



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

If any Faculty or assessment staff details have changed since initial approval, you must submit a Faculty Update form to UPA International Faculty Macau Head Office.

1. Faculty Details	
1.1 Faculty Name	
1.2 Faculty Physical address	
1.3 Faculty Postal Address (if different from above)	
1.4 Country	
1.5 Telephone number	
1.6 Main email address	
1.7 Finance email address	

2. Faculty Roles				
Role	Name	Job title	Phone	Email
2.1 Head of Faculty				
2.2 Quality Assurance Contact				
2.3 Administrator				

3. Type of Organisation	
3.1 Type of organisation	
3.2 Number of years you have been established	
3.3 If you are part of a larger organisation, please provide:	Name of parent organisation
	Head office address
	Head office telephone number
	Head office email address



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

4. Alternative Locations				
Please indicate whether practical assessments, examinations or qualification delivery will be conducted at any location other than the centre addresses specified in Section 1 of this form.				
Type	Held in alternative location?		Relationship between Faculty and alternative location/s (if applicable)	Address and contact details of alternative location/s (if applicable)
	Yes	No		
Practical assessment	<input type="checkbox"/>	<input type="checkbox"/>		
Sitting-in examinations	<input type="checkbox"/>	<input type="checkbox"/>		
Qualification delivery	<input type="checkbox"/>	<input type="checkbox"/>		

5. Previous Applications			
Please declare if your Faculty has had a previous application for approval refused or withdrawn by or any other awarding organisations or universities?			
	Yes	No	If yes, please provide details
Approval Refused	<input type="checkbox"/>	<input type="checkbox"/>	
Approval withdrawn	<input type="checkbox"/>	<input type="checkbox"/>	



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

8. Assessment Staff Details			
Please list below the details of each internal verifier, assessor and tutor/trainer who will be involved with the UPA International Degree Programmes. Please ensure CVs for the assessment staff listed below are included as part of your application.			
No.	Name	Role (internal verifier, assessor, tutor/trainer)	Qualification
1			
2			
3			
4			
5			
6			
7			
8			

9. Supporting Evidence: Programme Approval Criteria		
Physical and staff resources		
Criteria	Description	Evidence
C1	What is your procedure to ensure that only occupationally competent and qualified assessment and delivery staff are recruited?	



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

Quality Assurance		
Criteria	Description	Evidence
C2	<p>What is the intended sampling strategy & rationale for UPA International Programmes? This should include:</p> <ol style="list-style-type: none"> 1. Standardisation meetings 2. Assessment planning 3. Internal Verification sampling strategy 	
C3	<p>Do you have a Plagiarism & Cheating policy which is available & understood by staff and learners?</p>	
Assessment		
Criteria	Description	Evidence
C4	<p>How do you ensure that assessment and internal verification are conducted by qualified and occupationally competent staff?</p> <p>What is your expected ratio of tutors to learners?</p>	
C5	<p>How is the relevant information, advice and guidance about qualification procedures and practices provided to learners and potential learners?</p>	
C6	<p>How are learners development needs matched against the requirements of the degree programme(s) and an agreed assessment plan in established</p>	
C7	<p>What opportunities will students have to: review their progress and goals and to revise their assessment plan accordingly</p>	



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

C8	How would students with special educational needs, disabilities or temporary injuries have their access to assessment needs met without changing the demands of the assessment?	
C9	If access to assessment is required, what assessment tools would be used for the qualification(s)?	

10. Supporting Evidence: Faculty Approval		
Management and administration systems		
Criteria	Description	Evidence
C10	How your organisation is structured in relation to delivery & assessment of UPA International Degree Programmes? How do you ensure that the roles & responsibilities are understood by your assessment and administration team?	
C11	What procedures are in place to ensure effective communication between all staff involved with UPA International Degree Programmes?	
C12	Do you have: <ul style="list-style-type: none"> ● an equal opportunities policy ● an access to assessment policy which are available & understood by staff and learners?	
C13	Are all procedures, accommodation and equipment fit for purpose to ensure the security of all examination and assessment material, in accordance with UPA regulations?	



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

C14	How will you ensure that examinations are invigilated by appropriate staff in accordance with UPA International Degree Programmes examination regulations?	
C15	How are learner and assessment records stored? How is the security of this data ensured? The above records must be made available to the External Verifier on request.	
C16	What is your appeals procedure for centre-marked assessment, and how is this made available to learners?	
C17	What is your complaints procedure, and how is this made available to learners and staff?	
C18	How will you ensure that UPA International Faculty Head Office is notified of any changes to the information contained in the approval forms and supporting documentation?	
Physical and Staff Resources		
Criteria	Description	Evidence
C19	Are all equipment & resources used for Cit UPA International Degree Programmes compliant with relevant local health and safety requirements?	
C20	Is the examination accommodation suitably quiet, in an undisturbed location with adequate heating, lighting & ventilation and compliant with UPA International Programme regulations?	



APPLICATION FOR UPA INTERNATIONAL FACULTY APPROVAL

C21	How can you ensure that staff will have sufficient time, resources and authority to perform their roles effectively?	
C22	A staff development programme to support the delivery of UPA International Degree Programmes is established in line with identified needs, and with the CPD requirements of the relevant qualifications.	

11. Declaration			
<p>On behalf of the Faculty, I declare that:</p> <ul style="list-style-type: none"> • I am authorised to sign this declaration on behalf of the Faculty; and • the information contained in this application is correct, current and complete 			
First Name		Surname	
Date		Position	
Telephone		Email	
		Signature	