

# **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

## **College Full Inspection**

**INSTITUTION:** Azad University (IR) in Oxford

**ADDRESS:**  
Stroud Court  
Oxford Road  
Eynsham  
Witney  
OX29 4DA

**HEAD OF INSTITUTION:** Dr Ahad Bagherzadeh, Vice-Chancellor

**DATE OF INSPECTION:** 19 August 2015

**ACCREDITATION STATUS AT INSPECTION:** Candidacy accreditation

### **DECISION ON ACCREDITATION:**

- Accreditation awarded for the full four-year period.
- Decision on accreditation deferred.
- Award of accreditation refused.

Date: 10 Sep 2015

## PART A - INTRODUCTION

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### 1. Background to the institution

Azad University (IR) in Oxford (AUO) is the UK campus of a not-for-profit private university, Islamic Azad University (IAU), that was established in Tehran in 1982. This parent/home university IAU claims to be the second-largest university in the world, with one million students and 40,000 staff. There are 460 major and minor campuses, other centres in Iran, and overseas campuses in Dubai, Lebanon and Afghanistan, as well as in Oxford. There are plans to open further campuses in other countries, including Malaysia. AUO is recognised by Iran's Ministry of Education and has received Privy Council approval for its title. AUO is not proposing to award degrees in Oxford.

At the time of the stage 2 inspection in October 2014, it was planned that AUO would start to receive students from Iran with effect from January 2015. As the expected group was unable to obtain visas, the stage 2 (candidate) accreditation was extended to August 2015. It is now planned that AUO will start to receive undergraduate and graduate students from Iran with effect from January 2016.

### 2. Brief description of the current provision

AUO's primary plan, with effect from January 2016, is to offer programmes of short modular courses, with cohorts of about 50 students, from within the network of IAU campuses in Iran under their Study Abroad Programme (SAP). These will be available for undergraduate, BA, MA and PhD students who have already completed the first year of their degree programme. These students will gain credits for these AUO courses, and the credits will count towards their final degree. All students at AUO are 18 years or over.

In addition to the SAP programme, a two month course has been developed called Alternative to IELTS, for PhD students. This is for Azad University students studying PhD courses of any discipline, and who are at an Intermediate English level or IELTS band 4.5. Within the Azad system, students need to reach the equivalent of IELTS Band 6 as part of their course requirement. This course aims to enable students to reach the equivalent of this level by improving their general English skills from an Intermediate level to an Upper Intermediate one.

Additionally, some Academic Studies will be targeted at students studying for their BA in English Literature, and an Alternative to IELTS. AUO plans to market these Academic Studies programmes to students from countries other than Iran.

During 2016, AUO also plans to run short training courses for its senior executive staff (typically for Government and civil service engineers) as well as faculty members. The first course, to be run in spring 2016, is entitled Leadership in Higher Education for the senior executives of its campuses. These courses will be offered at AUO under their banner of Oxford International Collaboration Centre (OICC).

Currently, and for the short term, AUO is providing:

- Non-residential short courses (of two weeks) in IELTS Preparation for English language for mature local UK-resident students.
- Facilities for large meetings of professional groups from the EU and overseas, and also conference facilities, typically for a few days each.

### 3. Inspection process

The stage 3 inspection was conducted by one inspector over one day. Meetings were held, both in groups and individually, with the following: Vice Chancellor, Deputy Vice Chancellor, Academic Tutor/Managing Director of AUO's English College, Office Administrator/Accommodation and Welfare Officer/Registrar and Student Services Officer, English Tutor, and a group of seven English study students. In addition, the inspector met the Finance & Human Resources Officer, and the Facilities and Health and Safety Manager.

A separate, private room was made available for the inspector, and the staff members were each readily available, helpful and most hospitable. All relevant documentation was available, well indexed and readily accessible.

## PART B - JUDGEMENT AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the institution.

### INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

#### 1. The institution is effectively managed

- |     |  |   |
|-----|--|---|
| 1.1 | The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body.                    | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 1.2 | The head of the institution and other senior managers are suitably qualified and experienced, understand their specific responsibilities and are effective in carrying them out. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 1.3 | There are clear channels of communication between the management and staff.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

This standard is judged to be:  Met  Partially Met  Not Met

#### Comments

At this stage, with no regular cohort of students formally enrolled, most members of staff each fulfill several roles, as was seen from their current titles. This will be altered appropriately when the graduate students are enrolled, and any additional staff and tutors, have been employed.

While the current small management team meets very frequently and informally as required, future meetings will become more formal, with minutes recorded to monitor progress and enable future reference.

#### 2. The administration of the institution is effective

- |     |  |   |
|-----|--|---|
| 2.1 | Administrators are suitably qualified or experienced and understand their specific responsibilities and duties.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.2 | The size of the administrative team is sufficient to ensure the effective day-to-day running of the institution. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood.            | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the institution.        | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.5 | Data collection and collation systems are effective.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |

This standard is judged to be:  Met  Partially Met  Not Met

#### Comments

Documentation is supported by access to new, secure IT record systems.

The Staff Handbook and the Student Handbook are already in place and the Tutor Handbook is in the process of being accumulated from existing material. There may well be significant benefit in reviewing and editing these three handbooks to ensure that, where the major parts are common, they originate from the same single source to ensure consistency. Major sections, eg Health and Safety, should be referenced separately, and all three handbooks could be held electronically for staff, tutors and students to access the most up-to-date versions easily via a security password hierarchy. This would be especially useful for students to access before they travel to the UK.

**3. The institution employs appropriate managerial and administrative staff**

- 3.1 There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff.  Yes  No
- 3.2 Experience and qualifications claimed are verified before employment.  Yes  No
- 3.3 There is an effective system for regularly reviewing the performance of staff.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

The Human Resource Officer has access to local consultants for advice and support. Staff reviews are at six-monthly intervals, and the documentation is now in place.

Further administrative staff will be recruited as required by the growth of student numbers.

**4. Publicity material , both printed and electronic, gives a comprehensive, up-to-date and accurate description of the institution and its curriculum**

- 4.1 Text and images provide an accurate depiction of the institution's location, premises, facilities and the range and nature of resources and services offered.  Yes  No
- 4.2 Information on the courses available is comprehensive, accurate and up to date.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

AUO's website has been reviewed, upgraded, edited and updated. It now includes graphic images to illustrate the current provision.

**5. The institution takes reasonable care to recruit and enrol suitable students for its courses**

- 5.1 Entry requirements for each course are set at an appropriate level and clearly stated in the course descriptions seen by prospective students.  Yes  No
- 5.2 A formal application process ensures that students meet the entry requirements and any claimed qualifications are verified.  Yes  No
- 5.3 Students are properly briefed on the nature and requirements of the courses for which they apply, and all application enquiries responded to promptly and appropriately.  Yes  No
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated.  Yes  No  NA
- 5.5 Students receive a proper initial assessment which includes language ability to confirm their capability to complete the courses on which they are enrolling.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Each student will be attending their own home-university SAP, following a judicious home-university selection procedure.

Great care is taken, by AUO telephone interviews, using check-lists and flow-charts, to check the level of English language and the appropriateness of the chosen course, against the initial application documentation. Original certificates are checked for authenticity on arrival at AUO.

An on-line placement test is taken by all students of English prior to their enrolment on, for example, the IELTS Preparation courses.

**6. There is an appropriate policy on student attendance and effective procedures and systems to enforce it**

- 6.1 There is a clear and published policy on student attendance and punctuality, requiring that they attend at least 80% of their scheduled classes.  Yes  No
- 6.2 Accurate and secure records of attendance and punctuality at each session are kept for all students, collated centrally and reviewed at least weekly.  Yes  No
- 6.3 Student absences are followed up promptly and appropriate action taken.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

AUO is fully aware of the UKBA requirements, and relevant policies are in place in the handbooks.

Each student will have a personalised bar-coded card to register for each class attended. This data will be sent electronically to the office where it is securely held, checked and analysed so that it can be reviewed and any necessary prompt action taken.

It would be helpful if lateness was quantitatively defined in the handbooks for students and tutors.

**7. The institution regularly obtains and records feedback from students and other stakeholders and takes appropriate action where necessary**

- 7.1 The institution has effective mechanisms for obtaining feedback from students and other stakeholders (such as staff, partner institutions and employers) on all aspects of the institution's provision, including formal student representation where appropriate.  Yes  No
- 7.2 Feedback is obtained, recorded and analysed on a regular basis.  Yes  No
- 7.3 The feedback is reviewed by management and action is taken where necessary.  Yes  No
- 7.4 There is a mechanism for reporting on the institution's response to the feedback to the student body.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

The experienced Academic Tutor is the first point of personal contact for students for initial queries and problems.

Appropriate feedback forms have been developed, and a review and reporting procedure is in place.

7.4 It will shortly become AUO policy to arrange a representative graduate student group from which AUO can receive and provide information relevant to all aspects of their students' domestic and academic experience. This should be progressed, documented and included in the handbooks.

**8. The institution has effective systems to review its own standards and assess its own performance with a view to continuing improvement**

- 8.1 There are effective systems for monitoring and periodically reviewing all aspects of the institution's performance.  Yes  No
- 8.2 Reports are compiled at least annually which present the results of the institution's reviews and incorporate action plans. Reports include analysis of year-on-year results on student satisfaction, retention, achievement, examination results and completion rates.  Yes  No
- 8.3 Action plans are implemented and regularly reviewed, with outcomes reported to the management.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

The existing reviewing procedures are in place, although not fully formalised and documented. These include inspection by and feedback to IAU, and these will be implemented when the new cohorts of graduate students have been enrolled.

There should be a clear policy statement that quality monitoring, its reporting, and its review are an integral part of AUO's provision.

## INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

### 9. Academic management is effective

- 9.1 There is a suitably qualified and experienced academic manager or academic management team with responsibility for teaching, learning and assessment.  Yes  No
- 9.2 Classes are timetabled and rooms allocated appropriately for the courses offered.  Yes  No
- 9.3 The allocation of teachers to classes provides for a consistent learning experience.  Yes  No
- 9.4 There is an appropriate policy and effective procedures for the acquisition of academic resources.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

The student numbers are small at present but, with the same administrators, tutors, and premises, all these issues have been seen to be satisfactory.

### 10. The courses are planned and delivered in ways that enable students to succeed

- 10.1 Courses are designed and delivered in ways that allow students to develop the knowledge and skills which will be required for final examinations or assessments.  Yes  No
- 10.2 Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body.  Yes  No
- 10.3 Formative assessments appropriately reflect the nature and standards of summative examinations.  Yes  No
- 10.4 Students are encouraged and enabled to develop independent learning skills.  Yes  No
- 10.5 Full-time courses requiring students to attend for 15 hours or more per week are timetabled over at least three days.  Yes  No
- 10.6 Any required coursework and revision periods are scheduled in advance.  Yes  No
- 10.7 The academic backgrounds and particular needs of students are taken into account in the classroom delivery of the course.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

All these issues were seen to be satisfactory for the observed current teaching of English.

The tutor had been briefed about the students' abilities, but it would have been helpful, for preparation, if the tutor had also seen the placement tests.

**11. Teachers are suitable for the courses to which they are allocated and effective in delivering them**

- 11.1 Teachers are appropriately qualified and experienced.  Yes  No
- 11.2 Teachers have a level of subject knowledge, pedagogic and communicative skill which allows them to deliver the content of courses effectively.  Yes  No
- 11.3 The appraisal procedures for teaching staff incorporate regular classroom observation.  Yes  No
- 11.4 Teachers are supported in their continuing professional development and enabled to develop further pedagogic techniques to enhance the learning of students.  Yes  No
- 11.5 Teachers respond to different learning needs of students where appropriate, taking various learning styles into account in their planning and delivery of lessons.  Yes  No
- 11.6 Teachers employ effective strategies to involve all students in active participation and to check their understanding of concepts and course content.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

The Academic Tutor has considerable experience in the teaching of English and in its administration.

Oxford is a rich source of available tutors with the necessary specialist knowledge, experience and skills. Suitable tutors are currently being sought to provide a bank from which an appropriate, specialist team can be employed, each on a short-term basis.

The necessary documentation is now in place and the procedures are being implemented.

**12. The institution provides students and teachers with access to appropriate resources and materials for study**

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Teaching rooms are light, airy, well furnished and are well equipped with audio-visual equipment.

Tutor resource requirements may change during a course. There should be more frequent monitoring of tutors' equipment and space needs.

The library is well stocked with relevant materials and a study room, with tutor and student access to IT equipment.

**13. Students receive appropriate assessment and feedback on their performance and progress, which are effectively monitored**

- |  |   |
|--|---|
| 13.1 Courses are planned to include a schedule of assessments, the procedures and criteria for which are available in writing and in advance to students and teachers. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.2 Assessment outcomes are monitored to enable the identification of students who are not making satisfactory progress and prompt intervention where appropriate.    | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.3 Students are made aware of how their progress relates to their targeted level of achievement.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.4 The institution takes appropriate steps to identify and discourage cheating and other misdemeanours, and to penalise offenders.                                   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.5 Additional support or advice on alternative courses is provided to students who are judged not to be making sufficient progress to succeed.                       | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.6 Oral and written feedback is given to individual students on a regular basis, tailored to meet their specific needs and constructive in its nature and delivery.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 13.7 Students have appropriate access outside class time to teachers or personal tutors for academic support.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

**14. The institution offers courses leading to accredited awards granted by recognised awarding bodies wherever appropriate**

- |   |  |
|---|--|
| 14.1 For courses leading to the award of a UK degree, the institution has a formal agreement with a recognised UK degree-awarding body.   | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA |
| 14.2 For courses leading to other UK awards, the awarding body is recognised by the relevant regulator.   | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> NA |
| 14.3 For courses leading to the award of an overseas degree, the institution has a formal partnership agreement with the overseas degree-awarding body, which is itself accredited by a recognised national agency. | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

IAU is the home university and AUO is an integral part of it. AUO graduate students gain credits for courses taken in the UK, and the credits will count towards their final IAU degree.

Preparation courses for IELTS assessments are offered at AUO.

**15. There is a clear rationale for courses leading to unaccredited or internal awards**

- 15.1 There is a clear statement of the level claimed relative to the NQF/QCF and evidence that students who receive the award meet the stated requirements for that level.  Yes  No  NA
- 15.2 There is evidence of the extent to which the awards are accepted for the purposes of employment or further study.  Yes  No  NA
- 15.3 External moderators are involved in the assessment process where appropriate.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

Where appropriate, the levels and relevance of course content is defined by IAU and/or the students' employers.

**16. There are satisfactory procedures for the administration of examinations and other means of assessment**

- 16.1 The institution complies with the requirements of the relevant awarding bodies in terms of examination security and administration.  Yes  No  NA
- 16.2 For internal awards, there are effective systems in place for examination security and administration, and clear procedures for students to appeal against their marks.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

**17. There is appropriate provision of advice for students intending to proceed to employment or higher/further education**

- 17.1 Students have access to advice from appropriate staff member on further study and career opportunities.  Yes  No
- 17.2 If the institution offers courses preparing students for higher education, they have access to prospectuses and to advice from a designated staff member both on selecting courses and institutions and on the application process.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

Students' prime source of advice is their home university IAU and their employer, and this is supported by AUO staff and tutors.

## INSPECTION AREA - STUDENT WELFARE

### 18. Students receive pastoral support appropriate to their age, background and circumstances

- 18.1 There is at least one named staff member responsible for student welfare who is suitably trained, accessible to all students and available to provide advice and counselling.  Yes  No
- 18.2 Students receive appropriate advice before arrival.  Yes  No
- 18.3 Students receive an appropriate induction and relevant information upon arrival.  Yes  No
- 18.4 Students are issued with a contact number for out-of-hours and emergency support.  Yes  No
- 18.5 The institution has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

Both IAU and AUO provide information and support, as well as the collection of students' backgrounds and contact data.

It is recommended that a dedicated mobile phone and number be made available for emergency contact, rather than that of an AUO staff member's personal number.

### 19. International students are provided with specific advice and assistance

- 19.1 International students receive appropriate advice before their arrival on travelling to and staying in the UK.  Yes  No
- 19.2 International students receive an appropriate induction upon arrival covering issues specific to the local area.  Yes  No
- 19.3 Information and advice specific to international students continues to be available throughout the course of study.  Yes  No
- 19.4 Provision of support takes into account cultural and religious considerations. Where possible, students have access to speakers of their own first language.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

#### Comments

Students receive appropriate and comprehensive material via documentation provided by their home university IAU, and AUO.

Any special or medical needs, or provision for impairment needs are monitored, and AUO is advised by IAU.

AUO should routinely review its documentation of local information, to ensure that it is up-to-date.

Most AUO staff are fluent in the relevant languages.

**20. The fair treatment of students is ensured**

- 20.1 Students apply for and are enrolled on courses under fair and transparent contractual terms  Yes  No and conditions.
- 20.2 Students have access to a fair complaints procedure of which they are informed in writing at the start of the course  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

**Comments**

**21. Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised**

- 21.1 Any residential accommodation is clean, safe and of a standard which is adequate to the needs of students.  Yes  No
- 21.2 Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where students under 18 are accommodated.  Yes  No  NA
- 21.3 Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of students and their property.  Yes  No
- 21.4 A level of supervision is provided appropriate to the needs of students.  Yes  No
- 21.5 Separate accommodation blocks are provided for students under 18.  Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

No student is or will be under 18 years of age.

Home-stay accommodation will provide most, if not all, of the necessary local accommodation.

A clear set of requirements, information and documentation has been identified, and has been developed from previous well established experience and documentation.

**22. Where home-stay accommodation is organised, the welfare of students is ensured and the institution's relationship with hosts is properly managed**

- |   |   |
|---|---|
| 22.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for students and is appropriately located for travel to the institution and back. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 22.2 Any home-stay accommodation is inspected before students are placed and is subject to regular re-inspection by a responsible representative or agent of the institution.                               | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 22.3 The institution has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 22.4 Appropriate advice and support is given to both hosts and students before and during the placement.  | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 22.5 Clear monitoring procedures are in place with opportunities for student feedback and prompt action taken in the event of problems.   | <input checked="" type="radio"/> Yes <input type="radio"/> No |

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

Home-stay accommodation is organised and inspected personally by the Accommodation and Welfare Administrator.

A regular bus service, to and from Oxford, five miles away, passes and stops at the AUO premises.

Information, regulations and feedback documentation will be in place before students arrive. This will provide support before arrival in the UK and end-of-term anonymous responses, as well as other opportunities for personal feedback aided by AUO's open-door policy. A clear hierarchy of levels of progression for enquiries, complaints and discipline should be provided in the handbooks.

**23. The institution provides an appropriate social programme for students and information on leisure activities in the area**

- |   |  |
|---|--|
| 23.1 Students are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. | <input checked="" type="radio"/> Yes <input type="radio"/> No                          |
| 23.2 The social programme is responsive to the needs and wishes of students.  | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 23.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of students.                    | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |
| 23.4 Any activities organised by the institution are supervised by a responsible representative with suitable qualifications and experience.                | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

**This standard is judged to be:**  Met  Partially Met  Not Met  NA

**Comments**

AUO is close to Oxford and other culturally valuable opportunities.

An initial programme has been developed, and will be extended from previous experience at the same campus.

It is anticipated that a representative graduate student committee will take a significant part in the development and the ownership of the social programme within AUO's guidelines.

## INSPECTION AREA - PREMISES AND FACILITIES

### 24. The institution has secure possession of and access to its premises

24.1 The institution has secure tenure on its premises.

Yes  No  NA

24.2 Where required, the institution has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature.

Yes  No  NA

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

AUO owns its campus premises outright and has the appropriate planning permission for educational use.

The current security arrangements are satisfactory and have recently been enhanced to make them subject to electronic monitoring and control.

Significant extra space is available within the existing individually-separated campus buildings, should one building be out of use. If required, there is ready access to additional local accommodation both within and around Oxford.

### 25. The premises provide a safe, secure and clean environment for students and staff

25.1 Access to the premises is appropriately restricted and secured.

Yes  No

25.2 The premises are maintained in an adequate state of repair, decoration and cleanliness.

Yes  No

25.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to students, staff and visitors.

Yes  No  NA

25.4 General guidance on health and safety is made available to students, staff and visitors.

Yes  No

25.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information.

Yes  No

25.6 There is adequate circulation space for the number of students and staff accommodated, and a suitable area in which to receive visitors.

Yes  No

25.7 There are toilet facilities of an appropriate number and level of cleanliness.

Yes  No

25.8 There is adequate heating and ventilation in all rooms.

Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

#### Comments

The campus premises have recently been redecorated.

Consideration is being given to providing some sun protection at south-facing windows.

Most safety aspects have been renovated, and those outstanding have recently been completed.

Three classrooms are equipped with a suite of IT computers for teaching/research/study purposes. These facilities are well equipped and with the necessary safety aspects in place.

## 26. Classrooms and other learning areas are appropriate for the courses offered

- 26.1 Classrooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them.  Yes  No
- 26.2 Classrooms and any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course.  Yes  No
- 26.3 There are facilities suitable for conducting the assessments required on each course.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

### Comments

The only areas that could be considered to be specialised are the class rooms equipped with IT facilities - see above.

## 27. There are appropriate additional facilities for students and staff

- 27.1 Students have access to sufficient space and suitable facilities for private study, including library and IT resources.  Yes  No
- 27.2 Teaching staff have access to sufficient personal space for preparing lessons, marking work and relaxation.  Yes  No
- 27.3 Students and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.  Yes  No  NA
- 27.4 Students and staff have access to storage for personal possessions where appropriate.  Yes  No  NA
- 27.5 There are individual offices or rooms in which academic staff and senior management can hold private meetings and a room of sufficient size to hold staff meetings.  Yes  No
- 27.6 Administrative offices are adequate in size and resources for the effective administration of the institution.  Yes  No

**This standard is judged to be:**  Met  Partially Met  Not Met

### Comments

Tutors have sufficient and well equipped preparation and relaxation space on the AUO campus. However, most are likely to prepare their material at home, or in their own Oxford colleges.

Should the need arise, there is significant additional, unallocated space currently available.

## COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated.

Yes  No

## PART C - SUMMARY OF STRENGTHS AND ACTION POINTS

*Numbering of action points aligns with that of the minimum standards*

### MANAGEMENT, STAFFING AND ADMINISTRATION

#### Institution's strengths

Well qualified, very experienced, and highly motivated staff.  
Considerable previous experience, with the continuity of senior staff, and similar courses, on the same campus.  
Good monitoring, considerable support and good communications with the parent home university, Islamic Azad University (IAU).  
AUO's Advisory Board comprises experienced academics knowledgeable about current emphases and awareness of relevant long-term policy needs.

Actions required	Priority H/M/L
7.4 The new AUO policy to arrange a representative graduate student group should be progressed, documented and included in the handbooks.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

### TEACHING, LEARNING AND ASSESSMENT

#### Institution's strengths

Access to the considerable resource of high quality and experienced tutors in the immediate Oxford area.  
Good tuition rooms that are well equipped with audio-visual facilities.  
Conference-room, and larger meeting rooms with good facilities on-site.

Actions required	Priority H/M/L
None.	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

### STUDENT WELFARE

#### Institution's strengths

Many current senior-staff members have considerable experience of previously and successfully managing students on the same campus.  
The Accommodation and Welfare Administrator is experienced and well qualified, and is communicating effectively and sensitively with local authorities and with prospective home-stay providers.

Actions required	Priority H/M/L
None.	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

## **PREMISES AND FACILITIES**

### **Institution's strengths**

Attractive teaching and conference premises including a car park, in a rural environment close to Oxford. Recently upgraded and redecorated, the facilities include a modern kitchen and canteen, and tennis courts. Good library, study room, multiple IT access points, WiFi upgrade, generous office space and well equipped student common rooms. Most able and enthusiastic Facilities Manager who is very aware of the necessary legislation, and is accommodated on-site. All health & safety and security aspects have recently been enhanced. Additional supportive facilities have been provided, indicating a good sensitivity to staff, tutor and student needs. Campus is on a regular bus route to Oxford and some local towns and villages.

Actions required	Priority H/M/L
None.	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

### **RECOMMENDED AREAS FOR IMPROVEMENT**

AUO should complete the reviewing and editing of the three handbooks to ensure that common major parts originate from the same single source to ensure consistency. All three handbooks could be held electronically for staff, tutors, and students to access the most up-to-date versions easily via passwords at appropriate security levels.

Lateness should be quantitatively defined for students and tutors.

There should be a clear policy statement that quality monitoring, its reporting, and its review are an integral part of AUO's provision.

It is recommended that tutors see the English and other placement tests, in order to help them prepare.

There should be more frequent monitoring of tutors' varying needs for equipment and space.

A dedicated mobile phone and number should be made available for emergency contact, rather than that of an AUO staff member's personal number.

AUO should routinely review its documentation of local information, to ensure that it is up-to-date.

There should be a clear hierarchy of levels of progression for queries, complaints and discipline.

### **COMPLIANCE WITH STATUTORY REQUIREMENTS**