ACCURACY OF COLLABORATIVE PARTNER PUBLIC INFORMATION
Standard Checks Prompts list

This information is to provide a guide as to which information should be periodically checked for accuracy to ensure compliance with the UK Consumer Protection Act and DMU's expectations to provide transparent and accurate information to all existing and prospective students. 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/highereducation-consumer-law-advice-for-providers-and-students

Partners should liaise with the Link Tutor and the UK VS/ GPU Account Manager to ensure that all material relating to a DMU course is approved by DMU and accurately reflects the nature of the collaborative relationship, before the material is made public.

Please see Section 2 in the **Guide to Managing Collaborative Provision** and consult the *Annual Calendar of Quality Monitoring activities for Collaborative Provision at DMU* for submission timescales.

The sources of information that should be checked include, but are not limited to:

- The programme composition – schedule 1 of the collaborative contract should be checked annually to ensure it is up to date

- The DMU website course pages and collaborative partner's pages

- The Partner website course pages and collaborative partner's pages/logos

- For UK partners, the UCAS website should also be checked

- Other marketing and promotional material should be checked at both institutions, e.g. prospectuses and information displayed on classroom walls, for example

- Key Information Sets

- Student handbooks are also classed as public information and are checked annually via the University's annual quality monitoring process.

DMU Accuracy of collaborative partner public information, Standard checks prompts list_July 2025- Checks should be confirmed in the Annual Monitoring Review (AMR) report. Please consult the *Annual Calendar of Quality Monitoring activities for Collaborative Provision at DMU* for submission timescales.

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The information that should be checked for accuracy includes, but is not limited to:

- Course code/title

- Course award

- Course overview: there should not be any surprising or onerous terms that may prevent a student completing. Information must be factual and not misleading, e.g. the terms 'could lead to', rather than 'will lead to' should be applied

- Course duration (start and end dates)

- Course fees and funding: Not all course fees can be accurately given at the outset, but parameters have to be set and abided by e.g. for books and other materials, cost of any trips, and whether they are mandatory or recommended purchases. Include info on likely future increases if applicable.

- Mode of study

- Hours of study

- Location of study made clear

- Teaching and assessment information

- Correct modules for each year and mode of study

- Information about the facilities available

- Details of staff teaching on the course

- Entry and admissions criteria match (portfolio, interview, English language assessment required)

- Regulators and accreditors made clear e.g. Professional, Statutory and Regulatory Body requirements. This should include the start and end dates of the PSRB accreditation.

- How to apply information for prospective applicants

- DMU as awarding body made clear

- Work experience and placement opportunities made clear

- Progression routes (where applicable) should be publicised

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- Graduate careers information: information must be factual and not misleading, e.g. the terms 'could lead to', rather than 'will lead to' should be applied

- Contact details correct

- Info for international students, if applicable, made clear

- Descriptors such as "exciting" and "popular" should be used with caution as such statements should be able to be supported, for example, by the result of student feedback.

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