responsibilities. Due diligence may also be undertaken at more frequent intervals, as informed by relevant risk assessments.

Approval, monitoring and review of partner courses

6. Approval of new courses is conducted in accordance with the University's procedure for the validation of new courses at partner institutions.

7. For franchised courses, the validation event will focus on arrangements for course delivery, staffing, resources, student support, student representation and feedback, and course management at the partner institution, to ensure the partner has the capacity to effectively deliver the University course as part of a franchise arrangement. It is assumed that curriculum content has already been approved for internal delivery at the University of Suffolk as part of standard University procedures for the validation of courses, but where this is not the case (for example due to the need for local contextualisation) this may be incorporated into the validation process.

8. Where University courses are accredited by professional, statutory or regulatory bodies (PSRBs) and are approved for delivery at a partner institution under a franchise arrangement, there should be clarity for students on whether accreditation is confined to the University or whether it extends to franchised provision at the partner.

9. Any proposed modifications to courses within partner institutions are subject to approval in accordance with the University's procedure for the approval of changes to existing courses. Any changes to courses within the University that are also franchised to partner institutions should be discussed and agreed with staff from the partner institution prior to seeking approval from the relevant School Academic Committee. There should also be the same level of consultation with partner students as with Ipswich students regarding any proposed changes to franchised courses.

10. All courses delivered by partners are subject to the University's standard review and re-approval cycle, as outlined in the University's procedure for the re-approval of existing courses. Wherever possible for franchised provision, the re-approval cycle should be aligned with the re-approval of the relevant University of Suffolk course to ensure a streamlined approach.

Tuition fees and student finance

17. Tuition fees for all partnership programmes should be agreed with the University, with discussions facilitated through the relevant Partnership Management Group.

18. For UK partnerships where students are accessing student finance via the University, tuition fees are paid in accordance with the University's Tuition Fee Policy. The partner institution is responsible for providing guidance to applicants on fees and financial support and for conducting fee status assessment prior to recommending to the University that an offer to study on the relevant course is made. Students will be eligible to apply for relevant financial support funds in accordance with guidance provided by the University.

19. For all other partnerships (including international partnerships), students will normally pay tuition fees to the partner institution. The partner institution should ensure that all information on tuition fees is clear and accessible to applicants.

Marketing, recruitment and admissions

20. The partner institution is required to adhere to the University's publicity protocol within the relevant partnership agreement. The protocol is designed to support and guide the partner institution in promoting the partnership arrangement with the University and associated courses, and has been informed by the UK Quality Code for Higher Education and the Competition and Markets Authority (CMA) Guidance for Higher Education Institutions.

21. Entry requirements for courses delivered within partners are agreed by the University as part of the initial course validation process. Any subsequent changes are subject to approval by the University.

22. Any applications for recognition of prior learning (RPL) should be considered through the University's Recognition of Prior Learning Policy. The relevant Course Leader at the partner institution is normally responsible for initial assessment of applications for RPL, with the University's Link Tutor granting final approval for all straightforward cases not requiring consideration under the University's RPL Panel.

23. The partner institution is responsible for recruiting students to courses in accordance with approved entry criteria and the admissions process agreed with the University. The partner is normally responsible for screening applications (including the conduct of interviews where necessary) and making recommendations to the University regarding offers

of study. The University retains the right to make final decisions on admission to partner courses.

24. UK partner institutions wishing to recruit international students onto validated or franchised courses must have a relevant Student Sponsor license in accordance with UKVI requirements. The partner will normally be responsible for issuing the Confirmation of Acceptance (CAS) and adhering to relevant UKVI monitoring requirements.

25. Students on courses at partner institutions will normally be included on the University's student records system. Partner institutions are responsible for verifying students' identify and prior qualifications at or prior to enrolment, and for confirming attendance for students in the UK accessing student finance via the University.

26. The partner institution is responsible for coordinating and delivering student (re)induction processes under the oversight of the University, including inviting relevant University and Students' Union representatives to participate as necessary.

Course delivery arrangements

27. The partner institution is responsible for the provision of appropriate teaching and learning accommodation, facilities and learning resources to support effective course delivery, under the oversight of the University. The University may allow partner staff and/or students to access the University's electronic learning resources, as determined as part of initial contractual negotiations and where permissible under relevant licensing agreements.

28. Where agreed as part of initial contractual negotiations, the University may provide the partner with access to the University's online learning environment (Brightspace). The University will provide partner staff with training and support on the effective use of Brightspace, but the partner is responsible for maintaining content on the system and ensuring an engaging learning environment for students.

Partner staffing arrangements

29. The partner institution is responsible for ensuring that the academic staff involved in course delivery and assessment are appropriately qualified, skilled and experienced for the role. The appointment of any new partner staff to be involved in course delivery and/or assessment is subject to approval by the University (normally by the relevant Link Tutor), in accordance with the mechanisms outlined in the partnership legal agreement.

30. The University will maintain and regularly update a record of all partner staff in in teaching and/or assessment of partner courses. The partner institution is responsib promptly notifying the University's Centre for Academic and International Partnerships substantive change of staffing which may affect the delivery of the provision, including periods of extended staff absence.

31. The partner institution is responsible for employing sufficient professional serv staff to effectively manage the partnership arrangement, support course delivery and appropriate levels of student support, as articulated in the operational responsibilities the relevant partnership legal agreement.

32. The partner institution is responsible for the induction, appraisal and ongoing professional development of their academic and professional services staff. Partner s may access professional development opportunities within the University in accordan arrangements outlined in the relevant partnership agreement, including in-house train continuing professional development sessions, seminars and other events.

33. The University is responsible for ensuring that partner staff have a sound understanding of relevant University systems, regulations, policies and procedures th applicable to the partnership arrangement, through the provision of appropriate trainin development activity. The partner institution is responsible for ensuring that staff enga all relevant training and development activity appropriate to their role within the partne

Assessment arrangements

External examiner arrangements

41. The University will appoint external examiners to all partner courses in accordance with the University's External Examiners Policy. For franchised provision, where the volume of work permits, a single external examiner will be appointed across all sites of delivery to ensure consistency of approach.

42. The University will be responsible for briefing external examiners on their role, usually through the annual External Examiner Forum. The partner should also brief the external examiner on the partner institution and the associated course(s) that they are appointed to oversee.

43. The partner will be responsible for day-to-day liaison with the external examiner, for example in relation to verification of assignments and examination questions (where these are not set by the University) and moderation of marking.

44. The external examiner's annual report will be submitted to the University, and will be shared with the Link Tutor and partner institution for review and response through the University's online external examiner reporting system. Where the external examiner is responsible for multi-site provision, they should be encouraged to provide feedback on all sites of delivery in order to pick up any good practice and/or concerns at individual locations.

45. The partner institution is responsible for ensuring that external examiner reports are shared in full with students on the relevant course.

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and guidance; careers advice and guidance; support for student health and wellbeing; access to counselling services; guidance on student finances; accommodation advice; and safeguarding

ceremonies, a senior University of Suffolk representative should be invited to attend to confer awards. In addition to scheduled University graduation ceremonies (normally in October), there will be an additional mid-year conferral point (normally in April) to cater for partner institutions operating on non-standard delivery cycles.

64.