

COLLABORATIVE RESEARCH DEGREE AWARDS DEVELOPING THE PROPOSAL

CONTENTS

Outline of the procedure.....	2
Underpinning principles	2
Responsibilities.....	3
The nominated coordinator	3
School representatives on Collaborative Provision Committee.....	3
Deans of School.....	4
The Clerk to Collaborative Provision Committee.....	4
The Research, Innovation and Enterprise Office	4
Completing the CPC1b	5
The outcome of the CPC1b process.....	6



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 [CPC1b](#) has been designed to formally record the detail of a proposal for a research award in partnership with another organisation once it is identified by a school or if an approach and expression of interest in research activity is made by a potential partner.
3. The proposal is discussed and agreed within the School
4. A nominated co-ordinator is identified and completes a CPC1b, which is signed off by the Dean. The nominated co-ordinator forwards this to the Clerk to Collaborative Provision Committee for consideration at a meeting of the Committee.
5. Upon consideration of the above, Collaborative Provision Committee may:
 - Approve the proposal to proceed to stage 2 without further conditions
 - Approve the proposal to proceed to stage 2, subject to conditions (e.g. full due diligence, partner evaluation, other UK partner reference etc.)
 - Reject the proposal. In cases where the Collaborative Provision Committee cannot support a CPC1b the Convenor will provide feedback to the Dean of School.

Underpinning principles

6. Collaborative research degrees are an increasingly common feature of the provision of UK Universities and are predominantly international in nature. Such programmes form part of institutional internationalisation strategies, develop co-operative research activities, enhance student and staff mobility and can bring significant academic reputational benefits.
7. The role of Collaborative Provision Committee in the approval process is primarily to ensure the strategic suitability of a proposed partner, which will precede approval of specific research degree programmes to be delivered by the institution. This applies whether or not the institution in question has already been approved as a partner to deliver taught courses.



8. All proposals for research awards offered in partnership with another organisation are underpinned by an evaluative desk-top assessment of potential academic risks relating to the proposed partner.

Responsibilities

The nominated coordinator

9. The nominated coordinator is responsible for:
 - a) developing the proposal by undertaking an evaluative desk-top assessment of potential academic risks relating to the proposed partner using the [CPC1b academic risk assessment matrix](#)
 - b) completing the CPC1b
 - c) ensuring the CPC1b is formally noted and approved by the School Management Team and signed off by the Dean of School
 - d) submitting the signed CPC1b to the Clerk to Collaborative Provision Committee for consideration and approval by the Committee
 - e) attend the meeting of the Collaborative Provision Committee to facilitate discussion of the proposal if appropriate (otherwise this can be undertaken by the School representative on the Committee)
 - f) retaining all evidence used to inform the evaluative desk-top assessment of a proposed partner organisation
 - g) notify the Clerk to Collaborative Provision Committee of any changes to information recorded on a CPC1b or academic risk assessment matrix once these have been approved by the Committee.
10. The Clerk to Collaborative Provision Committee must receive a signed CPC1b 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

11. School representatives on Collaborative Provision Committee are responsible for:
 - a) presenting CPC1 and the academic risk assessment matrix to the Committee (if this is not undertaken by the nominated co-ordinator)



- b) reporting the outcome of the Committee's discussion to the nominated coordinator.

Deans of School

12. By signing the CPC1b and the academic risk assessment matrix Deans of School are verifying that appropriate evidence has been reviewed and retained to indicate that:
- a) the proposed financial model is viable and meets University expectations
 - b) the proposed partner has appropriate learning resources to support the student undertaking the collaborative research award
 - c) the proposal will be developed to mitigate against any academic risk identified by the nominated coordinator
 - d) the school will provide sufficient resource to support the continuing development of the proposal.

The Clerk to Collaborative Provision Committee

13. The Clerk to Collaborative Provision Committee is responsible for:
- a) ensuring that the Committee receives a completed CPC1b for each proposal to offer a collaborative research award in partnership with another organisation
 - b) retaining an approved and signed CPC1b for future internal or external audit and review purposes
 - c) receiving from the nominated coordinator notification of any changes to information recorded on a CPC1b or academic risk assessment matrix once these have been approved by the Committee
 - d) notifying the Research, Innovation and Enterprise Office of the Collaborative Provision Committee's decision
 - e) circulating Collaborative Provision Committee meeting minutes to appropriate School Support Service officers in each school.

The Research, Innovation and Enterprise Office

14. The Research, Innovation and Enterprise Office is responsible for:



- a) taking responsibility for all administrative support of the research collaboration.
- b) drawing up a Memorandum of Agreement (MOA), to be signed by all parties. The MOA will set out the regulatory framework and respective responsibilities for the management of the research programme. This will include:
 - The scope and limits of the arrangement.
 - The responsibilities of all parties, particularly in relation to the supervision of students.
 - Financial arrangements.
 - Periods of residence at each institution.
 - Research training requirements.
 - Use of resources.
 - Arrangements for monitoring the progress of students.
 - Quality assurance procedures (including the respective responsibilities of the University and the partner organisation).
- c) submitting an annual report of collaborative research activity, which will be submitted to the first meeting of CPC, in each academic session, for consideration.

Completing the CPC1b

15. [CPC1b](#) has been designed to formally record the detail of a proposal for a collaborative research award in partnership with another organisation. The CPC1b will include information on:

- The rationale for the collaboration.
- A statement outlining how the prospective partner's facilities and resources support a high quality research learning environment
- A statement detailing how the partner institution's mission, strategy, reputation, quality methodology, research profile and ethos are compatible with the University's.
- A statement on how such a collaboration fits with the University's Internationalisation strategy.



15. It provides the nominated coordinator with a mechanism to record the outcome of an evaluative desk-top assessment of potential academic risks relating to supporting the proposal in partnership with the proposed partner.
16. CPC1b includes an [academic risk assessment matrix](#) to assist the nominated coordinator in identifying the level of academic risk relating to supporting the proposal in partnership with the proposed partner.
17. The Clerk to Collaborative Provision Committee will not accept an incomplete or unsigned CPC1b or academic risk assessment matrix.

The outcome of the CPC1b process

18. The approval of CPC1b by Collaborative Provision Committee enables the proposal to be submitted for formal reputational due diligence scrutiny by the Vice Principal (International) and financial due diligence scrutiny by Finance.
19. CPC1b provides Collaborative Provision Committee and therefore all areas of the University represented on the Committee, with comprehensive information on:
 - a) the proposed model of supervision and support of the research student
 - b) an indicative business plan which sets out proposed student fees and distribution of income
 - c) an academic risk assessment relating to the proposal offered in partnership with the proposed partner.
20. Having considered CPC1b and the academic risk assessment matrix Collaborative Provision Committee will either approve the proposal to proceed to due diligence scrutiny or ask for further information or clarification before taking a decision.
21. In approving each CPC1b and academic risk assessment matrix Collaborative Provision Committee will note the level of due diligence scrutiny to be applied as follows:
 - **Full due diligence scrutiny** for proposals involving a new country of delivery, that is, reputational due diligence scrutiny of the country and proposed partner plus financial due diligence scrutiny of the proposal.
 - **Partial due diligence scrutiny** for proposals in an approved country of delivery but with a new partner, that is, reputational due diligence scrutiny of the proposed partner plus financial due diligence scrutiny of the proposal.



- **A review of a previous due diligence scrutiny** for proposals with an approved partner which was undertaken five or more years previously.
 - **No requirement for a due diligence scrutiny** for proposals with an approved partner providing a due diligence scrutiny has been undertaken within the previous five years.
22. To prevent possible delays in the remainder of the approval process any changes to information recorded on a CPC1b or academic risk assessment matrix must be notified to the Clerk to Collaborative Provision Committee by the nominated coordinator at the earliest possible opportunity.
 23. CPC1b and academic risk assessment matrix are retained on file for future audit and review purposes.
 24. As a means of communicating the outcome of discussions more widely, appropriate School Support Service officers in each school and appropriate members of staff within RIE will be sent all Collaborative Provision Committee meeting minutes.
 25. In cases where the Committee cannot support a CPC1b or academic risk assessment matrix proposal the Convenor will provide feedback to the Dean of School.

