

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

College Reaccreditation Inspection

INSTITUTION: Middlebury College, Centre for Medieval and Renaissance Studies

ADDRESS: St Michael's Hall
Shoe Lane
Oxford
OX1 2DP

HEAD OF INSTITUTION: Professor Paul Monod

DATE OF INSPECTION: 24-25 July 2017

ACCREDITATION STATUS AT INSPECTION: Accredited

DECISION ON ACCREDITATION:

- Reaccreditation to be awarded for the full four-year period.
- Decision on accreditation deferred.
- Accreditation to be withdrawn.

Date: 19 October 2017

1. Background to the institution

The Centre for Medieval and Renaissance Studies (CMRS/the College) is a limited company registered in the United Kingdom (UK). It has charitable status. Since 2014, CMRS has been part of the global network of Middlebury College Schools Abroad. Founded in Vermont in 1800, Middlebury is a well known liberal arts institution in the United States of America (USA). It is well established in the field of international education, with programmes operating around the world.

From its foundation in 1975, CMRS provided interdisciplinary one and two semester programmes related to the Medieval, Renaissance and early modern periods, almost exclusively to students studying undergraduate or postgraduate courses in the USA. Courses completed at CMRS are awarded credit by their USA home institution.

Following a long association with Middlebury College, Vermont, USA, an agreement was reached for the CMRS programme to become part of its global network of overseas study programmes. This change came into effect in September 2014 for an initial three-year period and arrangements are now in place for it to become permanent. As a result, the programme was renamed the Middlebury College, CMRS Oxford Humanities Programme and the institution is now called Middlebury College, Centre for Medieval and Renaissance Studies (Middlebury-CMRS).

While CMRS continues as the leaseholder, the Middlebury UK Trust Limited, an independent UK charity already in existence prior to the new arrangements, has assumed oversight and responsibility for the operations of the College. As current directors of CMRS retire, they will be replaced by nominees from Middlebury College and Keble College, with Middlebury to hold the majority of seats. CMRS has a long-standing association with Keble College, which is part of the University of Oxford. Middlebury-CMRS students on a semester-long programme are Associate Members of the College. This gives them access to library, dining, social and sports facilities.

The current Principal leaves the College at the end of June 2018 and plans are in place to recruit a successor. A new post of Assistant Senior Tutor has been created, which is designed as a development post for early career academics. Appointments are made on a fixed-term basis.

Academic affairs are overseen by an Academic Board consisting of US and UK academics, to which the Principal and Senior Tutor report. The Principal, Senior Tutor, Assistant Senior Tutor and Administrator constitute the Academic Committee, which meets formally to make key decisions on admissions and grading and to agree proposals to the Academic Board. A Faculty Advisory Board, drawn from Middlebury faculty, provides key input into the evaluation of matters considered by the Academic Board and members visit Middlebury-CMRS each year.

Middlebury acts as the School of Record and awards graduation credit for each semester successfully completed at the College. For students from other universities, this is recognised for credit purposes by the home institution, using standard US academic credit transfer processes. There is also close liaison with Middlebury College Study Abroad Office, which provides support in particular on marketing, recruitment and admissions processes.

The College operates from a four-storey premises at Saint Michael's Hall in the centre of Oxford, which is made up of two linked properties.

2. Brief description of the current provision

An extensive range of semester-long courses is offered, mainly in the Humanities and Social Sciences, all of which are at Regulated Qualifications Framework (RQF) Level 6. A student's normal programme incorporates four areas of study. These include a Seminar, two one-to-one Tutorial courses and a Research course. Tutorial courses are selected from a comprehensive list on the Middlebury-CMRS website, and the structure of the programme allows for some tutorial courses to be tailored to a student's specific interests and requirements. Most students attend for one semester, but a small minority attend for two.

For the first time in 2017, the College is also offering a six-week, credit-bearing summer course in Museum Studies at RQF Level 6, with seminars, lectures, study visits and practical elements. This is being operated in conjunction with Compton Verney Art Gallery.

A very large majority of the College's students are US nationals. The inspection was conducted during the first delivery of the Museum Studies course. There were six full-time students from US home institutions on this programme. The

College does not take students who are under the age of 18. Across the year, around one third of Middlebury-CMRS students currently come from Middlebury. While Middlebury is an important source of applicants, the College aims to have no more than half of its intake from the same home institution, to assist with the integration of each cohort.

Most teaching is undertaken by self-employed tutors, most of whom hold positions within colleges or the humanities faculties of the University of Oxford. They teach a few hours each week at Middlebury-CMRS.

3. Inspection process

One inspector conducted the inspection over two days, meeting administrative and teaching staff and students, touring the premises, observing teaching and inspecting print and online materials and records.

4. Inspection history:

Inspection type	Date
Interim	24 April 2015
Re-accreditation	7-8 March 2013
Interim	12 March 2010
Full Accreditation	10-11 March 2009

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

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|-----|--|---|
| 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

After a period of transition, the College now has a clear governance structure and an agreed plan to take the institution forward.

The small management team works well together, with regular informal and formal contact.

The current Principal returns to the US in the summer of 2018. Plans are in place to recruit a successor, with the intention of allowing a hand-over period of around one month.

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

The Administrator has worked for the College for 17 years and has a depth of understanding of the academic administration of Middlebury-CMRS and the management of the buildings.

Comprehensive staff and student handbooks effectively clarify policies, procedures and systems. The Administrator and other staff are readily available to answer any queries.

The link that has been established with Middlebury has given the College access to a number of its systems and processes, in particular its online application process, with supporting verification processes. This reduces the administrative burden on the College. This system is not linked to the in-house student record database, making it necessary to enter key data manually to create a student record. This process appears to work effectively but it introduces potential for error.

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 procedures used for the recent recruitment of the Assistant Senior Tutor were appropriate and include effective record checking. Relevant plans are in place for the forthcoming appointment of a new Principal.

Performance reviews are now operated under a standard framework, as used by Middlebury in the US.

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

The College relies mainly on its website to provide written information to potential students and their home institutions. The website is well presented and clear. Students report that they had prompt and helpful responses to any e-mail enquiries they made during the recruitment and admissions process.

Students on the main Middlebury-CMRS programme select tutorials from a comprehensive list of options on the College's website. Programmes are reviewed and updated, as appropriate, with publicity materials amended as necessary.

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

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

Comments

Applications are received through Middlebury's online portal, with transcripts verified and references uploaded. Applications are considered by the academic staff at Middlebury-CMRS, who make all admissions decisions. Where they consider it necessary, they may ask for a writing sample. This ensures that students are suitable for their course.

There is a low ratio of applicants to places, with only a small number of applicants rejected. The College believes that this is because their courses are known to be academically rigorous and require a commitment to intense study which discourages potential candidates other than the most academically able. There is no evidence of variable standards in the quality of students admitted.

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 NA
- 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 NA
- 6.3 Student absences are followed up promptly and appropriate action taken. Yes No NA

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

Comments

The Administrator keeps a close eye on attendance monitoring returns and follows up promptly with tutors if records are not provided.

Any absence from one-to-one tutorials is immediately apparent to tutors.

Classes are delivered in the Middlebury-CMRS building, where the students also live, facilitating prompt follow up to any non-attendance at class.

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

Student feedback is collected formally at the end of each semester, with return rates of up to 80 per cent. The analysis of this data is reviewed by the Senior Management Team (SMT) and reported to the Academic Board. Actions are agreed, with monitoring of implementation at the following meeting.

Students on the new Museum Studies course are being asked for informal feedback regularly during the programme and formal feedback will be collected on completion. This will be used to refine the course for 2018.

7.4 Given the short nature of the students' stays at Middlebury-CMRS, feedback on responses is not considered practical. Therefore this key indicator is not applicable.

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 College's Academic Committee reviews performance and prepares action plans for future development. It reports to the Academic Board, which is mainly comprised of external academics. They review proposals and monitoring reports and provide expert advice and recommendations.

INSPECTION AREA - TEACHING, LEARNING AND ASSESSMENT

9. Academic management is effective

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

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

Comments

The Senior Tutor and Assistant Senior Tutor provide clear guidance to the part-time tutorial staff on the particular requirements of teaching for Middlebury-CMRS and are readily accessible to answer queries or discuss concerns that might arise about a particular student.

Tutorials are scheduled by individual students with their tutors. Rooms in Saint Michael's Hall are suitable for seminars and larger classes. Substantial use is made of external venues and facilities on the Museum Studies courses .

Texts have recently been added to the library specifically to support students on the new Museum Studies course.

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

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|------|--|---|
| 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. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.2 | Lessons and assessments maintain an appropriate focus on any assessment objectives or statement of learning outcomes established by the awarding body. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.3 | Formative assessments appropriately reflect the nature and standards of summative examinations. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.4 | Students are encouraged and enabled to develop independent learning skills. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.5 | Full-time courses requiring students to attend for 15 hours or more per week are time tabled over at least three days. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.6 | Any required coursework and revision periods are scheduled in advance. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 10.7 | The academic backgrounds and particular needs of students are taken into account in the classroom delivery of the course. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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

Comments

The core semester programme is made up of two tutorial courses, a seminar programme and a research project. This combination offers students a rounded academic portfolio, that effectively stretches and develops their independent learning skills.

The College offers a wide selection of tutorial programmes in the Humanities and Social Sciences. When a new programme is developed by a tutor, or an existing programme is revised, it will be reviewed for approval by the Academic Committee. Major developments, such as the introduction of the Museum Studies course, are considered by the Academic Board. This ensures the suitability of the course to meet the students' needs.

Tutorials are delivered by experienced tutors. Students are given feedback each week on the work that they have written. This one-to-one teaching fully takes into account the background and particular needs of individual students.

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

Teaching is conducted by members of Middlebury-CMRS academic staff or by expert tutors who work for the University of Oxford. These include tutors who have worked for the College for a number of years. Academic staff at the College maintain regular contact with students and are alert to the potential for any possible mismatches between student and tutor.

Tutors are given comprehensive written guidance on what is expected in their work for Middlebury-CMRS and can get advice from the Senior Tutor or Assistant Senior Tutor if they have any queries.

With a small core group of staff teaching classroom sessions, opportunities for independent peer-to-peer lesson observations are limited. The Middlebury Faculty Advisory Board therefore now conducts classroom observations during its visits to the College and provides feedback to staff on the outcomes of these.

One-to-one tutorials offer a flexible support setting format, in which tutors can respond readily to the learning styles of different students.

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

Students are able to use the Bodleian and Keble College libraries and have online access to additional resources through Middlebury College. The Fenley Library at Middlebury-CMRS holds some specialist collections in humanities, including a small number of theological texts.

The library is operated by a part-time librarian who is in the process of adding its stock to Middlebury's online catalogue.

St Michael's Hall has fibre optic wireless throughout and provides free printing for students.

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

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|------|---|---|
| 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

Assessment procedures are robust and effectively implemented. Students are advised about assessment procedures and double marking is used, other than in tutorial materials. Assessment of tutorials is done by the tutor, with a written report and grade provided at the end of the semester.

Outcomes are monitored and tracked against Grade Point Average scores on entry, with performance of male and female students compared. Outcomes are reported to the Academic Board and information on the monitoring provided to the Middlebury Faculty Advisory Board.

Students and tutors are encouraged to contact the Senior Tutor or Assistant Senior Tutor if they have concerns about academic progress. Tutorials and research advise sessions enable the students to received regular feedback on their progress.

The College has a clear policy on plagiarism, which is included in the Student Handbook, and includes teaching on proper use of sources in its seminar programme.

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

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|------|--|---|
| 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 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 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 type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA |

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

Comments

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 _____

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 _____

Tutors and the academic staff at Middlebury-CMRS give advice to students on further study, if requested. They regularly write references in support of applications for higher degree courses.

INSPECTION AREA - STUDENT WELFARE

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

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|------|---|--------------------------------------|--------------------------|-------------------------------------|
| 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. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.2 | Students receive appropriate advice before arrival. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.3 | Students receive an appropriate induction and relevant information upon arrival. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.4 | Students are issued with a contact number for out-of-hours and emergency support. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.5 | The institution has policies in place to avoid discrimination and a published procedure for dealing with any abusive behaviour. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |
| 18.6 | Effective safeguarding arrangements are in place and are regularly reviewed to keep all students safe. | <input type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> NA |
| 18.7 | Effective arrangements are in place to protect students from the risks associated with radicalisation and extremism. | <input checked="" type="radio"/> Yes | <input type="radio"/> No | |

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

Comments

The Senior Tutor is ultimately responsible for student welfare. He is well supported by the other staff, including two resident junior deans. They and the Assistant Senior Tutor are appropriately trained.

The pre-arrival welcome pack is comprehensive and students feel suitably prepared for their arrival at the College. The induction covers social and academic matters and provides a good introduction to study in Oxford.

Junior Deans are the first port-of call for students during their duty hours, in evenings and overnight and share a duty telephone. The number is well-known to students. Outside those times, students have contact numbers for the senior staff and report that they are able to access support if and when they need it.

The arrangements for support outside junior dean hours have been changed recently, to give the junior deans more free time. While this is a welcome improvement for the junior deans, it means that the small number of other permanent staff are potentially on call for much of the out of hours periods.

The staff and student handbooks include appropriate policies to avoid discrimination and for dealing with any abusive behaviour.

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

All the students at Middlebury-CMRS come from the US. Pre-arrival and induction materials, therefore, focus on information about study in the UK and the Oxford tutorial that is directly relevant to this audience. Staff, including the junior deans, are available to answer queries from the students throughout their stay.

Allocation of accommodation is done on the basis of a pre-arrival questionnaire in which students can express their preferences, such as cultural and religious needs.

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

- 20.1 Students apply for and are enrolled on courses under fair and transparent contractual terms and conditions. Yes No
- 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
- 20.3 Students are advised of BAC's own complaints procedure. Yes No

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

Comments

Enrolment is conducted under standard procedures used by Middlebury for all its Study Abroad programmes. These meet standard legal requirements and are fair and transparent.

Useful information on complaints procedures is included in the Student Handbook.

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

The accommodation in Saint Michael's Hall is of good standard and well maintained. Middlebury-CMRS students live in study bedrooms. There is a shared kitchen, social and study spaces and a lending library. The kitchen and common room are well-fitted and serve as an effective social space. Fibre optic wireless is available throughout the building.

Two junior deans, who are graduate students from the University of Oxford, live on-site and are available, as necessary.

Procedures for fire and health and safety are covered in the Student Handbook and information sheets are given to visitors to the building.

The College does not take students who are under the age of 18.

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. Yes 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. Yes No
- 22.3 The institution has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. Yes No
- 22.4 Appropriate advice and support is given to both hosts and students before and during the placement. Yes No
- 22.5 Clear monitoring procedures are in place with opportunities for student feedback and prompt action taken in the event of problems. Yes No

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

Comments

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. Yes No
- 23.2 The social programme is responsive to the needs and wishes of students. Yes No NA
- 23.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of students. Yes No NA
- 23.4 Any activities organised by the institution are supervised by a responsible representative with suitable qualifications and experience. Yes No NA

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

Comments

Students on the semester programme are actively encouraged to take advantage of the available facilities. The junior deans oversee the proposals for social events and assess their suitability for the students.

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

The College's links with Keble College give it the potential to use facilities there, should this be necessary. For example, should a student have mobility constraints that make it impractical for the student to use the main building.

One of the two linked premises is held on a long lease, while the 15 year lease on the other expired in July 2017. At the time of the inspection, negotiations were underway with the freeholder of that second building to agree a rent for a lease extension.

24.1 The SMT is currently negotiating an extension to the expired lease. While it is highly improbable that the two parties will fail to reach an agreement, discussions are currently focusing on the rent to be charged as property values in the area are expected to increase due to the reopening of an adjacent refurbished shopping centre. The senior managers were advised of the need to inform BAC when a new lease has been signed.

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 entrance to the building is secure and covered by a security video camera.

The building is well maintained and repaired. Suitable guidance on health and safety is provided in handbooks.

The building is well signed from the outside and there is adequate space for notices and information. The layout of the building is quite complex and could benefit from some signage.

The College is well-aware that the building is not easily adaptable for those with limited mobility and has discussed options for installation of a lift with the freeholder. It has therefore agreed with Keble College that they would accommodate any student who could not manage the many stairs within Saint Michael's Hall. Teaching for such a student would also take place at Keble College.

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 NA

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

Comments

There is a range of teaching rooms and informal spaces, which are sometimes used for seminar groups, in Saint Michael's Hall. These are appropriately equipped and allocated on the basis of group size.

One-to-one tutorials may take place in the building or in the individual tutor's college or departmental office. These arrangements are made by tutor and student as appropriate. Tutors may also meet students at a relevant museum or other site, depending on the subject being studied.

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

Middlbury-CMRS staff, both academic and administrative, have suitable office space and other tutors work in their normal teaching spaces.

The kitchen and common room, plus other meeting rooms and informal spaces in Saint Michael's Hall, offer a variety of good social spaces.

Staff meetings are held in seminar rooms as appropriate.

Students live on site and have secure accommodation.

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

The members of the small management team work well together.

Administrators have substantial experience of Middlbury-CMRS and the building in which it operates, which enable them to work effectively and efficiently to address any issues that arise.

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

TEACHING, LEARNING AND ASSESSMENT

Institution's strengths

Each student agrees their own tutorial programme and, therefore, there is scope for some tailoring of these core courses to individual interests. This means that students can use their time at the College to develop a particular academic interest, explore new topics or take specific courses that will support their future study plans.

The newly-launched Museum Studies programme has been developed using good outside academic expertise and resources. The current pilot programme is closely monitored and evaluated, to inform modifications and improvements for the 2018 presentation.

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

STUDENT WELFARE

Institution's strengths

Good quality accommodation is provided for all students in the College's premises in central Oxford. Junior Deans live on site and other members of staff are also available to support the welfare needs of students, as necessary.

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

The College's premises are well-located, equipped and maintained.

The premises offer a safe and secure environment for the students.

Actions required	Priority H/M/L
24.1 The SMT must secure an extension to the lease on the Queen Street premises and notify BAC when this has been done.	<input checked="" type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

RECOMMENDED AREAS FOR IMPROVEMENT

The College is recommended to review its current practices for the creation of individual student records on its in-house system, with the aim of establishing secure and reliable links between the admissions system operated by Middlebury and the student record system used at Middlebury-CMRS.

The College may wish to explore the possibility of gaining external input into classroom observations from an academic development unit in a university such as Oxford Brookes.

The College is recommended to monitor the revised processes for providing out of hours support and cover for the Junior Deans, after they have been in operation through a full semester, to ensure that they are working effectively and not simply transferring an undue burden to other staff.

The College is recommended to provide greater signage within its premises.

COMPLIANCE WITH STATUTORY REQUIREMENTS