

UNIVERSITY ACADEMY 92 (UA92)
PARTNERSHIP HANDBOOK
2024-2025

This handbook is designed to be used by staff at both University Academy 92 (UA92) and Lancaster University. It aims to be the central repository of information and guidance on the management of the partnership, quality assurance, assessment regulations, student administration, staff development and data sharing and for the programmes delivered at University Academy 92. It is intended to be complementary to Lancaster University's Manual of Academic Regulations and Procedures (MARP).

In many sections the information is summarised for ease of use and maintenance of the handbook, however links are provided to access more detailed information. The handbook will be reviewed and published electronically on an annual basis and circulated to relevant staff at both institutions in advance of the new academic session.

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1 MANAGEMENT OF THE PARTNERSHIP

1.1 INTRODUCTION

Lancaster's approach to its collaborative teaching partnerships is underpinned by a commitment to help partners build their own capacity to manage quality and standards effectively. To this end, Lancaster has agreed to allow UA92 to take more of a leading role in quality assurance procedures, such as the programme and module design and approval process, and annual programme review. As the degree awarding body, however, Lancaster has continued to review and monitor the provision through core quality assurance procedures delegated to UA92 and has worked with UA92 staff to deal with any quality and standards issues, which have arisen during this time.

1.2 PARTNERSHIP AGREEMENT

The current Franchise Agreement was signed on 31st October 2019 and came into effect on that date.

1.3 PARTNERSHIP MANAGEMENT AND GOVERNANCE OVERVIEW

As the degree-awarding body, Lancaster has ultimate responsibility for the academic standards of awards granted in its name and for the quality of learning opportunities provided. Within Lancaster, ultimate responsibility for the partnership is located with the Lancaster Senate and the committees and officers to which the Senate formally delegates authority.

Within UA92, ultimate responsibility for the partnership is located with the Chief Academic Officer.

Management of the partnership at Lancaster will reside with Academic Quality, Standards and Conduct, who shall have responsibility for ensuring that the Programmes offered through the partnership are approved, delivered and managed in accordance with the terms of this Agreement.

At UA92, responsibility for operational management of the partnership lies with the Chief Academic Officer who ensures that the programmes offered through the partnership are delivered and managed in accordance with the terms of the partnership agreement as set out in the Franchise Agreement.

At Lancaster, operational management of the partnership resides with the Partnership Management Group (PMG), chaired by the University Academic Dean. The PMG is responsible for a range of operational areas in which Lancaster University has a regulatory, statutory, compliance or reputational interest.

There are some areas for which UA92 utilises LU systems (LUSI) as a result of the franchise relationship and the fact that students are registered as Lancaster students and are therefore contingent on Lancaster's service delivery (e.g. the LUSI student record system) and where there are mutual interests to ensure that there are good lines of communication and monitoring of effective performance of services in relation to UA92 from both institutions.

Where appropriate, separate Service Level Agreements (SLAs) are in place which are reviewed on a regular basis by the SLA leads. These areas will require agreed and documented monitoring and reporting processes directly to Lancaster, to ensure operational oversight, maintenance of academic standards, regulatory compliance and appropriate governance as appropriate.

The membership of the PMG is included in the Terms of Reference ([see Appendix 3](#)).

In addition, there are also a number of operations at UA92, which UA92 has contracted Lancaster

University to be responsible for service delivery (e.g. HR, IT.) and where there are mutual interests to ensure that there are good lines of communication and monitoring of effective performance of services in relation to UA92 from both institutions. These are subject to separate Service Level Agreements (SLAs) which are reviewed on a regular basis by the SLA leads.

1.4 PARTNERSHIP REVIEW PROCESS

Lancaster will carry out a periodic review of the partnership after two (2) years and then every five (5) years after that. Partnership review incorporates both strategic and operational matters, and as part of the latter aspect, consideration is given as to whether or not the current quality assurance model is working from both the University and UA92 perspectives or whether it needs refinement. Partnership review comprises a two-stage process:

Stage 1 considers strategic issues and relationship development including:

- the partnership vision and future plans;
- the implications of any significant developments since the last review and/or any known/possible imminent developments;
- the potential impact on the partnership of UA92's relationship with other organisations;
- the desired portfolio of degree programmes;
- marketing and recruitment strategies and processes.

Stage 2 considers UA92's quality management and enhancement arrangements for the delivery of programmes leading to a Lancaster award and the partnership experience over the intervening years since the last partnership renewal. Areas include:

- institutional framework/academic governance;
- quality assurance processes;
- institutional management of teaching and learning;
- the quality and availability of published information.

After completion of the review, a report and recommendations are made through appropriate Lancaster bodies (including the Joint Faculty Teaching Committee and Senate) and a decision is taken as to whether the partnership should be continued. A review of the Franchise Agreement will be undertaken following the Partnership Review to ensure that this remains appropriate.

1.5 PUBLIC INFORMATION

UA92 ensures that all public information relating to Lancaster programmes complies with Lancaster brand requirements and current legislation, and is an accurate reflection of the provision on offer. Lancaster reserves the right to periodically and without prior notice monitor all public information to ensure compliance. Lancaster regularly monitors all sources of information produced by UA92 (including websites and prospectuses) for prospective students and/or for current students and staff. Lancaster ensures that the Lancaster University name and logo is used in a way that appropriately reflects the nature of the relationship between Lancaster and UA92.

UA92 ensures that information provided to internal and external stakeholders is clear, accurate and consistent. The CMA consumer protection advice framework is used to support UA92's quality control processes. Clear guidelines are established as to the process for sign-off of publicity materials and Lancaster satisfies itself that the public is not likely to be misled about the nature and standing of the programme and qualifications provided under the arrangement.

2 ACADEMIC QUALITY ASSURANCE

2.1 LANCASTER UNIVERSITY - MANAGEMENT OF STANDARDS AND QUALITY

Lancaster is responsible for the academic standards of all credit and qualifications granted in its name and also for the quality of the educational experience of students registered on programmes approved by the University and which lead to Lancaster University awards. Lancaster also needs to be able to demonstrate academic equivalence between awards granted at UA92 and awards granted at Lancaster and elsewhere in the UK HE sector. Lancaster therefore requires appropriate quality assurance arrangements to be in place for programme design and approval, for the quality of delivery, for teaching, learning and assessment arrangements, for the approval of results and awards, and for appeals and complaints. Variations in standard Lancaster procedures and practice may be agreed with partners where appropriate so long as these variations are in accordance with the principles contained within Lancaster's academic regulations and procedures and are also consistent with the requirements of UK HE regulatory bodies.

The partnership agreement together with the Responsibilities checklist ([Appendix 1](#)) set out the management and quality assurance framework for the partnership and the respective roles and responsibilities of each partner. There are core quality assurance processes and arrangements in place which enable the University to set and monitor quality and standards in order to satisfy itself that the programmes and UA92's delivery of these programmes match the expectations set by Lancaster for its awards.

Lancaster will provide a Link Tutor to assist with support for the design, delivery, monitoring and enhancement of programmes. Academic Quality, Standards and Conduct shall provide advice and support as appropriate to officers of UA92 and the teams managing the programmes.

2.2 UNIVERSITY ACADEMY 92 - MANAGEMENT OF STANDARDS AND QUALITY

Relevant UK Subject Benchmark Statements are used as points of reference in setting and maintaining academic standards. The assignment of credit level and volume takes account of guidance embodied in UK national credit frameworks.

UA92 is committed to Equality and Diversity in all activities for all students and staff, with the ethos of Equality and Diversity embedded in the curriculum.

The quality assurance procedures agreed with UA92 are set out in the remaining chapters of this Handbook. They may be amended from time to time by mutual agreement.

3 PROGRAMME DEVELOPMENT AND APPROVAL

3.1 CURRICULUM STRATEGY AND DEVELOPMENT

Lancaster approves curriculum provision at UA92 as listed in the Annual Operating Plan. ([Appendix 2](#))

UA92 is responsible for the strategic development of Higher Education, including analysing local market conditions and curriculum needs and these are identified during the annual Business Planning Process. UA92 ensures that capacity in terms of staffing and facilities are adequate for expected demand. Lancaster receives an annual report on UA92's curriculum and recruitment strategy through the Partnership Management Group. UA92 programmes are considered within Annual Programme Reviews. Re- approval of programmes will take place every five years.

3.2 COURSE DESIGN

In addition to complying with the criteria agreed by the University Senate, all awards and programmes offered by the University are aligned with the Framework for Higher Education Qualifications in England, Wales and Northern Ireland, published by the QAA. UA92 is responsible for course design as recorded in individual programme documents. A breakdown of teaching and learning hours per module and the categories of activities is provided for each programme.

In designing programmes and modules, UA92 and Lancaster need to ensure that:

- a) entry standards define the minimum threshold for applicants to help ensure they have an appropriate academic background (e.g. subject knowledge, language competence, study skills) to cope with the demands of the programme to which they are being admitted;
- b) standards set at the end of each stage within programmes define the minimum threshold of achievement to ensure that students have progressed sufficiently in order to be able to continue onto the next level of study and to identify those students who may be at risk and who may need additional/different support in the next level;
- c) qualification standards define the expectations for particular levels of achievement (e.g. first, third, pass, distinction etc.);
- d) the content and structure of individual contributory modules are appropriate for the place they occupy in the programme structure and that students are being assessed according to appropriate criteria.

Lancaster Link Tutors, and external consultants, provide guidance on the design of programmes as required.

3.3 COURSE APPROVAL - NEW PROGRAMMES AND MODULES

3.3.1 Principles

Programme proposals will be considered by Lancaster through the academic departments and the Joint Faculty Teaching Committee for formal approval.

3.3.2 Process

Lancaster's processes and procedures for the approval of awards made in its name enable the University to:

- i) Secure the academic standards of those awards and qualifications made in its name by UA92;
- ii) Assure the quality of the learning opportunities available to students studying on those programmes leading to an award of the University.

Through these procedures, Lancaster seeks to secure equivalence with its own awards and qualifications.

3.3.2.1 Business Planning Schedule

Lancaster and UA92 agree annually, at the PMG, on a schedule of programmes to be proposed for approval in the following academic session to enable timely and careful scrutiny of proposals.

3.3.2.2 Outline Planning Permission

UA92 present an Outline Planning Permission proposal for consideration to the PMG for approval. Approval by Lancaster gives authority for UA92 to advertise new programmes for recruitment purposes. Such advertisements should be “subject to approval” in line with the Competition and Markets Authority (CMA) requirements.

3.3.2.3 Programme Proposal

UA92 submits a full set of programme documents for consideration at the Joint Faculty Teaching Committee following approval at Lancaster University departmental level.

3.3.2.4 Externality

External Assessors form part of the approval process for programmes for which Lancaster lack subject specialism. The External Assessor offers independence and objectivity to the decisions taken and provides a basis of comparability of academic standards with external benchmarks and across the Higher Education sector. [External Assessor Guidance](#)

3.4 COURSE APPROVAL– AMENDMENTS TO EXISTING PROGRAMMESAND MODULES

Amendments made to any programmes approved by Lancaster and leading to a Lancaster award will require the agreement of Lancaster or UA92 approval, depending on the nature of the change. No agreement will be granted where the proposed amendment would have an adverse effect on, or be inconsistent with, any obligations to existing students or any students who have accepted an offer to study on any programme affected by the amendment. Revisions affecting existing students must be considered and agreed by a meeting that involves student representation. Where, exceptionally, a revision is to be introduced within the same academic year, the unanimous support of the affected students must be obtained. Major changes to modules and programmes must be communicated to current applicants to the programme.

UA92 staff, students and stakeholders contribute to the processes related to changes to existing programmes to ensure all aspects are considered. Changes to programmes can occur through minor or major amendment procedures. Within the category of Major Amendment, there are different levels of change, and the amount of information required in the proposal will depend on this. The Course Leader must consult with both the External Examiner and Link Tutor on amendments prior to submission to Lancaster. Major amendments to modules must be considered and approved at the relevant UA92 Committee and passed to AQSC for logging. Major amendments to Programmes should be considered at the relevant UA92 Committee and then passed to AQSC for approval by the Joint Faculty Teaching Committee.

[UA92 Course And Module Amendment Form](#)

[UA92 Guidance On Revisions To Programmes And Modules](#)

3.5 PROGRAMME CLOSURE

Following UA92’s monitoring and review processes, Course Leaders determine whether the validity and currency of programmes have been affected by changes to industry, PSRBs, staffing or recruitment numbers. Underperforming programmes are identified for closure at programme and curriculum level ([Programme Closure Form](#)). Students enrolled should be reassured that in the event of programme closure, there are clear processes that will ensure the continuity of their studies. If

a programme can no longer be offered, arrangements need to be made for existing students to be provided with suitable alternatives.

3.6 PROFESSIONAL, STATUTORY AND REGULATORY BODIES

Lancaster ensures that the status of programmes or awards in respect of UK PSRB recognition (accredited, approved or recognised) is represented accurately so that applicants or students are not misled. UA92 shall prepare submissions for any accreditation of the Programme sought from a professional body, and Lancaster shall support UA92 in applications to professional bodies for accreditation.

4 RECRUITMENT AND ADMISSIONS

4.1 MARKETING AND RECRUITMENT

Marketing and recruitment activities are carried out by UA92. Marketing and recruitment materials are the responsibility of UA92's Marketing team. See also 1.5 Public Information.

4.2 ADMISSIONS

4.2.1 Admissions Policy and Principles

UA92 is responsible for decisions on admissions and for the management of the admissions process. Lancaster approves the criteria for admission for new programmes at approval stage. UA92's admissions policy and associated procedures are expected to comply with relevant legislation and align with the expectations of the *UK Quality Code for Higher Education: Admissions, Recruitment & Widening Access*.

Students are registered as students of UA92 and have a legal and contractual relationship with UA92.

4.2.2 Entry Criteria

Entry requirements for each programme are specified by UA92 and agreed by Lancaster on approval of the programme and in accordance with agreed recruitment and admissions procedures.

4.3 RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning, including credit transfer and recognition of certificated or experiential learning for entry criteria purposes is permitted onto UA92 programmes. Procedures are in place to assure that credit for such learning is comparable to that achieved through the teaching and learning activities required for specified modules of the UA92 programme on which the student will be registered. These procedures apply to individual students and not to institutional arrangements for the recognition of credit. Requests for RPL are made to UA92 and UA92 is responsible for considering and assessing all RPL claims. However, final approval of decisions relating to the award of Lancaster credit is made by Lancaster.

[UA92 RPL Guidance](#)

[UA92 RPL Pro-Forma](#)

5 PROGRAMME DELIVERY

5.1 DELIVERY STANDARDS

Principles

Lancaster University seeks to ensure that:

- the standards achieved by students in order to qualify for any Lancaster University award should be equivalent wherever the degree programme is delivered and should be in line with Lancaster University's academic framework;
- all learning, teaching and assessment provision delivered through UA92 should be academically equivalent to provision delivered at Lancaster;
- students registered on Lancaster-approved programmes leading to Lancaster University awards should be given a broadly equivalent educational experience wherever they are studying;
- in the management of quality and standards, UA92 needs to ensure and demonstrate consistency in approach and in the equitable treatment of all students in terms of admissions, learning, teaching and assessment, academic discipline and awards;
- all members of UA92 staff have a responsibility to treat all students fairly and equitably;
- students should be treated on the basis of capacity and potential and should not be disadvantaged on any grounds irrelevant to academic study.

5.2 TEACHING STAFF

5.2.1 Recruitment and Approval

Lancaster University seeks to ensure that all staff teaching on Lancaster-approved programmes leading to Lancaster University awards have appropriate experience, expertise and qualifications to teach at the level of the degree programme(s). Lancaster is responsible for the monitoring and ongoing oversight of staff teaching on Lancaster approved programmes in terms of appropriateness of qualifications, subject knowledge and experience and the overall profile of the staff team. Lancaster has agreed criteria for which teaching staff at UA92 will be appointed to. Should UA92 wish to appoint a member of staff who does not align with the agreed criteria, the appointment will be subject to approval by Lancaster.

Following approval, Lancaster monitors staffing on an annual basis through UA92's Annual Programme Reviews. Any changes to staffing are monitored by the relevant Link Tutors.

UA92 is responsible for appointing appropriately qualified and sufficient staff for the delivery of each programme and ensuring that all staff teaching on the programmes are appropriately inducted and supported, receive regular training and participate in staff development activities. Members of staff new to teaching are expected to meet UA92 requirements for the attainment of a relevant teaching qualification and to engage with UA92 induction and mentoring procedures where appropriate. The normal expectation is that partner institutions will have in place institution-wide policies and procedures for ensuring that academic staff have the necessary knowledge, abilities and aptitudes, together with sufficient time, to undertake all aspects of their roles to the required standard.

5.2.2 Professional Development and Scholarship

The variety and extent of staff development offered and facilitated by UA92 should support the professional development of staff and contribute significantly to the maintenance and development of staff's subject currency and of the currency of the curriculum. UA92 undertakes to ensure that appropriate training, briefing and mentoring is provided on an ongoing basis so that staff are competent to undertake their roles and responsibilities and to ensure that assessment is robust

5.3 LEARNING RESOURCES

Lancaster Link Tutors make an evaluation of the appropriateness of physical learning resources and the learning environment provided by UA92. To ensure these are relevant to, and adequate for, the type, level and volume of the learning to be undertaken and whether they are appropriate to secure the achievement of the relevant learning outcomes. UA92 is responsible for the distribution of learning resources and provision of an effective teaching and learning environment. Learning resources such as reading lists are provided and UA92 will ensure students have access either through acquisition of hard copy resources or through ensuring access to online resources. Traditional resources are supplemented by on-line journal databases.

UA92 students have Lancaster University accounts and have access to agreed library resources for a 3-year period (to 31 August 2025) or for the length of this franchise agreement, whichever is the longer.

5.4 MANAGING RELATIONSHIPS WITH THIRD PARTIES

5.4.1 UA92 works with placement providers and mentors in the facilitation of industry experience. Industry experience is an essential component of all employment-focused curricula and UA92 designs and delivers vocational higher education linked to work skills and practices. UA92 operates a risk assessment procedure before placements are agreed and authorised, where appropriate.

5.4.2 Subject to a separate partnership agreement, UA92 and Lancaster partner with Navitas to form UA92 Global to deliver International Foundation Year programmes or Integrated Year One programmes

5.4.3 *Degree Apprenticeships*

UA92 currently deliver Higher Apprenticeships and hope to start delivering degree apprenticeships. Apprenticeships are high-quality alternatives to a more traditional degree route. They are designed to deliver the exact skills needed by employers, giving the technical and professional expertise to move careers forward.

5.5 STUDENT SUPPORT AND GUIDANCE

Student support and guidance at UA92 should be comparable to the support and guidance provided to Lancaster students at Bailrigg as laid out in MARP. In all cases, the support and guidance shall be provided by UA92, including where students interrupt their studies. UA92 endeavours to provide appropriate support and guidance to all students registered on programmes.

Each student is allocated a Coach who will help to develop academic skills and practices along with reflection and confidence to enable them to achieve success in Higher Education.

6 ACADEMIC STANDARDS AND ASSESSMENT

6.1 SETTING AND MONITORING OF ACADEMIC STANDARDS

UA92 and Lancaster have agreed quality assurance procedures relating to delivery, teaching, learning and assessment, results and awards, appeals and complaints in accordance with the underlying principles in the Manual of Academic Regulations and Procedures (MARP). All quality assurance procedures will be consistent with the requirements of UK HE regulatory bodies.

6.2 ASSESSMENT REGULATIONS

The assessment criteria will be set by UA92 in line with what is approved at approval of the programme and in accordance with the [Assessment Regulations](#).

6.3 APPROVED PROCEDURES PARTICULAR TO UA92

A number of procedures are particular to UA92 and form appendices to the Lancaster Undergraduate Assessment Regulations. The full set of UA92 Assessment procedures can be found at:

<https://ua92.ac.uk/student-regulations-policies> and

UA92 procedures are reviewed annually by Lancaster, taking note of any amendments, to ensure that they align with Lancaster regulations. Procedures are approved by the Partnership Management Group (PMG) in advance of the academic year to which they will apply.

6.3.1 Mitigating Circumstances

UA92 operates an Extenuating and Mitigating Circumstances (EMC) Procedure for students who experience serious medical or personal circumstances, which can severely disrupt their ability to study and affect their performance in an assessment.

6.3.2 Administration of Examinations

Boards of Examiners for programmes including Lancaster staff and External Examiners are constituted and conducted. UA92 operates a two-tiered approach to board of examiner meetings. The first tier, the Module Board of Examiners is responsible for the ratification of module marks and the recommendation of decisions to the Progression and Awards Board of Examiners. The second tier, the Progression and Awards Board of Examiners is responsible for making decisions on progression and the award of qualifications. Provisional results and recommendations from Boards of Examiners will be made available to Lancaster for ratification by the Committee of Senate.

7 STUDENT COMPLAINTS AND APPEALS

In the case of complaints and appeals about academic matters, students at UA92 have ultimate right of appeal to Lancaster University. Lancaster may also review academic complaints once procedures at UA92 have been exhausted.

The responsibilities of Lancaster and UA92 are clearly distinguished and publicised. UA92 ensures that students studying at UA92 have clear information about the initial route for making an academic appeal or formal student complaint, and the sequence of processes involved.

7.1 COMPLAINTS

UA92 are responsible for dealing with all student complaints regarding students enrolled on programmes in accordance with the relevant UA92 policies and procedures as approved by Lancaster. Where the complaint involves an aspect of service for which Lancaster has whole or partial responsibility, students shall be entitled to a final review of their standing by Lancaster.

[UA92 Student Complaints Procedure](#)

7.2 APPEALS

UA92 are responsible for dealing with all student appeals regarding students registered on programmes in accordance with UA92 policies and procedures as approved by Lancaster. After all agreed appeal procedures have been completed within UA92, students shall be entitled to a final review of their standing by Lancaster.

[UA92 Academic Appeals](#)

8 PROGRAMME MONITORING, REVIEW AND ENHANCEMENT

8.1 ROLES AND RESPONSIBILITIES

UA92's HE monitoring and review processes are coordinated at an organisational level by the Registrar. Periodic monitoring and review contributes to inform the development and enhancement of curriculum, teaching, learning and assessment and pedagogic practice. Monitoring and review processes capture feedback from students, employers and stakeholders and acts as a platform for critical reflection.

Lancaster is responsible for the quality assurance of the programmes and modules delivered at UA92, including the processes for programme monitoring, review and enhancement outlined in the following sections.

Programmes are regularly and systematically reviewed in order to consider the continuing currency and validity of programmes in light of developments in research, professional and industry practice and pedagogy. Along with changes in the external environment such as the requirements of professional, statutory and regulatory bodies and continued alignment with the providers strategy and mission.

Programme monitoring and review are part of a continuous engagement with a programme by both staff and students. [Monitoring And Review Procedures And Guidelines](#)

The outcomes of the processes of monitoring and review are reported at the appropriate level within UA92 and also at the University's Joint Faculty Teaching Committee (JFTC). This allows for oversight of the outcomes of the process, in order to identify any overarching themes. Any strategy actions are identified and the outcomes used to inform organisational planning.

UA92 is required to review programme monitoring and review procedures and analyse outcomes within an Annual Quality Report, which is presented at the University JFTC. The associated action plan is monitored as a standing item at each committee meeting.

8.1.1 *Link Tutors*

Lancaster will provide a Link Tutor (or equivalent) to assist with support for the design, delivery, monitoring and enhancement of the programmes. Link Tutors are University academic staff who have a key role in maintaining the Academic Quality, Standards and Conduct of programmes approved by Lancaster but delivered at and by UA92. Link Tutors assist with quality assurance processes relating to Lancaster approved programmes.

The Link Tutor will monitor the progress of a programme and respond to any issues or changes that arise while a programme is running. For a new programme being proposed for approval, a Link Tutor will be appointed. Link Tutors produce an annual report to assist the AQSC team to monitor the quality of programmes and to provide programme teams with suggestions for ways to improve aspects of how particular programmes are run. [Link Tutor Guidance](#)

8.1.2 *External Examiners*

Lancaster is responsible for the appointment and functions of external examiners to provide independent judgement on quality of standards and of the provision at UA92 and ensure that it is consistent with quality and standards of the Lancaster provision. Lancaster will oversee the participation of external examiners in assessment and quality assurance processes. The nomination and briefing of external examiners are delegated to UA92. External examiner induction days will be held annually either at UA92 or virtually and will involve input from both Lancaster University and UA92 staff. The arrangements are described in more detail in the guidance and information for all Lancaster provision here: [External Examiner Guidance](#).

8.2 ANNUAL PROGRAMME REVIEWS

- a) UA92 is responsible for ensuring that an Annual Programme Review is undertaken for each programme approved by Lancaster, and that the reports of these reviews (APR reports) are considered internally as part of the standard quality assurance procedures for the programme and there is strategic oversight of these reports and the APR process within UA92.
- b) All programmes undertake an APR, which takes account of relevant information such as:
 - External Examiner reports
 - Link Tutor reports
 - Key statistics including data on applications, retention, success and achievements and destinations
 - Results of NSS
 - Results from internal surveys and questionnaires
 - Feedback from student representatives and student forums
 - Feedback from relevant stakeholders

APR reports are submitted to LU departments and to the University's Partnership Management Group (PMG). Review of the APRs by PMG will facilitate the cross-fertilisation of ideas and good practice across the different programmes.

8.3 JOINT FACULTY TEACHING COMMITTEE (JFTC)

The Joint Faculty Teaching Committee (JFTC) was established to consider and approve programmes for delivery at UA92 to ensure principles are adopted consistently across the institution. The JFTC reviews UA92 programmes, including consideration of the curriculum, intended learning outcomes, and teaching, learning and assessment methods, taking into account specific issues relating to the delivery of these programmes at UA92. Appropriate Departmental Teaching Committee (or equivalent) considerations would have taken place prior to submission to the JFTC.

8.4 RE-APPROVAL

In addition to annual monitoring, programmes approved by the University are reviewed on a five yearly cycle and it is considered whether or not approval should be renewed for a further five years (re-approval).

All programmes will be subject to a re-approval process every five years at Lancaster's discretion. Lancaster may from time to time (acting reasonably) carry out a re-approval on any of the programmes. The aim of re-approval is to review a currently approved programme and consider whether it may be renewed for a further five years, taking into account the following factors:

- currency of the programme
- maintenance of the standards of the award
- satisfactory student achievement
- continuing demand for the programme
- sufficient resources for programme delivery
- effective implementation of QA procedures for the programme

8.5 STUDENT ENGAGEMENT

UA92 is responsible for student engagement through the following vehicles:

- i. Module Evaluation Questionnaires (MEQs): at module level, at the end of each block, all students will be

given the opportunity to complete an on-line, anonymous survey. The outcomes of these surveys are considered by the UA92 Academic Quality, Standards and Conduct Group and other UA92 Committees (as appropriate) as part of its overall evaluation and monitoring of the delivery of its modules and courses.

- ii. Academic Experience Forums: at course level, UA92 operates an Academic Experience Forum for each subject domain (Business, Sport, Media and Digital), plus one for Pathway students (UA92 Global provision). Through student representatives, students are able to feedback and influence decision-making in relation to their course. The outcomes of module level student feedback will also be considered by the relevant Academic Experience Forums, which report into the Academic Quality, Standards and Conduct Group.
- iii. Student Experience Forums: all student representatives are invited to attend a Student Experience Forum once per block, where they can provide feedback and influence decision-making on the non-academic aspects of their student experience with colleagues from each UA92 team. The outcomes of any feedback or actions resulting from Student Experience Forums are presented at UA92's Academic Committee Academic Experience Surveys: annually, UA92 will also conduct an Academic Experience Survey for all level 4 and 5 students. This will normally be conducted in Block 4-5 of each academic year. Students will also participate in external surveys as required by regulators (for example, Level 6 degree students would participate in the National Student Survey (NSS) as per Office for Students (OFS) requirements and apprentices would participate in Education, Skills and Funding Agency (ESFA) (as required.)

9 STUDENT ADMINISTRATION

9.1 ENROLMENT AND INDUCTION

9.1.1 Induction and Orientation

UA92 will provide induction and orientation for all new students and also for returning students. A central induction schedule will provide a key introduction to all support and development services, and an introduction to key contacts from each support service.

9.1.2 Enrolment

All applicants who have firmly accepted offers of a place to study at UA92 will be required to register in order to become students of UA92. These administrative procedures will be organised by Student Registry. All students will be required to re-register at the start of every succeeding academic session.

No student shall normally be allowed to register concurrently for more than the equivalent of one full-time higher or further education scheme of study.

At the point of initial registration students will be informed of their intellectual property rights. Students should familiarise themselves with any terms and conditions relating to intellectual property rights and their assignment which are set out in any funding arrangements they have undertaken with research councils or other funding bodies.

Students should be informed that the information they provide on registering with UA92 will be held securely and may be shared within the institution across relevant departments and administrative sections for the purpose of managing and administering their degree programme or course.

The Student Registry will be responsible for the creation and maintenance of the definitive student record to be used for registration, the timetabling of teaching and examinations, results and awards, and data returns in UA92 and will liaise with the academic team to ensure that data is up to date and accurate.

UA92 shall inform students via module handbooks at the start of each block, of the assessment methods to be used for each module and of the system whereby marks for written examinations and coursework assessment are combined. Students shall also be informed if formal examinations are to be held at times other than the main examination session and also if there are to be any class examinations that may be held at any time during the term.

9.2 EQUITY AND CONSISTENCY OF TREATMENT

In the management of quality and standards, UA92 ensures and demonstrates the equitable treatment of all students in terms of admissions, learning, teaching and assessment, academic discipline and awards. UA92 provides an inclusive environment for learning and anticipates the varied requirements of students.

9.3 COMMUNICATIONS WITH STUDENTS

UA92 should provide students with accurate, relevant and timely information informing them:

- a) of the primary means by which academics and central services will communicate with them and when this will happen;
- b) that it is assumed and expected that students will regularly check their UA92 email accounts for official communications and notifications of the status of their registration and studies;
- c) that it is the responsibility of students to maintain links with academics and the student administration, respond to requests for information, acknowledge specific communications

related to the status of their registration and studies, and keep UA92 informed as to any changes in their contact details.

9.4 ATTENDANCE REQUIREMENTS AND PROGRESS MONITORING REQUIREMENTS

9.4.1 Requirements

Undergraduate students are required to register at times to be specified and to be engaged on their studies for the full period of each term and/or for such other periods as may be stated in the regulations for particular courses. The place of work will be UA92 and/or such other places as the department(s) concerned may specify. Students must present themselves for assessments when required to do so.

9.4.2 Monitoring

All students must be informed in writing, preferably in course handbooks, at the start of the academic year of what is required of them in relation to attendance, including UA92's attendance policy.

9.4.3 Progression

Progression to the next academic year is dependent on successful completion of assessments. Full details are in the student handbook.

9.5 ACADEMIC DISCIPLINE

Attendance and Engagement is managed by Student Registry, working with the academic team. In order to remain in good academic standing with UA92, it is expected that students will attend compulsory elements of the course as stipulated by UA92 and should attend for all assessments and submit course work assignments at the times stipulated.

If students do not remain in good academic standing it is the responsibility of UA92 to record attempts to contact the student and initiate an academic recovery plan.

The Course Leaders should monitor student's work and satisfactory attendance. If the Head of Learning and Teaching, after confirming that appropriate warnings in writing have been given to the student, consider(s) that the student should be excluded from UA92, a recommendation to that effect shall be to exclude the student from UA92 permanently or for a stated time and to stipulate conditions for a resumption of study.

It is the responsibility of Student Registry to advise and support Course Leaders, which have students who are no longer in good standing, and to take appropriate action.

9.6 TRANSCRIPTS, CERTIFICATES AND AWARDS

The determination of results and the classification of University degrees are subject always to ratification by the Senate and will be regarded as provisional until ratified, normally by a body or individual empowered by the Senate to act on its behalf.

Immediately after the meetings of the relevant examining bodies, Course Leaders may notify students of their provisional degree results.

It is the responsibility of Lancaster to issue students who have successfully completed their degree with a HEAR/transcript. It is the responsibility of Lancaster to issue students who have successfully completed their degree with a degree certificate.

9.7 GRADUATION

Students whose awards have been confirmed by the Committee of the Senate (or a body or individual empowered by the Senate to act on its behalf) shall be eligible to attend a ceremony at UA92 for the conferment of degrees.

9.8 DEBTORS

UA92 is responsible for contacting students who have not paid their fees. Students may be prevented from receiving their award, including transcript and certificate, until any academic related debts (tuition fees) are settled. Students will not be permitted to attend graduation until the debt is addressed.

In terms of non-academic debt, an award cannot be withheld and the transcript and certificate are given to the student. However, in serious cases, the invitation to graduate may be withheld until the debt is addressed

APPENDIX 1

Partnership operational responsibilities checklist

UA92

Overview of partnership

External delivery of Lancaster University franchise programmes delivered by UA92

This is a brief overview of where the primary operational responsibility for certain elements of the partnership reside.

Item	Partner	Lancaster			Shared	Documentary References	Comments
		Institutional	Faculty	Department			
Curriculum development							
1. Identification of local curriculum needs					✓	Individual programme documents	Identified during the annual business planning process
2. Strategic development of Higher Education	✓						
3. Course design					✓	Individual programme documents	
4. Final approval of new programmes		✓	✓				
5. Final approval of revisions to		✓	✓				Major programme amendments require Lancaster approval via

programmes/modules							Faculty Teaching Committee; Major and Minor module amendments are approved by UA92 and reported to Lancaster.
6. Programme specifications and Learning Outcomes					✓	Individual programme documents Curriculum and assessment mapping template	Approved for each individual programme as part of the programme approval processes. A curriculum and assessment mapping template is completed as part of the programme documentation.
7. Liaison with and involvement of employers	✓				✓		
8. Maintaining professional body accreditation(s)	✓					Individual programme documents	
Programme delivery							
9. Delivery of programme content delivery	✓						
10. Programme management	✓						
Student support							
11. Academic tutorial / review and monitoring / academic guidance	✓						
12. Pastoral support	✓						

20. Defining assessment regulations		✓				UA92 Award Regulations	
21. Setting assessments	✓						UA92 sets the assessment in line with what was approved at programme approval. Assessments are moderated by external examiners and LU staff.
22. Marking and moderation of assignments					✓		UA92 have the primary responsibility for marking work and providing initial moderation. LU staff will provide further moderation. External Examiners have oversight of marking and moderation of standards.
23. Appointment of external examiners					✓	External Examiner procedures and regulations	UA92 proposes potential external examiners who then go through the University's approval procedures.
24. Giving feedback to students on their assignments	✓						
25. Production of award certificates		✓					
26. Administering award boards				✓			The University is represented on the Assessment s which are responsible for making award recommendations to Senate.
27. Maintaining student	✓				✓		

records including transcript information							
28. Graduation arrangements	✓						
Annual review and monitoring							
29. Collecting data on student achievement and retention	✓						
30. Monitoring student admission, retention and completion					✓		
31. Reviewing and responding to APRs and module evaluations					✓	Annual Programme Reviews for each individual programme.	Annual Programme Reviews are provided to the University.
32. Periodic quality review of HE provision					✓		
33. Monitoring the quality of HE teaching and learning					✓		
34. Collecting and acting upon student feedback/views	✓						
35. Developing systems for student engagement	✓						
36. Student Protection	✓						Whilst this is a UA92 responsibility,

Plan							it is anticipated that both institutions' student protection plans will refer to the other partner and that there may be some discussion about content.
Staff							
37. Appointment and management of staff	✓						<p>UA92 has agreed criteria with Lancaster University for which teaching staff will be appointed to. Should UA92 wish to appoint a member of staff who did not align with the agreed criteria, the appointment would be subject to approval by Lancaster University.</p> <p>The University has oversight of all UA92 staff teaching on Lancaster awards. Staffing levels are monitored through Annual Programme Reviews, with Staff CVs being sent to LU link tutors. UA92 appoints and manages staff.</p>
38. Provisions for developing staff teaching and assessing skills at HE level	✓						
39. Provisions for staff HE subject updating and scholarship	✓						

Information							
40. Programme and module information available to students	✓						
41. Public information - e.g.: on web or in prospectus				✓			LU has accountability for ensuring accuracy, along with UA92
42. Procedures for ensuring the accuracy of public information					✓		
43. Marketing of programmes	✓						
44. Returns to professional, statutory and regulatory bodies				✓			Returns to some bodies will be made by LU (e.g. HESA, UKVI)

APPENDIX 2

LANCASTER UNIVERSITY

LU – UNIVERSITY ACADEMY 92 PARTNERSHIP

ANNUAL OPERATING PLAN 2024/25

Partner	University Academy 92
Current Term of Agreement	October 2019 – October 2024
Partnership review	2021/22
Full partnership review	October 2021 – June 2022
Date of first graduation UG	July 2022
KEY CONTACTS	
Lancaster University address and contacts Lancaster University Bailrigg, Lancaster LA14YW	

Title	Name	Email
Vice-Chancellor	Professor Andy Schofield	a.j.schofield@lancaster.ac.uk
University Academic Dean	Professor Alisdair Gillespie	a.gillespie@lancaster.ac.uk
Head of Academic Quality, Standards & Conduct	Dr Stephen Bulman	s.bulman@lancaster.ac.uk
Academic Quality and Standards Manager	Claire Johnston	c.johnston1@lancaster.ac.uk
Academic Quality, Standards and Conduct Administrator	Rebecca Hogan	r.hogan@lancaster.ac.uk

Title	Name	Email
Chief Academic Officer	Professor Gary Pritchard	gary.pritchard@ua92.ac.uk
Registrar	Karen Kingston	karen.kingston@ua92.ac.uk
Dean	Katharina Koall	katharina.koall@ua92.ac.uk
Assistant Registrar	Julie Canavan-Price	julie.price@ua92.ac.uk
Senior Admin Assistant (Quality)	Phoebe Berman	phoebe.berman@ua92.ac.uk

KEY DATES AND TIMES			
No. of terms per year at partner institution	Six blocks		
Programme	Term Dates in 2024-2025		
UG Academic Year	Block	From	To
	Block 1	23/09/24	1/11/24
	Block 2	11/11/24	20/12/24
	Block 3	13/01/25	21/02/25
	Block 4	03/03/25	11/04/25
	Block 5	28/04/25	06/06/25
	Block 6	16/06/25	25/07/25
Boards of Examiners	27/11/24		
	04/02/25		
	26/03/25		
	14/05/25		
	11/06/25		
	02/07/25		
	16/08/25		
Progression Boards	11/06/25		
	02/07/25		
	16/08/25		
Closures in UA92 2024-25			
	Christmas	20/12/24 – 06/01/25	
	Easter	Good Friday 18/04/25	Easter Monday 21/04/25
	Bank Holidays	05 May 2025 26 May 2025 25 August 2025	

University closures in Lancaster 2023-24	Christmas – New Year	From 24 Dec 2024	To 1 January 2025
	Easter	16 April 2025	24 April 2025
	Bank holidays	05 May 2025 26 May 2025 25 August 2025	

PROGRAMMES LIVE IN 2024/25	
PROGRAMMES	
BA (Hons) Accounting and Finance	
Cert HE Accounting	
BA (Hons) Business Management (teach out only)	

BSc (Hons) Business Management
Cert HE Business Management
BA (Hons) Accounting and Business (teach out only)
BSc (Hons) Accounting and Business Management
Cert HE Accounting and Business Management
BA (Hons) Sports Management
Cert HE Sports Management
BA (Hons) Sports Events Management
Cert HE Sports Events Management
BA (Hons) Sports Journalism
Cert HE Sports Journalism Studies
BA (Hons) Sports Media and Communications
Cert HE Sports Media and Communication
BA (Hons) Digital Marketing (new for 2024/25)
Cert HE Digital Marketing (new for 2024/25)
BA (Hons) Physical Education
Cert HE Physical Education (title change for 24/25)
BSc (Hons) Sport and Exercise Science
Cert HE Sports and Exercise Science (title change for 24/25)
BSc (Hons) Sports Coaching
Cert HE Sports Coaching
BSc (Hons) Health, Exercise and Sport
Cert HE Exercise Studies
BSc (Hons) Computer Science
Cert HE Software Development
BSc (Hons) Cyber Security
Cert HE Cyber Security

PLANNED NEW PROGRAMMES TO BE APPROVED IN 2024/25

- BSc (Hons) Business of Football/Cert HE Business of Football
- BA (Hons) Digital Content Production/Cert HE Digital Content Production
- BA (Hons) Football Broadcast and Journalism/Cert HE Football Broadcast and Journalism

EXTERNAL EXAMINERS 2024/25

External Examiners	Period covering	Programme(s) covered
Dr Beth Fielding	01/08/2024-31/07/2028	BA (Hons) Journalism (teach out) BA (Hons) Media and Communications (teach out) BA (Hons) Sports Journalism CertHE Sports Journalism Studies BA (Hons) Sports Media and Communications CertHE Sports Media and Communications
Carl Clare	01/08/2023-31/07/2027	BA (Hons) Business Management CertHE Business Management
Freeman Uwusu	01/08/2023-31/07/2027	BA (Hons) Accounting and Finance CertHE Accounting BSc (Hons) Accounting and Business Management CertHE Accounting and Business Management
Dan Woodason	01/08/2023-31/07/2027	BA (Hons) Sports Events Management Cert HE Sports Events Management BA (Hons) Sports Management Cert HE Sports Management
Ben Langley	01/10/2020-30/09/2024	BSc (Hons) Sports and Exercise Science CertHE Sports Performance
Leanne Livsey	01/10/2020 – 30/09/2024	BA (Hons) Physical Education CertHE Sports Development
Darryn Stamp	01/08/2022 – 31/07/2026	BSc (Hons) Sports Coaching Cert HE Sports Coaching BA (Hons) Physical Education Cert HE Sports Development
Nicky Danino	01/08/2020 – 31/07/2025	BSc (Hons) Computer Science Cert HE Software Development BSc (Hons) Cyber Security Cert HE Cyber Security
James Ward	01/08/23-31/07/27	The 92 Programme
Craig Holdcroft	01/08/24-31/07/28	BA (Hons) Digital Marketing Cert HE Digital Marketing

Link Tutors 2024-25			
Link Tutor		Programme(s) covered	
Dr Vincent Gaine		BA (Hons) Sports Journalism CertHE Sports Journalism Studies BA (Hons) Sports Media and Communications CertHE Sports Media and Communications	
Dr Andrew Scott		BSc (Hons) Computer Science Cert HE Software Development BSc (Hons) Cyber Security Cert HE Cyber Security	
Dr Hannah Jarvis		BSc (Hons) Sports and Exercise Science CertHE Sports and Exercise Science BA (Hons) Physical Education CertHE Physical Education BSc (Hons) Sports Coaching Cert HE Sports Coaching BA (Hons) Events Management (some modules) CertHE Events Management (some modules) BA (Hons) Sports Events Management (some modules) CertHE Sports Events Management (some modules) BSc (Hons) Health, Exercise and Sport Cert HE Exercise Studies	
Dr Pavel Bogolyubov		BA (Hons) Business Management (teach out) BA (Hons) Accounting and Finance CertHE Accounting BA (Hons) Accounting and Business (teach out) BSc (Hons) Business Management CertHE Business Management BSc (Hons) Accounting and Business Management CertHE Accounting and Business Management BA (Hons) Sports Management CertHE Sports Management BA (Hons) Sports Events Management (some modules) CertHE Sports Events Management (some modules) BA (Hons) Digital Marketing Cert HE Digital Marketing	
Dr Bob Lauder		The 92 Programme	
LU/UA92 ANNUAL OPERATING PLAN VERSION HISTORY			
Date approved	Version	Description of change(s)	Owner
07/12/2021	1		Claire Johnston
27/07/2022	2	Annual updates to information	Claire Johnston
27/06/2023	3	Annual updates to information	Claire Johnston
19/06/2024	4	Annual updates to information	Claire Johnston

Appendix 3

Terms of Reference for the UA92 Partnership Management Group

1. To ensure that the UA92 collaborative partnership is conducted in line with Lancaster University (LU) strategy and with all relevant LU policies and procedures relating to the establishment, management, monitoring and review of collaborative teaching partnerships as approved by Senate, its Standing Committee or under Senate delegations and as set out in the Manual of Academic Regulations and Procedures (MARF).
2. To implement decisions made by the UA92 Board, or equivalent, as defined in the Franchise Agreement.
3. To ensure that:
 - (i) the partnership is conducted in accordance with:
 - the formal partnership agreement set out in the relevant Franchise Agreement;
 - the procedures set out in the individual partnership Quality Assurance Handbook and annual operating plans;
 - (ii) any departures from the Franchise Agreement and from agreed processes and procedures are identified and dealt with appropriately and in a timely fashion;
 - (iii) any issues arising from LU's or the partner's sector legislative and regulatory environment are identified and dealt with appropriately and in a timely fashion;
 - (iv) any changes to the Franchise Agreement and/or agreed processes and procedures thought desirable by both parties are discussed and agreed through approved channels, are properly recorded, and are implemented and monitored.
 - (v) UA92 Global, part of the Navitas Group, with which LU and UA92 have a 3-way Recognition and Articulation Agreement (RAA), discharges its obligations in accordance with the RAA.
4. To establish, maintain and keep under continuous review a Risk Register for the partnership, initiating any preventative or remedial action as appropriate.
5. To ensure that agreed processes and procedures for assuring standards and quality in line with LU expectations and requirements are in place and are complied with, initiating any necessary action through relevant bodies as appropriate.
6. To ensure that individuals and/or officers and academic groupings with designated responsibilities both in LU and UA92 are carrying out their agreed responsibilities effectively.
7. To receive on a regular basis, and to act upon as appropriate, data on:
 - (i) recruitment numbers against targets for the current recruitment cycle
 - (ii) total registered student numbers against targets
 - (iii) student continuation, completion, achievement and progression to employment or further study
 - (iv) Student satisfaction.
8. To consider proposals for new programmes leading to LU degree or other awards against agreed criteria and, if approved, to ensure that detailed programme and module information is considered through the agreed programme and module approval procedures at LU and UA92.
9. To ensure that Annual Programme Reviews (APRs) of provision delivered by UA92 and leading to LU degree awards, are carried out and that the resulting reports are considered by appropriate bodies within LU and action taken as appropriate.

10. To discuss possible future developments of the partnership including types of provision and levels, types and numbers of programmes and qualifications to be approved, making recommendations to the PVC Education (and/or ASQC or other Senate Standing Committee (e.g. Research Committee) where appropriate) as required.
11. To ensure that the partnership is formally reviewed periodically at agreed intervals in line with LU requirements and to receive reports of such reviews, taking action as necessary including recommendations to the PVC Education (and/or ASQC or other Senate Standing Committee where appropriate).
12. To make reports to the PVC Education (and/or ASQC or other Senate Standing Committee where appropriate) at any time if systemic issues of concern which put the partnership or LU's reputation at risk are identified.
13. To oversee the Governance Committee structure as set out in the 3-way Navitas, UA92 and LU Recognition and Articulation Agreement (RAA) so as to ensure that it effectively discharges its functions as set out in the RAA.
14. The PMG will meet a minimum of 4 times a year.
15. The composition and membership of the PMG will be approved by the PVC Education. The Chair of the PMG will be the University Academic Dean.
16. A member of the Academic Quality, Standards and Conduct team will act as Secretary to the PMG and will be responsible for keeping the institutional record of decisions made.

*** Standing agenda items for each meeting**

Update from the UA92 Board

Report on recent partnership developments and activities

Student recruitment report from UA92 and Global

Annual Quality Report Action Plan

Annual Items for Particular Meetings

Mid-September

**** Standing agenda items***

- Terms of Reference/membership/calendar of meetings
- Analysis of OfS B3 metrics
 - Marketing, recruitment and curriculum strategy report for the current academic year, to include: projected admissions numbers against targets;
 - numbers of actual registrations and total student numbers;
 - progression/completion data by cohort;
- Risk Register for the partnership (quarterly)
- Review and approval of intended Courses for next academic year, to include:
 - Business Case (including information on market and employer demand)
 - Overall course detail
 - Staff expertise
 - Placement information, where appropriate

Early December

**** Standing agenda items***

- AQSC Summary reports on external examiners and link tutors
- Library Resources

- Risk Register for the partnership (quarterly)

Mid-February

* Standing agenda items

- Review of APRs (annually)
- Quality and standards issues report
- Review of Navitas arrangement (annually)

End April

* Standing agenda items

- Risk Register for the partnership (quarterly)
- Review and approval of intended Courses for next academic year, to include:
 - Business Case (including information on market and employer demand)
 - Overall course detail
 - Staff expertise
 - Placement information, where appropriate

Mid-July

* Standing agenda items

- Risk Register for the partnership (quarterly)
- Annual Report on the operation of UA92 Global Governance Committee structure
- Library Resources

UA92 Partnership Management Group Membership [2024-25]

Lancaster

Chair	Professor Alisdair Gillespie, University Academic Dean.
Faculty Representative – FST	Dr Fabrice Andrieux
Faculty Representative – FHM	Professor Sarah Brearley
Faculty Representative – LUMS	Professor Pete Thomas
Faculty Representative – FASS	Dr Allison Hui
Head of Student and Programme Administration	Rebecca Heron
Head of AQSC	Dr Stephen Bulman
Academic Teaching Director	Professor Bob Lauder
Strategic Partner IT Service Manager	Graham Hill

UA92 (by invitation)

Chief Academic Officer	Professor Gary Pritchard
Director of Student Affairs	Gareth Smith
Academic Registrar	Karen Kingston
Academic Dean	Katharina Koell
College Director Principal, UA92 Global	Sarah Toledo

Ex Officio:

Vice-Chancellor, LU	Professor Andy Schofield
Pro-Vice-Chancellor (Education), LU	Professor Wendy Robinson

Secretariat:

Secretary to the Committee:	Claire Johnston, Academic Quality & Standards Manager, LU.
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Appendix 4

Revised 4.05.23

Terms of Reference for the UA92 Joint Faculty Teaching Committee

A Joint Faculty Teaching Committee was established to consider and approve programmes for delivery at UA92 to ensure principles are adopted consistently across the institution.

Membership of Joint Faculty Teaching Committee

- Dean of Academic Quality or nominee (Chair)
- Representatives from faculties in the role of:
 - Associate Dean UG or Associate Dean Education (or delegates)
 - Quality Assurance and Enhancement Manager
- Head of Academic Quality, Standards and Conduct
- Academic Teaching Director for UA92

In attendance

- Registrar (UA92)
- Academic Dean (UA92)
- Assistant Registrar

Remit of Joint Faculty Teaching Committee

The JFTC will fulfil the role normally undertaken by the relevant Faculty Teaching Committee, following appropriate Departmental Teaching Committee (or equivalent) considerations have taken place prior to submission to the JFTC. Programme Directors (or equivalent) will be asked to provide a full set of programme documents to the Joint Faculty Teaching Committee prior to the meeting. The Committee will review the programmes including consideration of the curriculum, intended learning outcomes, and teaching, learning and assessment methods, taking into account specific issues relating to the delivery of these programmes at UA92.