



## International University Branch Campus Compliance Inspection Report 2023

Institution: Bath Spa University

Date of inspection: 04/05/2023

Location: Ras Al Khaimah Campus

Names of RAKEZ Academic Zone Inspectors: Dr. Steven Reissig and Mr. Hussein Al Shamaa

Date report sent to the institution: 12/05/2023

Action required:

## Introduction and Summary of Findings

Dear Professor Brohi,

On behalf of RAKEZ Academic Zone, we thank you for preparing the evidence documents and self-evaluation and for your support and cooperation during the recent compliance inspection visit.

We have reviewed all the submitted documents, both those that were uploaded into the online portal and those that have been verified during our physical compliance inspection visit.

### Institution Scorecard for Bath Spa University – RAK Campus

S.N.	Domain	Assessment	Action required
1	Licensing	Compliant	
2	Premises	Compliant	
3	Academic Manager	Compliant	
4	Faculty and Staff	Compliant	
5	Records	Compliant	
6	Fees	Compliant	
7	Curriculum and Courses	Compliant	
8	Advertising and Marketing	Compliant	
9	Quality Assurance	Compliant	

### Important Notes:

1. Your institution has a maximum of (30) calendar days to rectify those areas that are partially compliant or non-compliant before the Academic Zone schedules the next inspection.
2. If your institution believes they have uploaded the required evidence documents to rectify the above points before the scheduled visit and are ready for the follow-up inspection, please let us know so we can complete the final inspection and results. You may also refer to the detailed compliance results in Appendix (1).
3. Failure to address the areas of non-compliant will result in violations. (Please refer to Academic Zone Regulatory Framework on RAKEZ website <https://rakez.com/en/About/Rules-and-Regulations> for details of the penalties for violations).

## Appendix (1) – Detailed overview of the assessment of each indicator

S.N	Indicator	Example of Evidence	Initial Academic Zone Review and Assessment	Academic Zone Recommendations	Comments
<b>1</b>	<b>Licensing</b>				
1.1	The main activity is in the Free Zone	Premises Lease contract	Compliant	Accepted	
1.2	The licence is active, and the activity is the provision or development of education or training activities	The educational licence issued by RAKEZ	Compliant	Accepted	
<b>2</b>	<b>Premises</b>				
2.1	The full name of the Education Institution as it appears on the Education Permit	Picture of the external signboard of the branch campus  RAK Branch website should be designed to reflect the theme of the home university campus.	Compliant	Accepted	
2.2	Complies with all applicable health and safety policies for RAKEZ and other Authorities	Examples of health and safety signage (e.g. Current Covid-19 safety regulations)  Selection of 2-3 randomly selected classrooms showing the physical space (sqm) and number of students within that space	Compliant	Accepted	
<b>3</b>	<b>Academic Manager</b>				
3.1	The manager meets the minimum qualification and experience requirements	The academic certificate(s), C.V and approval letter from the home university campus for the academic manager.  A letter from the home university campus to confirm that the	Compliant	Accepted	

		manager is approved as per the quality assurance model of the home university campus			
<b>4</b>	<b>Faculty and Staff</b>				
4.1	Employs qualified teaching staff that all hold academic qualifications from recognized universities	Letter from the home university campus to confirm all teaching staff are approved as per the quality assurance systems and processes adopted by the home university campus	Compliant	Accepted	
4.2	Administration leaders have appropriate experience and qualifications for their roles	Letter from the NAIP confirming that all administration leaders have been employed by the NAIP and approved by the home university campus	Compliant	Accepted	
4.3	All teaching staff, including the Academic Manager, shall be employed by the Non-Academic Infrastructure Provider (NAIP) and approved by the home university campus	Letter from the NAIP confirming that all teaching staff and the Academic Manager have been employed by the NAIP and report the distribution of full-time, part-time and adjunct faculty members.	Compliant	Accepted	
4.4	Adequate annual teacher training plan	Letter from the NAIP confirming that all teaching staff are required to participate in ongoing individual professional learning and training.	Compliant	Accepted	
4.5	Staff must meet the minimum qualification and experience requirements	Letter from the NAIP confirming that all staff (non-teaching) have the minimum qualifications end experience requirements for their roles)	Compliant	Accepted	
4.6	Employs an appropriate number of administrative and non-teaching staff	List of all administrative and non-teaching staff with a description of all their roles within the organization	Compliant	Accepted	

5 Records					
5.1	Maintains a register of all students attending the Education Institution	Example of student registration records (print) or access to the digital student record system.	Compliant	Accepted	
5.2	Maintains a register of the daily attendance, noting any absences of students	Example of daily attendance lists (print) or access to an online student attendance system.	Compliant	Accepted	
5.3	Maintains a register of student academic performance	Example of record of student assessment of academic performance (print) or access to the digital student assessment system.	Compliant	Accepted	
5.4	Maintains a register of all employees of the Education Institution	Example of the records of all employees (e.g. Passport copies, visa page, qualifications, emergency contact etc.) or access to the digital employee registration system.	Compliant	Accepted	
5.5	Other official documents	<p>. The commercial agreement between the home campus university and NAIP (where applicable).</p> <p>. Evidence of the establishment date of the home university campus (a letter from the home university campus to confirm the date of establishment)</p>	Compliant	Accepted	
5.6	Financial Reporting Standards are audited by an auditor licensed in the UAE	Letter confirming the branch campus is audited by a licensed firm in the UAE	Compliant	Accepted	
6 Fees					
6.1	Tuition fees and other proposed fees charged to students are clear and posted on the official website of the RAK branch campus	Evidence that the student fees are available in an accessible source such as a website (e.g. link to the tuition fees page/screenshot)	Compliant	Accepted	

<b>7 Curriculum and Courses</b>					
7.1	A competent authority accredits courses offered by the branch campus	Evidence of program accreditation from the home university campus	Compliant	Accepted	
7.2	Courses offered at the RAK campus are similar to the ones at the home university campus	Letter from the home university campus to confirm all courses offered at the RAK campus are also offered at the home university campus  Evidence that the courses offered at the RAK campus are similar to the ones at the home university campus	Compliant	Accepted	
<b>8 Advertising and Marketing</b>					
8.1	Academic Zone approves all marketing material	Evidence of the last two approval emails from RAKEZ Academic Zone (if applicable) during the Academic Year 2022 - 2023 for marketing collaterals	Compliant	Accepted	
<b>9 Quality Assurance</b>					
9.1	Home university campus follows a recognized quality assurance system in the country of origin and/or one that is internationally recognized	Letter/certificate/website link stating the home university campus is quality assured by a competent authority  e.g. Office of Students - (U.K.) HEC (Pakistan), Higher Learning Commission - (U.S.) etc. AACSB, ACBSP, IACBE, etc.	Compliant	Accepted	