Guidance 5(i)   Checklist for the development and launch of a collaborative programme

No	Action	Responsibility	Section of Handbook for guidance
1	Preliminary Enquiries Form	Faculty/Academic Partnerships	Section 5
2	Financial negotiations with prospective partner	Faculty/Academic Partnerships	
3	Institutional approval	Academic Quality Service with the designated member of Executive	Section 5
4	Drafting and signing of Partnership Agreement	Academic Partnerships with the designated member of Executive	Section 5
5	Appointment of link tutors	Deputy Dean and partner institution	Guidance 5ii
6	Submission of APPF for approval by faculty committee	Partner institution/ULT	Section 2
7	Submission of APPF form for approval by the Portfolio Development Committee	Quality Enhancement Manager, Deputy Dean, Academic Partnerships	Section 2
8	Development of programme handbook including programme specification and module narratives	Programme Leader, Link Tutors, Academic Partnerships	For handbooks appendices 3j – 3l (respectively for franchised, joint and validated). For programme spec – Guidance 3vi. For module narrative Guidance 3vii.
9	Determination of programme administrative structure	Deputy Dean, Academic Partnerships and Link Tutors	Section 3
10	Drafting of Memorandum of Co-operation	Academic Partnerships	Section 3
11	Validation arrangements	Quality Enhancement Manager	Section 3
12	Submission of draft validation documentation	Partner institution	Section 3

No	Action	Responsibility	Section of Handbook for guidance
13	Hold informal faculty meeting to scrutinise and approve draft validation documentation	Quality Enhancement Manager, Deputy Dean, Link Tutors, Programme Leader	Section 3
14	Validation event, draft report and send to panel and partner institution	Quality Enhancement Manager	Section 3
15	Respond to validation conditions and recommendations	Programme Leader / ILT	Section 3
16	Sign off validation once conditions have been met/sign 3e	Chair of Validation/designated member of the Executive(or nominee)	Section 3
17	Sign Memorandum of Co-operation	Chief Commercial Officer (or nominee) and partner institution	Section 3
18	Confirmation of academic timetable for Institution (Joint/Franchised only)	Academic Partnerships, Deputy Dean, ULT	
19	Set key dates for Induction Assessment board(s) Board(s) of study Examinations / resit Graduation (where not at MU UK ceremonies)	ULT / ILT, Academic Partnerships	
20	Check recruitment arrangements, and confirm maximum/minimum agreed intake	ULT/Academic Partnerships	
21	Ensure that the administrative / academic programme support structure is fully in place within the partner institution and the university	Academic Partnerships, ULT / ILT	
22	Ensure that the institution has access to all necessary university documents	Academic Partnerships, ULT	
23	Ensure external examiner appointment process completed	Deputy Dean, MU Quality Manager (Externality)	Section 4
24	Establish links between the libraries of the institution and the university (joint only)	Academic Partnerships, Assistant Director, Library Services, ULT / ILT	
25	Ensure induction dates and activities are in place. A Middlesex staff member should be there, if possible (joint / franchised only)	Academic Partnerships, ULT	

No	Action	Responsibility	Section of Handbook for guidance
26	Brief staff of the institution on the structure of the Middlesex programme, and their part in its delivery. Ensure that staff understand the rights and status of their students on a Middlesex programme as detailed in the MoC (joint and franchised only)	ULT, Academic Partnerships	
27	Discuss and agree a joint staff development plan and timetable including possibility of staff from the partner institution enrolling on the university's PG Cert HE (if relevant) (joint and franchised only)	Deputy Dean, ULT / ILT, Academic Partnerships	
28	Ensure that students understand their rights and status as students on a Middlesex programme as detailed in the MoC	ULT / ILT	
29	Ensure students on joint programmes have been issued with student ID cards.	ULT / ILT	
30	Ensure that students fully understand the function of Programme voice group and their responsibilities	ULT / ILT	