

Office of Quality, Standards
and Partnerships



QUALITY ASSURANCE MANUAL

International Study Opportunities

SECTION 07A

Validation of International Study Opportunities

Validation of International Study Opportunities in a new programme follows the validation process described in Quality Assurance Manual 02 - *Programme Approval*.

College Academic Affairs Committee (CAAC) is responsible for considering proposals to introduce an International Study Year and/or a Short Term International Study Module into an existing, validated programme.

College Academic Affairs Committee (CAAC) is responsible for considering the details associated with the changes and approving the changes, and will recommend endorsement to the University Academic Affairs Committee, having satisfied itself that the proposal is at an appropriate stage to approve. Where CAAC approve the proposal and the proposal involves the introduction of a new, four-year mode of delivery and/or alternative programme title(s), this form must be forwarded to the University's Portfolio Oversight Group (POG) for endorsing, in order to update the University portfolio and highlight the introduction of the new mode of delivery and/or programme titles.

Revised programme specifications for any affected programmes should be submitted to CAAC in support of the application, detailing how the International Study will operate. A Module Specification for the International Study must be produced and incorporated into the programme specification document prior to submission to CAAC. The associated programme curriculum map must be updated within APMS to accommodate the learning outcomes of the International Study module and the Proposal to Introduce an International Study Year and/or a Short Term International Study Module to a Validated Programme form must be completed. Additional supporting documentation that may assist CAAC in arriving at its decision, such as student handbooks, may also be submitted, or requested by CAAC.

Programme Teams will need to refer proposals to their Subject Committee in order to ensure student support for the proposal, External Examiner(s) and, where required, PSRBs before CAAC can approve the proposal. The steps in the approval process are:

1. College Management Team support the proposal
2. Obtain Subject Committee, External Examiner and, if required, PSRB support
3. College Academic Affairs Committee approves the proposal
4. Approved paperwork is sent by Officer to CAAC to POG for noting (if proposal is for an International Study Year and/or alternative programme titles) and to Academic Affairs Committee for endorsing.

Approval of International Study Opportunity Partnerships

Approval follows the principles and process for approval of cooperative partnerships set out in Quality Assurance Manual 07 - *Academic Partnerships*.

Colleges should work with the International Mobility Team in Global Opportunities to establish the appropriateness of another institution to provide international study opportunities to University of Lincoln students. The International Mobility Team will confirm to QQSP that an institution is considered appropriate to provide international study opportunities.