

Procedure for Consideration of Additional Location(s)



The following procedure should be followed where a collaborative partner wishes to deliver existing Bath Spa University (BSU) provision in a new/different location. This procedure can only be used where the request for an additional location is in the same legal jurisdiction as the approved partnership agreement.

The Centre for Educational Partnerships (CEP) should be notified by the partner of any proposals in the first instance and will review each proposal on a case-by-case basis in order to advise on the procedure to be followed, in line with the guidance below.

The following procedure will need to be followed in cases where a collaborative partner wishes to deliver existing provision at a new location, which operates under the same legal and management structure, but is located at a distance from the existing location(s).

- 1 Upon notification by a partner to the University of an initial proposal to establish a new location, the Partnership Strategy Group (PSG) will consider the initial proposal and make an in-principle decision as to whether the University wishes to support further consideration of the proposal. The PSG will also agree an expected timeframe for consideration of the proposal.
- 2 Where the PSG supports further consideration of the new location, the partner will be invited by the CEP to submit a detailed proposal document for consideration by the PSG. The proposal document will need to contain (at least) the following information (please use these as headings in the proposal document):
 - Name of the institution and details of the new location
 - Details of the person(s) completing the proposal
 - Rationale for proposal
 - Business case for the proposal, including projected student numbers for the site and impact on student numbers at existing locations.
 - Details of physical resources at the new location, including any building or construction work to be undertaken
 - Information on staffing at the new location
 - Details of how the delivery of the programme and assessment processes would be co-ordinated across all locations
 - Details of how the internal quality assurance processes would be integrated/link to those at the existing location(s)
 - Details of how the management and committee structure would operate across all locations (with clear lines of authority/delegation)

- Statement of how equivalency of the student learning experience will be ensured across all locations and might be enhanced by the additional locations(s)
- Reflection on the impact of an additional location on the existing location(s), including any impacts on the student experience, resources and business cases
- Confirmation that the premises has the correct planning designation
- Confirmation that the premises is covered by current employers and public liability insurance
- Confirmation that professional indemnity insurance is in place

The partner is asked to append any relevant supporting documents to the proposal document, such as certificates, floor plans, learning plans, library plans, resource development plans.

- 3 Upon receipt of a satisfactory detailed proposal and supporting documents, and the PSG will consider
 - a. Whether the proposal can proceed for further consideration and if so, when a proposed site may open.
 - b. Whether refreshed risk assessments and due diligence should be completed.
 - c. Whether the proposed new site can be marketed to potential applicants.

- 4 CEP will notify internal stakeholders¹ of the proposal to add an additional site and the planned date for delivery at the site to start, and invite any comment.

- 5 If the proposal proceeds, a site visit shall take place. The visit shall be conducted by a Link Tutor and a CEP representative. A report of the site visit shall be drafted by the University visitors using the approved template and submitted with refreshed risk assessment and any stakeholder feedback where necessary to the PSG for consideration.

- 6 Where the PSG approves the site visit report and the new location, a partnership variation agreement and revised Schedules will be drafted listing the new location(s) which must be signed by the University and the partner before offers can be made to students at the new location and delivery of the provision commences.

- 7 CEP will notify internal stakeholders of the decision to approve the new site. Definitive Programme Documentation to be updated and provided to the partner.

¹ Academic Governance and Quality; Portfolio and Planning; PVC Student Experience; Head of Schools; Heads of Schools Administrative and Technical Services; Library and Learning Services; IT Services; Finance; Immigration Compliance and Advice; Admissions; Data and Insights Service; Student and Registry Services