy
2.3	<b>Programme Specification and Regulations</b>			
2.3 (i)	<b>Programme Specification</b>	Programme Director/academic subject staff at Lead College or within Consortium. Co-ordinated by International	<b>For MA Education, AELM and MRes:</b> Approved by relevant programme team. Reported to IOE Academic	When considering proposals for new programmes and awards see 2.2 (i)

## 2 Programme management and policy (development, approval, and maintenance)

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
		Academy Programme Manager.	Standards and Quality Enhancement Unit	
2.3 (ii)	<b>Programme-specific Regulations</b>	Programme Director/academic subject staff at Lead College. Co-ordinated and drafted by International Academy Programme Manager.	Considered by programme team and director.	Advice from Programme Managers, International Academy.
2.3 (iii)	<b>Final annual sign-off of Programme Regulations and Specification booklets</b>	Co-ordinated by Programme Manager, International Academy, and Programme Director.	Approved by programme director. Final approval by University of London International Academy.	
2.3 (iv)	<b>General Regulations/International Programmes policy on programmes</b>	Various sources, including Programme Directors and International Academy. Co-ordinated by Quality, Standards and Governance Directorate, International Academy.	N/A	Considered by University Of London International Academy Academic Committee Reported to Board of the University of London International Academy
2.3 (v)	<b>Application of discretion allowed for within the Regulations</b>		N/A as this relates to discretion within the International Academy General Regulations.	<u>General Regulations/International Programmes policy</u> Reported to University Of London International Academy Academic Committee

## 2 Programme management and policy (development, approval, and maintenance)

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
2.3 (vi)	<b>Suspension of programme-specific Regulations</b>	Various sources including: <ul style="list-style-type: none"> <li>• Boards of Examiners</li> <li>• Programme Directors</li> <li>• Request by student (with support of Programme Director)</li> <li>• Administrative – based on precedent (precedents to be reviewed and procedure re-endorsed)</li> </ul>	Supported by Programme Director.	Approved by Chair of University of London International Academy Academic Committee  Reported annually to University Of London International Academy Academic Committee
2.3 (vii)	<b>Suspension of General Regulations</b>	Various sources including Boards of Examiners, Programme Director and International Academy officers	Supported by Programme Director	Approved by Chair of University Of London International Academy Academic Committee Reported annually to University Of London International Academy Academic Committee
2.4	<b>Discontinuation of awards and programmes</b>	Lead Colleges, College Consortia, University Of London International Academy Academic Committee/Financial Committee/ Board of the University of London International Academy as appropriate	Programme director to follow UCL programme withdrawal process.	Reported to University Of London International Academy Academic Committee and the Board of the University of London International Academy

## 3 Student Management (admission, registration, progression and termination)

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
3.1	Applicants not meeting programme-specific or course entry requirements	Programme Director/academic subject staff at Lead College	<b>For MA Education and AELM:</b> Considered by Head of Department or nominee. <b>For MRes:</b> Considered by the Head of the Centre for Doctoral Education.	N/A
3.2	Applicants not meeting general entrance requirements (undergraduate programmes only)	Co-ordinated by Head of Student Admissions, International Academy	N/A	Special Admissions Panel (within guidelines) Programme Directors Panel Reported to University Of London International Academy Academic Committee
3.3	Credit transfer	Via Admissions	Discretion of the college	N/A
3.4	Accreditation of prior learning: 'non-automatic' (not listed in the Programme Regulations)	Head of Student Admissions, International Academy, refers to Programme Director for consideration	N/A	N/A
3.5	Renewal of registration (for all programmes except LLB, 2 <sup>nd</sup> or 3 <sup>rd</sup> periods are discretionary)	Programme Directors through Head of Student Admissions, International Academy	Via Programme Administrator for dual registration.	N/A
3.6	Termination of registration on academic grounds	<i>Currently no formal procedure – to be addressed</i>		
3.7	Termination of registration on grounds of misconduct	<i>University of London policy applies. Reports made to University Of London International Academy Academic Committee</i>		
3.8	Transfer of registration <sup>1</sup>	Head of Student Admissions, International Academy		N/A
3.9	Student appeals concerning decisions of Boards of Examiners	University policy applies. Initial representation to the Pro-VC (International) of the International Programmes, but for full details of procedure see 'Procedure for consideration of representations concerning decisions of Boards of Examiners' in the University's Regulations.		Vice-Chancellor or Representations Panel as appropriate Reported to University Of London International Academy Academic Committee
3.10	Student complaints	<a href="http://www.londoninternational.ac.uk/current_students/general_resources/complaints.shtml">http://www.londoninternational.ac.uk/current_students/general_resources/complaints.shtml</a>		

<sup>1</sup> Unless transfer of registration from one qualification to another is facilitated by the Programme Regulations  
QSG/QA Schedule: UCL Institute of Education March 2017

### 3 Student Management (admission, registration, progression and termination)

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
3.11	<b>Examinations: offences</b>	<i>University policy applies - see 'Procedures for the Consideration of Allegations of Examination Offence' in the University's Regulations. Reports made to University Of London International Academy Academic Committee.</i>		
3.12	<b>Misrepresentation of entry qualifications</b>	Head of Student Admissions, International Academy		Cases referred to the Vice-Chancellor

## 4 Examination processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
4.1	<b>Determination of duties, responsibilities and conduct of Boards of Examiners</b>	See <i>Guidelines for Examinations</i>	N/A	Considered by annual Chairs of Boards of Examiners group. Approved by University Of London International Academy Academic Committee Reported to Board of the University of London International Academy
4.2	<b>Policy and guidelines relating to training of Examiners</b>	<i>Policy yet to be determined.</i>		
4.3	<b>Suspension of Regulations arising from recommendations of the Board of Examiners</b>	<i>See 2.3 (vi) and 2.3 (vii)</i>		
4.4	<b>Nomination and appointment of Examiners</b>	Chair of Board of Examiners (if appropriate), Programme Director and other academic staff within Lead College/Consortium	<b>Nomination and appointment of Chairs of Boards:</b> <b>For MA Education and AELM:</b> Considered by relevant programme team and confirmed by UCL IOE. <b>For MRes:</b> Considered by Faculty Graduate Tutor, who is also the Head of the Centre for Doctoral Education and confirmed by UCL IOE.  <b>Nomination and appointment of Examiners/Assessors for MA Education, AELM and MRes:</b> IOE staff are examiners/assessors. Considered by Head of Department/Head of the Centre for Doctoral Education and confirmed by UCL IOE	Appointment process managed by QSG
4.4 (i)	<b>Nomination and appointment of Chairs of Boards/Examiners/Assessors/Assistant Examiners (see also 4.4 (iv))</b>			



## 4 Examination processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
4.4 (ii)	<b>Nomination and appointment of External and Intercollegiate Examiners (see also 4.4 (iv))</b>	Chair of Board of Examiners, Programme Director and other academic staff within Lead College/Consortium	<p><b>For MA Education and AELM:</b> Considered by relevant Head of Department. Approved by Faculty Tutor. CV and University of London International Academy (UoLIA) form sent to UoLIA for approval and appointment. Formally reported to IOE Teaching and Quality Committee</p> <p><b>For MRes:</b> Considered by Head of the Centre for Doctoral Education. Approved by Faculty Tutor. CV and UoLIA form sent to UoLIA for approval and appointment. Formally reported to IOE Teaching and Quality Committee.</p>	Appointment process managed by QSG
4.4 (iii)	<b>Appointment of overseas examiners for non-UK oral examinations (see also 4.4 (iv))</b>	International Academy, in consultation with overseas centres, puts forward names to Lead Colleges.	N/A	
4.4 (iv)	<b>Contractual appointment of all Board members and Register of Interests</b>	See 4.4 (i), 4.4 (ii) and 4.4 (iii) Contractual appointments for services made by International Academy on behalf of the University	See 4.4 (i) and 4.4 (ii)	Any issues arising from the Register of Interests will be raised by the Pro-VC (International) or Chief Operating Officer with the Chairpersons of Boards of Examiners or other committees
4.5	<b>Setting of examination question papers</b>	Boards of Examiners serviced by International Academy (Administrative guidelines produced by International Academy)	Set by individual Examiners. Reviewed and approved by External and Intercollegiate Examiners.	N/A

## 4 Examination processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
4.6	Approval of marking schemes	Boards of Examiners serviced by International Academy	<p><b>For MA Education and AELM:</b> Considered by Head of Department or nominee. Approved by IOE Teaching and Quality Committee and UCL Education Committee.</p> <p><b>For MRes:</b> Considered by Head of the Centre for Doctoral Education or nominee. Approved by IOE Teaching and Quality Committee and UCL Education/Research Degrees Committee.</p>	N/A
4.7	Assessment of candidates and determination of results	Boards of Examiners serviced by International Academy	N/A	

## 4 Examination processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
4.8	<b>Consideration and follow-up of External and Intercollegiate Examiners' reports</b>	Boards of Examiners serviced by International Academy, Programme Directors, International Academy as appropriate. Co-ordinated by the Quality, Standards and Governance Directorate, International Academy.	<u>Programme-specific matters:</u> <b>For MA Education and AELM:</b> The report is considered by the relevant programme committee. Programme Leader writes response to EE. Programme team and Departmental Academic Head of Learning and Teaching develop an action plan which is approved by the Head of Department. Issues raised are reported via the annual programme review process (Annual Student Experience Review (ASER)). <b>For MRes:</b> The report is considered by the relevant programme committee. Programme Leader writes response to EE. Programme team develops an action plan which is approved by the Head of the Centre for Doctoral Education. Issues raised are reported via the annual programme review process (Annual Student Experience Survey (ASER)).	<u>Quality and student life-cycle matters</u> Considered by QASL Reported to University Of London International Academy Academic Committee/ Board of the University of London International Academy  <u>System-wide and operational matters</u> Considered by the relevant Directorate Heads, International Academy Response to Examiners by the Pro-VC (International).  <u>All matters</u> Summary included in the Overall Annual Report to University Of London International Academy Academic Committee and Board of the University of London International Academy
4.9	<b>Award of degrees, diplomas and certificates</b>	Boards of Examiners serviced by International Academy	N/A	Pass lists prepared by International Academy and award granted by the University.
4.10	<b>Inclusive practice policy</b>	Inclusive Practice Manager, International Academy	College consulted where necessary	Considered and approved by Inclusive Practice Arrangements Panel. Appeals of decisions made are considered and approved by the Inclusive Practice Panel

## 5 Institutional links

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
5.1	<b>Formal institutional links for teaching and learning support:</b> <ul style="list-style-type: none"> <li>• <b>establishment of criteria</b></li> <li>• <b>inspection</b></li> <li>• <b>maintenance and support</b></li> <li>• <b>review</b></li> <li>• <b>monitoring</b></li> <li>• <b>formal agreement</b></li> </ul>	Lead College: Programme Director/academic subject, Academic Standards and Quality Enhancement Unit and administrative staff; International Academy: Director: Global Networks & Communities, Institutions & Global Development Team, Director: Quality, Standards & Governance, Quality, Standards & Governance Directorate, other International Academy staff	Relevant programme committee and IOE Teaching & Quality Committee	<u>Institutions Policy Framework</u> Considered by Institutions Sub-Committee Considered/agreed, as appropriate, by University Of London International Academy Academic Committee, Board of the University of London International Academy and Collegiate Council

## 6 Learning materials and support

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
6.1	<b>Enhancing the quality of support and academic guidance</b> - the minimum that students can expect in terms of support and guidance	Quality, Standards & Governance (Student Charter )	N/A	Approved by Quality Assurance Student Lifecycle committee (QASL)
6.2	<b>Appointment of authors of learning materials</b>	Programme Director/academic subject staff at Lead College or within Consortium. Appointments made by International Academy where appropriate.	IOE staff write the materials	N/A
6.3	<b>Appointment of External Assessors of learning materials</b>	Programme Director/academic subject staff at Lead College or within Consortium. Appointments made by International Academy where appropriate.	<b>For MA Education and AELM:</b> Considered by Programme Director. Approved by relevant Head of Department. <b>For MRes:</b> Considered by Programme director. Approved by Head of the Centre for Doctoral Education.	N/A
6.4	<b>Consideration and follow-up of External Assessors' comments on draft learning materials</b>	Programme Director/academic subject staff at Lead College or within Consortium	<b>For MA Education and AELM:</b> Considered by Programme Director. Approved by relevant Head of Department. <b>For MRes:</b> Considered by Programme Director. Approved by Head of the Centre for Doctoral Education.	N/A
6.5	<b>Approval of learning materials</b>	Programme Director/academic subject staff at Lead College or within Consortium	<b>For MA Education and AELM:</b> Considered and approved by Programme Director <b>For MRes:</b> Considered and approved by Programme Director.	N/A
6.6	<b>Review and revision of learning materials</b>	Programme Director/academic subject staff at Lead College or within Consortium	<b>For MA Education and AELM:</b> Considered and approved by Programme Director <b>For MRes:</b>	N/A

**6 Learning materials and support**

	<b>Subject</b>	<b>Origin and co-ordination</b>	<b>Lead College/Consortium bodies</b>	<b>International Programmes bodies</b>
			Considered and approved by Programme Director	

## 7 Reporting and review processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
7.1	<b>Annual Programme Planning and Review and reporting process</b>	<p>Joint exercise between Lead College/Consortium and International Academy. Managed by International Academy Programme Managers except where special alternative arrangements have been agreed. Annual Programme Planning and Review Report (APPR) drafted/co-ordinated by Programme Manager, International Academy, and agreed by the Programme Director.</p>	<p><b>For MA Education and AELM:</b> Considered by Departmental Academic Head of Learning and Teaching. Approved by/reported to IOE Teaching &amp; Quality Committee and reported to UCL Education Committee (ASER process) <b>For MRes:</b> Considered by Head of the Centre for Doctoral Education. Approved by/reported to IOE Teaching and Quality Committee and reported to UCL Education/Research Degrees Committee (ASER process)</p>	<p><u>Process</u> Considered by QASL. Approved by University Of London International Academy Academic Committee. Reported to Board of the University of London International Academy.</p> <p><u>Quality and student life-cycle matters in APR</u> Considered by QASL Reported to /University Of London International Academy Academic Committee/ Board of the University of London International Academy</p> <p><u>System-wide and operational matters in APR</u> Considered in Lead College Review meeting</p>
7.2	<b>Periodic programme review and reporting process</b> (Lead College periodic review mechanisms are used wherever feasible)	Joint exercise between Lead College/ Consortium and International Academy	<p><b>For MA Education and AELM:</b> Considered by relevant Head of Academic Department. Approved by/reported to IOE Teaching &amp; Quality Committee and UCL Education Committee (Internal Quality Review (IQR) process). <b>For MRes:</b> Considered by Head of the Centre for Doctoral Education. Approved by/reported to IOE Teaching and Quality Committee and UCL Education Committee/Research Degrees Committee (Internal Quality Review (IQR) process).</p>	<p>Process considered by QASL. Approved by University Of London International Academy Academic Committee. Reported to Board of the University of London International Academy.</p> <p>Report considered by QASL. Outcomes reported to University Of London International Academy Academic Committee and Board of the University of London International Academy.</p>
7.3	<b>Feedback reports from student surveys</b>		<b>For MA Education, AELM and</b>	

## 7 Reporting and review processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
7.3 (i)	<b>Programme specific</b>	Lead College	<b>MRes:</b> Considered by programme teams	N/A
7.3 (ii)	<b>System-wide</b>	International Academy in conjunction with Lead College/Consortium as appropriate	Considered by IOE Student Experience Committee. Reported to UCL Joint Staff Student Committee.	Considered by QASL. Approved by University Of London International Academy Academic Committee. Reported to Board of the University of London International Academy
7.4	<b>Consideration and follow-up of External and Intercollegiate Examiners' reports</b>	<i>See 4.8</i>		
7.5	<b>Student progress data reports</b>	International Academy in conjunction with Lead College/Consortium as appropriate	<u>Programme data</u> <b>For MA Education and AELM:</b> Considered by relevant Departmental Academic Head for Learning and Teaching via the annual programme review process. Approved by/reported to Teaching & Quality Committee. <b>For MRes:</b> Considered by Head of the Centre for Doctoral Education via the annual programme review process. Approved by/reported to Teaching and Quality Committee	<u>Programme data</u> Annual Programme Report considered by QASL Reported to University Of London International Academy Academic Committee  <u>System-wide data</u> Considered by QASL and University Of London International Academy Academic Committee Reported to Board of the University of London International Academy