

MANAGING TAUGHT AWARD OR CREDIT-BEARING PROVISION DELIVERED IN PARTNERSHIP

CONTENTS

Overview and purpose	2
Outline of the procedure	2
Monitoring and review of taught award or credit-bearing provision delivered in partnership with another organisation	3
Responsibilities	3
Appointing an external academic peer	4
Amending, withdrawing or closing taught award or credit-bearing provision.....	4
Terminating a collaboration agreement and / or closing a taught award or credit-bearing provision delivered in partnership with another organisation.....	4



Overview and purpose

1. This section of the Quality Framework sets out the process for designing, developing, approving, monitoring and review of all taught award or credit-bearing provision delivered in partnership including the establishment of Global Online Support Centres.
2. The procedures set out below have been designed to meet the expectations of the UK Quality Code for Higher Education and to meet the common and core practices for standards and quality. They also take account of a number of guiding principles set out within the accompanying Advice and Guidance sections.
3. Individuals involved in the design, development, approval, delivery, monitoring or review of taught award or credit-bearing provision delivered in partnership need to take full account of [Quality Framework Section 1: Designing, developing and approving taught provision](#), [Section 2: Internal monitoring and review of taught award or credit bearing provision](#) and [Section 3: The withdrawal of taught award or credit bearing provision](#).

Outline of the procedure

4. Collaborative Provision Committee is responsible to Academic Board for ensuring that all proposals to deliver taught award or credit-bearing provision in partnership with another organisation are approved in accordance with this procedure
5. The approval process has seven distinct stages:
 - **Early consideration** - undertaken by school staff and signed-off by a Dean of School using CPC0. The Collaborative Provision Committee formally notes the CPC0
 - **Developing the proposal** - undertaken by school staff and signed-off by a Dean of School using CPC1. The Collaborative Provision Committee formally approves the CPC1.
 - **Due diligence scrutiny** - a two-stage process involving the completion of a due diligence scrutiny on the financial and reputational standing of the proposed partner undertaken by professional service staff.
 - **Partner visit** – undertaken by a member of staff, who is normally academic, prior to approval. Normally, visits will be made to new partners or current partners when a collaborative programme is being offered in a new subject area.
 - **Business case approval** – undertaken by Finance staff.



- **Academic approval** – undertaken by an independent panel which includes scrutiny from internal and external peers.
 - **Signing the collaborative agreement** – the process is complete once the Principal, the University Secretary and head of the partner organisation, sign the collaborative agreement. Students cannot be offered a place on the programme until the agreement has been signed by both parties.
6. While the development of each stage can be undertaken concurrently the academic approval cannot take place until the Collaborative Provision Committee has received the reports on the outcome of the due diligence scrutiny and confirmation that the business case has been approved.

Monitoring and review of taught award or credit-bearing provision delivered in partnership with another organisation

7. Monitoring the effectiveness of provision delivered in partnership with another organisation mirrors the process used to monitor the effectiveness of all taught credit-bearing modules and taught award or credit-bearing programmes delivered by the University in accordance with [Quality Framework Section 2: Internal monitoring and review of taught award or credit-bearing provision](#).
8. In addition to being reviewed as part of the University's scheduled peer review activities which run over independent 6-year cycles, all taught award or credit-bearing provision delivered in partnership with another organisation will be scrutinised by a review panel, independent of the parent School, between 15 to 18 months after the first student cohort has enrolled.
9. The formal signed agreements with all partner organisations will be subject to formal review five years after the original signing date. The Clerk to the Collaborative Provision Committee retains the original signed agreements with all partner organisations and maintains a database which sets out when agreements are due for review.

Responsibilities

10. Overarching University-level responsibilities for the quality and standard of taught award or credit-bearing provision are set out in the [Introduction to the Quality Framework](#). For ease of reference school-level responsibilities are set out in a separate guidance document [Quality Framework Section 0a: School-level responsibilities for quality and standards](#).



Appointing an external academic peer

11. The inclusion of external academic peers during the design, development and approval of taught award or credit-bearing provision enables the University to be confident that the requirements of the UK Quality Code for Higher Education have been taken into account.
12. Appointment criteria for external academic peers are set out in the [Quality Framework Section 0b: Appointing external academic peers](#).

Amending, withdrawing or closing taught award or credit-bearing provision

13. The process for amending an approved taught award or credit-bearing provision is set out in section 0d: Amending approved taught award or credit-bearing provision while [Quality Framework Section 3: The withdrawal of taught award or credit-bearing provision](#) sets out the process to withdraw or close taught award or credit-bearing provision.

Terminating a collaboration agreement and / or closing a taught award or credit-bearing provision delivered in partnership with another organisation

14. The process for terminating a collaborative agreement and / or closing a taught award or credit-bearing provision delivered in partnership is set out in [Quality Framework Section 4g: Additional Monitoring and Review Activities](#).

