



**UNIVERSITY
OF LONDON**
INTERNATIONAL
PROGRAMMES

Teaching Institutions Recognition Framework (TIRF)

Document reference: A1

A photograph of three people in business attire looking at a laptop screen. The image is semi-transparent and serves as a background for the text. The people are a man on the left, a woman in the center, and a man on the right. They are all smiling and appear to be in a collaborative work environment.

Purpose of the booklet

This booklet has been written as a definitive reference point for matters relating to the University of London Teaching Institutions Recognition Framework – a framework enabling University of London recognition of independent teaching institutions. Its audience is intended to be wide-ranging and therefore the areas included cover a broad range of topics, from policy and background information to regulatory requirements and review mechanisms.

Where appropriate, cross-references have been given between sections of this booklet and also to other documents that are integral to the Teaching Institutions Recognition Framework.

This booklet forms part of a series of documents relating to the Teaching Institutions Recognition Framework. For further information on the available documents, please contact:

quality.assurance@london.ac.uk



Contents

Teaching Institutions Recognition Framework

Teaching Institutions Recognition Framework	4
1. Background	5
2. University of London standards	6
3. Recognition Criteria	7
4. Categories of recognition	8
5. University of London agreement with institutions	9
6. Route to recognition	10
7. Candidate institutions	12
8. Consideration for full recognition	14
9. Monitoring and review cycle	16
10. Risk monitoring and management	18
11. Areas of recognition	18
12. Additional programme and campus recognition	19
13. Committee approval process	19
14. Diploma Teaching Status and International Foundation Programme	20
15. Termination of programme and institution recognition	21
16. Quality Assurance Agency for Higher Education (QAA)	22
17. Further Information	22
Glossary	23

Teaching Institutions Recognition Framework

The University of London's Teaching Institutions Recognition Framework (TIRF) seeks to recognise institutions that support International Programmes students studying for a University of London degree.

The framework was established by the University in 2009, under the title of the Institutions Policy Framework, building on a long tradition of working with independent teaching institutions. In 2013, revisions to the framework were approved by the Board of the University of London International Academy¹. These revisions included: the renaming of the framework to the *Teaching Institutions Recognition Framework*; the introduction of revised Recognition Criteria (see section 3: Recognition Criteria) and new descriptors for Affiliate Centres and Registered Centres (see section 4: Categories of recognition). The University retains oversight of all arrangements relating to the recognition of teaching institutions through the Institutions Sub-Committee, which reports to the Board of the University of London International Academy (see section

12: Committee approval process). A standard agreement governs the relationships with institutions that are recognised or have started the recognition process as part of the TIRF (see section 5: University of London agreement with institutions).

The monitoring and management of activities relating to teaching institutions is underpinned by three core quality assurance mechanisms, which help to assure the University of London's international reputation and high academic standards:

- ❖ Institution Periodic Review (see section 8: Consideration for full recognition)
- ❖ Institution Annual Monitoring (see section 9: Monitoring and review cycle)
- ❖ Risk monitoring (see section 10: Risk monitoring and management).

The aims of the framework are to:

- ❖ Provide students with information and guidance about the choice of institutions offering tuition support for University of London International Programmes
- ❖ Provide confidence in the provision offered by recognised centres
- ❖ Protect the interests of International Programmes students studying at a recognised centre
- ❖ Build a network of institutions supporting University of London International Programmes students across the world
- ❖ Create strong links and continually enhance the relationship between institutions, the University and its Lead Colleges through the sharing of good practice across the network
- ❖ Assure the University of London's international reputation for quality programmes and rigorous academic standards.

Further information about the TIRF can be found at: www.londoninternational.ac.uk

¹ At the Board of the University of London International Academy meeting of 13 June 2013.

1. Background

Since 1858, the University of London International Programmes has been offering a route to high quality University of London programmes to students based anywhere in the world. Students studying for a University of London award through the International Programmes are able to study independently². A large proportion of students, however, choose to receive additional study support from an independent teaching institution to supplement their studies. The TIRF acknowledges the important contribution made by these teaching institutions in supporting International Programmes students with their studies. The University and its Lead Colleges work together to support the activities and mechanisms that underpin the TIRF.

The University of London recognises institutions that meet or exceed Recognition Criteria, which are set out as a series of

expectations and indicators³. Around 75 institutions are formally recognised within the TIRF and a further 60 institutions have started the process of recognition (the most up-to-date list can be found at www.londoninternational.ac.uk). This means that across the world in over 45 countries, students are able to benefit from tuition support for a University of London programme, from an institution which is either recognised or has started the recognition process. The experience and knowledge shared among this global network builds on a long history of the University's work with teaching institutions. The University is proud of its tradition of working to support emerging higher education institutions in the UK and overseas.

International reputation, high standards and quality are all values that the University of London International Programmes seeks to uphold in everything it does. The University recognises

institutions that vary in the type of provision offered but that share these important values. These include institutions that offer face-to-face teaching in a classroom environment, those that offer revision support as well as those that offer a blended learning model or online support. Irrespective of the type of provision, once recognition is granted, institutions are required to participate in the same quality assurance processes, which seek to ensure that high quality support is provided to International Programmes students. Recognised institutions are provided with a certificate of recognition and are listed on the International Programmes' online directory of institutions – <http://apps.londoninternational.ac.uk/online-search/institutions/>. This provides a definitive list of recognised institutions and those that have started the recognition process (see section 8: Consideration for full recognition).

² Except for those registered for the Diploma in Law, Economics, Social Sciences or Computing or the International Foundation Programme for which students are required to attend a local teaching institution permitted to offer support for these programmes.

³ See the Recognition Criteria document (A2) for the detailed expectations and indicators.

2. University of London standards

The University does not delegate the responsibility for curriculum development, setting of examination papers, marking of examination papers or conduct of examinations to teaching institutions. All admissions decisions are made by the University⁴ and all International Programmes students are registered with the University of London. In addition, all awards are granted by the University of London. This means that the University maintains full control of the content and standard of the award and that this standard is the same across the world, irrespective of mode of learning or place of study. Teaching institutions are able to provide tuition support and guidance to students to augment their study experience.

⁴ Except for a number of Diploma programmes – see section 14: Diploma Teaching Status and International Foundation Programme.

3. Recognition criteria

Recognition Criteria for teaching institutions are used by the University to determine an institution's recognition status on the TIRF (see section 4: Categories of recognition). The criteria are divided into seven 'expectations' and associated themed 'indicators', through which teaching institutions must demonstrate how an expectation is met. In most cases, a *Registered Centre* will demonstrate sound practice in relation to the indicators and the overarching expectation; whereas for a number of indicators, an *Affiliate Centre* will demonstrate practice and procedures which exceed the overarching expectation.

The seven expectations are listed in the table opposite. The associated indicators for each expectation are provided in the Recognition Criteria document (A2).

1. Organisation	The teaching institution has all required permissions (including legal and regulatory) to operate as an educational organisation. Its mission, aims and values complement those of the University of London International Programmes.
2. Facilities	The teaching institution has facilities that add value to the students' learning experience.
3. Administration	The teaching institution has administrative processes that facilitate effective teaching, learning and student support.
4. Staffing	The teaching institution has processes for the recruitment, retention and development of suitably experienced staff.
5. Teaching and learning	The teaching institution delivers high quality teaching which encourages students to achieve their potential.
6. Student support	The teaching institution provides support and resources to assist students in their learning and study experience.
7. Quality mechanisms and feedback	The teaching institution has mechanisms enabling the monitoring and enhancement of the overall student experience.

4. Categories of recognition

There are two categories of recognition: Affiliate Centre and Registered Centre. The overarching definition of each category is provided below:

❖ **Affiliate Centre**

An Affiliate Centre demonstrates a sustained commitment to developing excellence in respect of teaching, support to students and administrative processes. High quality teaching provision is underpinned by a clear and appropriate learning and teaching strategy. Support to students in terms of pedagogical and pastoral care and educational guidance is highly developed. In addition, students can expect access to excellent resources and facilities that enhance their learning experience.

❖ **Registered Centre**

A Registered Centre demonstrates commitment to developing high standards in respect of teaching, support to students and administrative

processes. Students can expect to be taught by well-qualified teachers, receive learning support and guidance on their studies and to have access to resources and facilities that benefits their studies.

Collectively, Affiliate Centres and Registered Centres are known as recognised centres.

Institutions wishing to join the TIRF are first required to complete a pre-recognition phase known as *candidacy*. Candidate institutions (the term used for institutions within the candidacy phase) are not formally recognised by the University, but it is acknowledged that they have started the journey towards recognition. However, institutions cannot refer to themselves as a candidate institution nor to publicise themselves as such. As a candidate institution, the University and the institution work together to ensure that the core values of reputation, standards and quality are being upheld. The institution will be considered for recognition once the University

has confidence in the standards and quality demonstrated by the institution during this phase.



Examples of Registered and Affiliate Centre certificates issued by the University.

5. University of London agreement with institutions

The relationship between an institution and the University of London International Programmes is captured in the *University of London Agreement with candidate institutions and recognised centres for the University of London International Programmes*.

By signing the agreement, the institution agrees to abide by the University's terms and conditions, including:

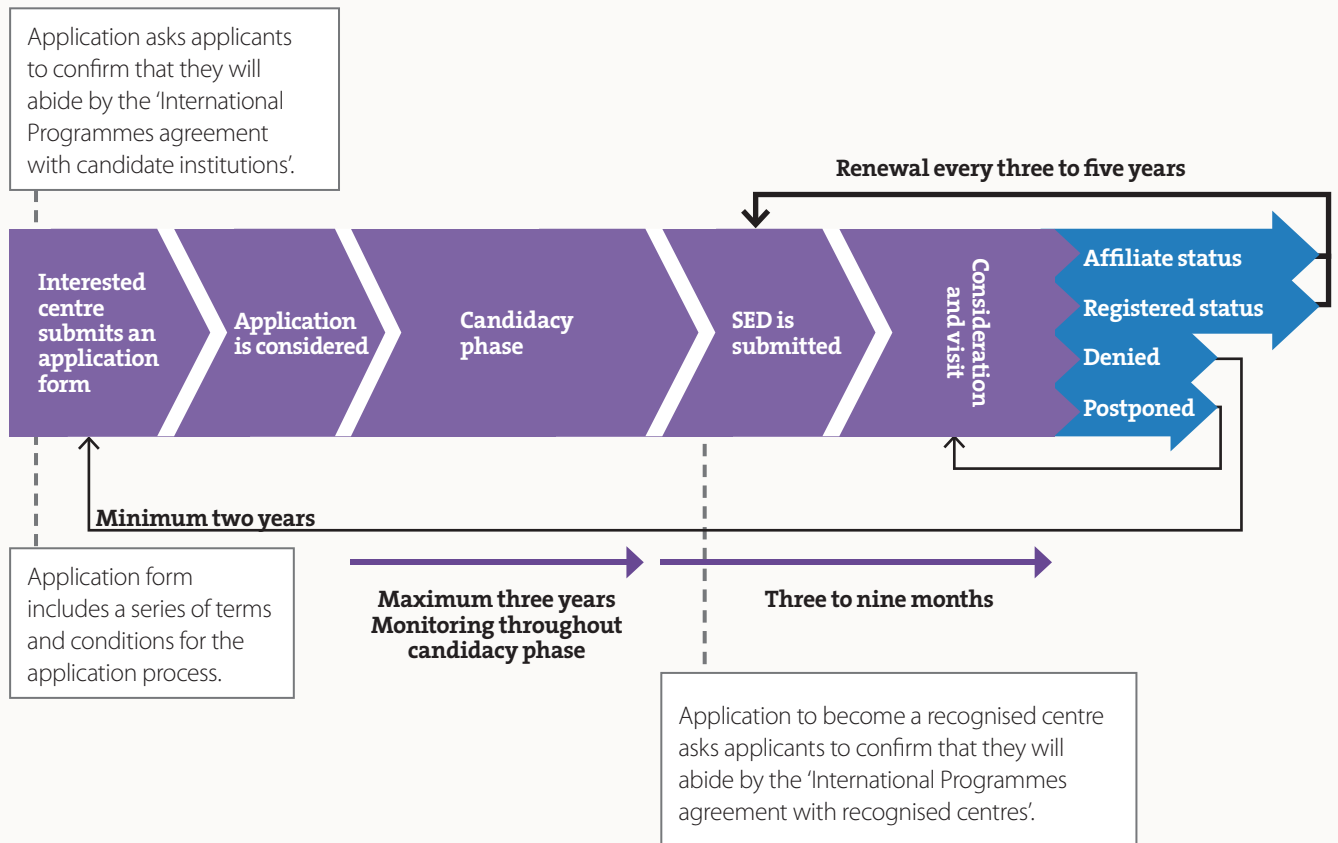
- ❖ The requirements and process for institutions to become recognised
- ❖ The benefits for candidate institutions and recognised centres
- ❖ The obligations of candidate institutions and recognised centres
- ❖ Changing or termination of recognition status
- ❖ The licence for a candidate institution or a recognised centre to use International Programmes' intellectual property
- ❖ The Code for Advertising and Promotional Materials.

The Code for Advertising and Promotional Materials ensures that recognised centres and candidate institutions promote the University of London International Programmes in an accurate and consistent way. The University has a responsibility for ensuring the accuracy of all information published about the International Programmes (see section 16: Quality Assurance Agency for Higher Education). Therefore, a requirement of the code is that draft copies of all materials relating to the University of London International Programmes should be forwarded to the University of London for comment and approval prior to publication or use. This applies to publicity materials, including: advertisements; posters; website; Facebook or other social media pages; prospectuses; brochures; corporate videos; press releases; exhibition banners; and promotional merchandise.



6. Route to recognition

The diagram below (Fig. 1) sets out, in chronological order, how an institution progresses through the recognition stages, including indicative timeframes for each stage.



Typically, for an institution that is new to the University of London, the period of time between initial discussions and full recognition will be between one and three years. Some institutions may be well-established and may already teach comparable programmes. Others may be newly established and are therefore in the process of establishing formal processes and procedures.

The University carefully considers applications from all teaching institutions interested in becoming recognised (see section 7: Candidate institutions). Those that demonstrate strong potential to meet the University's full recognition requirements will be considered for candidacy. If successful in becoming a candidate institution, the institution and the University will work closely together before full recognition can be considered.



7. Candidate institutions

In order to be considered for candidacy, an institution must be able to evidence the following:

- ❖ It is recognised as an educational/professional training provider by local and national governments and is legally free to offer tuition and support University of London International Programmes students
- ❖ It has a sound financial base and a reasonable measure of security of tenure of its premises
- ❖ It has, or is in the process of acquiring, premises that are appropriate for teaching and supporting University of London International Programmes students
- ❖ It has, or is in the process of hiring, appropriate lecturers or instructors to teach and support University of London International Programmes students
- ❖ It has, or is in the process of developing, appropriate administrative infrastructure and procedures.

An institution seeking candidacy must demonstrate a strong likelihood of being able to meet the expectations set out in the full Recognition Criteria within a **three year period**. A number of financial analyses and legal due diligence checks will also be carried out by the University at the candidate application stage. These checks include the provision of financial information such as income statements, profit and loss accounts, or income and expenditure accounts, balance sheets, statutory notes on the financial statements, auditors' commentaries on financial statements and management accounts or budgets. This will enable the University to assess an institution's financial stability. All information submitted as part of the due diligence checks will be treated with appropriate levels of confidentiality.

As part of the International Programmes' access mission, institutions that will enable the University to reach out to new students and that will provide a quality experience to these students will be particularly welcomed. The institution must be able to present a viable business model that should identify how International Programmes students will be recruited and supported.



The diagram below illustrates the candidacy application process (Fig. 2)



(Note that on occasion, step 4 may take place before step 3.)

Approval by the University as a candidate institution is a public indication that an institution has started the process of formal TIRF recognition. All candidate institutions are listed on the International Programmes' website (<http://apps.londoninternational.ac.uk/online-search/institutions/>) alongside the programmes that an institution's candidacy covers. However, candidacy is not a recognition status and therefore, a certificate of recognition is not issued to candidate institutions nor are these institutions able to use the recognised centre logo until they have achieved full TIRF recognition.

During candidacy, the University will work with the institution to support its marketing and recruitment activities. In addition, support will be provided to help the institution with any local regulatory or accreditation requirements.

The student recruitment and performance of a candidate institution will be monitored throughout its candidacy. Once levels of recruitment and performance reach acceptable levels, the University, the relevant Lead College(s) and the institution collectively recommend that full recognition should be considered.



8. Consideration for full recognition

In order to become recognised by the University, an institution must undergo an Institution Periodic Review (IPR) – see Institution Periodic Review guide (A3) for further information. IPR is one of the key quality tools used in the recognition of teaching institutions. It allows for in-depth analysis and consideration of all aspects of an institution's operation, from academic and quality assurance matters, to finance and resources. In addition to the on-site visit, the IPR takes account of trend analyses regarding student recruitment and performance, a review of the institution's financial position, information provided in the Self-Evaluation Document (SED) and evidence provided.

Once an institution is considered to be ready for review, the University and the institution will agree a date for the review visit, taking into consideration the institution's teaching timetable and availability. The University seeks to conduct reviews in the most cost- and time-effective way for all concerned and

when teaching is taking place at the institution. Therefore, this factor is taken into account when putting together the schedule for a visit.

Prior to a visit, an institution will be asked to submit a SED and financial information for due diligence checks. This should cover information on all of the International Programmes provision at the institution and must link to the Recognition Criteria. Evidence will be required to supplement the narrative provided in the SED to demonstrate how each criterion is being achieved.

A review panel usually comprises three to four University of London representatives, including academic and administrative colleagues. Institutions will be notified in advance of the composition of the review panel.

An agenda for the review will be agreed with the institution on the basis of the information submitted within the SED. The agreed agenda for the visit will cover the following elements:

- ❖ Tour of the campus and facilities offered to University of London students
- ❖ Meeting with the head of the institution and senior managers
- ❖ Meeting with International Programmes students
- ❖ Meeting with faculty members (teaching staff) and administrative staff
- ❖ Reviewing record-keeping systems
- ❖ Observing selected classes for all programmes that the institution is seeking recognition for.

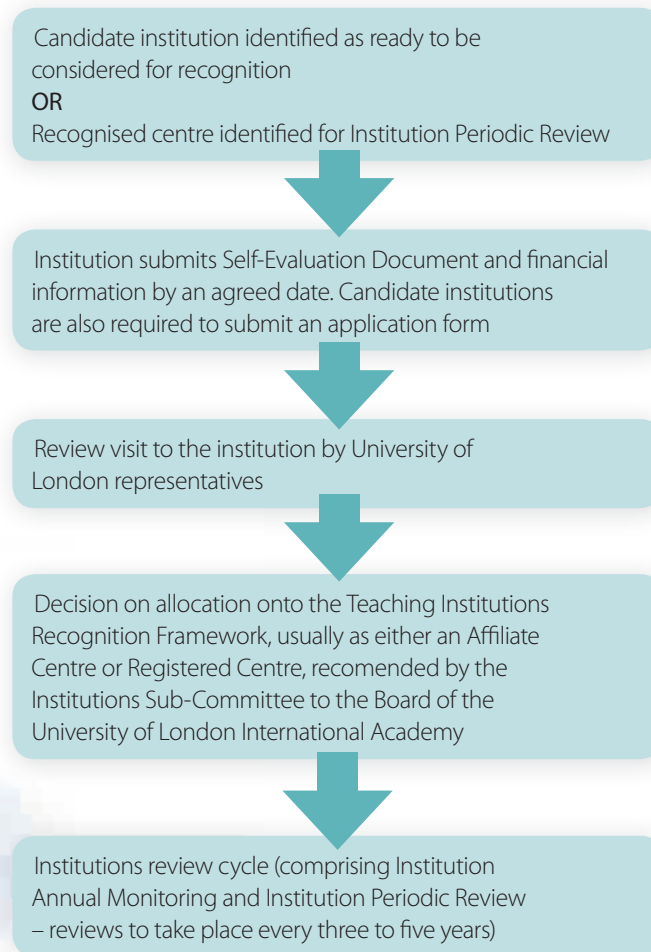
Following the review visit, a report will be drafted by the University, highlighting the main findings of the review in addition to any recommendations and positive features identified. The institution will have the opportunity to check the report for factual accuracy before it is formally considered by University of London committees. Once the formal process of committee consideration is complete (see section 12: Committee Approval Process), the final report will be

sent to the institution and this will highlight the outcome of the IPR for the institution. If approved for Affiliate Centre or Registered Centre status, a certificate of recognition will be sent to the institution. At this point, the institution may use the term *Affiliate Centre of the University of London International Programmes* or *Registered Centre of the University of London International Programmes* and the approved logo to accompany either status on their marketing material and website.

Full details regarding the IPR process are provided in the IPR Handbook (A3).



The diagram below illustrates the IPR stages (Fig. 3)



9. Monitoring and review cycle



Institution Annual Monitoring (IAM) for each recognised centre will begin in the year following the granting of recognition. IAM is a desk-based activity and all recognised centres are required to fully participate.

The aim of IAM is to monitor the following aspects of an institution:

- ❖ Student recruitment and retention
- ❖ Student performance at course and programme level
- ❖ Progress against IPR recommendations
- ❖ Staffing provision, including turnover and staff development.

Institutions are sent a form, which includes data held on the University's databases relating to that particular institution for the relevant academic session. Institutions are asked to review this data and to provide their own data if the figures differ (note that students are not required to inform the University if they are studying at a particular institution or they may change institution in the course of their studies – this may therefore lead to some

discrepancies in the two sets of data). Institutions are also provided with global data on International Programmes student performance for comparison purposes.

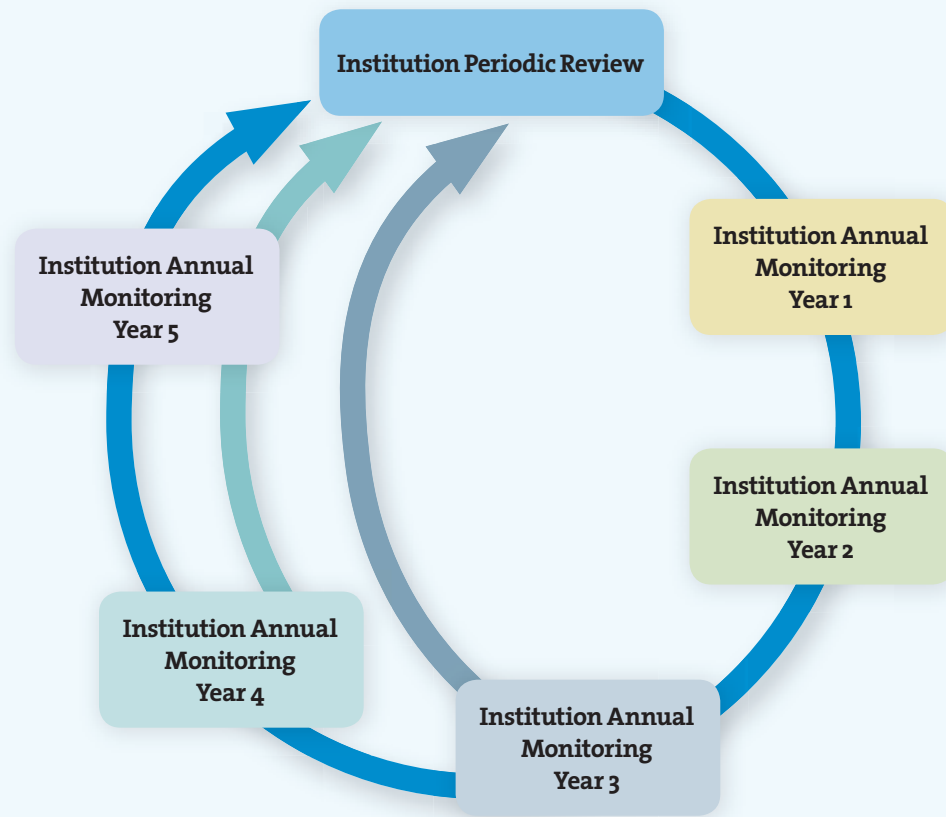
All of the data collected as part of the IAM exercise is collated and analysed by the University, allowing the identification of high performing institutions and any that might require some additional support. Depending on the outcome of the IAM for an institution, this may trigger an earlier IPR or other activities that might enable the University to re-assess an institution's position on the framework. This could include a formal or impromptu visit by the relevant Programme Director, close monitoring by the University or the provision of a six month notice period – during this period, an institution will be required to remedy the situation and report regularly to the University on the progress of the action being taken, in order for recognition to remain in place.

Institutions receive feedback regarding their IAM submission at the conclusion of the exercise.

Details of the IAM process are provided in the IAM guide (A6).

IAM takes place every year for all recognised centres. Working on a three to five year cycle, recognised centres will undergo an IPR, which will include a review of information gathered during previous IAM exercises. Although the standard period between reviews is between three to five years, there may be instances where an earlier review could be scheduled. This may be because information received regarding an institution raises concerns or it may be for more practical and logistical reasons such as another review taking place within the same region. The institution will be informed in such cases.

The diagram below illustrates the review cycle – noting that IPR will take place usually every three to five years (Fig. 4)



10. Risk monitoring and management

The University maintains an Institutions Assurance risk register, which enables the monitoring of any risks associated with each recognised centre and the management of this risk. As an internal document, the risk register is frequently reviewed, updated and considered by the Institutions Sub-Committee. Where institutions

are identified as 'higher risk', initiatives such as close monitoring and regular review can be initiated. The period of time between IPR is to some extent linked to risk.

A number of factors can affect the rating of an institution on the risk register. These include internal factors such as student numbers,

student performance, staffing suitability and turnover, facilities and resources as well as external factors such as country stability and government recognition.

11. Areas of recognition

TIRF recognition is given in respect of:

- ❖ The organisation (institution) as a legal entity
- ❖ The campus address of an institution
- ❖ The University of London programmes offered as part of the TIRF recognition

These three elements are listed on a recognised institution's certificate of recognition. Therefore, should one of these elements change (for example, as a result of a campus move), an institution **must inform** the University as soon as possible as the change may affect the recognition of the institution.

Once information about a change has been received and endorsed by the University, a revised certificate of recognition will be issued and the listing on the International Programmes' website will be updated. An institution's certificate of recognition and listing of the International Programmes' website should therefore always be the central reference point regarding most up-to-date information on recognition.

12. Additional programme and campus recognition

Some institutions may identify a market for another University of London programme, in addition to those already being offered. In such cases, institutions are required to discuss the proposal to offer an additional programme with the University and complete an application for the additional programmes to be considered for recognition.

The application will be considered by the University, which will lead to one of the following outcomes:

- ❖ Additional programme recognised with immediate effect, where there is a high degree of confidence in the proposal. The institution's certificate of recognition and the listing on

the International Programmes' online directory of institutions will be amended to include the additional programme

- ❖ Additional programme to be 'provisionally recognised' during a period of monitoring, where this is deemed necessary. During this period of provisional recognition, the programme will be listed as such on the International Programmes' directory of institutions but the certificate of recognition will not include the programme, until full recognition is granted
- ❖ Recognition of additional programme rejected, with an explanation regarding the reason for rejection.

Some institutions may wish to extend their University of London recognised provision to an additional campus location. The recognition agreement with institutions covers a specific campus location and is non-transferrable. Therefore, should an institution wish to offer University of London recognised programmes at a new location, it must apply to the University for this to be considered. If the new location is approved for recognition by the University, approval is normally given subject to a period of monitoring. If successful, full recognition can be extended to the new campus and this will be reflected on the certificate of recognition and the International Programmes' online directory of institutions.

13. Committee approval process

Decisions relating to an institution's recognition take place through the University of London's committee structures. IPR and IAM reports are routinely scrutinised by the Institutions Sub-Committee,

which meets at least three times a year. The recommendations of the Institutions Sub-Committee are then considered by the Board of the University of London International Academy, chaired by

the Vice-Chancellor, and whose decision is final. An institution's TIRF status will be confirmed once the Board of the University of London International Academy has met and endorsed a particular outcome.

14. Diploma Teaching Status and International Foundation Programme



There are a number of University of London International Programmes awards for which students must attend an institution for tuition support. These are:

Programme	Lead College
International Foundation Programme	LSE
Diploma in Economics	LSE
Diploma in Social Sciences	LSE
Diploma in Law	Undergraduate Laws Programme
Diploma in Computing and Information Systems	Goldsmiths College
Diploma in Creative Computing	Goldsmiths College

Diploma Teaching Status (DTS) or approval to teach the International Foundation Programme is the wording used by the University to designate institutions that are able to offer the programmes listed in the table above. Institutions must receive approval to offer these programmes and there are specific quality assurance requirements and expectations of these institutions. These include review and reporting activities as prescribed by the relevant Lead College(s) and the sharing of student data with the University. As the DTS processes and approval to teach the

International Foundation Programme fall under the overarching TIRF arrangements, only candidate institutions or recognised centres are permitted to offer these programmes. Approval to offer these programmes is granted for a specific campus and is not transferrable to another location without prior permission and necessary approvals from the University.

See: apps.londoninternational.ac.uk/online-search/institutions for the list of institutions with DTS and approval to teach the International Foundation Programme.

15. Termination of programme and institution recognition



There are a number of reasons why an institution may cease to offer a University of London programme or may wish to withdraw from the recognition framework altogether. Should an institution cease to offer the programme, there are specific requirements and timeframes for the institution, to protect students who might be actively studying at the institution. These stipulations are highlighted in the agreement with institutions.

The University is also able to withdraw recognition from an institution. Reasons for this are also detailed in the agreement with institutions and may include non-compliance with University requirements, lack of, or unsatisfactory, recruitment of International Programmes students or if an institution acts in a manner which may bring the University into disrepute. Whilst these scenarios are unlikely, reputation and the quality

of the students' learning experience are of utmost importance to the University. Therefore, mechanisms are in place which allow the University to take action where appropriate. In cases where the University has identified a need to remedy a particular matter with an institution, a notice period is provided to allow the institution some time to address the issue. At the end of this period, if the issue has been satisfactorily addressed, the notice period will be lifted.

16. Quality Assurance Agency for Higher Education (QAA)

The QAA is responsible for safeguarding the quality and standards in UK universities. As part of this activity, the QAA has produced a Quality Code which sets out the Expectations that all providers of UK higher education are

required to meet, through a series of different chapters. Chapter B10 entitled 'Managing higher education provision with others' is a particularly relevant chapter for the work of the University of London and its relationships with independent

teaching institutions. The University is therefore guided in its activities with teaching institutions by this chapter. Further information can be found here: <http://qaa.ac.uk>

17. Further information

New institutions wishing to discuss joining the University of London TIRF should contact the Global Networks and Communities directorate at: institutions@london.ac.uk

Candidate institutions wishing to discuss progression from candidacy to recognition should contact the Global Networks and Communities directorate at: institutions@london.ac.uk

Recognised centres wishing to discuss their TIRF recognition or quality assurance matters should contact the Corporate Performance and Quality directorate at: quality.assurance@london.ac.uk

For information on how to contact a Lead College to discuss Diploma Teaching Status, International Foundation Programme arrangements or the recognition of additional provision,

contact the Global Networks and Communities directorate at: institutions@london.ac.uk

For all other queries, follow the contact details available at: <http://www.londoninternational.ac.uk/contact-us>



Glossary

Agenda	The agreed schedule of meetings and activities that will take place during a review visit.
Approval to teach the International Foundation Programme	The term used to designate the permission given to a candidate institution or recognised centre to teach the International Foundation Programme. Students studying the International Foundation Programme are required to attend an institution which is approved to teach the programme.
Board of the University of London International Academy	The principal committee of the University of London International Academy, with responsibility for determining the strategic and overall academic direction of the organisation. It is chaired by the Vice-Chancellor of the University of London.
Candidacy	The phase prior to recognition within the Teaching Institutions Recognition Framework, during which an institution and the University work together to assess the institution's suitability to become recognised by the University.
Candidate institution	A teaching institution that has started the process of recognition within the Teaching Institutions Recognition Framework (TIRF). It is not a formal recognition status within the framework, but is a public indication that an institution has started the process of TIRF recognition.
Certificate of recognition	A certificate issued to an Affiliate Centre or a Registered Centre. The certificate will indicate the level of recognition (Affiliate or Registered), the University of London programmes that are recognised and the recognised campus address. The certificate is signed by the Dean of the University of London International Programmes and the Vice-Chancellor of the University of London.
Code for Advertising and Promotional Materials	Appendix A of the University of London Agreement with candidate institutions and recognised centres for the University of London International Programmes. The code provides information and guidance on how an institution should present and publicise information relating to the University of London International Programmes.
Corporate Performance and Quality (CPQ)	The Corporate Performance and Quality (CPQ) directorate, within the University of London International Academy, coordinates academic management and policy, quality and standards, local and international accreditation, non-financial performance monitoring and the administration of a programme of evaluations. CPQ is responsible for the assurance of the Teaching Institutions Recognition Framework.

Glossary

Dean of the University of London International Programmes	The Dean of the International Programmes provides overall academic leadership to the University of London International Programmes. The Dean chairs the University of London International Academy Academic Committee (ULIAAC).
Diploma Teaching Status (DTS)	The permission given to a candidate institution or recognised centre, which has been approved to teach one or more of the five Diploma programmes that require students to attend an institution to receive tuition support. There are specific quality assurance requirements and expectations for these institutions.
Directory of institutions	An online directory that provides an up-to-date list of all recognised centres (Affiliate Centres and Registered Centres) and candidate institutions. The directory is searchable by country and award.
Due diligence	Initial and periodic checks made by the University concerning the legal and financial position of a teaching institution.
Evidence	Section of the Self-Evaluation Document (SED), one of the documentary requirements of the Institution Periodic Review (IPR), where additional documentation and supporting information is provided.
Expectations	Features that teaching institutions are expected to demonstrate in order to achieve and maintain recognition within the University of London's Teaching Institutions Recognition Framework. These are encompassed within the Recognition Criteria – see the Recognition Criteria document (A2).
Global Networks and Communities (GNC)	The Global Networks and Communities (GNC) directorate within the University of London International Academy, is responsible for a wide range of activities which support the promotion of the International Programmes. This involves establishing links with new institutions and developing relationships with existing institutions, which includes marketing, operational and business development support.
Indicators	Measures by which teaching institutions indicate, through sound practice, that expectations are being met and/or exceeded. These are encompassed within the Recognition Criteria – see the Recognition Criteria document (A2).
Institution	An independent teaching institution which provides tuition support to International Programmes students.
Institution Annual Monitoring (IAM)	An annual desk-based activity for recognised centres which considers: student recruitment and retention; student performance at course and programme level; progress against recommendations made during an Institution Periodic Review (IPR) and staffing provision.

Institutions Assurance Manager	First point of contact for the institution for all matters concerning Institution Periodic Review and Institution Annual Monitoring. The Institutions Assurance Manager is based in the Institutions Assurance Team within the Corporate Performance and Quality (CPQ) directorate of the International Academy.
Institution Periodic Review (IPR)	The process of assessing the University of London International Programmes' relationship with candidate institutions and recognised centres. This will usually involve the submission of a Self-Evaluation Document (SED) by the institution and a review visit by the University.
Institutions Sub-Committee (ISC)	The sub-committee of the University of London International Academy Academic Committee responsible for policy and practical matters relating to the Teaching Institutions Recognition Framework.
International Academy	A Central Academic Body of the University of London responsible for the administration and management of the International Programmes. Where 'International Academy' is used, it refers to the University of London International Academy.
International Programmes	The name given to the collaboration with Lead Colleges of the University of London federation and the University of London, that delivers academic programmes of study to students worldwide through distance and flexible learning. Where 'International Programmes' is used, it refers to the University of London International Programmes.
Lead College	The academic direction of study programmes is the responsibility of a particular college, or consortium of colleges, of the University of London federation. These colleges are known as the 'Lead College'. Academics from the Lead College work with teaching institutions, advising and guiding them on subject-related matters and good practice in teaching and learning.
Narrative	Section of the Self-Evaluation Document (SED) that allows the institution to describe its past, present and future developments under a series of set headings.
Outcome letter	The final report resulting from the Institution Periodic Review (IPR) process will be sent to the institution along with a letter from the University highlighting the outcome. This letter is referred to as the 'outcome letter', and will include recommendations regarding: the status of the institution within the Teaching Institutions Recognition Framework; the identification of positive features; any conditions of approval or re-approval and other recommendations and enhancements. This letter concludes the Institution Periodic Review (IPR) process.

Glossary

Programme Director	The academic within a Lead College or consortium that is responsible for a programme or suite of programmes.
Provisional recognition	A University of London programme at a recognised centre for which the process of recognition within the Teaching Institutions Recognition Framework has started. During the period of provisional recognition, close monitoring will take place regarding student performance on the programme at the institution. Once performance levels are deemed acceptable, full recognition will be considered.
Recognition	Formal acknowledgement by the University of London that an institution and University of London programmes it offers are recognised as part of the Teaching Institutions Recognition Framework.
Recognised centre	The collective term for Affiliate Centres and Registered Centres.
Recognition Criteria	Criteria used by the University to determine an institution's recognition status on the Teaching Institutions Recognition Framework. The Criteria are divided into seven 'expectations' and associated themed indicators through which teaching institutions demonstrate how an expectation is met. See Recognition criteria document (A2).
Review panel	A panel appointed by the University of London that is responsible for producing the report following an Institution Periodic Review (IPR), which takes into consideration the Self-Evaluation Document (SED) and visit to the institution. The review panel will typically consist of a Review Panel Chair, Academic Panel Member(s) and an Administrative Panel Member.
Review visit	A quality assurance mechanism for the assessment of an institution as part of the Teaching Institutions Recognition Framework requirements. The institution is visited by a panel to develop an understanding of the institution's strengths and areas for development.
Risk register	An internal document that monitors areas of risk associated with each recognised centre.
Self-Evaluation Document (SED)	The Self-Evaluation Document (SED) is a document produced by the institution undergoing Institution Periodic Review in preparation for their review visit. The SED comprises two main sections – the narrative and supporting evidence.

Teaching Institutions Recognition Framework (TIRF)	The University of London's Teaching Institutions Recognition Framework (TIRF) enables the recognition of institutions that support International Programmes students studying for a University of London programme. The University of London recognises institutions that meet or exceed Recognition Criteria, which are set out as a series of expectations and indicators. Prior to May 2013, the TIRF was known as the Institutions Policy Framework (IPF).
University of London	The University of London is a federal university comprising 18 Colleges and a number of smaller, specialist Institutes. http://www.london.ac.uk/
University of London Agreement with candidate institutions and recognised centres for the University of London International Programmes	The agreement signed by institutions, which details the benefits to and obligations of candidate institutions and recognised centres.
University of London International Academy Academic Committee (ULIAAC)	The University of London International Academy Academic Committee (ULIAAC) determines academic policy within the International Academy and advises the Board of the University of London International Academy on matters relating to strategy and policy.
University of London International Programmes Affiliate Centre	An independent teaching institution that demonstrates a sustained commitment to developing excellence in respect of teaching, support to students and administrative processes. High quality teaching provision is underpinned by a clear and appropriate learning and teaching strategy. Support to students in terms of pedagogical and pastoral care and educational guidance is highly developed. In addition, students can expect access to excellent resources and facilities that enhance their learning experience. Also referred to as 'Affiliate Centre' or AC.
University of London International Programmes Registered Centre	An independent teaching institution that demonstrates commitment to developing high standards in respect of teaching, support to students and administrative processes. Students can expect to be taught by well-qualified teachers, receive learning support and guidance on their studies and to have access to resources and facilities that benefits their studies. Also referred to as 'Registered Centre' or RC.
Vice-Chancellor of the University of London	The Vice-Chancellor of the University of London provides overall academic leadership to the University of London. The Vice-Chancellor chairs the Board of the University of London International Academy.
Visit report	A report written following the review visit by a panel from the University of London. The draft of this report will be sent to the institution to check for factual accuracy. At the conclusion of the Institution Periodic Review (IPR) process, the institution receives the final visit report along with the outcome letter.



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