

## Collaborative Provision Committee

### Terms of Reference

**Purpose:** To oversee all award and credit-bearing provision delivered in partnership ensuring that the design, delivery, approval, monitoring and review of all provision delivered in partnership meets University and sector quality and standards expectations.

#### Remit

1. To oversee on behalf of the Education & Student Experience Committee and Academic Board all matters relating to award and credit-bearing provision delivered in partnership.
2. To develop and monitor the effectiveness of policy, procedures and practices relating to award and credit-bearing provision delivered in partnership to ensure that external quality and standards expectations are met.
3. To maintain a strategic overview of the portfolio of award and credit-bearing provision delivered in partnership and a definitive register of all such provision and partnerships.
4. To work in partnership with Quality & Standards Committee to ensure that all taught award and credit-bearing provision delivered in partnership takes full account of the University's academic regulations and Quality Framework.
5. To ensure appropriate due diligence is undertaken in the development of partnerships in terms of reputational risk, academic quality and the student experience. In addition, ensure ongoing periodic due diligence of partners is undertaken
6. To develop and monitor the effectiveness of arrangements for:
  - a. the early consideration of proposals to deliver award or credit-bearing provision delivered in partnership
  - b. developing proposals to deliver award or credit-bearing provision delivered in partnership
  - c. confirming that due diligence scrutiny has been completed on all proposals to deliver award or credit-bearing provision delivered in partnership
  - d. undertaking academic scrutiny and approval of all proposals to deliver award or credit-bearing provision delivered in partnership
  - e. ensuring that appropriate collaborative agreements are in place
  - f. ensuring that the effectiveness of the delivery of all award or credit-bearing provision delivered in partnership is monitored and reviewed in accordance with University and sector expectations.
7. To receive and consider reports resulting from approval, monitoring and review activities relating to the delivery of all award or credit-bearing provision delivered in partnership with a view to identifying, promoting and disseminating good or innovative practice, strengths or achievements University-wide and to ensure that any recommendations are addressed appropriately.
8. To oversee the quality assurance of award and credit-bearing provision delivered in partnership.
9. To oversee the quality assurance of partnerships that support student exchange opportunities.
10. To report routinely through Committee minutes and reports to ESEC, and formally annually to Academic Board on the effectiveness of arrangements for managing the delivery of all award or credit-bearing provision delivered in partnership and connected matters, making recommendations as appropriate.

#### Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor.

#### Frequency of Meetings

Nine per annum or as required.

#### Reporting Line

Education & Student Experience Committee.

#### Current Working Groups

To be commissioned as required.

#### Minutes

Copies of all minutes will be forwarded to Education & Student Experience Committee.

Minutes and papers will be held electronically by the Clerk to the Committee.

#### Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

## **Constitution**

**Vice Principal (Learning & Teaching) (Convenor)**  
**Head of Quality & Enhancement (Vice Convenor)**  
**Vice Principal (Internationalisation)**  
**Head of DLTE**  
**School Heads of International (x5)**  
**Director of Finance or Nominee**  
**Senior Officer responsible for student administration & support (or nominee)**  
**One ENSA sabbatical officer nominated by the President of ENSA**

**In attendance: Clerk to the Committee**

## Notes

Approved by Academic Board 12 June 2015

Constitution updated to reflect role title changes arising from professional service re-organisation: 29/11/16 Amended July 2019 – ‘School Academic Leads for International’ changed to ‘School Heads of International’. Amended July 2019 – Paragraph ‘Additional participants... ..as determined by the Convenor.’ added.

Amended July 2019 – References to Learning, Teaching & assessment Committee (LTAC) changed to Learning, Teaching, Assessment & Student Experience Committee (LTASEC).

Amended Sept 2022 – Education and Student Experience (ESEC) added to supersede to Learning, Teaching, Assessment & Student Experience Committee (LTASEC)