



**UNIVERSITY  
OF LONDON**  
INTERNATIONAL  
PROGRAMMES

# Quality Assurance Schedule – UCL

**2015–2016 (2016)**



## 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</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 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>		<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 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>	<ul style="list-style-type: none"> <li>• Co-ordinated by the Quality, Standards and Governance Directorate, International Academy</li> </ul>		<p>Any issues arising from the Register of Interests will be raised by the Pro Vice-Chancellor (International) or Director of Operations 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 2.1(i)  2.1 (ii) 2.1(iii)	<b>Academic Management and Leadership</b> <b>Appointment of Programme Director</b>  <b>Appointment of Module Leaders</b>  <b>Appointment of Online Tutors</b>	<p>Appointed by the Lead College in consultation with the International Academy</p> <p>Lead College (administered by the International Academy)</p> <p>Lead College (administered by the International Academy)</p>	<p>Appointed by Programme Director/Lead College</p> <p>Appointed by Programme Director/Lead College</p>	N/A
2.2 2.2 (i)  2.2 (ii)	<b>Programme consideration and approval</b> <b>New programmes and awards</b>  <b>Changes to current programmes</b>	<p>International Academy and Individual Lead Colleges, College Consortia and International Programmes</p> <p>Programme Director/academic subject staff at Lead College or within Consortium</p>	<p>Considered by UCL Accountancy &amp; Finance Teaching Group</p>	<p>Advice from Educational Innovation and Development, International Academy. Proposals considered by LTAS, University of London International Academy Academic Committee and the Finance Committee</p> <p>Approved by the Board of the University of London International Academy. Final sign off by the Vice-Chancellor.</p> <p>LTAS and University of London International Academy Academic Committee considers substantial changes Reported to Board of the University of London International Academy</p>
2.3 2.3 (i)  2.3 (ii)	<b>Programme Specification and Regulations</b> <b>Programme Specification</b>  <b>Programme-specific Regulations</b>	<p>Programme Director/academic subject staff at Lead College or within Consortium. Co-ordinated by International Academy Programme Manager.</p> <p>Programme Director/academic subject staff at Lead College. Co-ordinated and drafted by International Academy Programme Manager.</p>	<p>Considered by UCL Accountancy &amp; Finance Teaching Group</p> <p>Considered by UCL Accountancy &amp; Finance Teaching Group</p>	<p>When considering proposals for new programmes and awards see 2.2 (i)</p> <p>Advice from Programme Managers, International Academy.</p>

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

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
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.		
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.		Considered by University of London International Academy Academic Committee Reported to Board of University of London International Academy
2.3 (v)	<b>Application of discretion allowed for within the Regulations</b>			<u>General Regulations/International Programmes policy</u> Reported to University of London International Academy Academic Committee
2.3 (vi)	<b>Suspension of programme-specific Regulations</b>	Programme will fit within the General regulations for Track C		
2.3 (vii)	<b>Suspension of General Regulations</b>	Various sources including Boards of Examiners, Programme Director and International Academy officers		Considered by Chair of University of London International Academy Academic Committee Reported 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 /Finance Committee / Board of University of London International Academy as appropriate	Considered and approved by Programme Director.	Reported to University of London International Academy Academic Committee and 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	<b>Applicants not meeting programme-specific or course entry requirements</b>	Programme Director/academic subject staff at Lead College		N/A
3.2	<b>Applicants not meeting general entrance requirements (undergraduate programmes only)</b>	Co-ordinated by Head of Student Admissions, International Academy		Special Admissions Panel (within guidelines) Programme Directors Panel Reported to University of London International Academy Academic Committee
3.3	<b>Credit transfer</b>	Via Admissions	Discretion of the Programme Director	N/A
3.4	<b>Accreditation of prior learning: 'non-automatic' (not listed in the Programme Regulations)</b>	Head of Student Admissions, International Academy, refers to Programme Director for consideration	Considered by Programme Director	N/A
3.5	<b>Renewal of registration (for all programmes except LLB, 2<sup>nd</sup> or 3<sup>rd</sup> periods are discretionary)</b>	Programme Director through Head of Student Admissions, International Academy		N/A
3.6	<b>Termination of registration on academic grounds</b>	Programme Director through Boards of Examiners		N/A
3.7	<b>Termination of registration on grounds of misconduct</b>	<i>University of London policy applies. Reports made to University of London International Academy Academic Committee.</i>		
3.8	<b>Transfer of registration</b>	Head of Student Admissions, International Academy	Considered by Programme Director	N/A
3.9	<b>Student appeals concerning decisions of Boards of Examiners</b>	University policy applies. Initial representation to the Pro Vice-Chancellor (International), 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	<b>Student complaints</b>	<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>		
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>		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>			
4.4 (i)	<b>Nomination and appointment of Chairs of Boards/Examiners/Assessors/ Assistant Examiners (see also 4.4 (iv))</b>	Chair of Board of Examiners (if appropriate), Programme Director and other academic staff within Lead College/Consortium	Considered by Faculty Graduate Teaching Committee Approved by/reported to Faculty Board of Examiners and UCL Board of Examiners	Appointment process managed by QSG
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	Considered by Faculty Graduate Teaching Committee Approved by/reported to Faculty Board of Examiners and UCL Board of Examiners	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), 4.4 (ii) and 4.4 (iii)	Any issues arising from the Register of Interests will be raised by the Pro Vice-Chancellor (International) or Director of Operations with the Chairpersons of Boards of Examiners or other committees
4.5	<b>Setting of examination question papers</b>	Boards of Examiners serviced by the 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 the International Academy	Considered by Programme Director	N/A
4.7	Assessment of candidates and determination of results	Boards of Examiners serviced by the International Academy	Considered by: Programme Director	N/A
4.8	Consideration and follow-up of External and Intercollegiate Examiners' reports	Boards of Examiners serviced by the International Academy, Programme Directors, International Academy as appropriate. Co-ordinated by the Quality, Standards and Governance Directorate, International Academy.	Considered by: Programme Director	<p><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</p> <p><u>System-wide and operational matters</u> Considered by the relevant Directorate Heads, International Academy Response to Examiners by the Dean.</p> <p><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</p>
4.9	Award of degrees, diplomas and certificates	Boards of Examiners serviced by the International Academy		Pass lists prepared by International Academy, award granted by the University and signed off by the Vice-Chancellor
4.10	Inclusive practice policy	Special Needs Co-ordinator, International Academy	Programme Director consulted where necessary	Considered and approved by Special Needs 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> <li>• <b>appointment of local tutors</b></li> </ul>	Lead College: Programme Director/academic subject and administrative staff; International Academy: Director: Global Networks and Communities, Institutions and Global Development Team, Director: Quality, Standards and Governance, Quality, Standards and Governance Directorate, other International Academy staff		<u>Teaching institutions Recognition 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

	<b>Subject</b>	<b>Origin and co-ordination</b>	<b>Lead College/Consortium bodies</b>	<b>International Programmes bodies</b>
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 and Governance (Student Charter )	Considered by: Programme Director	Approved by Quality Assurance Student Lifecycle committee (QASL)
6.2	<b>Appointment of authors of learning materials</b>	Appointments administered by International Academy where appropriate. Director of Educational Innovation and Development at the International Academy will be consulted on all appointments.	Appointed by: Programme Director	N/A
6.3	<b>Appointment of External Assessors of learning materials</b>	Appointments administered by International Academy where appropriate. Director of Educational Innovation and Development at the International Academy will be consulted on all appointments.	Appointed by: Programme Director	Appointments made by International Academy where appropriate.
6.4	<b>Consideration and follow-up of External Assessors' comments on draft learning materials</b>	Director of Educational Innovation and Development at the International Academy will be consulted on the response by the Programme Director.	Considered by Programme Director	N/A
6.5	<b>Approval of learning materials</b>	Director of Educational Innovation and Development at the International Academy will be consulted on by the Programme Director.	Approved by: Programme Director	N/A
6.6	<b>Review and revision of learning materials</b>	Director of Educational Innovation and Development at the International Academy will be consulted on by the Programme Director.	Approved by: Programme Director	N/A

## 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>	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 Report (APR) drafted/co-ordinated by Programme Manager, International Academy, and agreed by the Programme Director.	APR Considered by UCL Accountancy & Finance Teaching Group	<u>Process</u> Considered by QASL. Approved by University of London International Academy Academic Committee. Reported to Board of University of London International Academy <u>Quality and student life-cycle matters in APR</u> Considered by QASL Reported to University of London International Academy Academic Committee /Board of University of London International Academy <u>System-wide and operational matters in APR</u> Considered by Lead College in Review Meeting
7.2	<b>Periodic programme review and reporting process</b>	Joint exercise between Lead College/ Consortium and International Academy	Considered by UCL Accountancy & Finance Teaching Group	Process considered by QASL. Approved by University of London International Academy Academic Committee. Reported to Board of University of London International Academy Report considered by QASL. Outcomes reported to University of London International Academy Academic Committee and Board of University of London International Academy
7.3	<b>Feedback reports from student surveys</b>			
7.3 (i)	<b>Programme specific</b>	Lead College		N/A
7.3 (ii)	<b>System-wide</b>	International Academy in conjunction with Lead College as appropriate	Considered by Programme Director	Considered by QASL. Approved by University of London International Academy Academic Committee.

## 7 Reporting and review processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
				Reported to Board of University of London International Academy
7.4	Consideration and follow-up of External and Intercollegiate Examiners' reports	<i>See 4.8</i>		
7.5	Student progress data reports	Programme Director in consultation with International Academy Programme Manager.	Considered by: Programme Director	<p><u>Programme data</u> Annual Programme Report considered by QASL Reported to University of London International Academy Academic Committee</p> <p><u>System-wide data</u> Considered by QASL and University of London International Academy Academic Committee Reported to Board of University of London International Academy</p>