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EDUCATIONAL PARTNERSHPS – COURSEWARE LICENSING ARRANGEMENTS PROCEDURE

SCHEDULE 1 – QUALITY ASSURANCE OF TEACHING FACILITIES, OTHER FACILITIES AND SUPPORT SERVICES

An assessment of the quality of the items listed below must be included to support the approval of the proposed new agreements as outlined in Section 1 where the agreement allows for the partner's use of the University's logo, name or brand in the promotion of the course/s. Additional items may be added as relevant to the proposed agreement.

- Library spaces;
- Library resources – physical;
- Library resources – online;
- Library support services;
- Currency of teaching materials used in classes;
- Class timetables (ensuring appropriate contact hours)
- Classrooms used for teaching, including fittings and audio-visual equipment;
- Laboratories and laboratory equipment used for teaching;
- Safe storage of hazardous materials;
- Computer laboratories used for teaching, including software installed;
- Computer laboratories available outside of class time, including software installed;
- Examination services, including security of examination paper / script storage;
- Student IT support services;
- Student administration / enquiries services;
- Student learning support services;
- Student support / counselling services;
- Campus security services and safety provisions.

For existing agreements which allow for the partner's use of the University's logo, name or brand in the promotion of the course/s, an annual review of the quality of the items above must be conducted as outlined in Section 4. Additional items may be added as relevant to the agreement. The review must note whether each item is satisfactory or unsatisfactory. Where an item is unsatisfactory, recommendations for improvement must be made and communicated to the partner. The review should also encompass interviews or focus groups with a selection of students to obtain their feedback on the quality of facilities and services available to them.