# Form A4

# Change to location, or an additional site, of delivery

This form should be used when any provision leading to a Kingston University award (including that delivered by a collaborative partner) relocates from its current place of delivery or wishes to deliver from an additional site (this includes provision delivered by a partner which is to be brought ‘in-house’). Following completion of this form, the application should be submitted to Quality Assurance and Enhancement (QAE), for consideration by the Quality Assurance Portfolio Change Committee (QAPCC).

Prompts are included throughout this form – please overtype or remove when completing each section

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| **1.** | **Name of Faculty submitting notification** |  |
| **2.** | **Name of collaborative partner**  **(if applicable)** |  |
| **3.** | **Provision to be relocated or delivered at the additional site** | *List all the courses to be relocated or delivered at the additional site* |
| **4.** | **Current site of delivery/location** |  |
| **5.** | **Request is for:** | Relocation  Additional site |
| **5.** | **Details of proposed new or additional site of delivery**  *This should include the full address of the new site, information about the learning and teaching facilities that will be available to students (e.g., classrooms, IT resources, library, laboratories, etc.), information about social and group areas. This should also include an assessment of how the change of location, resources and facilities impact current and potential students and any implications this may have on preserving the continuity of studies for some students (refer to the General Regulations (GR6):* [*Student Protection Plan*](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations)*).* |  |
| **6.** | **Impact on PSRB accreditation (if applicable)**  *Consider if any issues will arise with existing PSRB accreditation with the change of delivery site* |  |
| **7.** | **Proposed date to start delivering from the additional or relocated site**  *For collaborative provision this should consider any time required to complete a due diligence check including any site visits required to assess the suitability of the new location.* |  |
| **8.** | **Rationale for the relocation or additional site and an assessment of the impact it will have on all students**  *This should include an assessment of the impact the move may have on students who have caring duties, mobility difficulties etc. and whether this will increase travel costs.* |  |

**Resources Consultation**

*Please consult with Library and Learning Services, Estates and ITS where applicable to assess impact and availability of resources (e.g., software, Lab, studios, or other specialist equipment needs)*

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| **Name of person/s consulted** | **In relation to Course/Module** | **Outcome** |
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**APPROVAL**

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|  | **SIGNATURE/ DATE**  *A record of email agreement and date will suffice* |
| **Head of Resources and Planning** |  |
| **Head of School** |  |
| **Dean of Faculty** |  |

**Change of delivery location checklist:**

**Note**: This should be used by Deans of Faculties post-approval by the QAPCC to ensure all the necessary actions are taken to minimise the impact this has on current and potential students

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| **Task** | **Responsible** |
| Conduct due diligence on new location (collaborative provision only) including any site visits required. | QAE |
| Update institutional agreements (collaborative provision only). | QAE |
| Notify all current students affected by the move. | Head of School |
| Inform all potential students, i.e., those holding offers, of the move. | Head of School and Admissions |
| Inform the relevant student offices so that they are able to advise and refer students appropriately. | Head of School |
| Inform Marketing and Communications Department so that information on the website and other promotional material is updated. | Head of School |
| Inform Timetabling and Students Records teams (Academic Registry) to ensure changes are reflected on the relevant systems. | Head of School |
| Inform the Admission Manager to ensure the course information on UCAS and other relevant systems is updated. | Head of School |
| Take out of circulation any hard copy course material with incorrect location details. | Head of School and Admissions |
| Refer to the General Regulations (GR6): [Student Protection Plan](https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations) to ensure all necessary actions to protect students is taken. | Dean of Faculty |