

Approval of New Teaching Venues Policy

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	Academic Partnerships
Approved by:	Longstanding LJMU policy
Responsibility for Document Review:	Academic Registrar
Date introduced:	Longstanding LJMU policy
Date(s) modified:	July 2015, October 2019, September 2020, Oct 2021, February 2023, October 2023
Next Review Date:	August 2024

RELEVANT DOCUMENTS

Securing student success: Regulatory framework for Higher Education in England

RELATED POLICIES & DOCUMENTS

Guidance for Validation and Periodic Programme Review

Approving New Teaching Venues Policy

1. The university has a responsibility to approve and monitor the suitability of the teaching venues of its collaborative partners.
2. Following the approval of an initial site(s) during a programme validation, requests for a new site(s) at a later date will be managed as set out within this policy.

When would this policy apply?

3. Approval for a new site(s) should be sought in instances when:
 - The legal entity¹ of the partner organisation and institutional student support structures², agreed through validation/Periodic Programme Review, will remain the same, and
 - The LJMU approved teaching team will deliver the provision at the proposed new site.
4. If the legal entity of the partner organisation is to stay the same, but a new and distinct teaching team will be engaged and/or student support structures, agreed through validation/Periodic Programme Review, are changing, in addition to the introduction of a new delivery site(s), advice should be sought from the Academic Quality and Standards Team³. The Academic Quality and Standards Team will confirm if an application for a new site(s) should be progressed or whether the arrangement should be considered through the university's validation process.

Academic Planning and Fees Panel

5. In the first instance, the Academic Planning and Fees Panel (APFP) should be asked to endorse the proposed use of new site(s) to deliver an award of Liverpool John Moores University.
6. To facilitate APFP consideration of a new site(s), a proposal should be submitted via CourseLoop⁴.

New Site Approval Form

7. If APFP endorse the proposal to utilise a new site(s), an application to utilise a new site(s) for the delivery of an award of Liverpool John Moores University should be completed and submitted to the Academic Quality and Standards Team⁵, following endorsement by the Link Tutor. The application should be accompanied by any required supporting evidence, as set out within the application form.

¹ For further information on legal entities, please see the university's "Due Diligence – Guidance and Information" within the Partner Approval section of the [Academic Partnerships Operational Guidance](#).

² For example, academic counselling, pastoral care, career development and libraries.

³ At collaborativeprovision@ljmu.ac.uk

⁴ <https://www.ljmu.ac.uk/academic-registry/staff/how-to/using-courseloop>. For further advice, please speak to your Assistant Academic Registrar.

⁵ Link Tutor endorsed applications should be sent to collaborativeprovision@ljmu.ac.uk

8. Following submission of the application and evidence to the Academic Quality and Standards Team, it will be reviewed by the Academic Quality and Standards Team Leader (Collaborative Provision).

Academic Registry visit

9. On receipt of the above information, the Academic Quality and Standards Team Leader (Collaborative Provision) will assess whether an independent visit to the new site(s) by a member of Academic Registry is required.
10. If the Academic Quality and Standards Team Leader (Collaborative Provision) is of the view that an independent visit to the new site(s) is required, they will make a recommendation to the Head of Academic Quality and Standards and Chair of the Validation and Review Oversight Panel, who, in conjunction with the Academic Registrar, will decide if the visit should take place.
11. This visit will independently assess and report back on the resources available at the new site(s) and will result in a report detailing any recommendations. The applicable Faculty must provide a list of expectations regarding any specialist resources to Academic Registry before the visit occurs.

Validation and Review Oversight Panel approval

12. The application to utilise a new site(s) for the delivery of an award(s) of Liverpool John Moores University, associated evidence and, if required, the report of the Academic Registry visit will then be submitted to the Validation and Review Oversight Panel for consideration and approval.

Confirmation and timescales

13. Approval of a new site(s) needs to be obtained **before** the programme(s) is delivered there.
14. Following approval by the Validation and Review Oversight Panel, any appropriate updates to the contractual arrangement will be arranged by Academic Registry.
15. Partner organisations need to contact Academic Registry to instigate consideration of a new site(s), allowing appropriate time for the above process to be carried out in full before a new teaching venue(s) is due to be used. To allow this to be planned, the Validation and Review Oversight Panel meeting dates are available [here](#).