



# University of Wolverhampton

## Collaborative Newsletter

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### Edition 4 : March 2018

#### Welcome

Welcome to the **fourth** QCU Collaborative Newsletter. We hope these newsletters will prove to be helpful and informative to all of our collaborative partners wherever you are in the world.

In this next edition, we have included some **updates** from the last meeting of the Collaborative Quality Forum (CQF) along with some of the developments in quality and collaboration which have taken place over the last few months.

Our aim is to publish a newsletter every quarter with a view to keeping all of our partners informed of recent developments, both at the University and across the sector, and to advise you of future plans.

#### Updates from CQF

The last meeting of the **CQF** took place on 23<sup>rd</sup> March 2018. We discussed Module Evaluation Questionnaires, relationship management, communication between partners and the University and what might be done to improve this and there was an update on HE/FE partnership from Caroline Bastow of the recently renamed Telford College.

As a result of a query around contact hours, the Chair agreed to confirm the University's guidance on **contact hours**.

We also had updates on the recently developed **student survey format for TNE students**. This will be implemented in conjunction with the STaR office as a pilot for this academic year.

The Forum noted that the updated **Annual Partner Review process** had been agreed by PCSC, however this would initially only be operated for International Partners. Informal feedback had already been given to the March Partnerships and Collaborative Sub Committee meeting and a fuller review would be provided for the start of the next academic year.

The International Centre confirmed that there had been a successful appointment to the **Head of UK Partnerships** post. Once in post, there will be a discussion around any annual review process for UK Partners.

As a result of feedback received at the meeting, the Chair agreed to update and reissue the [Registry roles and responsibilities](#) to also include the role of Faculty Student Services Administrators.



The item to discuss the implications for partners of the new **Office for Students (OfS)** was deferred to the May meeting of CQF, but I'm sure you are already aware that if you teach at HE level, report your own students to HESA, want to access Student Finance, or have/want a Tier 4 licence you will need to register with OfS. Our Acting Academic Registrar, Richard Middleton will be leading on the University submission to the OfS.

Members of the Forum were informed that a **Student Protection Plan** had been approved by Academic Board. The plan, using an OfS template, outlines what would happen in the unforeseen event of closure of a University campus/ course or if a provider were to exit the market. The template will be shared with members at the next meeting and discussed as an agenda item.

Members were reminded about the importance of any **disclosures made by students with a disability** to be promptly communicated back to Student Support and Wellbeing (SSW) to ensure records are kept up to date and so that any support required would be in place prior to the start of their course. It was agreed that members would provide Jay Marshall (J.Marshall5@wlv.ac.uk) with the name and contact details of someone to take part in a telephone survey with SSW.

**Course Records** – Reiterated that all Partners who are required to do so, need to ensure their Widgets are displayed on their webpages so that they can link back to the University. Course Records agreed to follow up with any Partners who were yet to complete the Widget for UNISTATS.

**Conducts and Appeals** – reported that they were currently reviewing the Extenuating Circumstances process and welcomed any feedback on this process from members

**The Quality and Collaboration Unit (QCU)** – Updated members that they were actively working with Partners and Legal to ensure compliancy with the GDPR, which I likely to involve adding a new clause into contracts, issuing a variation or moving to the new contract template.

### **And finally ...**

The **next meeting of CQF** is planned for Friday 25<sup>th</sup> May 2018 at 10 a.m. in MU505, City Campus with refreshments served from 9.30 a.m.