# PROGRAMME SPECIFICATION

**APPENDIX FOR FRANCHISE PARTNER APPROVAL EVENTS**

### **1 General Introduction to the Partner**

*Use this section to provide a general overview of the partner and the context of the proposed partnership including:*

* *General contextual overview information;*
* *Previous experience of delivering HE either with CCCU and/or other HEIs;*
* *HE academic governance arrangements.*

### **2 Programme Structure**

*Please provide specific information about the programme(s) to be delivered at the partner. Examples of information to include would be as follows:*

* *Where a programme has a number of different pathways through the programme, whether it is proposed that the partner deliver all pathways;*
* *Where a programme has a range of option modules, whether all option modules will be delivered at the partner or whether there will be a core set of modules only / limited range of option modules offered;*
* *Whether the programme will be offered at the partner in all modes of delivery as per the front page of the programme specification or whether this will be limited in any way;*
* *Where applicable, progression routes for students upon completion of the programme*

### **3 Indicative Annual Calendar**

*Please provide an indicative calendar demonstrating how the programme will be delivered to full and part-time students as appropriate: This should set out: start and end dates; module sequence / semester delivery; assessment deadlines; meetings of boards of examiners and time for reassessment opportunities.*

### **4 Admission and Registration Arrangements**

*Please summarise how the admission process will operate and the arrangements that will be put in place to ensure students are registered with the University.*

*(It should be noted that the entry criteria should normally be in line with that set out on the programme specification. Where the partner is based overseas, clarification should be provided in this section regarding the local equivalencies to the stated entry criteria and clarity on IELTs requirements should be provided if this is not already included within the main body of the programme specification).*

### **5 Learning, Teaching and Assessment**

### *Please provide details of the learning, teaching and assessment arrangements for the programme at the partner. Examples of information to include would be as follows:*

* *Clarity over teaching arrangements i.e. 100% delivery by partner staff or percentage split between the two institutions;*
* *Use of a Virtual Learning Environment;*
* *Assessment setting arrangements e.g. same assessments to be used as students on campus (where relevant) or alternative assessments to be set within the rubric of the stated assessment on the module descriptor, arrangements for approval of assessment tasks where different, procedures for ensuring the security of assessment where the same;*
* *Assessment marking arrangements e.g. first and second marking procedures, processes for ensuring standards are maintained across the different locations of delivery;*
* *Proposed External Examiner Arrangements;*
* *Board of Examiner Arrangements;*
* *Graduation Arrangements.*

### **6 Resources**

*Please provide a statement on the physical resources available to the programme at the partner, the staffing resources and how staff at the collaborative partner will be supported to understand the regulations, processes, procedures and requirements of the University and further specific details around module content etc.*

### **7 Student Information**

*Please provide details of any additional local information to be provided to students in addition to the Student Handbook to support delivery of the programme at the partner institution. A copy of such documents should be provided to the panel.*