



**UNIVERSITY
OF LONDON**
INTERNATIONAL
PROGRAMMES

Quality Assurance Schedule – SOAS

2016 - 2017 (2017)



1 International Programmes policy matters

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
1.1	<p>Academic policy relating to all programmes offered through the International Programmes - for eg</p> <ul style="list-style-type: none"> • programme approval, monitoring and review • qualifications framework • overall approaches to teaching and learning support • various programme parameters • assessment and external examining • general entrance requirements • overall policy for exemption and credit • registration of students: initial, continuing, renewal, transfer and termination • academic appeals and student complaints • students with disabilities • overall policy for collaborative provision and institutional links 	<p>Various sources including:</p> <ul style="list-style-type: none"> • Board of the University of London International Academy, University of London International Academy Academic Committee and sub/subject committee members • Programme Directors • other Lead College /Consortium sources • International Academy <p>Co-ordinated through International Academy</p>	N/A	<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 the University of London International Academy</p>
1.2	<p>Register of Interests – 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 PTT or evaluation visits (see also 4.4 (iv))</p>	<p>Co-ordinated by the Quality, Standards and Governance Directorate, International Academy</p>		<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	Appointment of Programme Director /Director of the programme. Academic Management and Leadership	Lead College mechanisms for College based programmes.	Considered by Head of Department Approved by/reported to Dean of Faculty	N/A
2.2	Programme Consideration and approval			
2.2 (i)	New programmes and awards	Individual Lead Colleges, College Consortia and International Programmes	Considered by: Department/Faculty Management Group/Faculty Learning and Teaching Committee/Joint Faculty Programme Panel. Endorsed by: Learning and Teaching Quality Committee	Advice from Educational Innovation and Development Directorate, International Academy. Proposals considered by LTAS, University of London International Academy Academic Committee and the Finance Committee Approved by the Board of the University of London International Academy LTAS and University of London International Academy Academic Committee considers substantial changes Reported to Board of the University of London International Academy
2.2 (ii)	Changes to current programmes	Programme Director/academic subject staff at Lead College or within Consortium	Considered by: Department/ /Faculty Learning and Teaching Committee/Joint Faculty Programme Panel. Endorsed by: Learning and Teaching Quality Committee	LTAS and University of London International Academy Academic Committee considers substantial changes Reported to Board of the University of London International Academy
2.3	Programme Specification and Regulations			
2.3 (i)	Programme Specification	Programme Director/academic subject staff at Lead College or within Consortium. Co-ordinated by International Academy Programme Manager.	Considered by: Department/Faculty Management Group/Faculty Learning and Teaching Committee/Joint Faculty Programme Panel. RECOMMENDED by: Learning and Teaching Quality Committee APPROVED BY University of London International Academy	When considering proposals for new programmes and awards see 2.2 (i)
2.3 (ii)	Programme-specific Regulations	Programme Director/academic subject staff at Lead College. Co-ordinated and drafted by International Academy Programme Manager.	Considered by: Faculty Learning and Teaching Committee /Learning and Teaching Quality Committee REPORTED to Academic Board	Advice from Programme Managers, International Academy.
2.3 (iii)	Final annual review of Programme Regulations and Specification booklets	Co-ordinated by Programme Manager, International	Considered by: Department/ Faculty Learning and Teaching	

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

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
2.3 (iv)	General Regulations/External System policy on programmes	Academy, and Programme Director. Various sources, including Programme Directors and International Academy. Co-ordinated by Quality, Standards and Governance Directorate, International Academy.	Committee/Learning and Teaching Quality	Considered by University of London International Academy Academic Committee. Reported to Board of the University of London International Academy
2.3 (v)	Application of discretion allowed for within the Regulations		<u>Programme-specific Regulations</u> Approved by Associate Dean (Learning and Teaching) with Academic Registrar. Reported to Learning and Teaching Quality Committee.	<u>General Regulations/IP policy</u> Reported to University of London International Academy Academic Committee
2.3 (vi)	Suspension of programme-specific Regulations	Various sources including: <ul style="list-style-type: none"> Boards of Examiners Programme Directors Request by student (with support of Programme Director) Administrative – based on precedent (precedents to be reviewed and procedure re-endorsed) 	Suspension of Regulations arising from Board of Examiners approved by Associate Dean (Learning and Teaching) with Academic Registrar. Reported to Learning and Teaching Quality Committee.	Approved by Chair of University of London International Academy Academic Committee Reported annually to University Of London International Academy Academic Committee
2.3 (vii)	Suspension of General Regulations	Various sources including Boards of Examiners, Programme Director and International Academy officers	Supported by Programme Director	Approved by Chair of University of London International Academy Academic Committee Reported annually to University Of London International Academy Academic Committee
2.4	Discontinuation of awards and programmes	Lead Colleges, College Consortia, University of London International Academy Academic Committee /FC/	Considered by: Department/ Faculty Learning and Teaching Committee/Joint Faculty Programme	Reported to University of London International Academy Academic Committee and Board of the University of London International Academy

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

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
		Board of the University of London International Academy as appropriate	Panel. Approved by: Learning and Teaching Quality Committee	

3 Student Management (admission, registration, progression and termination)

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
3.1	Applicants not meeting programme-specific or course entry requirements	Programme Director/academic subject staff at Lead College	Approved by Departmental Admissions Tutors	N/A
3.2	Applicants not meeting general entrance requirements (undergraduate programmes only)	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	Credit transfer	Via Admissions	Discretion of the college	N/A
3.4	Accreditation of prior learning: 'non-automatic' (not listed in the Programme Regulations)	Head of Student Admissions, International Academy, refers to Programme Director for consideration	Approved by Associate Dean (Learning and Teaching)	N/A
3.5	Renewal of registration (for all programmes except LLB, 2 nd or 3 rd periods are discretionary)	Programme Directors through Head of Student Admissions, International Academy	Approved by Associate Dean (Learning and Teaching)	N/A
3.6	Termination of registration on academic grounds	Approved by Associate Dean (Learning and Teaching)		
3.7	Termination of registration on grounds of misconduct	<i>University of London policy applies. Reports made to University of London International Academy Academic Committee</i>		
3.8	Transfer of registration ¹	Head of Student Admissions, International Academy	Approved by Associate Dean (Learning and Teaching)	N/A
3.9	Student appeals concerning decisions of Boards of Examiners	University policy applies. Initial representation to the Dean of the International Programmes, 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	Student complaints	<i>Students' Complaints procedure in place - please refer to Chief Operating Officer's Office International Academy</i>		
3.11	Examinations: offences	<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	Misrepresentation of entry qualifications	Head of DLA	REPORTED by Distance learning Administration to Head of Student Admissions, International Academy	Cases referred to the Vice-Chancellor

¹ Unless transfer of registration from one qualification to another is facilitated by the Programme Regulations
QSG/QA Schedule: SOAS November 2015

4 Examination processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
4.1	Determination of duties, responsibilities and conduct of Boards of Examiners	<i>See 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	Policy and guidelines relating to training of Examiners	DLA		
4.3	Suspension of Regulations arising from recommendations of the Board of Examiners	<i>See 2.3 (vi) and 2.3 (vii)</i>		
4.4	Nomination and appointment of Examiners			
4.4 (i)	Nomination and appointment of Chairs of Boards/Examiners/Assessors/Assistant Examiners (see also 4.4 (iv))	Chair of Board of Examiners (if appropriate), Programme Director and other academic staff within Lead College/Consortium	Approved by Learning and Teaching Quality Committee	Appointment process managed by QSG
4.4 (ii)	Nomination and appointment of External and Intercollegiate Examiners (see also 4.4 (iv))	Chair of Board of Examiners, Programme Director and other academic staff within Lead College/Consortium	Approved by Learning and Teaching Quality Committee	Appointment process managed by QSG
4.4 (iii)	Appointment of overseas examiners for non-UK oral examinations (see also 4.4 (iv))	International Academy, in consultation with overseas centres, puts forward names to Lead Colleges.	N/A	
4.4 (iv)	Contractual appointment of all Board members and Register of Interests	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 Chief Operating Officer with the Chairpersons of Boards of Examiners or other committees
4.5	Setting of examination question papers	Boards of Examiners serviced by 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 International Academy	Considered by: Department/ Faculty Learning and Teaching Committee/Joint Faculty Programme Panel. Approved by: Learning and Teaching Quality Committee	N/A
4.7	Assessment of candidates and determination of results	Boards of Examiners serviced by International Academy	N/A	
4.8	Consideration and follow-up of External and Intercollegiate Examiners' reports	Boards of Examiners serviced by International Academy, Programme Directors, International Academy as appropriate. Co-ordinated by the Quality, Standards and Governance Directorate, International Academy.	<u>Programme-specific matters:</u> Considered by/Response to examiners by: Programme Directors/Faculty Learning and Teaching Committee Summary report compiled by QA team for: Learning and Teaching Quality Committee	<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 <u>System-wide and operational matters</u> Considered by the relevant Directorate Heads, International Academy Response to Examiners by the Pro-Vice Chancellor (International). <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
4.9	Award of degrees, diplomas and certificates	Boards of Examiners serviced by International Academy	Considered by Director and Director of SOAS Approved by/reported to Academic Board	Pass lists prepared by International Academy and award granted by the University.
4.10	Inclusive practice policy	Inclusive Practice Manager, International Academy	College consulted when changes proposed to policy	Considered and approved by Inclusive Practice Arrangements Panel Appeals of decisions made are considered and approved by the Inclusive Practice Panel

4 Examination processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
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5 Institutional links

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
5.1	Formal institutional links for teaching and learning support: <ul style="list-style-type: none"> • establishment of criteria • inspection • maintenance and support • review • monitoring • formal agreement 	Lead College: Programme Director/academic subject and administrative staff; International Academy: Director: Global Engagements, Institutions & Global Development Team, Director: Quality, Standards and Governance, Quality, Standards and Governance Directorate, other International Academy staff	<u>School Secretary/Distance Learning Administration</u>	<u>Institutions Policy 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

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
6.1	Minimum expectations of students – the minimum that students can expect from all programmes in terms of materials and support	<i>International Programmes-wide policy yet to be determined.</i>		
6.2	Appointment of authors of learning materials	Programme Director/academic subject staff at Lead College or within Consortium. Appointments made by International Academy where appropriate.	Approved by Department	N/A
6.3	Appointment of External Assessors of learning materials	Programme Director/academic subject staff at Lead College or within Consortium. Appointments made by International Academy where appropriate.	Approved by Department	Appointments made by International Academy where appropriate
6.4	Consideration and follow-up of External Assessors' comments on draft learning materials	Programme Director/academic subject staff at Lead College or within Consortium	Approved by Department	N/A
6.5	Approval of learning materials	Programme Director/academic subject staff at Lead College or within Consortium	Considered by Department Reported to Faculty Learning and Teaching Committee – Approval process TBC; pending outcome of International Programmes policy under 6.1.	N/A
6.6	Review and revision of learning materials	Programme Director/academic subject staff at Lead College or within Consortium	Considered by Department Reported to Faculty Learning and Teaching Committee	N/A

7 Reporting and review processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
7.1	Annual Programme Planning and Review and reporting process	<p>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.</p>	APR considered by Department and Faculty Learning and Teaching Committee. Reported to Learning and Teaching Quality Committee	<p><u>Process</u> Considered by QASL. Approved by University of London International Academy Academic Committee. Reported to Board of the University of London International Academy</p> <p><u>Quality and student life-cycle matters in APR</u> Considered by QASL Reported to International Academy / Board of the University of London International Academy</p> <p><u>System-wide and operational matters in APR</u> Considered in the Lead College Review Meeting</p>
7.2	Periodic programme review and reporting process (Lead College periodic review mechanisms are used wherever feasible)	Joint exercise between Lead College/ Consortium and International Academy	Report considered by Department and Faculty Learning and Teaching Committee. Reported to Learning and Teaching Quality Committee	<p>Process considered by QASL. Approved by University of London International Academy Academic Committee. Reported to Board of the University of London International Academy</p> <p>Report considered by QASL. Outcomes reported to University of London International Academy Academic Committee and Board of the University of London International Academy</p>
7.3	Feedback reports from student surveys		Report considered by Department	
7.3 (i)	Programme specific	Lead College		N/A

7 Reporting and review processes

	Subject	Origin and co-ordination	Lead College/Consortium bodies	International Programmes bodies
7.3 (ii)	System-wide	International Academy in conjunction with Lead College/Consortium as appropriate	Report considered by Department and Faculty Learning and Teaching Committee. Reported to Learning and Teaching Quality Committee	Considered by QASL. Approved by University Of London International Academy Academic Committee. Reported to Board of the 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	International Academy in conjunction with Lead College/Consortium as appropriate	<u>Programme data</u> Report considered by Department and Faculty Learning and Teaching Committee. Reported to Learning and Teaching Quality Committee	<u>Programme data</u> Annual Programme Report considered by QASL Reported to University of London International Academy Academic Committee <u>System-wide data</u> Considered by QASL and University of London International Academy Academic Committee Reported to Board of the University of London International Academy