**E4: COLLABORATIVE PROVISION:**

**ALLOCATION OF RESPONSIBILITIES TEMPLATE**

Note – this document has been produced to help SGUL identify key SGUL staff administrative responsibilities. It does not include all areas. It excludes those managed by academic structures, such as approval of course content or entry criteria, and will need to be added to and amended according to the nature of the partnership. The document repeats some of the main headings suggested for the Liaison Document, though focusing on the administration of the proposed collaboration.

It is anticipated that the lead administration support identified for the collaboration will work through the document with the lead administrative support identified by the partner organisation.

Completion of this document is not a requirement of the course approval or validation process. This is a supporting template to support efficient and effective set up of any collaborative provision. However, early completion of the document may help facilitate other activities such as refining the business case for the proposed collaboration or finalising the Liaison Document.

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|  | Task | Responsibility |
|  | ***INITIAL TASKS*** |  |
|  | Set up core information on SITS to allow enrolment |  |
|  | Set up CAMS on SITS to manage assessment |  |
|  | Set up fees on SITS |  |
|  | Inclusion of modules on Trust / NHS registers/portals as required |  |
|  | Registration with relevant national and international bodies for recognition / funding purposes |  |
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|  | ***RECRUITMENT, ADMISSIONS AND INDUCTION*** |  |
|  | Recruitment and marketing activity including production of promotional material, recruitment events |  |
|  | Production of marketing information including course descriptions |  |
|  | Approval of marketing content, including key messaging to particular audiences |  |
|  | Including information and maintaining on SGUL website  |  |
|  | Admissions processes – meeting criteria, collection and verification of information, any interview or assessment processes |  |
|  | Production of enrolment form |  |
|  | Admissions checks (e.g. DBS, H & S, OH) as required |  |
|  | Collection of enrolment forms and initial checking and chasing |  |
|  | Entering of enrolment information into SITS |  |
|  | Arranging induction events – curriculum, assessment and student services |  |
|  | Production and collation of induction information |  |
|  | Production of course handbook |  |
|  | Production of programme specification |  |
|  | Production of Scheme of Assessment and programme regulations |  |
|  | Arranging for fee payment, chasing, debt management cycle, sponsors |  |
|  | Arrange library and IT inductions as appropriate |  |
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|  | ***OPERATIONAL MANAGEMENT*** |  |
|  | Arranging timetable and providing to students |  |
|  | Room booking for teaching activities |  |
|  | Provision of information about the Graduate School including events and opportunities |  |
|  | Uploading information to Moodle  |  |
|  | Managing queries relating to timetable, curriculum, assessment, programme |  |
|  | Managing queries relating to student support, services, student status |  |
|  | Establishing a course committee |  |
|  | Servicing the course committee (agendas, minutes, papers, follow-up) |  |
|  | Provision of letters, council tax exemption, transcripts |  |  |
|  | Arrangement of IoS, mitigation, assessment extension processes etc. |  |  |
|  | Management of attendance records (where required) |  |
|  | Inclusion of Course Director on TPCC and involvement in TPCC activities |  |
|  | Provision of pastoral support (tutors/lead, working with SGUL) |  |
|  | Provision of educational supervisors and their training in the course/SGUL procedures |  |
|  | Provision of laboratory supervisors and their training in the course/SGUL procedures |  |
|  | Collection of student feedback and evaluation information |  |
|  | Election of student representatives |  |
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|  | ***ASSESSMENT*** |  |
|  | Timetabling of assessments |  |
|  | Design of assessments, QA of questions |  |
|  | Appointment of external examiners |  |
|  | Establishment of Exam Board, Chief Examiner etc. |  |
|  | Provision of information to external examiners – general |  |
|  | Provision of assessment specific information to external examiners |  |
|  | Servicing of Exam Board |  |
|  | Production of assessment materials e.g. essay titles, cover sheets |  |
|  | OSCE set up, examiner management, actor/patient management, rooms, evaluation sheets etc. |  |
|  | Management of assessment scripts submission and distribution and collection from markers, collation of draft results from different assessments (and support to course team) |  |
|  | Production of results letters, directing to support/student affairs |  |
|  | Production of pass lists, arrangement for certificates, arrangements for Graduation |  |
|  | Management of suspected plagiarism or other irregularity |  |
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|  | ***QUALITY MANAGEMENT*** |  |
|  | Production of information to support annual monitoring process and relevant reports |  |
|  | Production of annual monitoring report for TPCC / UPC |  |
|  | Complaints procedures (informal stage) |  |
|  | Liaison with accrediting bodies (e.g. JRCPTB) and re-accreditation activities including provision of reports to funding Trusts / organisations |  |
|  | Re-validation / periodic review processes |  |
|  | Considering changes to the SoA or programme regulations and arranging approval through appropriate committees |  |
|  | Integration into SGUL QAA reviews and related activity |  |
|  | Managing QAA visits / investigations |  |
|  | Managing professional body validations / accreditations / recognition activities |  |
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|  | ***STUDENT PROCEDURES*** |  |
|  | Managing fitness to practice or study processes |  |
|  | Managing serious welfare issues including OH referral / IoS |  |
|  | Managing disciplinary investigations and processes |  |
|  | Managing OIA cases |  |
|  | Managing any legal challenges  |  |
|  | Complaints procedures (formal stage) |  |
|  | Managing police or other statutory authority (inc UKVI) requests for student information |  |
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|  | ***FINANCIAL*** |  |
|  | Providing business plan and updating this |  |
|  | Agreeing student target numbers |  |
|  | Agreeing scholarship packages |  |
|  | Managing scholarship or bursary processes |  |
|  | Agreeing tuition fees  |  |
|  | Collecting fees |  |
|  | Referring to debt collection agencies |  |
|  | Liaison with external partners re agency fees or sponsor fee arrangements |  |
|  | Provision of financial reports on periodic basis |  |
|  | Arranging auditing of accounts, as required |  |
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|  | **AGREEMENT MANAGEMENT AND OVERSIGHT** |  |
|  | Supporting steering groups or equivalent |  |
|  | Reports on the partnership to external bodies inc. press coverage |  |
|  | Management of accrediting body relationships |  |
|  | Appointment of liaison staff / any joint appointments |  |
|  | Drafting reports to SGUL committees  |  |
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Based on an initial draft 2014, amended following use for a new collaboration by SB 12 July 2015, then amended