

Programme Specification

LLB BAH-LLK Hons Law (KDU 2+1 twinning programme)

Valid from: September 2019

**Faculty of Humanities and Social Sciences /
KDU College SDN BHD**

SECTION 1: GENERAL INFORMATION

Awarding body:	Oxford Brookes University
Teaching institution and location:	Years 1 and 2: KDU at Petaling Jaya, Selangor Darul Ehsan, Malaysia. Year 3: Oxford Brookes University at Headington Campus, Oxford OX3 0BP, UK
Final award:	LLB Hons
Programme title:	Law
Interim exit awards and award titles:	CerTHE Law, DipHE Law, LLB Law
Brookes course codes:	BAH-LLK
UCAS/UKPASS code:	M100 LLB/LL
JACS code:	M100
HeCOS code	100485
Mode of delivery:	Face to face
Mode/s and duration of study:	Full time
Language of study:	English
Relevant QAA subject benchmark statement/s:	http://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-law-15.pdf
External accreditation/recognition: <i>(applicable to programmes with professional body approval)</i>	Law Society - http://www.lawsociety.org.uk/ Bar Standards Board - http://www.barstandardsboard.org.uk/
Faculty managing the programme:	Faculty of Humanities and Social Sciences
Date of production (or most recent revision) of specification:	10 September 2019

SECTION 2: OVERVIEW AND PROGRAMME AIMS

2.1 Rationale for and/or Distinctive features of the programme

The Law Programme at Oxford Brookes University (of which the first two years can be studied at KDU College) has a number of distinctive features and aims to provide the highest levels of student experience, whilst at the same time ensuring that students who graduate from the Programme are able to do so with a Qualifying Law Degree, which exempts them from the academic stage of training should they decide to pursue careers either as solicitors or barristers. Below are listed just some of the most distinctive features of the programme

- **Foundational Legal Skills:** this is a skills-based module, which aims to equip students right from the outset with the basic study skills required for successful completion of a law degree, as well as preparing them for a career in legal practice;
- **Advanced Legal Research:** this is an innovative module, which builds on the Foundational Legal Skills Module, and offers students the opportunity to engage with the kind of 'hands on' legal research that they will need to be able to undertake in order to become a successful legal practitioner: for example, advising on the quantum of damages in a personal injury case
- **Communication Skills for Lawyers:** this is another skills based module, but this time focusing on the practical advocacy skills and client-interviewing techniques needed by aspiring solicitors and barristers.
- Many of our optional modules reflect the research interests of our staff. These include Law and Religion in the 21st Century, Nationality, Immigration and Asylum Law, and Equality Law, which are taught by specialists with a national and international reputation in their fields.
- Flexible modes of assessment, which include coursework, dissertation, oral presentations and reflective diaries.
- The **Religion and Law in the 21st Century** module offers students who wish to take it the opportunity to develop experience of distance learning over an electronic platform

2.2 Aim/s of the programme

This programme provides students with knowledge and understanding of the law in England and Wales and the opportunity to satisfy the external professional requirements for the academic stage of legal training. It enables students to develop a range of personal and professional skills and has both a strong academic and vocational emphasis. We are committed to delivering a strong academic programme with special emphasis on the graduate attributes.

More specifically the programme aims are:

- To provide students with a basic knowledge and understanding of selected foundation subjects of English law
- To provide students with a basic legal knowledge and understanding beyond selected foundation subjects
- To provide students with the opportunity to satisfy the requirements set out by the Bar Standards Board and the Law Society for the academic stage of legal training
- To enable students to identify, locate and critically appraise legal materials
- To enable students to assimilate extensive documentary legal and non-legal materials and to extract from them the material points
- To enable students to develop the ability to work with, and recognise the potential of information technology in the context of law and legal study
- To enable students to apply relevant principles of law and legal rules to practical problems solve and to analyse logically, with reference to accepted authorities
- To assist students to develop a capacity for critical assessment of law
- To provide students with the necessary intellectual and practical legal skills such as analysis, problem-solving, and legal reasoning, to enable them independently to achieve a basic understanding of any branch of English law, even when not previously studied
- To provide students with the necessary personal skills to enable them to develop as independent, autonomous and reflective individuals
- To provide students with the opportunity to enhance and develop their written and communication skills

- To prepare students for graduate employment by developing their transferable and problem-based learning skills
- To enable students to specialise in certain specific areas of legal practice, such as Criminal Justice and Commercial Law.

SECTION 3: PROGRAMME LEARNING OUTCOMES

On successful completion of the programme, graduates will demonstrate the following Brookes Attributes:

3.1 Academic literacy

- Demonstrate knowledge and understanding of the English legal system and processes;
- Demonstrate knowledge and understanding of a substantial range of legal concepts, values, principles and rules;
- Demonstrate that they have studied the substantive law subjects their programme in depth;
- Be aware of and understand current developments in the areas of law studied;
- Demonstrate ability to apply their knowledge to complex problems and provide cogently reasoned conclusions supported by relevant legal authority;
- Synthesise and evaluate information from primary and secondary sources, relevant to the area of study;
- Recognise and rank legal issues in terms of relevance and importance;
- Analyse, evaluate and interpret statutes and law reports and other relevant materials;
- Understand and employ English legal terminology, both written and verbally, and to explain and convey complex information, including that arising from technical legal materials, in a way which is comprehensible to others and is directed at their concerns;
- Write succinctly and within strict word limits

3.2 Research literacy

- Demonstrate a good understanding of principles and techniques of research in English law;
- Identify, locate and retrieve standard legal materials in English law in paper and electronic form. (Also relevant to digital and information literacy);
- Critically evaluate the merits of the products of their research (Also relevant to academic literacy and digital information literacy);
- Undertake independent research with minimum guidance;
- Utilise problem-solving skills in theoretical or practical contexts;

3.3 Critical self-awareness and personal literacy

- Plan his or her work and to undertake assignments with minimum guidance
- Work cooperatively and make an effective contribution when working in a group
- Reflect on his or her learning and performance and to seek and make use of feedback
- Take responsibility for his or her own learning and personal and professional development
- Manage his or her time and prioritise tasks by working to strict deadlines

3.4 Digital and information literacy

- Utilise a range of electronic information management tools, including word processing, email, the world-wide web and some electronic retrieval systems for personal, academic and professional use.

3.5 Active citizenship

- Have an understanding of the social, economic, political, historical, philosophical, ethical and cultural contexts in which law operates (also relevant to academic literacy).
- Appreciate the importance of cross-cultural awareness and valuing human diversity in order to be able to work effectively and responsibly.

SECTION 4: PROGRAMME STRUCTURE AND CURRICULUM

4.1 Programme structure and requirements:

All students enrol for a general LLB, which comprises a mix of compulsory and optional subjects, and leads to an LLB which is also recognised by the legal professional bodies as a Qualifying Law Degree (QLD), thereby exempting students who wish to go on to do the Legal Practice Course (solicitors) or the Bar Professional Training Course (barristers) from the academic stage of training.

Module codes changed in Summer 2019 as part of the transfer to a new Student Records System. For transparency, both the old and new code are shown in the table below. There are full module descriptors available on Moodle.

Old Module Code	New Module Code	Module Title	level	Credits	Status	Semester of delivery**
First Year Level 4 Modules						
U22108	LAW 4006	Foundational Legal Skills	4	15	Compulsory	1
U22106	LAW 4004	Contract Law	4	30	Compulsory QLD	1 and 2
U22105	LAW 4003	Tort Law	4	30	QLD	1 and 2
U22107	LAW 4005	Public Law	4	30	QLD	1 and 2
U22102	LAW 4002	Legal Method	4	15	Compulsory QLD	2
Second and Third Year Level 5/6 Modules						
U22144	LAW 5015	Advanced Legal Research (ALR)	5	15	Compulsory	1
U22145	LAW 5016	Criminal Law	5	30	QLD	1 and 2
U22140	LAW 5013	Land Law	5	30	QLD	1 and 2
U22146	LAW 5017	European Union Law	5	30	QLD	1 and 2
U22195	LAW 6020	Crime and Society	6	15	Optional	2
U22127	LAW 5010	Employment Law	5	15	Optional	1
U22132	LAW 5011	Criminal Evidence	5	15	Optional	2
U22135	LAW 5012	Communication Skills for Lawyers	5	15	Optional	1
U22142	LAW 5014	Commercial Law	5	15	Optional	2
U22187	LAW 6013	Equity and Trusts	6	30	QLD	1 and 2
U22171	LAW 6002	International Human Rights Law	6	15	Optional	2
U22186	LAW 6012	Computer Law and Intellectual Property	6	15	Optional	1
U22176	LAW 6007	Company Law/Business Associations	6	15	Optional	2
U22178	LAW 6009	Legal Theory and Critique*	6	15	Optional	1
U22170	LAW 6001	International Law and Institutions	6	15	Optional	1
U22177	LAW 6008	Medical Law	6	15	Optional	1
U22191	LAW 6016	International Trade Law	6	15	Optional	2
U22172	LAW 6003	Nationality, Immigration and Asylum	6	15	Optional	1
U22175	LAW 6006	Equality Law	6	15	Optional	2
U22173	LAW 6004	Law, Environmentalism and Society	6	15	Optional	2
U22179	LAW 6010	Law and Religion in the 21 st Century	6	15	Optional	1
U22192	LAW 6017	Family Law	6	30	Optional	1 and 2
U22194	LAW 6019	Understanding Criminal Justice	6	15	Optional	1
U22188	LAW 6014	Independent study module	6	15	Optional	2
U22199	LAW 6022	Dissertation	6	15/30	Optional	1 and 2

* Legal Theory and Critique is not running in the 2019/20 academic year.

The structure of the Programme for OBU/KDU students is as follows

Sem/Year	Year One (KDU)	Year Two (KDU)	Year Three (Brookes)
Semester 1	Contract Law (QLD) (double) Law of Tort (QLD) (double) Public Law (QLD) (double) Foundational Legal Skills (single)	Land Law (QLD) (double) Criminal Law (QLD) (double) European Union Law (QLD) (double) Company Law/Business Associations (single)	Equity (double) (QLD) Advanced Legal Research (but also see section 4.2 below) Level 5/6 optional module Level 6 optional module Level 6 optional module
Semester 2	Law of Tort (QLD) Public Law (QLD) Contract Law (QLD)	Criminal Law (QLD) European Union Law (QLD) Land Law (QLD)	Level 5/6 optional module Level 6 optional module
	Legal Method (single)	Commercial Law (single)	Level 6 optional module
TOTAL	8 module credits	8 module credits	8 module credits

4.2 Compulsory Modules

All modules in Years 1 and 2 are compulsory. In Year 3, Equity and Trusts and ALR are alternate compulsory modules. If you are studying Equity and Trusts, you do not need to take ALR. However, ALR is a prerequisite for certain level 6 modules: the Independent Study Module; International Law and Institutions; International Human Rights Law; Law and Religion in the 21st Century; and the Dissertation. If you are taking any of these modules you must, therefore, also take ALR.

4.3 Professional requirements

The Solicitors Regulatory Authority and the Bar Standards Board require students who wish to pursue a Qualifying Law Degree to have successfully completed the following modules:

Stage I

- Legal Method (to include Foundational Legal Skills)
- Contract
- Tort
- Public Law

Stage II

- European Union Law
- Criminal Law
- Land Law
- Equity and Trusts

SECTION 5: PROGRAMME DELIVERY

5.1 Teaching, Learning and Assessment

Although there is some variation in emphasis, modules delivered by the School of Law combine four principal pedagogical tools:

- a) *Guided, Independent Study*: The emphasis throughout the programme is on students spending the overwhelming majority of their time on each course engaged in independent study – principally engaging with primary and secondary legal sources. Support for doing so is provided through two of the compulsory first year (Level 4) modules: *Foundational Legal Skills* and *Legal Method*; and through the compulsory *Advanced Legal Research* (Level 5) module in the second year. Each topic within a module is covered by structured reading lists to guide independent study.
- b) *Lectures or other tutor-led sessions*: The emphasis in lectures is on providing students with an overview, stimulating further study, and providing awareness of very recent legal developments which will not have entered the student literature at the time of the course. Lectures also act as a guide to engaging with, and prioritising, relevant legal sources.
- c) *Seminars or group workshops where the tutor is responsible for guiding group discussion and activities*. Discussion is essential to allow the students to develop skills of legal argument, to explore their understanding of the lecture and reading materials in a supportive environment, and to allow tutors to build upon the understanding emerging from the students' independent study.
- d) *Individual tutorial sessions*. All modules include entitlement to individual tutorial time with the seminar or workshop leader. This is of special value to students who are having difficulty with the level of discussion in seminars, or who wish to be proactive and seek guidance at a more advanced level of study.

In years 1 and 2 while studying at KDU, typically a student can expect to have a two-hour lecture followed by a one hour seminar the following week on that topic. This means that over the course of a typical week, a student will receive 5 contact hours per module. They will be expected to undertake independent study in addition to this.

In year 3, while studying at Oxford Brookes University, typically a student can expect to have 2 hours of lectures and 1 hours of seminar per subject. This means that over the course of a typical week, a student will have 12 hours contact time. They will be expected to then undertake about 28 hours of independent study per week in addition to this.

Departures from these primary methods of teaching delivery are sometimes used. At Level 5, in *Communication Skills for Lawyers* for instance, a pattern of workshops rather than formal lectures and seminars is used. During a workshop session a number of activities take place. There is a short presentation by lecturers as well as student group work to discuss readings but the major part of each session involves interactive exercises by students. These exercises are designed to look at the micro-skills of interviewing and advocacy. The workshops will also involve the use of reflective video playback. At Level 6, *Religion and Law in the 21st century* is delivered by off-campus distance learning, with Moodle based replacements for the four principle pedagogic tools being supplemented by additional Moodle based learning resources such as quizzes, polls, and sorting exercises.

Although assessment methods show some variation in our more specialised modules (see above), assessment in the law programme generally focuses on three principal methods:

- a) *Formal examination*: This method of assessment, favoured by our professional bodies, allows students to demonstrate their mastery of the content range of their topic and their ability to assimilate and retain information and deploy it effectively within tight time and resource constraints.

- b) *Coursework*: This method of assessment allows students to demonstrate their legal research skills, their ability to analyse a subject in depth, and the clarity and elegance of their written communication.
- c) *Oral presentations*: This method shares many of the advantages of coursework, but provides the students with the opportunity to demonstrate their skills in oral, rather than written work, and to demonstrate their ability to interact with an audience.

These modes of assessment can be combined - despite the broad headings used above, and can thus allow for considerable flexibility responsive to the needs of any particular module.

Exams and coursework remain the most popular form of assessment, but these can take on a number of guises, for example Criminal Law includes 10% Multiple Choice Questions and Advanced Legal Research includes a reflective diary. In addition, all students will be assessed on their group work, presentation skills, research techniques and numerical ability at least once over the course of their three years in the compulsory Advanced Legal Research.

5.2 Assessment regulations

The programme conforms to the University Undergraduate Modular Programme Regulations - www.brookes.ac.uk/regulations/current/specific/b2.

All assignments and examinations undertaken in Year 1 and 2 are closely moderated by Oxford Brookes and by Oxford Brookes' own external examiner. The KDU Law Department submits draft assignment and examination questions to Oxford Brookes for approval. After students' scripts have been marked by the lecturers at KDU they are sent to Oxford Brookes for moderation by the module leader there, and by the external examiner before the marks are finalized. All results are subject to an Exam Board Meeting, which takes place in Oxford in June of each academic year and which comprises members of the School of Law at Oxford Brookes, the external examiner and the Academic Department Head, Law Department (KDU College).

SECTION 6: ADMISSIONS

6.1 Entry criteria

KDU shall only consider recruiting for admission to the Programme those prospective students with 2 'A' level passes or equivalent and an IELTS score of 6 or above, or an equivalent recognised language requirement, and who meet the entry requirements set out in the Programme Regulations. KDU express clearly to applicants before admission that only students with an IELTS score of 6.5 or equivalent will be permitted to enrol with Oxford Brookes for the third year of their programme.

The general entry requirements for Oxford Brookes University may be found at www.brookes.ac.uk/studying-at-brookes/how-to-apply/entry-requirements/undergraduate-courses and specific requirements for the LLB Law course may be found on the course page at www.brookes.ac.uk/courses/undergraduate/law.

6.2 DBS checks N/A

SECTION 7: STUDENT SUPPORT AND GUIDANCE

Section A – years 1 and 2 at KDU

Pastoral care

- At KDU every student is assigned a Buddy Teacher who will be a member of the Law staff. Your Buddy Teacher is the first point of contact to discuss your academic programme or any other issues relating to your studies. We strongly suggest that you keep in contact with your Buddy Teacher during your time at KDU. Your Buddy Teacher is one of the few people who will be kept informed of your academic progress and thus will be in a good position to offer advice and assistance.

Programme Manager

While you are at KDU, the Programme Manager is responsible for monitoring student programmes and progression, and offering advice on programme matters.

Student services

- All students have access to the services provided by KDU. The services include:
 - Careers advice
 - Counselling
 - Housing
 - Health and Wellness Centre
- **International Students Advisors**
 - Kenny Choo Kian Yee, email ky.choo@kdu.edu.my, [03 – 5565 0500]
 - Suhanya Anne A/P Devanathan, email suhanya.d@kdu.edu.my [03-7953 6643]
 - Jessica Chow Wai Sze, email ws.chow@kdu.edu.my [03-5565 0480]
- **Sports facilities**

All students have access to KDU's sports facilities. At the College's premises these are limited to indoor sports e.g. badminton, table tennis, basketball and taekwondo.
- **Student Council**

This student body consists of representatives from different faculties. They organize activities and college related functions. They also have regular meetings with the KDU management.

Section B – the third year at Oxford Brookes

Subject Coordinator – The LLB Subject Coordinator helps with the running of the KDU course, and is a point of contact if an Academic Adviser or Module Leader is unable to help, and confidentially can assist if a student has a concern regarding any aspect of their studies and beyond.

Liaison Manager – The Liaison Manager is responsible for coordinating communications between Oxford Brookes University and KDU on any issues relating to the programme named in this operations manual, including University regulatory requirements and policies, and programme delivery, support and administration. Further details may be found in appendix A.

Academic Advisers – Each student has a nominated Academic Adviser. Their role is to offer you help and advice throughout your stay at the University. This relationship is an important one since, in addition to academic counselling, the Academic Adviser is one person to turn to if you wish to talk about a variety of other issues, for example illness, family problems and career possibilities.

Student Support Coordinators – The Student Support Coordinators (SSCs) in the Faculty of Humanities and Social Sciences provide academic and pastoral student support services for all students across the Faculty. Kirsty Holliday is the SSC for all School of Law programmes and is here to help with anything from academic advice, such as helping you choose your modules, through to any personal issues you may experience; including signposting to University services as needed. This is a confidential and non-judgemental service and Kirsty has regular Office Hours for you to drop in for a chat. Alternatively you can email or telephone to make an appointment for a time that suits you. Visit www.brookes.ac.uk/hss/contacts/student-support-coordinators/ for further details (including contact details) about Kirsty or the other faculty SSCs.

Information on Student Services (careers advice, chaplaincy, counseling, dental and medical centre, disabled student advice, dyslexia support, housing, international students' advice, mature students advice) may be accessed via www.brookes.ac.uk/students.

SECTION 8: GRADUATE EMPLOYABILITY

Potential careers the programme leads to/what previous graduates have gone on to do.

- Solicitors
- Barristers
- Academics

- Policy advisors
- Public prosecutors/defenders
- Police
- Probation Service
- Government Legal Service
- Community worker
- Publishing
- In-house lawyer
- Civil servant

SECTION 9: LINKS WITH EMPLOYERS

KDU students in their third year at Brookes have the opportunity to attend regular careers talks hosted by the School of Law, as well as events such as the Oxford Brookes Law Fair held each year which has previously been attended by major regional law firms such as Blake Morgan, Knights, Freeths, Irwin Mitchell, Pennington Manches and Shoosmiths. Students also have the opportunity to participate in the award-winning student pro bono scheme based in the School of Law.

There is also considerable emphasis placed on employer engagement and employability in the context of extra-curricular activity. Law students have the opportunity to participate in the undergraduate mooted competition, with the winners of the mooted final (judged by a judge or practising lawyer) going on to represent the university in the OUP/BPP National Mooting Competition. Law undergraduates also have the opportunity to participate in the Brookes client interviewing competition, with the winners going on to represent the university in the Client Interviewing Competition of England and Wales.

SECTION 10: QUALITY MANAGEMENT

Qualifying Law Degree

The Law Society and the Bar Standards Board are the professional bodies responsible for stipulating the qualification regulations for those seeking to qualify as solicitors and barristers. In their Joint Statement they lay down the requirements for the first or academic stage of training which students will need to satisfy. This is known as a Qualifying Law Degree (QLD). Paragraph 2(iv) of the Joint Statement stipulates that students must gain no less than 240 credits in their study of legal subjects and Schedule 2 lays out which areas of legal knowledge must be covered by their degree.

This means that for a student to gain a QLD they must take the following modules in their programme: Public Law, Legal Method, Tort, Contract, Criminal, Land, Equity and Trusts and European Union. In addition, Advanced Legal Research is taken by all students, which brings the credit total to 240. Students can gain a QLD from the KDU programme if they take these designated modules. The majority of undergraduate students select a law programme that enables them to gain a QLD.

The Law Society and the Bar Standards Board regularly inspect our programme to ensure it complies with the JASB provisions.

Oxford Brookes Quality Assurance

Methods for evaluating the quality of provision on the programme include:

- Annual and Periodic Programme Reviews, which ensure consistent quality across all programmes at the University;
- Annual External Examiners' Reports, which provide feedback on all aspects of the programme structure, content and assessment procedures;
- Annual National Student Survey, which provides graduating students with the opportunity to feedback on their individual experience of the programme;
- Semesterly Module Evaluations, which provide students with the opportunity to comment on their experience of individual modules;
- Student meetings and focus groups, which allow students and staff to discuss ongoing development of the programme together;

Quality Assurance Agency for Higher Education

The Quality Assurance Agency for Higher Education (QAA) assesses the academic standards and quality of UK higher education institutions. The following is a link to the QAA's benchmark statement for LLB: www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-law-15.pdf

Student Representation and the Law Course Committee Meeting

Students are elected to represent student interests and to give students the opportunity to contribute to matters relevant to the programme's current practice and policies and future development. The Course Committee provides a very effective forum for the airing of general grievances. If you have any comments to make you should contact your student representatives. Membership of the Law Course Committee consists of student representatives of each year from the Combined and Single Honours programmes, together with all the law staff, the law librarian, the Student Support Coordinator.

The Committee is responsible for all academic and administrative aspects of the teaching of law on the Modular course and meets at least once per semester. Its duties include the detailed running of all courses, proposed changes and the planning of the overall structure of the courses. It is the most important forum in which student opinion can be brought to bear to influence present practice and future policy for undergraduate Law courses.

APPENDICES:

APPENDIX A: Liaison Manager's role

Purpose:

The Liaison Manager is responsible for coordinating communications between Oxford Brookes University and KDU on any issues relating to the programme named in this operations manual, including University regulatory requirements and policies, and programme delivery, support and administration. They are responsible for ensuring that the programme is being delivered as approved by the University and that student records are accurate and up to date, and for providing advice and guidance to KDU staff to enable them to meet the University's requirements as set out in this operations manual. Additionally, the Liaison Manager is responsible for ensuring that the Programme meets the Joint Academic Stage Board (JASB) law professional body requirements for the Common Professional Examination (CPE).

Communications:

In order to ensure that the provisions of the Operations Manual are being implemented and that the Programme is being delivered as approved, and to support KDU in its delivery of the Programme, the Liaison Manager will maintain regular contact by telephone and email with the Programme Manager and will visit KDU annually.

The Liaison Manager will attend:

- o At least once per year to meet with staff and students (possibly at the Annual Review meeting)
- o At the Examination Committees which will be held annually at Oxford Brookes University in June.

Other responsibilities are as follows:

Programme development

- Advising on documentation requirements for approval, and giving assistance with the production of those documents, and attendance at the approval event;
- Ensuring partner's familiarity with the UK Quality Code and with the University's and JASB's requirements for approval

Programme delivery and assessment

- Advising on the admission of students;
- Clarifying entitlements with respect to student support and access to learning resources;
- Ensuring that all staff proposed to teach on the Programme meet the agreed criteria for teaching on the Programme by consideration of CVs; and assisting with the induction of new staff;
- Monitoring the quality of teaching and advising on any staff development needs;
- Monitoring the quality and currency of learning resources at the partner;
- Ensuring that the Oxford Brookes University Module Leaders provide module materials in an appropriate format and in sufficient time;
- Co-ordinating dialogue between the University Module Leaders and the KDU Module Leaders in order to evaluate and improve the effectiveness of Programme delivery;
- Ensuring assessment processes are conducted in line with University requirements, in particular to include the coordination of assessment setting and marking by the University Module Leaders;
- Advising and being involved in marking and moderation;
- Ensuring that University regulations and policies (Assessment Compact, plagiarism, mitigating circumstances, etc) are adhered to

Information and administration

- Ensuring publicity and marketing materials are approved;
- Monitoring information for students (e.g. ensuring module and Programme Handbooks are accurate and up to date) and ensuring entitlements are stated clearly and are consistent with the Operations Manual;

- Working with programme administrators to ensure administrative arrangements are working well at Brookes and KDU;
- Liaising with external examiners;
- Ensuring data is processed properly;
- Ensuring relevant data is retained for compilation of Annual Reports to the JASB);

Quality assurance

- External examiners: receiving reports and passing them on to partners, ensuring they attend Exam Committees;
- Ensuring external examiners receive draft assignments/exam papers to approve, samples of work, and are given the Exam Committee dates in plenty of time (at the start of the academic year);
- Attending Exam Committees;
- Ensuring student feedback is collected and responded to;
- Ensuring any changes to Operations Manuals are approved by the appropriate University body;
- Advising on dealing with appeals and complaints;
- Advising on the modification and review of provision, contributing to annual Programme review, and assisting with preparations for periodic review;
- Advising on the preparation of the Annual Report to the JASB and assisting with preparations for revalidation;
- Ensuring Programme Committees are held and have appropriate student representation through the receipt of minutes or attendance at those meetings

APPENDIX B: Data Protection

Oxford Brookes University and KDU recognise that the administration and delivery of the Programme involves the processing of personal data, as defined in and regulated by the Data Protection Act 2018 (“the Act”) (UK), and the Personal Data Protection Act 2010 (Malaysia). They also recognise that this processing will include the processing of sensitive and personal data as defined in the Act. Both partners are responsible for ensuring that their processing of the data is compliant with the relevant national legislation and that they have the necessary powers for the processing.

Both Partners acknowledge that they each have a responsibility to issue all necessary notifications and acquire all necessary consents pursuant to the processing of the personal data and recognise that they are required to collaborate with each other in the formulation and provision of such notifications and the obtaining of consents.

The data subjects whose data are being processed in the administration and delivery of the Programme will primarily include, but not be limited to, students and potential students (or applicants), external examiners, the relevant professional bodies and the staff of both Partners, and any of the Partners’ contractors, agents or individuals, whose participation is required for the fulfilment of the Programme.

Student data may involve sensitive personal data and will include but not necessarily be limited to: name, address(es), contact details, course/module details, attendance/absence data, relevant health and or disability records, records relating to criminal offences and DBS clearance data, employment and educational records, student records, placement records, training and mentorship records, marks, assessments, performance data, disciplinary and fitness to practice and study data, and data relating to investigations, accidents, incidents or complaints or other personal data required to administer the student’s studies and provide appropriate academic and pastoral support and facilities.

With regard to students the main purposes of the processing of the personal data will be to:

- Recruit, enrol, and administer the provision of the Programme to students
- Provide an interface with professional body requirements to deliver certain exemptions from professional training for the benefit of the students including without limitation by the

compilation and supply of anonymised student data to the professional body for its annual reporting process

- Provide students with tuition, supervision, mentorship, training and assessment of practice learning; and monitor the performance of students
- Allow the provision to the students of facilities, resources and amenities necessary for the Programme and the practice placement
- Make reasonable adjustments for individuals where necessary
- Carry out any necessary checks to ensure appropriate fitness to study and practice
- Enable quality assurance, investigative exercises and the review of tuition and practice placements
- Investigate and carry out any disciplinary or fitness to practice proceedings and
- Investigate and report on any incident or accident

Both Partners will ensure that the personal data of students are shared where necessary for the above purposes pursuant to the operation of the Agreement and that the sharing is proportionate to the purpose.

With regard to staff, the main purposes of the processing of personal data will be to: recruit, employ, develop and administer the employment of staff involved in the Programme, including any necessary human resources functions, including the monitoring of performance to the extent that the data is known to the staff member concerned and investigation of any disciplinary matters associated with the Programme.

Both Partners will ensure that the personal data of staff are shared where necessary for the above purposes pursuant to the operation of the Agreement and that the sharing is proportionate to the purpose.

Both Partners recognise that the delivery of the Agreement will require the processing and the sharing of personal data relating to external parties, as described above. They will ensure that such data are shared and processed only for purposes pursuant to the operation of the Agreement and that the sharing is proportionate for those purposes.

As a general principle, both Partners acknowledge that in the sharing and transfer of any personal data for the purposes of the Agreement the sharing should be proportionate, relevant and not excessive for the purpose, with data minimized to the extent possible.

In the processing of the personal data of students, both Partners will ensure, in particular, that they maintain accurate and proportionate records relating to the enrolment, attendance, modules taken and marks received and that this information is shared where it is appropriate for the operation of the Agreement.

Both Partners will ensure that in the processing, storage, transfer and sharing of personal data they comply with the requirements of any statute listed above and the Act's principle which stipulates that appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Both Partners are required to ensure, in particular, that when, for the purposes of the Agreement, personal data are held on or transferred to portable or mobile devices those data are encrypted to the appropriate current regulatory standard.

Both Partners will retain personal data in line with the requirements set out in the Agreement or otherwise in line with their organisational records management and retention policies; and that where the Agreement allows for or requires the destruction of data, those data will be destroyed in a secure manner.

Where requests are made for personal data under Section 45 of the Act by data subjects who are

involved in delivering the Agreement or who are students studying on the Programme, the party in receipt of the request will notify, liaise and collaborate with the other party in good time to ensure that the request is handled correctly and is complied with within the appropriate statutory deadline. Where requests are made by third parties for the disclosure of personal data of data subjects who are involved in delivering the Agreement or who are students studying on the Programme, both Partners will ensure that such disclosures are lawful, will liaise when appropriate with each other and, where necessary, will seek and obtain approval from the other Partner for the disclosure to be made.