UNIVERSITY OF LONDON

Quality Assurance Schedule – Undergraduate Laws

Valid from: 2025-26

The University of London Worldwide (UoLW) is a Central Academic Body of the University of London, which, in collaboration with the federation members of the University, offers a suite of distance and flexible learning programmes leading to a University of London award. The terms and conditions of the partnership between the UoLW and the federation members are set out in Collaboration Agreements that detail the division of responsibilities between the respective parties. The Quality Assurance Schedule forms part of the Collaboration Agreement. It captures agreed policy, process, and operational responsibilities between the UoLW and federation members, all of which help to assure the provision and ensure compliance with the Office for Students' (OfS') ongoing conditions of registration, particularly those relating to quality and standards: Conditions B1 – B5[1].

In addition, the following frameworks inform the policies and responsibilities:

- United Kingdom Quality Code for Higher Education
- Competition and Markets Authority (CMA) guidance on consumer protection law

Quality Assurance Schedules are maintained by the Quality Team and are updated annually in consultation with federation members.

For any queries please contact quality.academic@london.ac.uk

Common acronyms

AB	Academic Board
APR	Annual Programme Report
AQAC	Academic Quality Assurance Committee
OED	Online Education Directorate, UoLW
SMG	Senior Management Group, UoLW
SVG	Student Voice Group
TCC	Teaching Centre Committee

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[1] *(B1: Academic Experience, B2: Resources, support and student engagement, B3: Student outcomes, B4: Assessment and awards, and B5: Sector-recognised standards).*

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
1.1 ACADEMIC MANAGEMENT AND LEADERSHIP	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
Appointment of Dean, UG Laws	Nomination from Pro-Vice Chancellor (Education) Appointed by AQAC	BLANK	BLANK	BLANK
Appointment of Associate Deans, UG Laws	BLANK	Appointed by Dean UG Laws	BLANK	BLANK
Appointment of Module Convenors[2]	BLANK	Appointed by Dean/Associate Dean, UG Laws	BLANK	BLANK
Appointment of Teaching Fellows/Tutors	BLANK	Appointed by Dean/Associate Dean, UG Laws	BLANK	BLANK
1.2 Academic Programme Approval	*Key document: Academic Programme Approval Process*			
a) Approval of new programmes/awards	BLANK	BLANK	BLANK	BLANK
New programmes, including the re-packaging of existing provision under a new award title	Reference to Programme Approval Process Reference to Form A1: Agreement Pro-forma Major changes may include consultation/involvement of OED	Reference to Programme Approval Process Reference to Form A1: Agreement Pro-forma	Approved by AQAC (including sub-committees as appropriate) Reported to AB	If FM led: LPB Approved by AQAC Reported to AB
A new named award within an existing programme (e.g. pathways, exit awards)	Reference to Programme Approval Process Reference to Form A1: Agreement Pro-forma Major changes may include consultation/involvement of OED	Reference to Programme Approval Process Reference to Form A1: Agreement Pro-forma	Approved by AQAC (including sub-committees as appropriate) Reported to AB	BLANK
b) Revision to programmes/awards Changes to the structure of a programme which have the potential to impact on the	Reference to Form A1: Agreement Pro-forma	Reference to Form A1: Agreement Pro-forma	BLANK	LPB

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[2] Where Module Convenors are also appointed as examiners, this will be confirmed via a separate UoL contract (see section 2.3)

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
1.1 ACADEMIC MANAGEMENT AND LEADERSHIP	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
programme's aims, level, learning outcomes or award title.	Major changes may include consultation/involvement of OED			
Removal and/or addition of core (compulsory modules)	Reported through Programme Annual Monitoring	Dean, UG Laws	Reported to AQAC through PAM	LPB
Changes to pre-requisite modules or co-requisite modules	Reported through Programme Annual Monitoring	Dean, UG Laws	Reported to AQAC through PAM	LPB
Changes to the overall assessment strategy or scheme of award	Reported through Programme Annual Monitoring	Dean, UG Laws	Signed off by AQAC with sub-committees as appropriate Reported to AB	LPB
Significant change to the mode of delivery of a programme (e.g. blended learning, block mode, face to face elements)	Coordinated by Academic Services Manager and OED Reported through Programme Annual Monitoring	Dean, UG Laws	Signed off by AQAC with sub-committees as appropriate	LPB
Change to progression	Programme Team Reported through Programme Annual Monitoring	Dean, UG Laws	Reported to AQAC through PAM	LPB
c) Modular changes	BLANK			
Introduction of new option/elective module	Programme Team Reported through Programme Annual Monitoring	Dean, UG Laws	Reported to AQAC through PAM	LPB
Withdrawal of module	Programme Team	Dean, UG Laws	Reported to AQAC through PAM	LPB

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
1.1 ACADEMIC MANAGEMENT AND LEADERSHIP	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
	Reported through Programme Annual Monitoring			
Change to a module title	Programme Team Reported through Programme Annual Monitoring	Dean, UG Laws	Reported to AQAC through PAM	Reported to LPB
Change to a module's learning outcomes	Programme Team	Dean, UG Laws	BLANK	Learning and Teaching Panel
Change to credit value or level of a module	Coordinated by Quality Manager and OED (if required) External input may be required. This may be the External Examiner Reported through Programme Annual Monitoring	Dean, UG Laws	Reported to AQAC through PAM	LPB
Changes to the assessment of a module	Programme Team	Dean, UG Laws	BLANK	Exams Panel Reported to LPB
1.3 Approval of learning materials	BLANK			
Appointment of authors of learning materials	BLANK	Appointment/contract	BLANK	BLANK
Appointment of External Assessors of learning materials	BLANK	Appointment/contract	BLANK	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
1.1 ACADEMIC MANAGEMENT AND LEADERSHIP	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
1.4 Approval of Programme Specification	BLANK	Dean, UG Laws	BLANK	BLANK
1.5 Regulations	Coordinated by the Academic Services Management Team	BLANK	Signed off by AB annually	BLANK
1.6 Programme Regulations	Published by Academic Services Manager	Dean, UG Laws	BLANK	Reported to LPB
1.7 Suspension of Programme Regulations	Programme Team Reference Suspension of Regulations Policy	Supported by Dean, UG Laws	BLANK	Dean, UG Laws LPB
1.8 Suspension of General Regulations	Reference Suspension of Regulations Policy	Supported by Dean, UG Laws	Signed off by AQAC	BLANK
1.9 Discontinuation of awards and programmes	Reference Closure Policy Coordinated by Academic Services Manager Reported through Programme Annual Monitoring	Dean, UG Laws	SMG Reported to AQAC and AB	LPB
1.10 Review and revision of learning materials	Programme Team and Publications Programme Annual Monitoring	Programme level	BLANK	Learning and Teaching Panel

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
2.1 EXAMINATIONS	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
2.2 Nominations (for the categories below) ▪ Chairs of Boards of Examiners ▪ External and Intercollegiate Examiners ▪ Chief Examiners ▪ Examiners ▪ Associate Examiners ▪ Assessors ▪ Assistant Examiners	Coordinated by Academic Contractors Team	Dean/Associate Dean, UG Laws Annual provision of Board List(s)	BLANK	Exams Panel Reported to LPB
2.3 Appointments	BLANK			
Appointment of Nominations (see 2.2 above)	Coordinated by Academic Contractors Team Appointments made by UoL	Dean, UG Laws		Exams Panel Reported to LPB
2.4 Register of Interests for Examiners	Coordinated by Academic Contractors Team		Sign off by UOLW Executive Director	BLANK
2.5 Setting of assessment tasks, including examination question papers	Reference Handbook for Examinations	Chief & Deputy Chief Examiners External Examiner and Intercollegiate Examiners	BLANK	BLANK
2.6 Approval of marking schemes	Reference Handbook for Examinations	Chair of Board/Chief Examiner in liaison with External Examiners Reference Handbook for Examinations	BLANK	BLANK
2.7 Marking and confirmation of results	Boards of Examiners Reference Handbook for Examinations	BLANK	Boards of Examiners Reference Handbook for Examinations and Terms of Reference Sign off from External Examiner(s)	BLANK
Terms of Reference for Boards of Examiners	Coordinated by Student Registry Services Directorate	BLANK	BLANK	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
2.1 EXAMINATIONS	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
	Completed by Chair of Board of Examiners			
Boards of Examiners Meetings	Boards of Examiners	BLANK	BLANK	BLANK
2.8 Award of degrees, diplomas and certificates	Boards of Examiners Pass Lists prepared by the Student Registry Services Directorate	BLANK	Sign off from Board of Examiners Sign off from External Examiner(s) Vice-Chancellor to sign off the Pass Lists	BLANK
2.9 Assessment Offences	Coordinated by the Student Affairs Team in line with the General Regulations (sections 7-10) and the Procedures for the Consideration of Allegations of Assessment Offence	Referral of allegations	Procedures for the Consideration of Allegations of Assessment Offence Approved by Academic Board. General Regulations approved annually by AQAC. Annual outcome report to AQAC Programme level reporting through Programme Annual Monitoring	BLANK
2.10 Consideration and follow-up of External and Intercollegiate Examiners' reports	Coordinated by Quality Team	Individual letters of response to External Examiners	Annual summary report considered by AQAC	Exams Panel

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
3 STUDENT LIFECYCLE/EXPERIENCE	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
3.1 Setting General Entrance Requirements	GERs approved by Academic Board Requirements administered by Student Admissions	BLANK	BLANK	BLANK
3.2 Setting Programme Entrance Requirements (including English language requirements)	Programme Team	Dean, UG Laws	Approved as part of the Academic Programme Approval Process	LPB
3.3 Applicants not meeting programme-specific or course entry requirements	Reference Agreed Precedents Coordinated by the Admissions Panel, Student Admissions	BLANK	BLANK	BLANK
3.4 Applicants not meeting general entrance requirements (undergraduate programmes only)	Reference Agreed Precedents Coordinated by the Admissions Panel, Student Admissions	BLANK	BLANK	BLANK
3.5 Credit transfer	Coordinated by Student Admissions	Consideration at programme level	BLANK	BLANK
3.6 Recognition of prior learning: 'non-automatic' (not listed in the Programme Regulations)	Coordinated by Student Admissions	Consideration at programme level	BLANK	BLANK
3.7 Renewal of registration (for all programmes except LLB, 2nd or 3rd periods are discretionary)	Coordinated by Registry	Dean, UG Laws	BLANK	BLANK
3.8 Misconduct	Coordinated by the Student Affairs Team in accordance with Ordinance 17	Referral of allegations, where appropriate	Reported to AQAC annually	BLANK
3.9 Transfer of registration	Managed by Registry	BLANK	BLANK	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
3 STUDENT LIFECYCLE/EXPERIENCE	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
3.10 Student appeals and complaints (incorporating appeals concerning decisions of Boards of Examiners)	Coordinated by the Student Affairs Team in accordance with the *University of London Procedure for Student Complaints and Academic Appeals*, as follows: Stage 1: Informal stage – response/resolution managed by the relevant department. Stage 2: Formal complaints managed under the delegated authority of the Pro-Vice Chancellor (Education) Stage 3: Review stage managed on behalf of the Executive Director with the delegated authority of the Vice-Chancellor of the University of London	Stage 1: Informal stage – response/resolution managed by the relevant department, as appropriate.	Procedure approved by Academic Board. Annual report submitted to the Academic Board.	BLANK
3.11 Misrepresentation of entry qualification	Coordinated by the Student Admissions Team	BLANK	Vice-Chancellor sign-off	BLANK
3.12 Student Engagement	BLANK	BLANK	BLANK	BLANK
Student Feedback on services	BLANK	BLANK	BLANK	BLANK
Modular/Course level feedback	Coordinated by the Surveys and Student Voice Team	BLANK	Module Surveys analysed and reported to Learning & Teaching Panel	Learning and Teaching Panel Reported to LPB
Student Experience Survey	Coordinated by the Surveys and Student Voice Team on an annual basis	Engagement in consultation as appropriate Publication of a programme-level response to survey findings	Reported and discussed through AQAC, AB, VCEG and sub-committees as appropriate	Reported to Learning and Teaching Panel and LPB

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
3 STUDENT LIFECYCLE/EXPERIENCE	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
Committee Membership	Coordinated by the Surveys and Student Voice Team Student members are recruited annually to UOLW governance All appointed student members also sit on Student Voice Group (SVG)	Consortium Dean and Dean, UG Laws	Members of the Sub-Committees are appointed annually by the Pro Vice-Chancellor (Education) ULSSGG members are appointed by the Chair of Academic Board SVG reports to SMG	LPB UG Laws Senior Strategic Governance Group (ULSSGG)
Quality Assurance Panel Membership e.g. PPRs, Programme Approvals	Coordinated by the Surveys and Student Voice Team in liaison with the Quality Team	BLANK	BLANK	LPB

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
RELATIONSHIPS WITH RECOGNISED TEACHING CENTRES	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
4.1 Establishment of Recognition Criteria	Recognition criteria set out in the TCRF and Agreement	BLANK	Considered by the TCC Approved by AB	BLANK
4.2 Teaching Centre Monitoring events	Coordinated by the Quality Team (International)	Programme Level/Dean, UG Laws	Report considered by the TCC Recommendations concerning recognition status considered by TCC Approved by AB	Teaching Centres Panel Reported to LPB
4.2 Recognised Teaching Centre Annual Monitoring	Quality Team (International) collates data and supporting evidence to evaluate Teaching Centres' performance in liaison with Programme Teams, arranging individual meetings where necessary. Recommendations concerning status of teaching centres presented to Annual Monitoring Executive Meeting co-ordinated by the Quality Team (International).	Dean, UG Laws & team evaluates centres' performance Programme Team's recommendations concerning status of teaching centre reported to TCAM Executive Meeting	Annual Monitoring Executive meeting: makes recommendations concerning recognition, de-recognition, targets/warnings and commendations. Annual Monitoring Executive Report considered by the TCC Recommendations concerning recognition status considered by TCC Approved by AB	Teaching Centres Panel Reported to LPB
4.4 Risk Register	Managed by the Business Support Services Team in liaison with the Quality Team (International)	BLANK	Reported to the TCC	BLANK
4.5 Agreement	Coordinated and approved by Managing Director, UOLW	BLANK	Contract put in place following approval by the TCC and AB	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
RELATIONSHIPS WITH RECOGNISED TEACHING CENTRES	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
4.6 Protection of students when there is a change to recognition status or scope of recognition	Business Support Services Team and Quality Team (International) assure alignment with OfS Regulatory Framework (including the Student Protection Plan); the QAA Quality Code, the "*UoL Policy and Procedure for protecting and supporting students when there is a change to a Recognised Teaching Centre Status or A change to the scope of recognition for a Recognised Teaching Centre";* and overseas regulators for higher education	BLANK	Considered by the TCC Approved by AB	BLANK
4.7 Certificate Teaching Status (CTS)	UOLW Registry office providing attendance lists for CTS programmes	CTS managed by the Programme Team	CTS status reported to the TCC	Teaching Centres Panel Reported to LPB
4.8 Granting of Recognised Teaching Status	Proposal developed by the Global Business Development Directorate	Proposal can also be FM-led. Academic input required in terms of evaluation of TCRF gateway criteria	SMG considers in the first instance Considered by TCC Approved by AB	BLANK
4.9 Appeals against decisions concerning Recognised Teaching Status or scope of recognition	Quality Team (International) to coordinate process, according to the agreed policy	BLANK	Appeals policy for teaching centres wishing to appeal against a decision on Recognised Teaching Status or scope of recognition approved by TCC Reported to AB	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
RELATIONSHIPS WITH RECOGNISED TEACHING CENTRES	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
4.10 Student complaints against recognised teaching centres	Quality Team (International) responsible for investigating allegations where there is concern about a recognised teaching centre's potential breach of TCRF criteria	BLANK	Policy and procedure for handling student complaints/grievances against University of London Recognised Teaching Centres approved by TCC Reported to AB	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
MOOCS	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
5.1 Proposal	Coordinated by OED MOOC strategy, proposal forms and selection criteria sent to federation members	Proposal submitted to OED	Considered by SMG	BLANK
5.2 Development	Coordinated by Academic Project Manager, OED	Content development and development schedule agreed with OED and federation member.	BLANK	BLANK
5.3 Approval	Coordinated by the Quality Team with support from OED	Course Team provides response to the report from the MOOC Review Panel	Approved by SMG	BLANK
5.4 Review Panel Appointments	Coordinated by the Quality Team	Recommendation of External Peer Reviewer	BLANK	BLANK
5.5 MOOC Annual Monitoring	Coordinated by the Quality Team with support from OED	Course Team Reports to be submitted in advance of the event	Considered by SMG	BLANK

PROCESS OR FUNCTION	RESPONSIBILITIES		GOVERNANCE	
REVIEW	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM	UNIVERSITY OF LONDON	UG LAWS CONSORTIUM
6.1 Programme Annual Monitoring	Coordinated by Academic Services Managers	Annual provision of Dean's summary and attendance at meeting	Considered by AQAC. Reported to AB	Reported to LPB
6.2 Periodic Programme Review (PPR) and reporting process (Federation member's periodic review mechanisms are used wherever feasible)	Coordinated by Quality Managers	Provision of Self-Evaluation Document	Considered by AQAC. Reported to AB	Reported to LPB

APPENDIX 1

POLICY, PROCEDURES AND REGULATIONS

This section contains documentation drawn up by the University of London to set expectations and responsibilities on quality assurance on the development and delivery of UoLW programmes in collaboration with Federation members.

ITEM	DOCUMENT
1.	Assessment Principles
2.	Academic Programme Approvals Policy
3.	Qualifications and Credit Framework
4.	General Regulations
5.	Handbook for Examinations
6.	Inclusive Practice Policy
7.	Periodic Programme Review
8.	Programme Closure
9.	Statutes, Ordinances and Regulations
10.	Student Terms and Conditions
11.	Student Complaints and Appeals Procedure
12.	Teaching Centre Recognition Framework
13.	Assessment Offences

APPENDIX 2

ANNUAL REPORTS

Common acronyms

AB	Academic Board
AQAC	Academic Quality Assurance Committee
SMG	Senior Management Group

ITEM	DOCUMENT	COMMITTEE
1	Annual Quality Enhancement Review Report	AQAC and AB
2	External Examiners' Summary **Report**	AQAC and AB
3	Student Complaints and Appeals	AQAC and AB
4	Report on Assessment Offences for the Academic Year	AQAC and AB
5	List of Awards	AQAC
6	Degree Outcomes report	AQAC and AB
7	Annual Quality Assurance Report to the Board of Trustees	AQAC and AB
8	Teaching Centre Monitoring report	AQAC
9	SGS Audits Summary report	Audit and Risk Committee
10	Programme Annual Monitoring report	AQAC and AB
11	Retention and completion data	AQAC and AB
12	Student Complaints and Academic Appeals Annual Report	AQAC
13	Suspension of Regulations overview report	AQAC and AB
14	Student Engagement Initiatives	SMGEG/AQAC and AB
16	Periodic Programme Review report	AQAC and AB