**Written Submissions for Validation and Periodic Review (Research Degree Programmes at Non-Degree Awarding Bodies)**

1. INSTITUTIONAL APPROVAL

Institutional Self-Evaluation (with supporting evidence)

* The rationale for the collaborative link.
* A statement about the history and mission statement.
* Recent annual reports, operating accounts and business plans
* Details of current and future academic and strategic plans.
* Organisation structure.
* Arrangements for the assurance of quality and standards.
* Reports from external quality bodies.

The University will also expect the written submission to address the following issues:

* Whether the collaborative organisation is of good standing; whether it has a secure medium/long term future; whether it is financially sound.
* Whether the collaborative organisation has an effective framework for the management of Higher Education programmes, especially in relation to quality assurance and student experience.
* Whether the staffing establishment is appropriate both across the collaborative organisation as a whole and for the programme(s) under consideration and if there is an effective Staff Development programme in place.
* Whether it has experience of delivering comparable programmes at a similar level.
* Whether physical resources are appropriate and an appropriate learning environment is provided for students.
* Whether there is adequate provision for academic and pastoral support and guidance.
* Whether it has, or has had, collaborative relationships with other institutions and whether any awarding institution has withdrawn from a collaborative programme with the prospective collaborative organisation.

2. PROGRAMME APPROVAL

The written submission should seek to address how the proposed collaborative arrangement will operate at both programme and individual project levels and, in particular, meet the key expectations set out within the University’s Code of Practice for Research Degree Programmes and facilitate compliance with the University’s Study Regulations for Research Degree Programmes.

A copy of the Regulations are available on:

<https://www.qub.ac.uk/dasa/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforResearchDegreeProgrammes>

The Code of Practice can be accessed on:

<https://www.qub.ac.uk/dasa/AcademicAffairs/ResearchDegreeProgrammes>

The roles and responsibilities of each partner should be defined and evidence provided in support of the arrangement where appropriate, e.g. through the inclusion of a draft Student Handbook, brief staff CVs.

The following headings are recommended:

* Governance and Management of the Collaborative Arrangement
* Programme Structure (expected periods of study and on/off-campus residency, key milestones)
* The Research Environment (at the partner and ongoing access to/engagement to those at QUB (staff, student peers, on-campus activities etc))
* Selection and Admission (including advertisement and assignment of projects, international students etc)
* Induction
* Supervisory Arrangements (composition of supervisory teams, appointment and training (initial and CPD), available pool of qualified staff from partner institution and ongoing contacts/comms between QUB and partner)
* Progress Monitoring
* Skills Development
* Student Support and Guidance
* Assessment
* Complaints and Appeals
* Quality Assurance (including programme review and annual monitoring mechanisms)
* Student Voice (how feedback will be obtained and acted upon)

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