

PROPOSED SELF-STUDY DOCUMENT (FOR NATIONAL PRIVATE HIGHER EDUCATION INSTITUTION)

The self-study document must address all of the following items. Should any item not be included, a rationale for its exclusion must be provided

- Introduction to the proposed linked / collaborative provider, including:
 - brief history
 - mission statement
 - details of ownership
 - summary of activities
 - written statement covering legal status of institution
- Corporate structure and shareholdings, including overall holding company name (if applicable)
- Membership of Board/Governing Body and management structure of institution, including terms of reference of main committees
- Three recent years' audited accounts and annual general reports and/or Business Plan (if applicable) and VAT number (if applicable)
- Overview of learning resources available at institution, including staff accommodation, computer facilities, laboratories, library facilities
- Policy on staff recruitment and details of staff numbers, and qualifications and experience of teaching staff
- Staff development policy and practice
- Summary of the curriculum currently on offer including a listing of all higher education provision by award, award title and level (NFQ equivalent), including programmes offered in partnership with other higher education institutions.
- Quality assurance arrangements currently in place, to include procedures for the development, validation, management and monitoring of academic programmes, student feedback, management and administration of student assessment
- Systems in place for student support and information provided to students
- Health and Safety arrangements in place including details of applicable Insurance.
- Details of ability to comply with Irish Data Protection requirements, Freedom of Information Requirements and Equality Requirements and other relevant legislative requirements,
- Description of research activities if applicable

Appendices, to include relevant documentation such as:

Strategic Plan
Institutional Regulations
Institutional Quality Assurance procedures
Data Privacy Policy
Information Security Policy
Prospectus
Student Charter

PROPOSED SELF-STUDY DOCUMENT (FOR INDUSTRY / PROFESSIONAL BODIES)

The self-study document must address all of the following items. Should any item not be included, a rationale for its exclusion must be provided

- Introduction to the proposed linked / collaborative provider, including:
 - brief history
 - mission statement
 - details of ownership
 - summary of activities
 - written statement covering legal status of organisation
- Corporate structure and shareholdings, including overall holding company name
- Membership of Board and management structure of organisation, including terms of reference of main committees if applicable
- Three recent years' audited accounts and annual general reports and/or Business Plan
- VAT number
- Overview of learning resources available at organisation, including staff accommodation, computer facilities, laboratories, library facilities
- Policy on staff recruitment and details of staff numbers, including qualifications and experience, for staff managing and/or delivering academic programmes.
- Staff development policy and practice.
- Summary of the curriculum currently on offer (if applicable) including programmes offered in partnership with other higher education institutions.
- Quality assurance arrangements in place
- Systems in place for student support and information provided to students
- Health and Safety arrangements in place including details of applicable Insurance
- Details of ability to comply with Irish Data Protection requirements, Freedom of Information Requirements and Equality Requirements and other relevant legislative requirements.

If proposed provision is to be delivered Internationally the following additional information should be supplied:

- Overview of Education Provision in proposed jurisdiction
- Overview of applicable legal requirements for operating in that jurisdiction
- Overview of Quality Assurance requirements for operating in that jurisdiction
- National arrangements for Protection of Enrolled Learners (if applicable)

Appendices, to include relevant documentation such as:

Strategic Plan

Organisational Regulations

Organisational Quality Assurance procedures

Data Privacy Policy

Information Security Policy

PROPOSED SELF-STUDY DOCUMENT (FOR INTERNATIONAL HIGHER EDUCATION INSTITUTION)

The self-study document must address all of the following items. Should any item not be included, a rationale for its exclusion must be provided

- Introduction to the proposed linked / collaborative provider, including:
 - brief history
 - mission statement
 - details of ownership
 - summary of activities
 - written statement covering legal status of institution
- Overview of Education Provision in proposed jurisdiction
- Overview of applicable legal requirements for operating in that jurisdiction
- Overview of Quality Assurance requirements for operating in that jurisdiction
- National arrangements for Protection of Enrolled Learners
- Corporate structure and shareholdings or funding arrangements including overall holding company name (if applicable)
- Membership of Board/Governing Body and management structure of institution, including terms of reference of main committees
- Three recent years' audited accounts and annual general reports and/or Business Plan (if applicable) and VAT number (if applicable)
- Overview of learning resources available at institution, including staff accommodation, computer facilities, laboratories, library facilities
- Policy on staff recruitment and details of staff numbers, and qualifications and experience of teaching staff
- Staff development policy and practice
- Summary of the curriculum currently on offer including a listing of all higher education provision by award, award title and level (NFQ equivalent), including programmes offered in partnership with other higher education institutions.
- Quality assurance arrangements currently in place, to include procedures for the development, validation, management and monitoring of academic programmes, student feedback, management and administration of student assessment
- Systems in place for student support and information provided to students
- Health and Safety arrangements in place including details of applicable Insurance.
- Details of ability to comply with Irish Data Protection requirements, Freedom of Information Requirements and Equality Requirements and other relevant legislative requirements.
- Description of research activities if applicable

Appendices, to include relevant documentation such as:

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Institutional Regulations
Institutional Quality Assurance procedures

Data Privacy Policy
Information Security Policy
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Student Handbook

