



# Embedded College Review for Educational Oversight: report of the monitoring visit of Bellerbys Educational Services Ltd, June 2013

## Annex 2: Huddersfield International Study Centre

### Section 1: Outcome of the monitoring visit

1 From the evidence provided in the annual return and at the monitoring visit, the monitoring team concludes that Huddersfield International Study Centre (HISC) is making commendable progress following the May 2012 [Embedded College Review for Educational Oversight](#).

### Section 2: Changes since the last QAA monitoring visit

2 Since the QAA review of 2012, HISC has reviewed its entire portfolio of University-validated programmes and these have all been revalidated by the University.

### Section 3: Findings from the monitoring visit

3 HISC continues to provide a high level of academic and pastoral support for students and has further developed this aspect of its provision. All students have an allocated personal tutor who has received training and guidance. Since the review, the pastoral programme has been reviewed. The ratio of personal tutors to students has been increased, and a member of staff has been nominated to lead on coordination of pastoral support. A new Personal Learning and Thinking Skills module has been developed for the International Foundation programme, and HISC is piloting an e-learning portfolio within Academic and Personal Development Planning.

4 HISC continues to provide high-quality staff development, for example in the training of the new personal tutors. Teaching observation and staff appraisal are used effectively to identify (and subsequently meet) other staff development needs, and staff make good use of networking with colleagues from other ISCs. Attendance at the Bellerbys Educational Services (BES) teachers' conference is encouraged and financed. Staff have attended University staff development events, and teaching cover has been provided in some cases to allow this.

5 The current inter-institutional agreement, dated April 2013, makes it clear that the University is responsible for the academic standards of the programmes it validates. A glossary of academic standards-related terminology has been produced and has been used consistently in documentation. It defines terms that are distinctive to HISC. Although the nature of the glossary is well understood by staff, HISC is encouraged to consider extending it to include the network-generic terms set out in the BES standard glossary.

6 Student handbooks set out a summary of the assessment regulations and provide a direct reference and electronic link to the University's Student Handbook of Regulations containing the full set of regulations. Assessment regulations are discussed in detail at student induction and in classes throughout the programmes. For staff, the Centre

Handbook refers directly to the University regulations. Students receive transcripts of performance, including credits, which are particularly useful for those who fail to achieve the grade for progression to the University and are seeking alternative progression routes. All student transcripts/certificates now record the name and location of HISC.

7 BES standard procedures for checking and confirming the accuracy of information provided for sign-off by the University are working effectively. Students confirmed that information given to them before entry was full and accurate.

#### **Section 4: The embedded colleges' use of external reference points to meet UK expectations for higher education**

8 Since the 2012 review, managers and teaching staff have engaged closely with the UK Quality Code for Higher Education, and appropriate level 3 descriptors for the International Foundation Year programmes, throughout the preparations for revalidations (paragraph 2).

#### **Section 5: Background to the monitoring visit**

9 The monitoring visit serves as a short check on the provider's and its embedded colleges' continuing management of academic standards and quality of provision. It focuses on progress with the action plan since the previous review. In addition, it provides an opportunity for QAA to advise the provider and its embedded colleges of any matters that have the potential to be of particular interest in the next monitoring visit or review.

10 The monitoring visit was carried out by Alan Hunt, QAA Officer, and Dr Sylvia Hargreaves, Reviewer, on 19 June 2013.