



EARLY CONSIDERATION

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Outline of the procedure

1. 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.
2. The early consideration of a proposal allows the Collaborative Provision Committee, and all areas of the University represented on the Committee, an opportunity to look at and discuss early notification of a potential partnership.
3. Any staff member participating in an initial discussion with a potential partner completes a [CPCO](#), which is subsequently noted by the Committee.
4. The proposing school identifies a nominated coordinator to lead the development of the proposal.

Underpinning principles

5. A school considering a potential partnership in a country where the University does not have an approved partner must consult with the Vice Principal (International) at the earliest possible opportunity to ensure that the proposed country of operation aligns with University strategic intentions and that there are no impediments to delivering UK higher education in that country.
6. Without exception, full account must be taken of the University's template collaborative agreement during the development of a proposal to offer provision in partnership with another organisation. The template is available from the International Programmes Manager or the Clerk to Collaborative Provision Committee. In the case of the development of a global online support centre, the agreement template is available from the Global Online Enhancement Lead.
7. Any proposed amendments to the University's template collaborative agreement must be agreed in writing by the Clerk to Collaborative Provision Committee and Governance Services at the earliest possible opportunity.
8. The Collaborative Provision Committee reserves the right to refer any proposed changes to the template agreement to the University Secretary, for endorsement, at any stage in the approval process.
9. The time taken to complete early consideration is set and controlled by the proposing school.



Responsibilities

The nominated coordinator

10. As early in the process as is feasible an individual must be identified by the proposing school to lead the development of the proposal. This individual is referred to as the nominated coordinator.
11. It is suggested that the nominated coordinator should be the future programme leader.
12. The nominated coordinator is responsible for ensuring that the early consideration stage of the approval process is implemented in accordance with this procedure.
13. Inexperienced nominated coordinators are advised to contact the Clerk to Collaborative Provision Committee to discuss their engagement with this procedure.
14. The nominated coordinator is advised to contact the Clerk to Collaborative Provision Committee to obtain an electronic version of the CPC0 template at the earliest opportunity. Alternatively, the CPC0 can be accessed via [Quality Framework Section 4 Forms page](#).
15. The nominated coordinator may attend the meeting of the Collaborative Provision Committee to facilitate discussion of the proposal if appropriate.
16. The Clerk to Collaborative Provision Committee must receive a CPC0, signed by the Dean of School, a minimum of 10 working days in advance of the meeting at which it will be considered by the Committee.

School representatives on Collaborative Provision Committee

17. School representatives on Collaborative Provision Committee are responsible for:
 - a) presenting the CPC0 to the Committee
 - b) reporting the outcome of the Committee's discussion to the nominated coordinator.

Deans of Schools

18. By signing a CPC0 the Dean of School is verifying that:
 - a) the proposal aligns with University and school strategic and operational plans
 - b) the school will provide sufficient resource to support the development of the proposal.



The Clerk to Collaborative Provision Committee

19. The Clerk to Collaborative Provision Committee is responsible for:

- a) ensuring that the Committee receives a completed CPC0 for each proposal to offer provision in partnership with another organisation
- b) briefing inexperienced nominated coordinators on the CPC0 process
- c) retaining completed and signed CPC0s for future internal or external audit and review purposes
- d) circulating Collaborative Provision Committee meeting minutes to appropriate School Support Service staff.

Completing the CPC0

20. The CPC0 has been designed to record the outcome of an initial discussion with a potential partner. This initial discussion could involve any member of staff and could occur under a variety of circumstances.
21. All staff involved in visiting potential partner organisations or who participate in meetings or events where potential partnership working is discussed, and subsequently decide to complete and submit a CPC0, are responsible for ensuring that a summary of the key points discussed and agreed is recorded in the CPC0.
22. The [CPC0 Checklist within the CPC0](#) provides an indicative list of topics to be discussed with a potential partner at the earliest opportunity. The list is neither exhaustive nor mutually exclusive.
23. A CPC0 should also be completed for proposals relating to articulation
24. The Clerk to Collaborative Provision Committee will not accept incomplete or unsigned CPC0s.

The outcome of the early consideration process

25. The noting of the CPC0 by the Collaborative Provision Committee formally initiates the detailed development of the proposal by the nominated coordinator.
26. Where a proposal within the CPC0 is considered to present an unacceptable risk, the proposal will not be permitted to progress and the nominated coordinator will be notified of the Group's decision.



27. Where a proposal is of a scale or novelty which requires consideration and oversight by the University Leadership Team in line with the governance arrangements set out in the University's Online and TNE Strategy, the nominated coordinator will be notified of CPC's decision. Such a proposal will not be allowed to progress until a decision is reached by the University Leadership Team.
28. Where a proposal is of a scale, novelty or potentially contentious nature, which requires consideration and approval by the University Court, in accordance with the requirements set out in the Court Handbook, and in line with the governance arrangements set out in the University's Online and TNE Strategy, the nominated coordinator will be notified of this decision. Such a proposal will not be allowed to progress until a decision is reached by Court.
29. Signed CPCOs are retained on file by the Clerk to Collaborative Provision Committee for future audit and review purposes.
30. As a means of communicating the outcome of discussions more widely, appropriate School Support Service staff will be sent all Collaborative Provision Committee meeting minutes by the Clerk to the Committee.

