

## ADDITIONAL MONITORING AND REVIEW ACTIVITIES

### CONTENTS

Outline of the procedure.....	3
Reviewing the effectiveness of partnership working and the delivery of collaborative provision .....	4
Initial Consideration of Programmes.....	5
The first year review panel .....	5
Meetings of the first year review panel.....	5
Selecting the first year review panel.....	5
The first year review programme .....	6
Responsibilities.....	7
The Edinburgh-based programme leader.....	7
The Clerk to Collaborative Provision Committee.....	7
Information to be made available to support a first year review .....	9
Points to be taken into account during the first year review .....	10
Recording the outcome of a first year review event.....	10
Monitoring and reviewing the effectiveness of a signed collaboration agreement .....	12
The Edinburgh-based programme leader responsibilities.....	12
The Clerk to Collaborative Provision Committee responsibilities .....	13
Monitoring and reviewing the general suitability of a partner organisation ....	14
Amending, withdrawing or closing taught award or credit-bearing provision .	15
Terminating a collaboration agreement and closing a taught award or credit-bearing programme delivered in partnership with another organisation.....	15
Terminating a collaboration agreement.....	15
Residual obligations to students .....	16
Closing a taught award or credit-bearing programme delivered in partnership with another organisation .....	17
Resolution of difficulties checklist. ....	18
Early termination of a collaboration agreement giving six months written notice.....	19
Immediate termination of a collaboration agreement giving written notice. ....	21
Closing an approved taught award or credit-bearing programme delivered in partnership with another organisation.....	23
Developing the programme closure plan. ....	23
Approving the programme closure plan.....	23
CPC8 – first year review checklist .....	25

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**The quality and standard of the delivery of the provision ..... 25**



## 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. Monitoring the effectiveness of provision delivered in partnership with another organisation must take full account of the principles and process set out in [Quality Framework Section 2: Internal monitoring and review of taught award or credit-bearing provision](#).
  3. In addition, all monitoring activities associated with taught award or credit-bearing provision delivered in partnership must seek and consider feedback and comment from students enrolled at the partner organisation and the views of partner staff involved in the delivery of the provision.
  4. In summary monitoring activities will include:
    - module leaders undertaking a formal reflective evaluation of the delivery of taught credit-bearing module at the end of each trimester of delivery.
    - providing feedback to partner organisation students and staff on identified good or innovative practice, strengths and achievements and areas for further development resulting from monitoring activity.
    - the programme leader undertaking a reflective evaluation of the delivery of taught award or credit bearing programmes at the end of each stage of study
    - the programme leader providing feedback to partner organisation students and staff on identified good practice, strengths and achievement and areas for further development resulting from monitoring activity.
- a) for all approved taught award or credit-bearing modules and programmes:
- all staff involved in the design and delivery of a module or programme are provided with a formal opportunity to engage in a subject group or school-level discussion on the effectiveness of learning and teaching delivery of taught award or credit-bearing provision. In the case of collaborative programmes, appropriate input from partner organisations and students must be sought
  - Deans of Schools, or an appropriate individual nominated by them, undertake a formal reflective evaluation of the delivery of taught



award or credit-bearing provision and the effectiveness of the module and programme monitoring process across the school in the form of an annual summary report to Quality & Standards Committee.

## **Reviewing the effectiveness of partnership working and the delivery of collaborative provision**

5. In addition to being reviewed as part of the University's scheduled internal and external peer review activities which run over independent 6-year cycles, all provision delivered in partnership with another organisation will be scrutinised by a review panel between 15 to 18 months after the first student cohort has enrolled.
6. The first year review is a process of internal review, which provides a mechanism to enable the University to be confident that collaboration agreements and collaborative provision are being managed and delivered as intended at the point of approval.
7. An integral part of the University's quality culture is that all academic quality activities are conducted in a spirit of collegiate discussion. The first year review has been designed to enable internal peers to meet with a programme team to critically evaluate and reflect upon the management of the delivery of provision in another location to ensure that it provides a viable and secure learning experience equitable to that provided to Edinburgh-based students of the University.
8. Collaborative Provision Committee will oversee the planned schedule of first year review activity to ensure that all taught award or credit-bearing programmes delivered in partnership are reviewed systematically in accordance with this procedure. A list of provision requiring first year review will be presented to the Committee at the first meeting of an academic session.
9. First year reviews will be arranged using a risk-based triage approach and will not necessarily involve a visit to the partner organisation. A desk-based analysis of programme related information will be undertaken by a nominated member of the Collaborative Provision Committee and the Clerk and their recommendation on the methodology to be used will be submitted to the Collaborative Provision Committee for approval. Examples of first year review where a visit to the partner is not necessarily automatic include global online support centres and provision with a long standing partner. However, first year reviews for new partners would normally include a visit to the partner.



10. In addition to the academic focused first year review review of all programmes delivered in partnership, due diligence exercises will be undertaken in parallel.

## **Initial Consideration of Programmes**

11. To enable a decision to be made about the format of each scheduled first year review the following information will be considered by the nominated member of the Committee and the Clerk to the Committee:
  - The report from the approval event
  - The programme leader's reflective commentary
  - The external examiner's report
  - Student results

Based on this information and any follow up conversations with the Programme Leader, as deemed necessary, a proposal on the format of each first year review will be submitted to the Collaborative Provision Committee for approval.

Following this the Clerk will inform the programme leader of the Committee's decision and discuss the format of the first year review.

## **The first year review panel**

### **Meetings of the first year review panel**

12. The Clerk to Collaborative Provision Committee will liaise with the programme leader, School Academic Lead for Quality and appropriate School Support Service officers to agree dates for first year review events.
13. The convenor of the review panel, in liaison with the Convenor of Collaborative Provision Committee, the School Academic Lead for Quality and the Head of Quality & Enhancement, reserves the right to cancel a first year review event should inadequate or incomplete documentation be available 14 working days before the agreed date for the event.

### **Selecting the first year review panel**

14. The Clerk to Collaborative Provision Committee will appoint the first year review panel in liaison with the programme leader and the School Academic Lead for Quality and arrange for individual review panel members to be briefed on their role.



15. A standard programme review panel will consist of:
  - a) a convenor (typically a member of an Academic Board sub-committee but not from the proposing school)
  - b) a clerk nominated by the Head of Quality & Enhancement.

### **The first year review programme**

16. During the visit to the Edinburgh-based programme team the review team will meet with the Programme leader, School Academic Lead for Quality, appropriate school support officers and members of the International Office (for overseas collaborative programmes) to discuss the effectiveness of programme delivery using CPC7 as an aide memoire.
17. When a visit to the partner is agreed as part of a first year review the programme will include:
  - a) a welcome meeting with senior representatives from the partner organisation
  - b) a tour of learning and teaching facilities relevant to the provision
  - c) a meeting with students to explore their views on the delivery of the provision
  - d) a meeting with the partner programme team to clarify any points arising from panel members' initial scrutiny or the visit to the Edinburgh-based programme team
  - e) a meeting of the review team to discuss and agree the outcome of the visit.
18. The actual programme for each visit will be agreed by the Clerk to Collaborative Provision Committee and the programme leader in liaison with partner representatives.
19. Where it has been agreed that a visit will not be necessary, the Clerk will advise the partner of the format of the review i.e. using Skype or video conferencing
20. Members of the review panel will communicate with the partner programme team and students as appropriate using this medium.



21. In parallel a business partner from Finance and a member of staff from the International Office will complete (ongoing) due diligence based on the completed Ongoing Due Diligence Checklist received from the partner.

## **Responsibilities**

### **The Edinburgh-based programme leader**

22. The Edinburgh-based programme leader is responsible for:
- a) liaising closely with the Clerk to Collaborative Provision Committee on all aspects relating to the first year review
  - b) liaising closely with the partner programme leader on all aspects relating to the first year review before the partner organisation is contacted by the Clerk to Collaborative Provision Committee
  - c) Providing the Clerk to the Collaborative Provision Committee with the approved minimum information set to support the triage exercise for first year review at the beginning of the academic session.
  - d) Providing the partner with the Ongoing Due Diligence Checklist and returning this to the Finance Business Partner.
  - e) where a visit to a partner is agreed, providing the Clerk with additional information as required, a minimum of three weeks before the agreed date of the visit to the Edinburgh-based programme team
  - f) when appropriate, ensuring all administrative arrangements relating to travel and accommodation are completed and for arranging for all financial costs associated with the first year review event to be met by the parent School.

### **The Clerk to Collaborative Provision Committee**

23. The Clerk to the Collaborative Provision Committee is responsible for:
- a) Submitting a list of programmes requiring to participate in first year review to the first meeting of the Collaborative Provision Committee
  - b) liaising with the Edinburgh-based programme leader to obtain the information to enable a triage operation to be carried out



- c) liaising with the nominated member(s) of the Collaborative Provision Committee to carry out a desk top analysis of the specified information and arrange for any follow up conversations with the programme leader
- d) Submitting the proposals for the format of first year reviews to the Collaborative Provision Committee for approval
- e) Informing the programme leaders of the Collaborative Provision Committee's decision
- f) Liaising with the Edinburgh-based programme leader and partner programme leaders to ensure that they are fully familiar with the purpose and format of the first year review.
- g) ensuring that the partner organisation has agreed the date and programme for the visit to the partner if required
- h) A minimum of 10 working days before the agreed date for the visit to the Edinburgh-based programme team circulating the information set to the reviewer
- i) a minimum of seven working days before the agreed date for the visit to the Edinburgh-based programme team receive from the review team a list of points they wish to explore with the programme team(s) during the event. This list will be developed using the CPC8 (found at the end of this section).
- j) where practicable, a minimum of five working days before the visit to the Edinburgh-based programme team circulate to the programme teams a summary of the review team's comments resulting from their scrutiny of the information set.

23. The Finance Business Partner is responsible for:

- a) Considering / analysing Financial and commercial information relating to the collaboration
- b) Preparing a due diligence report based on findings and highlighting any issues of concern
- c) If necessary, agreeing a course of action with the Vice Principal (International), parent School and partner





24. The Vice Principal (International) is responsible for producing a revised reputational due diligence report

**Information to be made available to support a first year review**

25. The clerk to the first year review panel will circulate the following information set to panel members a minimum of 14 working days before the agreed date for the review event:
- a) a programme for the meeting of the first year review panel
  - b) the names and appointments of panel members
  - c) the programme specification approved by the convenor of the Collaborative Provision Committee approval panel
  - d) the report from the approval event for the provision under review
  - e) a reflective commentary from the programme leader, including input from partner teaching staff which evaluates the effectiveness of the quality and standard of the delivery of the provision, the student experience and the partnership more generally. This should take account of the programme leader's reflective commentary template set out in Quality Framework Section 2a: Annual monitoring of taught award or credit-bearing provision
  - f) Part 3 of the Schedule to the collaboration agreement relevant to the provision under review
  - g) electronic access to all evidence and supporting information referred to within the reflective commentary
  - h) minutes of meetings relating to the management of the provision under review (for example, Boards of Studies, student-staff liaison committees, module or programme boards of examiners, subject group meetings, etc)
  - i) module monitoring reports
  - j) external examiner reports
  - k) a copy of the current student handbook
  - l) where appropriate, a briefing paper setting out the rationale for any amendments to the management or delivery of the provision since the approval event
  - m) a copy of this procedure.



26. A minimum of seven working days before the visit, the reviewer will provide the clerk with a brief written commentary of points they wish to explore with the school during the visit. This commentary will be developed using the CPC8.
27. The reviewer's written summary is not shared with the school. Where practical, the clerk will aim to circulate to the programme leader a summary of comments on the proposal a minimum of five working days before the day of the review event.

### **Points to be taken into account during the first year review**

28. Using CPC8 the first year review panel will assess, using their academic experience and judgement, the overall appropriateness of the management of the delivery of the taught award or credit-bearing provision and the quality of the student learning experience.

### **Recording the outcome of a first year review event**

29. The panel provide a report to Collaborative Provision Committee setting out its findings. The report will address the key objectives set for the points set out within CPC8, the points raised by panel members in their written commentaries and the feedback provided by students and staff during the two visits.
30. The clerk to the panel will aim to provide the programme leader and the School Academic Lead for Quality with a draft report within two weeks of the visit to the partner organisation. The programme leader will provide any points of factual accuracy to the clerk to the panel within four weeks of the end of the review visit.
31. The report will give the panel's opinion of the extent to which the measures taken by the school to manage and enhance the quality of the student learning experience are effective and meet University expectations. The report will include:
  - a) the names and appointments of panel members
  - b) the names and appointments of University and partner programme team members met by the panel
  - c) a commentary on the points discussed during the event
  - d) any recommendations made for enhancing the management of the student learning experience for consideration by the school



- e) areas of good or innovative practice, strengths and achievements or areas for development identified by the panel
  - f) a brief reflection by panel members on the design and development of the documentation and the effectiveness of the first year review process more generally.
32. The due diligence reports and any related action plans will also be submitted to the Collaborative Provision Committee
  33. The Collaborative Provision Committee will receive the report on the outcome of each first year review with a view to discussing areas of good practice, strengths and achievements or areas for further development identified by the panel for dissemination University-wide as appropriate.
  34. The programme leader will receive the report on the outcome of the first year review of the programme and an action plan template ([CPC9](#)). The CPC9 will enable the programme leader to articulate how s/he, the programme team and the partner intend to respond to the outcomes of the report, specifically areas for further development and the anticipated actions. A copy of the completed CPC9 will be submitted to CPC within two months of receipt of the first year review report.
  35. As a means of communicating the outcome of discussions more widely school support officers will be sent all Collaborative Provision Committee meeting minutes and first year review reports relating to provision delivered by the school. In cases where provision has been developed by more than one school the report will be shared with all schools involved.
  36. Programme leaders, subject group leaders and the School Academic Leads for Quality are responsible for ensuring that the outcomes from each first year review are embedded within school-led programme monitoring activities and that all actions are taken to a full and successful conclusion. A summary of the activities and the extent to which identified actions have been or will be achieved should be submitted to CPC by the programme leader, using the CPC9, once the cycle of school-led programme monitoring activities has been concluded.
  37. School Academic Leads for Quality are responsible for ensuring that a summary of all monitoring and review activities relating to provision delivered in partnership is included in the annual report to Quality & Standards Committee as set out in [Quality Framework Section 2a: Annual monitoring of taught award or credit-bearing provision](#).



## Monitoring and reviewing the effectiveness of a signed collaboration agreement

38. All signed collaborative agreements will be subject to formal review within a maximum period of five years from the original signing date.
39. The formal review of a signed collaboration agreement provides an opportunity to undertake a concurrent review of the general suitability of the partner organisation.
40. In the event that the provision associated with the signed collaboration agreement is subject to a re-approval process within the five-year period the signed collaboration agreement will be automatically reviewed and re-signed simultaneously.
41. Any changes to a signed collaboration agreement which have been approved through the schedule of changes process during the five-year period will be taken into account during the formal review process and incorporated into an updated collaboration agreement.

### The Edinburgh-based programme leader responsibilities

42. In monitoring the effectiveness of a signed collaboration agreement, the Edinburgh-based programme leader is responsible for:
  - a) liaising closely with the partner programme leader to ensure that the signed agreement remains valid and accurate and that it is being implemented in full
  - b) monitoring the implementation of the signed collaboration agreement on an annual basis to ensure that it is kept up-to-date and relevant
  - c) commenting on the effectiveness of the implementation of the signed collaboration agreement as part of the summary monitoring process
  - d) liaising with the Clerk to Collaborative Provision Committee to discuss any proposed changes to a signed collaboration agreement resulting from annual monitoring
  - e) ensuring that the Dean of School supports any proposed amendments to a signed collaboration agreement resulting from annual monitoring by taking full account of the schedule of changes process set out in [Quality Framework Section 4f: Signing the collaboration agreement](#).



43. In formally reviewing the effectiveness of a signed collaboration agreement the Edinburgh-based programme leader is responsible for:
- a) ensuring that a minimum of 12 months before a signed agreement is due to lapse that the content is formally reviewed with the partner programme leader to identify any required changes
  - b) confirming with the partner programme leader any proposed changes to the existing signed collaboration agreement or that the existing collaboration agreement and any approved schedules of change remain extant for a further five-year period
  - c) for overseas partnership provision liaising with the International Programmes Manager to arrange for a new collaboration agreement to be produced
  - d) for UK-based partnership provision liaising with the Clerk to the Collaborative Provision Committee to arrange for a new collaboration agreement to be produced
  - e) ensuring that any proposed amendment to the approved academic provision is scrutinised and processed through School Learning, Teaching & Assessment Committees.
44. Once completed the new collaboration agreement must be processed in accordance with [Quality Framework Section 4f: Signing the collaboration agreement](#).
45. The collaboration agreement resulting from the formal review process will retain the same identifying number as the original agreement followed by the suffix (*date of renewal*).

#### **The Clerk to Collaborative Provision Committee responsibilities**

46. The Clerk to Collaborative Provision Committee is responsible for:
- a) ensuring that all changes to an approved collaboration agreement proposed as a result of monitoring or formal review activity are processed in accordance with this procedure
  - b) ensuring that the Committee receives regular reports on agreements that are due to lapse



- c) liaising with Edinburgh-based programme leaders to ensure that they are aware of the date that an agreement is due to lapse
- d) retaining copies of all signed schedules of change to an approved collaboration agreement and renewed agreements
- e) ensuring that the collaboration agreements register is updated to record the renewal of all collaboration agreements.

## **Monitoring and reviewing the general suitability of a partner organisation**

47. The Vice Principal (International) has an oversight of all collaborative activity and must be kept aware of any potential issues that may affect a collaborative partnership. Edinburgh-based programme leaders should monitor the status of partner organisations they are working with to ensure that there is no change to its general suitability to deliver approved learning opportunities and alert the School Academic Lead for Internationalisation, the Dean of School and the Vice Principal (International) if issues are identified. Examples, which are neither exhaustive nor mutually exclusive, might include:
- a) a significant increase or decrease in anticipated student numbers which will have implications on the approved delivery model
  - b) a merger with or acquisition by another organisation or a change of ownership
  - c) a change of premises or learning resources
  - d) changes in learning, teaching and assessment strategies or methods
  - e) staff changes with implications for teaching delivery.
48. In addition, any perceived change to the general suitability of an approved partner must be reported to Collaborative Provision Committee at the earliest possible opportunity.
49. Finance is responsible for monitoring and reviewing any information relating to the financial stability of an existing partner organisation, which suggests a potential risk to the University's reputation. The Vice Principal (International) is also responsible for monitoring and reviewing any information relating to a change in the legal status or in the reputation or academic standing of an approved partner organisation, which suggests a potential risk to the University's reputation. To address this, Finance representative alongside the



International Operations representative shall perform a due diligence review of existing partners every year on the anniversary of the collaborative agreement signing, unless otherwise deemed unnecessary.

50. The formal scheduled five-year review and re-signing of the collaboration agreement provides an opportunity to undertake a formal review of the general suitability of a partner organisation by Finance and the Vice Principal (International).
51. Reports on the outcome of all due diligence reviews will be formally considered by the Collaborative Provision Committee at the earliest possible opportunity.
52. In the event that a potential risk to the University's reputation has been identified by the Vice Principal (International) and endorsed by the Committee, the Committee may recommend to Academic Board that the existing agreement is terminated.

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

53. The process for amending an approved taught award or credit-bearing provision is set out in Quality Framework 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 closing a taught award or credit-bearing programme delivered in partnership with another organisation**

#### **Terminating an n agreement**

54. Where it becomes necessary to terminate a collaboration agreement the following agreement sections from the University's standard collaboration agreement template will inform the termination process:
  - a) **Resolution of difficulties.** Programme leaders should endeavour to resolve any difference or dispute about aspects of a programme through dialogue with the partner programme team in the first instance. A checklist has been developed to provide information on who the programme leader must inform once a difference or dispute arises. Section 17 of the signed collaboration agreement refers.



- b) If the programme leader and the partner programme team are unable to satisfactorily resolve any differences the programme leader must alert the School Academic Lead for Internationalisation, the Dean of School and the Vice Principal (International) who will decide on how to approach the partner management team to resolve the issue or, as a last resort, withdraw the programme. Factors to be taken into account include the wider relationship with the partner including other provision and the market strategy for a particular location. Any discussions with the partner management team will normally be led by the Vice Principal (International).
- c) **Early termination of the agreement.** Either the University or a partner organisation may terminate a collaboration agreement:
  - i) **At any time by giving six months written notice to the other party.** A checklist has been developed to provide information on who might be involved as it becomes apparent that either the University, school or a partner organisation intends to terminate a collaboration agreement. Section 18 of the signed collaboration agreement refers.
  - ii) **Immediately by serving written notice on the other party in the event of a material breach of its obligations.** Both parties will seek to remedy any identified material breach within 60 days after receipt of written notice. A checklist has been developed to provide information on who might be involved as it becomes apparent that a material breach of obligations has been identified by either the University, school or a partner organisation. Section 18 of the signed collaboration agreement refers. The Vice Principal (International), on behalf of the University, will lead any discussions with the partner management team.

51. The Vice Principal (International) will liaise closely with the Dean of School and /or an appropriate School Academic Lead to devise a plan to manage the termination of a collaboration agreement or, as a last resort, a partnership. The plan should be submitted to the Collaborative Provision Committee for approval.

### **Residual obligations to students**

51. It is imperative that the University and the partner organisation recognise their residual obligations to students. Both parties must agree to continue to work together throughout the duration of the period of written notice of termination to





ensure that all students enrolled on a programme on the date of early termination are given the opportunity to complete their programme and achieve the expected or a similar comparable award. This can be with either the University or any other education institution nominated by the University. Section 19 of the signed collaboration agreement refers.

52. During the process to resolve a difference or dispute and / or when the early termination of a collaboration agreement has been initiated the Vice Principal (International) will liaise with the Dean of School, an appropriate School Academic Lead and the relevant programme leader to ensure that a programme termination plan is developed as a concurrent activity. Such contingency planning will help to ensure that the University's residual responsibilities to students studying with a partner organisation and the student learning experience continue to meet University and sector expectations during the phasing-out period.

#### **Closing a taught award or credit-bearing programme delivered in partnership with another organisation**

53. A proposal to close an approved taught award or credit-bearing programme must be considered and formally ratified by the School Learning, Teaching & Assessment Committee. The programme leader, subject group leader, School Academic Lead for Quality and appropriate school support officers will liaise closely to develop a rationale to support the proposal to close an approved taught award or credit-bearing programme with guidance from the Vice Principal (International). The proposal will be considered and approved by the School Learning, Teaching & Assessment Committee.
54. In addition, to manage the closure of a taught award or credit-bearing programme delivered in partnership with another organisation the Clerk to Collaborative Provision Committee will liaise closely with the Vice Principal (International), Dean of School or an appropriate School Academic Lead to ensure that a plan is submitted to and approved by Collaborative Provision Committee.
55. The programme closure checklist provides a list of topics to be considered during the development process.
56. Collaborative Provision Committee will approve and monitor the implementation of plans to close a collaboration agreement to ensure that the student learning experience continues to meet University expectations during the phasing-out period.



## Resolution of difficulties checklist

Programme leaders should endeavour to resolve any difference or dispute through dialogue with the partner programme team in the first instance. This checklist provides information on who the programme leader must inform once a difference or dispute arises. Section 17 of the signed collaboration agreement refers.

**Step 1.** In the event that a difference or dispute arises, the University's programme leader will attempt to resolve this through formal discussion with partner representatives.

- The University's programme leader is responsible for keeping the Vice Principal (International), Dean of School and an appropriate School Academic Lead and the Clerk to Collaborative Provision Committee informed of all differences or disputes raised by either the University or the partner at the earliest possible opportunity.
- The Clerk to Collaborative Provision Committee will keep the University Secretary's office informed of all differences or disputes raised by either the University or the partner.

**Step 2** In the event that a difference or dispute cannot be resolved by the University's programme leader within four weeks of the formal discussion with the partner programme team representatives, the programme leader will refer to the Vice Principal (International), Dean of School and an appropriate School Academic Lead so that an appropriate plan of action can be agreed and carried out

- The University's programme leader is responsible for keeping the Vice Principal (International), Dean of School, an appropriate School Academic Lead and the Clerk to Collaborative Provision Committee informed of progress in resolving all differences or disputes during the four week period.
- The Clerk to Collaborative Provision Committee will inform the University Secretary's office that this stage has been reached.
- Where it is agreed by the University and partner that a collaborative programme will be terminated, the Vice Principal (International) will liaise with the school to start to develop a programme termination plan.

**Step 2.** If a difference or dispute continues to remain unresolved, an independent expert will be appointed to decide an outcome.



- The Convenor of Collaborative Provision Committee, Vice Principal (International) and the University Secretary will liaise to discuss the appointment of an independent expert with the partner organisation.
- In the event that agreement on the appointment of an independent expert cannot be reached between the University and the partner organisation, the matter will be referred to the Chairman of the Law Society of Scotland to appoint an independent expert.
- The decision of the independent expert is binding on both parties.

### **Early termination of a collaboration agreement giving six months written notice.**

Either the University or a partner organisation may terminate a collaboration agreement at any time by giving six months written notice to the other party. This checklist provides information on who might be involved as it becomes apparent that either the University, school or a partner organisation intends to terminate a collaboration agreement. Section 18 of the signed collaboration agreement refers.

**Case 1** A partner organisation gives six months written notice to the University's designated legal and contractual point of contact identified in Part 1 of the Schedule to the signed collaboration agreement.

- The University Secretary is the University's designated legal and contractual point of contact.
- On receipt of six months' notice to terminate a collaboration agreement the University Secretary will liaise with the Vice Principal (International), the Dean of School and an appropriate School Academic Lead to ensure that the resolution of difficulties process has run its full course where appropriate.
- The Vice Principal (International) will liaise with the relevant school to start to develop a programme termination plan.
- The Vice Principal (International) and School will advise the Clerk to Collaborative Provision Committee when a termination plan is developed in order that it can be submitted to and approved by the Collaborative Provision Committee.

**Case 2** The University gives six months written notice to the partner organisation's designated legal and contractual point of contact identified in Part 1 of the Schedule to the signed collaboration agreement.



- The Vice Principal (International) will liaise with the University Secretary, the relevant Dean of School and an appropriate School Academic Lead when it becomes apparent that the University wishes to terminate a collaboration agreement for strategic reasons.
- the Vice Principal (International) will liaise with the relevant school to start to develop a programme termination plan
- The Vice Principal (International) and School will advise the Clerk to Collaborative Provision Committee when a termination plan is developed in order that it can be submitted to and approved by the Collaborative Provision Committee.
- The University Secretary issues the partner organisation with six months written notice to terminate the collaboration agreement.

**Case 3** A Dean of School or an appropriate School Academic Lead may suggest that the University gives six months written notice to the partner organisation's designated legal and contractual point of contact identified in Part 1 of the Schedule to the signed collaboration agreement.

- A Dean of School and an appropriate School Academic Lead must liaise with the Vice Principal (International) and ensure all options are explored with the partner and the resolution of difficulties process has been completed before asking the University Secretary to invoke the early termination of a collaboration agreement.
- The Vice Principal (International) and School will advise the Clerk to Collaborative Provision Committee when a termination plan is developed in order that it can be submitted to and approved by the Collaborative Provision Committee.
- The Clerk to the Collaborative Provision committee will be responsible for informing the Dean of School or School Academic Lead, the programme leader and appropriate members of the School Support Service and International Office when the programme termination plan has been approved by the Collaborative Provision Committee.
- The University Secretary issues the partner organisation with six months written notice to terminate the collaboration agreement.



## **Immediate termination of a collaboration agreement giving written notice.**

Either the University or a partner organisation may terminate a collaboration agreement immediately by serving written notice on the other party in the event of a material breach of its obligations. Both parties will seek to remedy any identified material breach within 60 days after receipt of written notice by the designated legal and contractual point of contact identified in Part 1 of the Schedule to this Agreement. This section of the checklist provides information on who might be involved as it becomes apparent that a material breach of obligations has been identified by either the University, school or a partner organisation. Section 18 of the signed collaboration agreement refers.

**Case 1** A partner organisation gives written notice to the University of a material breach of its obligations.

- The programme leader will inform the Dean of School or an appropriate School Academic Lead at the earliest possible opportunity of any potential immediate termination written notice being sent to the University Secretary.
- The Dean of School or an appropriate School Academic Lead will liaise with the Convenor of Collaborative Provision Committee and the University Secretary regarding the possibility of an immediate termination written notice being sent to the University Secretary.
- The Dean of School or an appropriate School Academic Lead will liaise with the programme leader to ensure that the resolution of difficulties process has run its full course where appropriate.
- The Clerk to the Collaborative Provision committee will be responsible for informing the Dean of School or School Academic Lead, the programme leader and appropriate members of the School Support Service and International Office when the programme termination plan has been approved by the Collaborative Provision Committee.
- In the event that the identified material breach of obligations cannot be remedied the Clerk to Collaborative Provision Committee will liaise with the relevant programme leader to ensure that a programme termination plan is developed and approved by Collaborative Provision Committee.



**Case 2** The University identifies a material breach of a partner organisation's obligations.

- The individual identifying a material breach of obligations will liaise with the programme leader and the Clerk to Collaborative Provision Committee at the earliest possible opportunity.
- The programme leader will initiate the resolution of difficulties process in an attempt to resolve the identified material breach of obligations.
- The programme leader will liaise with the Dean of School or an appropriate School Academic Lead regarding the possibility of an immediate termination written notice being sent to the partner organisation.
- The Dean of School or an appropriate School Academic Lead will liaise with the Convenor of Collaborative Provision Committee and the University Secretary regarding the possibility of an immediate termination written notice being sent to the partner organisation.
- If the identified material breach of obligations cannot be remedied the Clerk to Collaborative Provision Committee will liaise with the relevant programme leader to ensure that a programme termination plan is developed and approved by Collaborative Provision Committee.
- The Clerk to the Collaborative Provision Committee will be responsible for informing the Dean of School or School Academic Lead, the programme leader and appropriate members of the School Support Service and International Office when the programme termination plan has been approved by the Collaborative Provision Committee.
- The University Secretary issues the partner organisation with written notice to terminate the collaboration agreement.



## **Closing an approved taught award or credit-bearing programme delivered in partnership with another organisation.**

This checklist sets out the actions to be taken by the school in liaison with the Vice Principal (International) to ensure that any student enrolled on a taught award or credit-bearing programme delivered in partnership with another organisation on the date of early termination of a collaboration agreement is given the opportunity to complete their programme and achieve the expected or a similar comparable award. This checklist is neither exhaustive nor mutually exclusive and must be read in conjunction with the relevant signed collaboration agreement.

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### **Developing the programme closure plan.**

1. Identify a clearly define phasing-out period which includes start and finish dates.
2. Liaise with the University Secretary's office to ensure that any legal requirements are taken into account.
3. Liaise with External Relations and Communications to agree the arrangements for providing students enrolled on the programme and all staff with information on the proposed closure.
4. Develop a clearly defined list of options available to students to enable them to either complete their original programme of study or transfer with their agreement to an alternative programme.
5. Ensure that adequate resources continue to be provided to maintain the quality of the student experience during the phasing-out period.
6. Develop assessment and re-assessment arrangements for any students, particularly part-time students, who will not have completed their intended programme by the planned closure date.
7. Ensure that all published information on relating to the partnership to be terminated and the closure of the programme is reviewed to ensure that it remains accurate and complete.

### **Approving the programme closure plan**

8. A proposal to close an approved taught award or credit-bearing programme must be considered and formally ratified by the School Learning, Teaching & Assessment Committee.



9. The Dean of School or an appropriate School Academic Lead will liaise closely with the Clerk to Collaborative Provision Committee to ensure that a plan is approved to manage the termination of the agreement.
10. The Clerk to the Collaborative Provision Committee will be responsible for informing the Dean of School or School Academic Lead, the programme leader and appropriate members of the School Support Service and International Office when the programme termination plan has been approved by the Collaborative Provision Committee.





## CPC8 – first year review checklist

This checklist provides programme leader and the review team with a list of points to be considered when evaluating and assessing the overall effectiveness, quality and standard of the delivery of the provision, the student experience and the partnership more generally. The list is neither exhaustive nor mutually exclusive.

### The quality and standard of the delivery of the provision

- 1 How effective are the arrangements in place to ensure that the University and partner organisation are able to:
  - a) comply with the provisions of the programme document and operational procedures?
  - b) set and maintain the academic standards and to enhance the quality assurance arrangements of the provision as set out in Part 3 of the Schedule to the collaboration agreement?
  - c) provide prompt and sufficient information to enable the other party to be confident that its responsibilities set out in Part 3 of the Schedule to the collaboration agreement are being met?
  - d) monitor, review and if applicable change the quality assurance arrangements and responsibilities applicable to the provision?
  - e) recruit and select academic staff to support the delivery of the provision set out in the operational procedures?
  - f) implement the teaching arrangements and responsibilities set out in Part 3 of the Schedule to the collaboration agreement?
  - g) implement the assessment responsibilities set out in Part 3 of the Schedule to the collaboration agreement?
  - h) appoint, support, comment on and respond to comments made by the external examiner?
  - i) recruit and select students to the level indicated during the approval process?
  - j) assure the accuracy of all public information, publicity and promotional activity relating to the provision?



- k) provide prospective students and those registered on the provision with information that is accurate and complete and comparable with that given to internal prospective or registered students of the University?
  - l) implement the administrative arrangements as set out in the programme document, operational procedures and Part 3 of the Schedule to the collaboration agreement?
- 2 How suitable is the delivery location for the provision?
  - 3 How often does the programme leader take the opportunity to discuss the programme (including operational aspects) with the partner
  - 4 Has the programme leader's reflective commentary identified areas of good practice worthy of further dissemination?
  - 5 Does the programme leader's reflective commentary identify areas for further development or enhancement and has an action plan been produced to enable this to be taken to a successful conclusion?
  - 6 To what extent has the partner been involved in preparation for the first year review

