



PARTNERSHIP OVERVIEW DOCUMENT (POD)

To be completed by the partner as part of a Partnership Approval. Please liaise with the faculty and UK Validation Services (UKVS) for UK partnership proposals, or the Global Partnerships Unit (GPU) for assistance. The Approval Panel will read the POD as part of the approval process and will discuss their contents at the approval event.

Where you have supporting documentation, please append this with your submission of the completed POD. Examples of the minimum supporting information that should be provided (if available at the institution) are given in the 'Doc description column' below.

This information is intended to provide DMU with an indication of the strategic and operation fit of the proposed partner. Please see Section 1 in the [Guide to managing collaborative provision](#).

Question	Brief response with reference to any supporting information and their page numbers	Provide supporting information as an annex (examples are provided below), label the annex number, and note the page reference if some of the document is applicable to your response).		
1. Proposed partner details and experience		Annex	Doc description	Page ref (if applicable)
1.1 Name of proposed partner:		N/A		
1.2 Proposed delivery (Programme award and title, start date, number of cohorts per year and minimum and maximum number of students per cohort)		N/A		
1.3 Proposed partner's size and portfolio , including student and staff populations, geographical spread, etc. Organisational structure, committee structure		1 2	Organisation structure Committee structure	
1.4 Introduction and history of partner , including mission statement, current status with other partners		3	Mission statement	
1.5 What is your experience of delivering at HE level and at the level of the proposed provision?		N/A		
1.6 Please outline your strategic development plan or similar.		4	Strategic plan/ HE strategy	
1.7 Please outline your learning, teaching and assessment strategy. Please note DMU's University Learning, Teaching and Assessment Strategy (ULTAS) and UDL: Universal Design for learning – De Montfort		5	T & L strategy	

University's framework underpinning teaching, learning and assessment)				
1.8 Please outline your policy on freedom of expression and academic freedom. Please note DMU's policy in Freedom of Expression and Academic Freedom			Policy	

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2 Capacity and scale of delivery		Annex	Doc description	Page ref (if applicable)
2.1 Please comment on your capacity and capability to deliver the programme(s) in terms of a and b:	a) Physical resources, to include: <ul style="list-style-type: none"> a) Location of site/accessibility; Health & Safety policy b) Study facilities c) Teaching facilities d) IT Facilities e) Other buildings b) intended minimum and maximum validated student number requirements		Health and safety policy	
2.2 Library: The partner institution is responsible for providing core resources for the programme. Please comment on a, b, c, d, e and f.	a) Does the partner institution have a dedicated library? If yes: <ul style="list-style-type: none"> ❖ How many staff are employed? ❖ What are the opening times of the library? ❖ What IT infrastructure, if any, is in place to support resource requirements? 			

	<p>If no:</p> <ul style="list-style-type: none"> ❖ How are resources made available to students, both printed and electronic? ❖ Who manages the purchase of and access to resources? 			
	b) Budget - how the programme will be resourced, including the estimated total expenditure for library stock for the programme(s). What is your annual budget planning and resource allocation procedure?			
	c) How will resources be selected and updated?			
	d) If applicable, what full-text and bibliographic academic databases will be available for the programme(s)?			
	e) Any reciprocal borrowing schemes or Interlibrary loan services that will be available to obtain stock not held at the partner institution?			
	f) How will staff with responsibility for library access and resourcing become aware of course developments and review?			
2.3 Please comment on the scale of the programme(s) delivery over the next 3 years, and whether you have capacity for the DMU programme to be resourced to a level required by the University.				

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3 Marketing and promotion		Annex	Doc description	Page ref (if applicable)
3.1 How will you market and promote the DMU partnership and programmes?				
3.2 Please outline your marketing strategy/ plan.	<p>It is important to note that universities are subject to consumer rights legislation in relation to the accuracy of information we provide to applicants and students about their programme, including information about programme content and structure, tuition fees and other costs. Please refer to the Competition and Markets Authority guidance to HE providers on consumer rights legislation (March 2015) for more information at: https://www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students</p> <p>Please describe the process for ensuring compliance; that is, ensuring that public information about De Montfort University (DMU) and its programmes will remain current, accurate and approved by DMU.</p>		Marketing and Recruitment strategy	
3.3 Will you be using recruitment agents to promote the programme? If so, how will they be recruited and trained? Please attach an electronic copy of a generic agent's contract.			Agent contract	

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4 Admissions		Annex	Doc description	Page ref (if applicable)
4.1 Do you have a published Admissions Policy & Procedure?			Admissions policy	
4.2 If “no” to above, how do prospective students apply to your organisation?				
4.3 Depending on the type of partnership, would you be able to fully comply with DMU’s Student Admissions Policy? If “no”, please explain which aspect of the DMU Policy would be problematic and what alternatives have been considered?				
4.4 Are there any fee payment plans in place for students?				

Question	Brief response with reference to any supporting information and their page numbers	Provide supporting information as an annex (examples are provided below), label the annex number, and note the page reference if some of the document is applicable to your response).		
5 Enrolment, Registration and Student Data Requirements		Annex	Doc description	Page ref (if applicable)
5.1 Do you have a published Enrolment & Registration Policy and Procedure? If so, please provide a brief overview			Enrolment & Registration Policy	
5.2 If “no” to 5.1 above, please outline the process here.				
5.3 Do you have a student ID policy? If so, please provide a brief overview.				
5.4 If “no” to above, please explain how you verify the identity of a student.				
5.5 What type of student record system do you have? Please provide a brief description.				
5.6 What processes do you have for student administration including managing and recording registrations, withdrawals, interruptions, change of status etc.?				
5.7 What process or policy do you have in place for attendance monitoring, if any?			Attendance monitoring policy	
5.8 The University requires that a partner holds specific data/ information about each student as identified in Appendix 1 at the end of this document. Please confirm that you are able to maintain these records and provide evidence of this data to DMU on request.	YES <input type="checkbox"/> NO <input type="checkbox"/>			

Question	Brief response with reference to any supporting information and their page numbers	Provide supporting information as an annex (examples are provided below), label the annex number, and note the page reference if some of the document is applicable to your response).		
6 Student Induction, Student Voice and Student Support		Annex	Doc description	Page ref (if applicable)
6.1 Do you have a student charter? What does the student charter include about student rights and responsibilities? How do students receive this information?			Student charter	
6.2 What mechanisms do you have in place for students to provide feedback on their experience (e.g. student support services)?			Example feedback form	
6.3 Do students have the opportunity to participate at your committees/boards?				
6.4 Do you have an academic support service for students? What does this cover? E.g. personal tutoring, referencing, employability etc.				
6.5 What is your process for inducting students? Frequency and information provided?				
6.6 What is the complaints procedure for students?			Complaints procedure	
6.7 (for international partners only) Is there any government legislation regarding equal opportunities, disability discrimination and students with special educational needs?				

6.8 What arrangements do you have for supporting and safeguarding students under 18 years of age? Do you have a separate policy?				
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Question	Brief response with reference to any supporting information and their page numbers	Provide supporting information as an annex (examples are provided below), label the annex number, and note the page reference if some of the document is applicable to your response).		
7 Programme Assessment Administration		Annex	Doc description	Page ref (if applicable)
7.1 What are your procedures for examinations and the security of papers?				
7.2 What are your procedures for processing examination marks and results?				
7.3 What are your procedures for dealing with bad academic practice and plagiarism, and academic appeals?				
7.4 What are your processes for programme management and assessment?				
7.5 You will be required to implement DMU's standard processes for assessment administration. Can you confirm that you are able to comply with this?				

Question	Brief response with reference to any supporting information and their page numbers	Provide supporting information as an annex (examples are provided below), label the annex number, and note the page reference if some of the document is applicable to your response).		
8 Quality management		Annex	Doc description	Page ref (if applicable)
8.1 What are your procedures for Quality Management?				
8.2 Do students have an opportunity to give feedback regarding their programmes? If so, what is the process and how are actions taken in response to feedback communicated back to students?				
8.3 What are your procedures for students to be able to make formal complaints regarding the quality of provision (not including academic appeals)?			Complaints procedure	
8.4 Is there a process for academic appeals?				
8.5 Have you undergone any reviews by quality/regulatory bodies? If so, when and what were the outcomes.				
8.6 Please confirm your legal standing and government authority to deliver UK programs at the level proposed (please supply evidence as an annex).				

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9 Staffing and relationship with DMU		Annex	Doc description	Page ref (if applicable)
9.1 Please provide an organisational structure/ organogram			Organisation structure	
9.2 Do you have a staff recruitment and selection policy?			Staff Rec. and Selection policy	
9.3 Do you have a staff induction policy?			Staff induction policy	
9.4 Do you have a staff development policy/ formal strategy?			Staff development policy	
9.5 How will the communication with DMU professional services and UKVS/ GPU be managed?				
9.6 How will the communication with DMU's academic colleagues be managed?				
9.7 Please append all of the CVs of your academic staff, indicating those who you intend may be delivering the DMU award.			CVs	

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10 International students for UK partner institutions		Annex	Doc description	Page ref (if applicable)
10.1 How many CAS do you request from the UKVI annually? How do you manage your CAS allocation across different partners?				
10.2 Have you had a UKVI visit? If so, when and what was the outcome?				

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11 Graduation		Annex	Doc description	Page ref (if applicable)
11.1 Do you have experience of running graduation ceremonies?				
11.2 What are your expectations of the University support for these events?				
11.3 Would you be able to offer a graduation/ celebration event locally for the students? If so, what would it look like?				

Appendix 1

DMU Student Data/ Records Requirements

The University requires that all collaborative partners to retain information about each student registered on a De Montfort University programme in order to demonstrate evidence of accountability and information about decisions and activities carried out at the partner's location.

The University requests that the following information be retained for each student for a period of 6 years:

- Basic personal information including fee status, where applicable
- Details of qualifications and proof of qualifications
- Student performance data, to include: academic marks, assessment board results, assessment boards outcomes (i.e. deferral, re-sits etc..), annual progress and credits received
- Placement information, where relevant
- Dates of withdrawals and suspension of studies
- Records documenting the application, conduct and results for cases of mitigating circumstances, academic appeals, complaints and assessment offences

The University may carry out intermittent reviews of the maintenance of records where the partner will be requested to provide a sample of records to ensure that records are fulfilling the requirements noted above.