

## **N2 APPROVING A NEW STUDY CENTRE OR CAMPUS**

This section of the CAPR has been agreed by the University of Plymouth (as the awarding body) as meeting its requirements for the processing of approving a new study centre or campus involving University programmes delivered by GSM London.

### Purpose and scope

- 2.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains how the College considers and approves proposals for a new study centre or campus to ensure appropriate accommodation for its teaching and learning activities. Where a new Study Centre or Campus is used for the delivery of University of Plymouth awards, Academic Partnerships at the University organises a site visit and submits a report for approval to the Academic Development & Partnerships Committee.
- 2.3 This policy does not apply to temporary short-term teaching accommodation that is used as part of a 'flying Faculty' or externally hosted programme such as hotels. Such accommodation falls under the remit of the Dean of Faculty.

### Definitions

- 2.4 'Centre (or campus)' means any building offering significant teaching and learning activities leading to awards of the College. The interpretation of 'significant' is set by the College Executive Group in consultation with the Chair of the Academic Board.

### Introduction

#### *Overview*

- 2.5 To protect the integrity and reputation of its programmes and awards, any new major and permanent centre or campus that the College intends to use for the delivery of degrees or other awards programmes must be approved by the Academic Board.

#### *Principles*

- 2.6 The following principles should be used to guide consideration of the approval of a new centre:
- (a) The proposal for a new centre should align with and be drawn from the Academic Development Plan.
  - (b) The quality of the new centre must uphold the College's reputation for excellence in resource provision.
  - (c) The needs of the programmes, their target audiences and the staff delivering them must be the primary factors in determining the viability of the centre.
  - (d) The safety of staff and students must be considered in determining the viability of the new centre.

*Procedure*

- 2.7 The Board of Directors must determine the need to establish a new centre in the light of the Academic Development Plan and student demand, and must inform the Academic Board of each proposal to establish a new centre.
- 2.8 The proposal from the Board of Directors to the Academic Board must set out in broad terms:
- (a) the design and location of the centre and its resources;
  - (b) how the proposal aligns with the Academic Development Plan;
  - (c) the types of programme that the new centre will accommodate;
  - (d) the target audiences for those programmes;
  - (e) the level of demand to be placed upon the centre;
  - (f) how the accommodation and resource needs of those programmes will be met;
  - (g) where the centre is a pre-existing centre that will not be wholly owned or solely used by the College, a statement of the terms under which the College will use the centre.
- 2.9 The Academic Board must either accept the Board of Directors' proposal or refer it back to the Board of Directors with such queries or directions as the Academic Board sees fit.
- 2.10 If the Academic Board accepts the proposal, it will be incorporated in the Academic Development Plan along with the deadlines for commissioning the new centre and details of contingency plans if the deadlines are missed.
- 2.11 Preparing the centre for opening is the responsibility of the centre managing director (MD) who will report directly to the College Executive Group.
- 2.12 Any delays in bringing the centre to its full specification must be addressed with support from the Head of Estates and Facilities, who will take the necessary steps to ensure that the quality of the student experience is not materially affected.
- 2.13 Delays or other failures to meet the approved specification, the effect on the student learning experience and the actions to be taken must continually be reported to the College Executive Group. The College Executive Group must then brief the Board of Directors and the Academic Board as necessary.
- 2.14 If the opening of a centre has been affected by a delay or other failures to meet the approved specification, the appropriate person appointed by the College Executive Group must submit a written report to the Academic Board setting out the issues, the action taken and how the student experience was protected.

*Advice and support*

- 2.15 Advice for students and staff on the opening of a new centre or campus, and the associated lower-level College rules, is available from their Head of Department. More complex queries may be referred to appropriate individuals.

*Fees*

- 2.16 No additional fees or charges are associated with these regulations.
- 2.17 The College is not liable for financial or other consequences arising from action under these regulations.

*Legal and regulatory context*

- 2.18 Additionally, the College recognises its duties on the safety and security of all its members and visitors under the Health and Safety at Work Etc. Act 1974, and under the statutory regulations made under this act.
- 2.19 The College may not be bound by the principles in this Act and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures. It uses the principles as guidance only, to help it deal soundly with these matters.

*Enforcement, monitoring and review*

- 2.20 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the President and CEO. They will take such action to enforce this policy as they think necessary.
- 2.21 Following the opening of a new centre or campus, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.

- 2.22 Every two (2) years, the College must review this policy to ensure that:

- (a) it remains up to date and continues to meet the expectations of the UK Quality Code, applicable legislation or guidance;
- (b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
- (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies or regulations):

Responsible Officer: Academic Registrar

Approved by: Board of Directors and Academic Board

Version: 2.0

Date: June 2017

Monitoring and Review Body: Academic Regulations and Awards Committee

Effective From: July 2017

Next Scheduled Review: June 2018