

SIGNING THE COLLABORATION AGREEMENT

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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 University has developed and approved a collaborative agreement template which forms a written and legally binding agreement setting out the rights and obligations of the University and the proposed partner.
3. 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.
4. 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.
5. The Collaborative Provision Committee reserves the right to refer any proposal to the University Secretary for endorsement at any stage in the approval process.
6. The nominated coordinator is advised to contact the Clerk to Collaborative Provision Committee or the International Programmes Manager to obtain an electronic version of this template at the earliest opportunity.
7. Prior to an agreement being signed off, the Convenor of CPC, the Director of Finance and the Dean of the parent school must confirm that all processes relating to the development and approval of the provision have been completed using the CPC5. A collaborative agreement cannot be formally signed off until this confirmation is given.
8. The collaborative agreement is signed on behalf of the University by the University Secretary and Principal and on behalf of the proposed partner by the head of the organisation. In emergency situations, where it is not possible to physically sign the agreement, electronic signatures will be used
9. Students must not be offered a place on the provision and teaching should not commence until the agreement has been signed by both parties.



Responsibilities

The nominated coordinator

10. The nominated coordinator is responsible for ensuring that;
- a) for UK partnerships, providing information to the Clerk to Collaborative Provision Committee who will develop and complete a full and accurate collaboration agreement ready for signature
 - b) for overseas partnership, providing information to the International Programmes Manager who will develop and complete a full and accurate collaboration agreement ready for signature.

The Clerk to Collaborative Provision Committee

11. The Clerk to Collaborative Provision Committee is responsible for ensuring that for UK-based agreements:
- a) full account has been given to this procedure and that each stage set out in Quality Framework Section 4: Managing provision delivered in partnership has been completed in full before either an overseas or UK-based collaboration agreement is circulated for signature
 - b) preparing the [CPC5](#) for signature
 - c) liaising with the nominated coordinator to ensure that two copies of the final collaborative agreement are prepared for circulation with CPC5
 - d) liaising with the programme leader, the Director of Finance, Dean of School and Convenor of Collaborative Provision Committee regarding the signing of CPC5
 - e) liaising with the University Secretary's and Principal's offices regarding the signing of the collaborative agreement
 - f) sending two copies of the signed collaborative agreement to the partner organisation
 - g) receiving a signed copy of the collaborative agreement from the partner organisation
 - h) retaining the original signed agreement when returned by the partner organisation
 - i) sending a copy of the signed agreement to the programme leader and programme administrator



- j) ensuring that a collaborative agreements register is maintained and that the Committee receives regular reports on the status of all agreements
- k) updating the collaborative agreements register on receipt of an overseas or UK-based signed collaborative agreement or a global online support centre agreement
- l) for overseas and UK-based agreements informing the nominated coordinator that students can be offered places on the approved provision.

The International Programmes Manager

12. The International Programmes Manager is responsible for ensuring that for overseas agreements:

- a) the CPC5 is prepared for signature
- b) liaising with the programme leader (nominated coordinator) to ensure that two copies of the final collaboration agreement are prepared for circulation with CPC5
- c) liaising with the programme leader, the Director of Finance, Dean of School and Convenor of Collaborative Provision Committee regarding the signing of CPC5
- d) liaising with the University Secretary's and Principal's offices regarding the signing of the collaboration agreement
- e) confirming to the Clerk to Collaborative Provision Committee that two copies of the collaboration agreement which have been signed by the University Secretary and Principal have been sent to the partner organisation
- f) receiving a signed copy of an overseas collaboration agreement from the partner organisation
- g) ensuring that the original signed copy of the collaboration agreement is sent to the Clerk of Collaborative Provision Committee
- h) sending a copy of the signed agreement to the programme leader and programme administrator.

The Global Online Enhancement Lead

13. The Global Online Enhancement Lead is responsible for ensuring that for global online support centre agreements:



- a) the CPC5 is prepared for signature
- b) liaising with the Director of Finance, Dean of School and Convenor of Collaborative Provision Committee regarding the signing of CPC5
- c) liaising with the University Secretary's and Principal's offices regarding the signing of the global online support centre agreement
- d) informing the Clerk to Collaborative Provision Committee to confirm that two copies of the agreement which have been signed by the University Secretary and Principal have been sent to the partner organisation
- e) receiving a signed copy of a global online support centre agreement from the partner organisation
- f) ensuring that the original signed copy of the global online support centre agreement is sent to the Clerk of Collaborative Provision Committee

Action to be taken after the proposal receives academic approval

14. As a means of ensuring that full account has been given to this procedure and therefore UK Quality Code expectations, the following individuals are required to sign CPC5 in the order shown to verify that the indicated action has been completed:

- a) **The Director of Finance** – to verify that financial due diligence has been undertaken in respect of the partner organisation and that the business case to support the delivery of the proposed provision has been developed by the School in liaison with Finance.
- b) **The Dean of School** – to verify that the proposal aligns with University and school strategic and operational plans and that the approved business case is financially viable and will enable all students enrolled on the provision to be provided with a learning experience which meets University expectation.
- c) **The Convenor of Collaborative Provision Committee** – to verify that full account has been given to this procedure and therefore UK Quality Code expectations.

15. In accordance with University practice, receipt by the Clerk to Collaborative Provision Committee of an email from each of the above signatories indicating that they are content to verify that the indicated action has been completed will be accepted in lieu of a signed CPC5. In such cases a copy of the relevant email will be retained on file by the Clerk to Collaborative Provision Committee. A



collaborative agreement cannot be signed and therefore students must not be offered a place on the provision until the CPC5 processes have been completed.

16. Once the above individuals have emailed to confirm the CPC5 processes have been completed, the Clerk to Collaborative Provision Committee or the International Programmes Manager or the Global Online Enhancement Lead as appropriate, will liaise with the University Secretary's and Principal's offices to arrange for the collaboration agreement to be signed by the University Secretary and Principal.
17. The University Secretary signs the collaboration agreement prior to the agreement being signed by Principal and head of the partner organisation. Signatures should be countersigned by appropriate witnesses
18. All collaboration agreements are subject to formal review a maximum of five years after the original signing date.

Amending any aspect of approved partnership provision

19. Programme teams may propose an amendment to any aspect of the approved provision or the signed collaboration agreement at any point during the period of operation.
20. The process for amending taught provision is set out in [Section 0c: Amending Taught Award or Credit-bearing Provision](#) and the same principles apply to provision delivered in partnership with another organisation.
21. In the first instance the Edinburgh-based programme leader must liaise with the Clerk to the Collaborative Provision Committee to discuss the nature of any proposed amendments at the earliest possible opportunity.
22. All proposals to amend approved provision delivered in partnership or a signed collaboration agreement must be notified to the Collaborative Provision Committee, by the Edinburgh-based programme leader, for consideration and approval.

Amendments to the signed collaboration agreement

23. Any proposed amendment to any aspect of approved partnership provision which will require a section of the signed collaboration agreement to be amended must be set out in the form of a schedule of change to a collaboration agreement. [CPC6](#) sets out the format for a formal schedule of change. Examples, which are neither exhaustive nor mutually exclusive, include:



- a) changes to the academic provision (for example, learning, teaching and assessment strategies, module titles, type or length of delivery, etc)
- b) fees and other financial aspects
- c) an extension to the period of approval
- d) changes to University or partner name
- e) change of location of delivery.

Amendments to the approved business case

24. Any proposed amendment to the approved business case must be scrutinised and processed by Finance in accordance with [Quality Framework Section 4d: Developing the business case](#).

Amendments to the approved academic provision

25. Any proposed amendment to the approved academic provision must be scrutinised and processed through the parent School's Learning, Teaching & Assessment Committee in accordance with [Quality Framework Section 4e: Academic approval of taught award or credit-bearing provision delivered in partnership](#).
26. The Collaborative Provision Committee reserves the right to refer for full academic approval any proposed amendment to approved academic provision which involves the addition of a new study pathway or any other aspect which might necessitate a change to an approved award title.
27. For overseas partnership provision the Edinburgh-based programme leader must liaise with the International Programmes Manager to arrange for a schedule of change to be completed.
28. For UK-based partnership provision the Edinburgh-based programme leader must liaise with the Clerk to the Collaborative Provision Committee to arrange for a schedule of change to be completed.
29. Once completed the schedule of change must be signed-off using the CPC5.
30. The nature of some potential changes require additional sign-off arrangements for schedules of change prior to the final sign off being undertaken by the Principal and University Secretary. These are dependent on the nature of the change, as follows



- a. Changes relating to the location of the programme (Part 1 of the Collaborative Agreement) to be signed off by the Dean of School, and Vice Principal (International)
 - b. Changes relating to the duration of the arrangement (Part 1 of the Collaborative Agreement) to be signed off by the Dean of School, and Vice Principal (International)
 - c. Changes relating to financial arrangements (Part 2 of the collaborative agreement) to be signed off by Dean of School, Director of Finance and Vice Principal (International) prior to final sign-off.
 - d. Changes relating to the content of the programme (Part 3 and part 4 of the collaborative agreement) – to be signed off by Dean of School and Convenor of CPC prior to final sign-off.
 - e. Changes relating to programme contacts – no additional signatories are required.
31. All schedules of change are formally signed by the University Secretary, Principal and head of partner organisation in accordance with paragraphs 13 to 16 above.
32. The Clerk to Collaborative Provision Committee is responsible for ensuring appropriate School Support Service staff are informed of the approved amendments to collaborative taught provision.
33. The Clerk to the Collaborative Provision Committee is responsible for ensuring that the collaboration agreements register is updated to record the approval of all schedules of change.

Systematic re-approval of an approved collaboration agreement

34. All collaboration agreements are subject to formal review a maximum of five years after the original signing date taking account of the approval principles set out in this procedure. [Quality Framework Section 4g: Additional monitoring and review activities for provision delivered in partnership](#) sets out the review process.

Systematic re-approval of an approved collaborative programme

35. The cyclical programme review process described in [Quality Framework Section 2: Internal monitoring and review of taught award or credit-bearing provision](#) provides an opportunity for programme teams to systematically review and re-approve all taught provision.



Terminating a collaboration agreement

36. The process for terminating a collaboration agreement is set out in [Quality Framework Section 4g: Additional monitoring and review activities for provision delivered in partnership](#)

