Partnerships Protocols Collaborative Provision

Partnerships Protocol: Collaborative Provision

1. SCOPE AND PURPOSE

1.1 This protocol is for:
- staff at the University of Law and at existing or prospective partner organisations interested in developing an academic partnership for collaborative provision.
- Funding and regulatory bodies, external accreditation agencies and professional bodies, in the UK

1.2 This protocol covers the following procedures:
- The initial approval of new collaborative partnerships
- The approval of specific programmes with new or existing partners, for delivery through collaborative arrangements;
- Modification of existing collaborative arrangements;
- Monitoring requirements;
- Periodic review and renewal of existing partnerships and programmes delivered through collaborative arrangements;
- Management of concerns and closure of collaborative arrangements.

1.3 The University defines collaborative provision as academic provision delivered through partnership models which typically falls within Category A of its Partnership Taxonomy. This includes Off Campus Delivery; Shared Delivery/Award; Franchise and Validation. Definition of these partnership models

KEY RESPONSIBILITIES

1.4 **Academic Registry** will review and update the protocols to ensure practices for approving partner

Quality and Standards Code, sector benchmarks and reference points.

1.5 **Partnerships Committee** will, on behalf of Academic Board, have overarching responsibility for the application of this protocol and undertake review of its effectiveness. It will approve any updates and amendments to this protocol

1.6 **Programme Approval Committee** will have responsibility for the implementation of elements of the protocol relating to programme approval and curriculum management. It will contribute to the

1.7 **Academic Standards and Quality Committee** will have responsibility for ensuring appropriate oversight of regular monitoring and review of academic provision delivered through collaborative

2. PROTOCOLS

2.1 Approval of collaborative arrangements

2.1.2 Following approval of the due diligence report by Partnerships Committee, the University needs to

the quality of the academic experience for students and ensure that appropriate quality assurance procedures are in place

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panel event may be conducted virtually with permission from the Chair of the Programme Approval Committee. Where the proposal involves delivery at more than one site, the location of the event will be agreed between the University and the partner organisation. Site visits to each delivery location must be undertaken to assess the learning resources; teaching accommodation and other relevant facilities at each site prior to the panel event. Reports from these site visits must be included in the submission for academic approval.

2.1.7 The process of assessing the partner organisation and the academic provision to be delivered will normally be undertaken at the same time. Where this is not possible, the panel event for evaluating govern and manage delivery of the proposed academic provision must take place prior to the evaluation of the academic provision to be delivered.

2.1.8 The panel will be convened through the authority of Programme Approval Committee. Its membership will be as follows:

- A senior member of academic or academic related staff from the University who will serve as Chair;
- At least one external expert from outside the University with relevant subject expertise and experience in managing academic quality assurance for collaborative arrangements;
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- At least one University representative with no direct responsibility for the proposed partnership arrangement.
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2.1.9

programmes and campuses. It must also satisfy itself that the partner organisation meets the requirements set out in 2.1.3 above.

2.1.10 Following its evaluation of the information presented in support of the proposal, the panel will make one of the following recommendations to Programme Approval Committee:

- **approval** of the partner organisation for the delivery of the proposed academic provision with or without recommendations for enhancement;
- approval of the partner organisation for the delivery of the proposed academic provision, subject to the meeting of **pre-approval conditions**;
- **referral** of the proposed collaborative arrangement for further refinement before it is considered by a re-convened panel;
- **rejection** of the proposed collaborative arrangement.

2.1.11

submission to the Programme Approval Committee for ratification.

2.2 Modification of existing programmes delivered through collaborative arrangements

2.2.1 Modifications to programmes delivered through collaborative arrangements may only be implemented

2.2.2 Typically, modifications to programmes leading to the same award but delivered by more than one partner (e.g. franchise) can only be permitted if they are approved for delivery by all parties and at all locations. Where the collaborative provision involves jointly provided programmes leading to dual or joint awards, the modification must be agreed by all partners involved.

2.2.3 For the approval of additional delivery locations for existing collaborative arrangements, a site visit will be undertaken by an appropriate member of University staff. This will inform the preparation of a campus resources document for the new location of delivery, to be scrutinised s oL

2.3 Monitoring and Review

2.3.1 Programme Monitoring and Review Policy.

2.3.2 Periodic review of collaborative provision (Partner Review) normally occurs on a five-yearly cycle or more frequently if the University specifies it as part of approval of the provision or due to concerns (please see 2.4 below). Either the University or the Partner may request an elective review of the relationship and its operation outside of the usual five-year review cycle, typically to align with other timelines for curriculum development or reviews by external agencies. Wherever possible, the Partner Review will precede contract renewal for the partnership arrangement and will be aligned with periodic review for the academic programmes.

2.3.3 The Partner Review seeks to:

- reaffirm the relationship between the University and the Partner, taking into account the evolution of that relationship, institutional developments and changes to the HE landscape;
- provide an opportunity for both organisations, at institutional level, to reflect on and evaluate the experience of academic collaboration;
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- identify aspects of partnership activity which would benefit from further development and enhancement;
- produce an Action Plan designed to deliver identified development and enhancement outcomes whose implementation is regularly monitored through Partnerships Committee;
- review the appropriateness of the resources available to support a portfolio of programmes delivered at the Partner and to ensure alignment of programmes with current University strategy.

2.3.4 The Head of Academic Partnership Governance will facilitate initial discussion between the Partner and representatives from ULaw academic teams to identify the timetable for review and key personnel who will contribute to the preparation of review documents and collation of evidence. The Universit academic lead for the partnership will work with the Partner to complete a Partner Review Due Diligence Form (Appendix 1) and compile any supporting evidence. Wherever possible, the review process should draw on existing documentation produced as part of routine mechanisms for quality assurance, including audit reports from external agencies.

2.3.5 Drawing on the Partner Review Due Diligence Forms and supporting evidence, the Head of Academic Partnership Governance will work with senior members of University staff, typically drawn from the membership of Partnerships Committee and Programme Approval Committee, to prepare a Partner Review Initial Report (Appendix 2) for submission to Partnerships Committee in the first instance. The purpose of the report is to enable the Partnership Committee to assess whether the general conditions for the partnership arrangement are still being met and to take note of any changes to circumstances of the partner in the last five years. The report may highlight recommended actions and stipulate how these may be addressed by named stakeholders so that progress against these can help inform the

2.3.6 Following consideration of the Partner Review Initial Report, the Partnerships Committee could:

- confirm that the Partner be re-approved for a further period (normally five years);
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Appendix 4 Timeline for staging a Partner Review visit
Appendix 5 Partner Review Process
Appendix 6 Partnership Termination Form
Appendix 7 Partnership Closure Evaluation Form

Version history

Appendix 1

PARTNER REVIEW DUE DILIGENCE REPORT

Name of Partner	
Location of Partner	
ULaw Lead Academic	
Partnership Model	
Type of Partner Organisation	

SUMMARY OF FINDINGS – To be completed by ULaw

OUTCOME OFREVIEW BY REGISTRY

Date of Review **Reviewer**

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Section 1 – ABOUT THE PARTNER – To be completed by the Partner

1.1	**Registered Name of Partner Organisation**	
1.2	**Registered Address of Partner Organisation**	
1.3	**Date Partner Organisation was established**	
1.4	**Number of students**	
1.5	**Types of programme awards**	
1.6	**Does the partner have other UK HE partnerships?**	**Yes – please give details below** **No**
1.7	**Does the partner have existing HE partnerships overseas?**	**Yes – please give details below** **No**
1.8		

Section 2 – ABOUT THE PARTNERSHIP WITH ULaw -

2.1 ULaw programmes delivered at the Partner Organisation	
2.2 Feeder routes for ULaw programmes	
2.3 Statu	

Appendix 2

PARTNER REVIEW – INITIAL REPORT

Section 1: About the partnership

Name of Partner	
Institution Address	
Partnership Model	
Institution Type	
Programmes delivered currently and ULaw's Academic Lead	
Original Partnership start date	
Key ch	

Section 3: Outcomes of due diligence checks

Due diligence evidence	Document/evidence received from partner	Comments and Recommendations	Comments/Recommendation provided by
Copies of most **recent quality / inspection reports** (i.e. OfS, Ofs			

Annex 1: Evidence reviewed for the Partner Review Initial Report

Typically, these will include:

From

APPENDIX 3

PARTNER REVIEW EVENT: GUIDANCE ON DOCUMENTATION

1. Documentation for the Partner Review event will typically comprise:

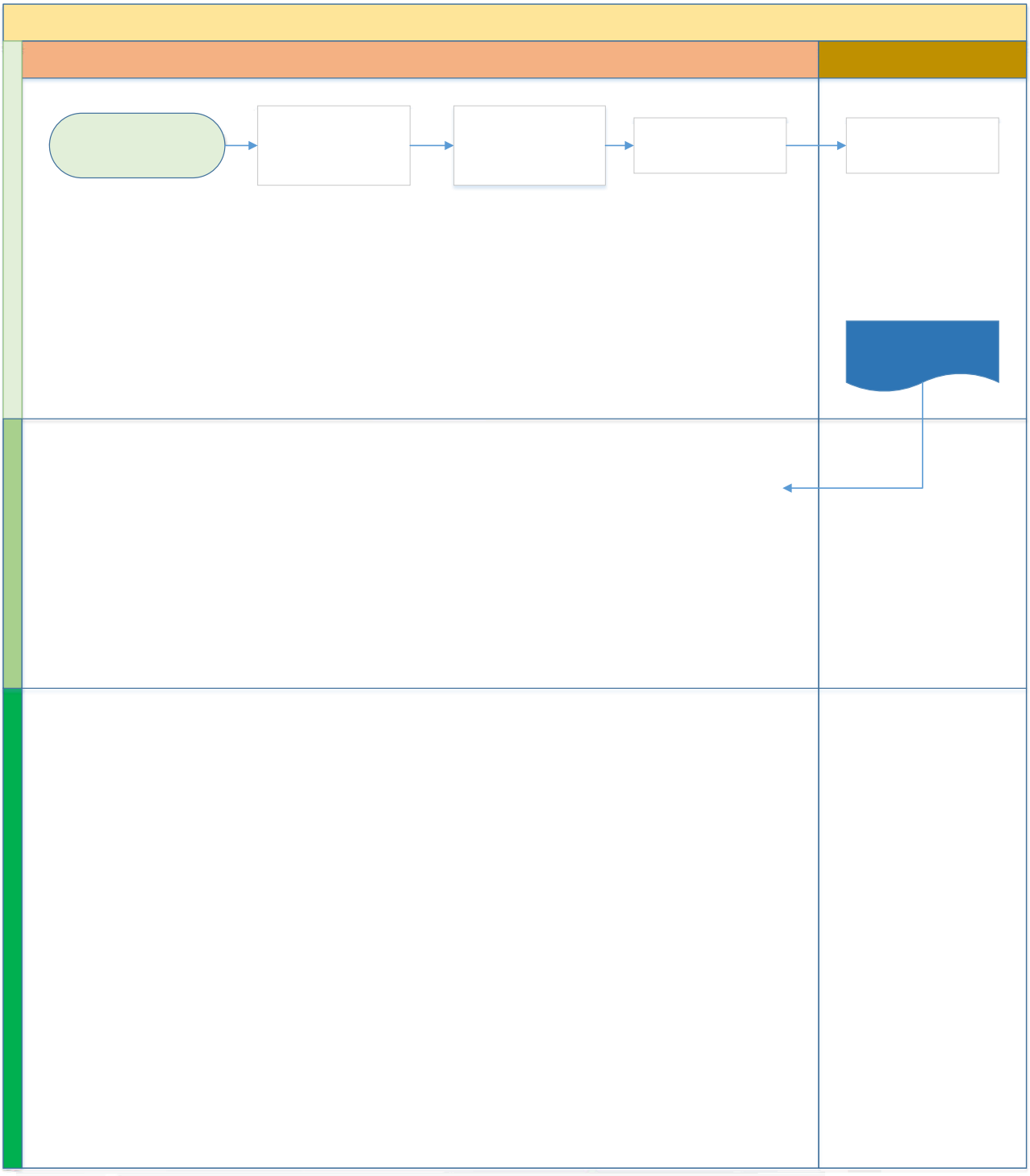
- A briefing paper produced

APPENDIX 4

INDICATIVE TIMELINE FOR STAGING A PARTNER REVIEW VISIT (PRV)

3 months before PRV	Academic Registry sets date for the Partner Review visit with the Partner and the internal Panel and informs relevant stakeholders. Academic Registry makes arrangements for an external Panel Member to join the Panel as appropriate
12 weeks before PRV	Planning meeting between Academic Registry and key staff at the Partner, to plan the visit, its timetable and to give guidance on preparation of briefing paper and other d16.06 Tm0 g0 G[( )] TETQq0.000008871 0 595.32 841.92 reW* nBT9992 reW* nBT/F1 9.

Appendix 5



APPENDIX 6

Termination of a Partnership Arrangement

1. General Information	
Partner Institution	
Name of programme(s) to be closed (where applicable)	
Proposed effective date for end of Partnership	
Date of last recruitment/intake of students under terms of the partnership	
Date of expected completion for any teach out arrangements	

2. Reason for termination of the partnership – identify all relevant reasons	
The partnership does not align with ULaw strategy or academic portfolio.	
Insufficient market demand.	
Changing requirements of PSRBs.	
The partnership can no longer be maintained due to resourcing factors.	
There were issues with the partnership which led to it being considered as too high risk (*please provide details below)*	

What actions will ULaw take to mitigate any perceived risks?	
Timescale for any teach out or remedial arrangements ULaw might need to put in place.	
List the ULaw stakeholders that have been consulted for this assessment.	

5. Authorisation

Date of Partnerships Committee which endorsed proposal to terminate partnership:

Date of Executive Board (or its nominated representatives) decision which approved termination of partnership:

6. Further action

Admissions tasks	• Retire agent tag in CMD • Communicate to all applicants in the application pipeline • Liaise with ULaw leads for the partnership arrangement (e.g., International Development Team) as to whether lower fee amount will be honoured (financial arrangements)
Legal tasks	
Partnerships Committee tasks	• Update Partnership Register

ULaw leads fo

APPENDIX 7

Evaluation of closure for programmes delivered through collaborative arrangements

7. General Information

• provide advice and support.	

10. Teach out arrangements

Please detail the teach out