**AQDC003 Application for Institutional Approval - Full Due Diligence**

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| **Type of Institution:** | **Section(s) to Complete** |
| Publicly funded UK based institution | Section A |
| Privately funded UK based institution | Sections A and B |
| UK based institution with charitable status | Sections A and B |
| Any of the above UK based institutions seeking to recruit international students | Sections identified above and Section C |
| Overseas public institution | Sections A and B |
| Overseas privately funded institution | Sections A, B and D |

Applications and supporting documents should be submitted to Quality Manager (Partnerships): [m.throssell@londonmet.ac.uk](mailto:m.throssell@londonmet.ac.uk)

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# SECTION A

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| **A1. History of the institution** |
| **Please provide a brief history of the institution including details of its ownership.** |
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| **A2. Nature of the institution** | | |
| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **Mission and / or Vision Statement** |  |  |
| **Strategic Plan** |  |  |
| **Prospectus** |  |  |
| **Ethics / values statement** |  |  |

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| **A3. Governance and Management Structure** | | |
| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **Membership and terms of reference of the governing body and important internal committees** |  |  |
| **Diagrammatic representation of the organisational and internal structure** |  |  |

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| **A4. Financial Information** | | |
| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **Budget statements** |  |  |
| **Management accounts** |  |  |
| **Audited published financial statements including income and expenditure account** |  |  |
| **Balance sheet** |  |  |
| **Cash flow statement** |  |  |
| **Notes to the account** |  |  |

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| **A5. Academic and Administrative Information** | | |
| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **A detailed description of the academic and administrative resources available at the institution to support the collaborative arrangements proposed (to include provision for welfare/wellbeing, support services and pastoral care available to students);** |  |  |
| **Evidence about the quality of provision at the institution:**   * **reports from funding bodies** * **reports from external quality assurance bodies** |  |  |
| **The Student Protection Plan, where appropriate;** |  |  |
| **The Access and Participation Plan or statement, where appropriate;** |  |  |
| **Quality assurance arrangements currently in place for:**   * **curriculum development, approval,** * **monitoring and review of courses,** * **collection and evaluation of student feedback,** * **management and administration of assessment processes,** * **feedback to students on assessed work,** * **tracking students' progression and achievement,** * **student consultation and representation systems;** |  |  |
| **Details of the complaints and appeals procedure;** |  |  |
| **Policy on the admission of students and a profile of the student body;** |  |  |
| **The safeguarding policy;** |  |  |
| **Details of the refund policy** |  |  |
| **Student Attendance and Engagement Policy** |  |  |
| **Students with Criminal Convictions Policy** |  |  |
| **Details of any other UK HEI or educational bodies with which the institution has, or has previously had, collaborative arrangements, if applicable.** |  |  |
| **Staff development policy and details for monitoring the performance of teaching staff.** |  |  |

# SECTION B

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| **Legal and Constitutional Information** | | |
| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **The constitution of the institution which gives it legal status, e.g. Articles of Association, Trust deed, Act of Parliament;** |  |  |
| **Audited accounts (including director’s notes) for the preceding 3 financial years;** |  |  |
| **Corporate plan/business plan/financial forecasts;** |  |  |
| **A list of names under which the organisation/institution trades;** |  |  |
| **Litigation and disputes, i.e. details of any proceedings (civil, criminal or arbitration), dispute or complaint, any order or judgement, if relevant;** |  |  |
| **A written statement from prospective institution confirming the organisation’s/institution’s ability to enter into a contract with London Met;** |  |  |
| **Liability insurance e.g. copies of valid insurance certificates;** |  |  |
| **Health and Safety policy;** |  |  |
| **Equality and Diversity policy, including policy on supporting students with disabilities and / or difficulties** |  |  |
| **Employment policies and profile (to include details of staff numbers broken down separately for academic and administrative staff;** |  |  |
| **Independent evidence of the institution’s reputation and standing, including checking any previous association of the institution with another UK higher education institution;** |  |  |
| **Documentation about any legal or regulatory requirements (including the institution’s legal capacity to award ‘Joint’ or ‘Dual’ awards, if relevant) to which the institution must conform.** |  |  |

# SECTION C

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| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **An accreditation report from one of the approved accreditation bodies** |  |  |
| **Evidence of sponsor status from the UKVI** |  |  |

# SECTION D

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| **Please submit the following documents or links to online documents** | | |
| **Document** | **Submitted or link to online document** | **Comment** |
| **Details of government approval/accreditation/recognition of the institution (copies of approval letters or certificates issued by the local ministry of education, the national quality assurance agency, etc.).** |  |  |