Annex O

Appendix A: Summary of Typology of Partnerships and Related Approval Processes

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# Validated Institutions

**Partnership Type/Definition**

A Validated Institution is an institution which has received approval from the University of Kent to offer courses devised, delivered and assessed by the institution but approved by the University for University of Kent credit and academic award. The University delegates a number of responsibilities to the validated institutions, including the arrangements for admissions, teaching, assessment, learning resources and other services. The courses are delivered by the validated institution to their students. The students are not registered with the University of Kent. The University is responsible for the standards of awards and quality assurance of the University approved courses at the validated Institution.The approved courses are subject to Kent’s Code of Practice, Academic Regulations and Credit Framework or procedures for research awards.

**Key Characteristics**

* Requires a Memorandum of Agreement.
* Financial arrangements specified in agreement, and institution charged for service.
* Approval process will review the suitability of the institution to run the course.
* Subject to Code of Practice processes: annual and periodic reviews by University
* Academic responsibility for the courses will be allocated to a University School and the University will provide a member of academic staff to act as a Liaison Officer for each course to ensure that quality and standards are monitored and maintained. This role includes acting as the Chair of the Board of Examiners. The role of the Academic Liaison Officer and Chair of the Board of Examiners for Validated Institutions is specified in Annex L of the Code of Practice.
* Examination board comprised of internal tutors, external examiner and chaired by member of Kent Staff.
* External Examiner appointed by Kent according to University procedures.
* Monitoring of publicity material.
* Students are registered at the Validated Institution, not at the University.
* Students will not be eligible for a University of Kent student card or receive a University login. They will not be able to access University facilities, services or resources (unless otherwise specified in the partnership’s specific Memorandum of Agreement). Where the Memorandum of Agreement specifies that students will have access to University facilities, resources or services – this arrangement is referred to as ‘Validated Plus’.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* QACO, Academic Liaison Officer, Divisional Committee and Panel and Course Approval Sub-Committee are responsible for approval of any new Validated course arising from the partnership.
* Approval is reported to the Education and Academic Standards Committee.

Management

QACO and Academic Liaison Officers are responsible for operational management.

Review

The review of the Memorandum of Agreement will be part of the five-yearly Periodic Institutional and Course Review as stated in Annex F of the Code of Practice.

# Partner Colleges:

**Partnership Type/Definition**

The University has a number of arrangements with local Further Education Partner Colleges. There are three models within the Partner College typology. For all models, the Partner College offers courses devised, delivered and assessed by the institution but approved by the University for University of Kent credit and academic award. The University delegates a number of responsibilities to the partner colleges, including the arrangements for admissions, teaching, assessment, learning resources and other services. The University is responsible for the standards of awards and quality assurance of the University approved courses at the Partner College. All courses approved under all models outlined below are subject to Kent’s academic regulations, Code of Practice, and Credit Framework.

**Key Characteristics**

All Models:

* Require a Memorandum of Agreement
* Subject to Code of Practice processes: annual and periodic reviews by University
* Approval process will review suitability of the institution to run the course
* Academic responsibility for the courses under all models will be allocated to a University School and the University will provide a member of academic staff to act as an Academic Liaison Officer for each course to ensure that quality and standards are monitored and maintained. This role includes acting as the Chair of the Board of Examiners.
* Examination board comprised of internal tutors, external examiner and chaired by member of Kent Staff
* External Examiner appointed by Kent according to University procedures
* Monitoring of publicity material
* See Annex L of the Code of Practice.

**Details of Approval, Management and Review**

Institutional Approval

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office (QACO) to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

Specific Proposal Approval

Partnership Development Team in liaison with QACO, Academic Liaison Officer, Divisional Committee and Panel, and Course Approval Sub-Committee are responsible for approval of any new Kent course arising from the partnership. Approval is reported to the Education and Academic Standards Committee.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners.

# Franchised

**Partnership Type/Definition**

Where the University franchises University of Kent student numbers and funding to its Partner Colleges. This means that the students are registered students of the University of Kent. The Partner College is responsible for the delivery of their courses to registered students of the University of Kent. As students of the University, the students will receive full access to the University’s resources. Students will receive an award of the University of Kent.

**Key Characteristics**

* Students are registered to the University.
* Students will be eligible for a University of Kent student card and receive a University login. They will have full entitlements and access to services and resources (except accommodation).

**Details of Approval, Management and Review**

Management

Academic Liaison Officers with input from QACO are responsible for operational management.

# Validated Plus

**Partnership Type/Definition**

* Where the Partner College uses its own student numbers and funding for the students. This means that the students are not registered students of the University of Kent.
* The Partner College is responsible for delivering their courses to their own students. As the students are not the students of the University, the students would not usually have access to the University’s resources, however under a Validated Plus arrangement the Partner College will have agreed with the University for access to specific University resources for the students, subject to conditions and charges. Students will receive an award of the University of Kent.

**Key Characteristics**

* Students are registered at the Partner College, not at the University.
* Students have access to nominated University facilities, subject to all the normal conditions and charges. These will be: the Student Learning and Advisory Service, careers guidance, the physical library and social and sports facilities.
* Students will not be eligible for a University of Kent student card or receive a University login. They will not be able to access online computing and library resources

**Details of Approval, Management and Review**

Management

Academic Liaison Officers with input from QACO are responsible for operational management.

# Validated

**Partnership Type/Definition**

Where the Partner College uses its own student numbers and funding for the students. This means that the students are not registered students of the University of Kent. The Partner College is responsible for delivering their courses to their own students. As the students are not the students of the University, the students will not have access to the University’s resources. Students will receive an award of the University of Kent.

**Key Characteristics**

* Students are registered at the Partner College, not at the University.
* Students will not be eligible for a University of Kent student card or receive a University login. They will not be able to access University facilities, services or resources.

**Details of Approval, Management and Review**

Management

Academic Liaison Officers with input from QACO are responsible for operational management.

# Dual Awards

**Partnership Type/Definition**

A single or multi-partner course involving the separate certification of students by the University and the partner(s).

**Key Characteristics**

* Requires a Memorandum of Agreement
* Financial arrangements specified in legal agreement, and institution charged for service
* Subject to Kent Code of Practice: annual and periodic reviews by University
* University of Kent Board of Examiners for Kent awards
* External Examiner appointed according to University procedures and by the University
* Joint Board of Studies with external examiner oversight of work undertaken with partners
* Monitoring of publicity material
* Students are registered to the University.
* Students will be eligible for a University of Kent student card and receive a University login. They will have full entitlements and access to services and resources.

**Details of Approval, Management and Review**

Institutional Approval

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* Standard procedures for the approval of University of Kent modules or courses – Annex B and Annex C.

Management

* School with input from QACO are responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners procedure.

# Joint Awards:

**Partnership Type/Definition**

* A course where a single certificate is issued bearing the insignia of the University and the partner(s);
* The arrangements for the operational management of such courses may use the model of Primary Administrative University (PAU), where one of the partner institutions assumes primary responsibility for managerial oversight of the course for a fixed period of time on a rotational basis. Where the University is acting as the PAU for such courses, they are subject to Kent’s Codes of Practice, Academic Regulations and Credit Framework for Taught Courses of Study;

**Key Characteristics**

* Requires a Memorandum of Agreement.
* Subject to Kent Code of Practice: annual and periodic reviews by University
* Financial arrangements specified in legal agreement, and institution charged for service
* Conjoint Board of Examiners
* External Examiner appointed according to University procedures and by the University
* Monitoring of publicity material
* Students are registered to the University.
* Students will be eligible for a University of Kent student card and receive a University login. They will have full entitlements and access to services and resources.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

Standard procedures for the approval of University of Kent modules or courses – Annex B and Annex C.

Management

School with input from QACO are responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners procedure.

# Course Delivery Support Partner

**Partnership Type/Definition**

Where a partner supports the delivery of a University of Kent course/module normally by delivering a module(s) or part of a module(s). Such support may also include input from the partner into the design of the module(s) and/or the use of the partner’s premises/ resources. (Note: Normally where a contribution consists of delivery only by a partner on the University of Kent premises, these arrangements are not considered collaborative partnerships, but instead sessional contracting of staff to deliver on a University course.)

**Key Characteristics**

* Requires a Memorandum of Agreement.
* Course is a University of Kent course delivered by the University of Kent with delivery support from a partner; as such the course adheres to all of the standard quality assurance mechanisms.
* Financial arrangements specified in legal agreement, and institution paid for service.
* Monitoring of publicity material.
* Students are undertaking a University of Kent course and as such are registered with the University.
* Students will usually be eligible for a University of Kent student card and receive a University login. They will usually have full entitlements and access to services and resources. It should be noted that the extent of students’ access to facilities and resources for these partnerships may be varied by the specific Memorandum of Agreement for a partnership.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* Standard procedures for the approval of University of Kent modules or courses – Annex B and Annex C.
* Additional mechanism that the relevant Divisional committee i.e. Education/Graduate Studies and Student Experience Committee will, if the contribution from the partner constitutes 50% or more of a stage of a course, determine if it might approve the course on the basis of submitted paperwork or whether it requires further evidence. Such evidence may take the form of further documentation to be provided by the partner or may involve a visit by a representative of the Divisional Committee (and a member of the cognate School, where considered necessary) to the place of delivery.

Management

Division with input from QACO are responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners.

# Standalone Module Delivery Provider

**Partnership Type/Definition**

Where a partner, which has demonstrated adherence to the appropriate quality requirements and academic standards, delivers, a module(s) in its entirety, which is not part of a course for the award of University credit. The module can be devised by the University or the partner.

**Key Characteristics**

* Requires a Memorandum of Agreement
* Financial arrangements specified in legal agreement, and institution charged for service
* Approval process will review suitability of the partner to deliver the module(s)
* Subject to Code of Practice: annual and periodic reviews by University
* Monitoring of publicity material
* Credit may be used towards a University award through appropriate RPL processes
* Students are registered to the University
* Students will usually be eligible for a University of Kent student card and receive a University login. They will usually have full entitlements and access to services and resources. It should be noted that the extent of students’ access to facilities and resources for these partnerships may be varied by the specific Memorandum of Agreement for a partnership.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* Standard procedures for the approval of University of Kent modules – Annex B.
* Additional mechanism that the relevant Divisional committee will usually require a visit by a representative of the Divisional Committee i.e. Education/Graduate Studies and Student Experience Committee (and a member of the cognate School, where considered necessary) to the place of delivery.

Management

Division with input from QACO are responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review.

# Course Delivery Provider

**Partnership Type/Definition**

Where a partner is approved to host the delivery of a Kent devised and approved course leading to a University award. The Course Delivery Provider provides facilities and tutoring, but has limited or closely supervised engagement with assessment.

**Key Characteristics**

* Requires a Memorandum of Agreement
* Financial arrangements specified in legal agreement, and institution charged for service
* Approval process will review suitability of the academic centre to host the course
* Subject to Code of Practice: annual and periodic reviews by University
* Examination board comprised of internal tutors, module co-ordinators, external examiner and chaired by member of Kent Staff
* External Examiner appointed according to University procedures and by the University
* Monitoring of publicity material
* Students are registered to the University
* Students will usually be eligible for a University of Kent student card and receive a University login. They will usually have full entitlements and access to services and resources. It should be noted that the extent of students’ access to facilities and resources for these partnerships may be varied by the specific Memorandum of Agreement for a partnership.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* University Team will visit the partner. The visit will be chaired by a representative of the Divisional Committee i.e. Education/Graduate Studies and Student Experience Committee. Report from the visit with a recommendation will be submitted to the course Board of Studies, the Divisional Committee and the Education and Academic Standards Committee.
* Should amendment or approval of modules/ courses be required they will follow the standard procedures for the approval of University of Kent modules or courses – Annex B and Annex C.

Management

School with input from QACO are responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners procedure.

# Co-supervision of Research Degrees

**Partnership Type/Definition**

* + - Students studying on research courses are given supervision by the University and a partner leading to dual awards.
		- Co-supervision of research degrees arrangements (sometimes referred to as co-tutelles) are not intended to benefit individual students. There is an expectation that at least 4 students will register for an arrangement offered by the two institutions.
		- For co-supervision of research degrees, in all cases where the third party organisation has delegated or conjoint authority for providing any of the following, the arrangement will be classified as collaborative in nature:
		- admissions decisions
		- formal research training
		- examination and/or viva voce
		- Supervisory chair and /or the main supervisor

**Key Characteristics**

* Requires an inter-institutional Agreement and Student Contract
* Subject to Kent’s Code of Practice
* Conjoint Examination process
* Students are registered to the University
* Students will be eligible for a University of Kent student card and receive a University login. They will have full entitlements and access to services and resources.

**Details of Approval, Management and Review**

Institutional Approval

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* QACO, Kent Supervisor and Graduate and Researcher College responsible for approval of supervisory arrangement.
* An Inter-institutional Agreement and Student Contract will be signed between the parties.

Management

The Supervisor and School are responsible for operational management with oversight at Divisional/Graduate and Researcher College Board level through the annual monitoring process.

Review

The review of the Inter-institutional Agreement will follow the Periodic Strategic Review procedure.

# Joint Research Awards

**Partnership Type/Definition**

* The University works in collaboration with a partner to offer students one single research award. Students complete one academic course, but their degree certificate shows the award is given jointly by the University and the partner.
* Students are given supervision by the University and the partner.
* Joint research awards are not intended to benefit individual students. There is an expectation that a considerable (or substantial) number of students will be interested in registering for a joint research award offered by the two institutions.
* For joint research awards, in all cases where the third party organisation has delegated or conjoint authority for providing any of the following, the arrangement will be classified as collaborative in nature:
	+ - admissions decisions
		- formal research training
		- examination and/or viva voce
		- Supervisory chair and /or the main supervisor

**Key Characteristics**

* Requires an inter-institutional Agreement and Student Contract.
* Subject to Kent’s Code of Practice.
* Conjoint Examination process Students are registered to the University.
* Students will be eligible for a University of Kent student card and receive a University login. They will have full entitlements and access to services and resources.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* QACO, Kent Supervisor and Graduate and Researcher College responsible for approval of supervisory arrangement.
* An Inter-institutional Agreement and Student Contract will be signed between the parties.

Management

The Supervisor and School are responsible for operational management with oversight at Divisional/Graduate and Researcher College Board level through the annual monitoring process.

Review

The review of the Inter-institutional Agreement will follow the Periodic Strategic Review procedure.

# Articulation

**Partnership Type/Definition**

* a formal agreement whereby a qualification and/or credits from a course undertaken at an approved partner institution is recognised as giving advanced standing for entry to a University of Kent course. The agreement is made for a cohort.
* It is important to note that a University of Kent award cannot be given for an arrangement where the last stages of the award are delivered by a partner institution.

**Key Characteristics**

* Requires a Memorandum of Agreement which may include financial arrangements, admissions’ criteria and other administrative arrangements, marketing and publicity and other operational matters
* Requires a ratified RPL Protocol mapping the partner’s course onto the relevant course at Kent – Annex R.
* Requires reporting by the partner/School of changes to either course.
* Students who enter the Kent course are registered to the University.
* Students who enter the Kent course will be eligible for a University of Kent student card and receive a University login. They will have full entitlements and access to services and resources.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* The approval of the RPL Protocol will be by QACO and the Chair of the Board of Examiners.
* Approval is reported to the APL Board.
* Annex R

Management

School with input from QACO is responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners procedure.

# Linked Awards

**Partnership Type/Definition**

* A course delivered through an articulation arrangement with a partner, which is granted separate certification by the University and subsequently the partner. Unlike dual awards, other than the mapping of equivalence of learning, the two awards are not integrated and the existing Kent award involved is not amended to suit the arrangement. The classification of the Kent award is based solely on grades awarded by the University.
* The arrangement is essentially an extension of an articulation arrangement whereby students typically undertake 1, 2 or 3 years of study at a partner organisation and then join a University course with advance standing and complete the remaining 1, 2 or 3 years of study at the University. The students are awarded an award from the University based on the 3 or 4 years of study, depending upon the mapping and arrangement. Upon returning home to their home country, the overseas University awards a second degree certificate based on the 3 or 4 years of study, depending upon the mapping and arrangement.
* It is important to note that a University of Kent award cannot be given for an arrangement where the last stages of the award are delivered by a partner institution.

**Key Characteristics**

* Requires a Memorandum of Agreement which may include financial arrangements, admissions’ criteria and other administrative arrangements, marketing and publicity and other operational matters. Memorandum of Agreement will make clear the arrangement is a Linked Award arrangement.
* Requires a ratified RPL Protocol mapping the partner’s course onto the relevant course at Kent – Annex R
* Reporting by the partner/School of changes to either course.
* Other than the approval/mapping mechanisms, subject to same Kent QA procedures as standard ‘home courses’.
* Subject to Kent Code of Practice for portions of study studied at Kent and Kent award: annual and periodic reviews by University
* Board of Examiners for Kent awards.
* External Examiner appointed according to University procedures and by the University for Kent Award.
* Monitoring of publicity material.
* Students are registered to the University whilst studying at the University.
* Students will be eligible for a University of Kent student card and receive a University login whilst studying at the University. They will have full entitlements and access to services and resources whilst studying at the University.

**Details of Approval, Management and Review**

Institutional Approval

For UK Partnerships:

* Completion of a process of risk assessments and due diligence checks by the Quality Assurance and Compliance Office for UK collaborative partners;
* Recommendation for approval from the Quality Assurance and Compliance Office to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate;
* If the partner is deemed to be of high risk, the proposal should be flagged as such by the University’s Academic Strategy, Planning and Performance Board to Senate;
* Executive level sign-off of appropriate Memorandum of Understanding and/or Agreement.

For International Partnerships:

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Specific Proposal Approval

* The approval of the RPL Protocol will be by QACO and the Chair of the Board of Examiners.
* Approval is reported to the APL Board.
* Annex R

Management

School with input from QACO is responsible for operational management.

Review

The review of the Memorandum of Agreement will follow the Periodic Strategic Review of Partners procedure.

# Non-Erasmus European and international student exchanges

**Partnership Type/Definition**

An exchange course involving an agreement between Kent and another partner University to exchange students. This type of exchange is not organised through the Erasmus programme.

**Key Characteristics**

* Covered by a Student Exchange Agreement.
* Students spend a period of their Kent course at another University overseas.
* Where the student’s mark or marks have not been awarded by Kent staff, the placement will be graded on a pass/fail basis and will therefore be zero-weighted with respect to classification

**Details of Approval, Management and Review**

Institutional Approval

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Management

International Partnerships and the relevant School.

Review

* The review of the Agreement will be undertaken by International Partnerships Approval Panel conducting Due Diligence and Risk Assessments with an Executive Summary of the proposed partnership. In liaison with the Quality Assurance and Compliance Office. The documents will be submitted to the Academic Strategy, Planning and Performance Board. Academic Strategy, Planning and Performance Board will review and make a recommendation to Senate.
* Proposals to terminate or make major amendment to existing non-award bearing partnerships are considered by a review panel. The core members of the review panel are the Director of International Partnerships, Senior International Partnerships Officer and the Study Abroad and Exchanges Coordinator, and can also include Division and International Recruitment representatives. The panel meets in the Spring term, and its recommendations for termination and/or major amendment are submitted to the May meeting of the International Partnerships Approval Panel for ratification and final approval. Terminations are reported to Executive Group for note.

# Incoming Study Abroad

**Partnership Type/Definition**

A scheme involving an agreement between Kent and a partner University whereby students from the partner university can spend a period of study at Kent on a fee-paying, short- term basis, typically for a term or year.

**Key Characteristics**

* Covered by a Study Abroad Agreement.
* A fee discount is sometimes included in the agreement.

**Details of Approval, Management and Review**

Institutional Approval

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Management

International Partnerships and the relevant School.

Review

* The review of the Agreement will be undertaken by International Partnerships Approval Panel conducting Due Diligence and Risk Assessments with an Executive Summary of the proposed partnership. In liaison with the Quality Assurance and Compliance Office. The documents will be submitted to the Academic Strategy, Planning and Performance Board. Academic Strategy, Planning and Performance Board will review and make a recommendation to Senate.
* Proposals to terminate or make major amendment to existing non-award bearing partnerships are considered by a review panel. The core members of the review panel are the Director of International Partnerships, Senior International Partnerships Officer and the Study Abroad and Exchanges Coordinator, and can also include Division and International Recruitment representatives. The panel meets in the Spring term, and its recommendations for termination and/or major amendment are submitted to the May meeting of the International Partnerships Approval Panel for ratification and final approval. Terminations are reported to Executive Group for note.

# Progression arrangements (Overseas)

**Partnership Type/Definition**

* An arrangement with an overseas partner to encourage students on specific agreed courses to progress from their institution to the University of Kent. These progression arrangements are Non-Erasmus related.
* Please note, if the arrangement is:

Not linked to specific course(s) at the partner institution

Based on Kent’s standard entry requirements

Does not permit advanced standing

An admissions agreement, which does not require Institutional Approval, can be drawn up instead of a Progression Agreement. This type of agreement would be overseen by International Recruitment. Agreeing a fee discount is usually the main driver for this type of agreement.

**Key Characteristics**

* Requires a Progression Agreement. Students are encouraged to apply for a Kent course from a lower level of study at the partner.
* Students commence the Kent course at the entry point and are not permitted credit transfer or admission at an advanced point of the course.

**Details of Approval, Management and Review**

Institutional Approval

* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Management

International Partnerships, Marketing Outreach, Recruitment and Admissions and the relevant School.

Review

* The review of the Agreement will be undertaken by International Partnerships Approval Panel conducting Due Diligence and Risk Assessments with an Executive Summary of the proposed partnership. In liaison with the Quality Assurance and Compliance Office. The documents will be submitted to the Academic Strategy, Planning and Performance Board. Academic Strategy, Planning and Performance Board will review and make a recommendation to Senate.
* Proposals to terminate or make major amendment to existing non-award bearing partnerships are considered by a review panel. The core members of the review panel are the Director of International Partnerships, Senior International Partnerships Officer and the Study Abroad and Exchanges Coordinator, and can also include Division and International Recruitment representatives. The panel meets in the Spring term, and its recommendations for termination and/or major amendment are submitted to the May meeting of the International Partnerships Approval Panel for ratification and final approval. Terminations are reported to Executive Group for note.

# Formal Overseas Staff Exchanges

**Partnership Type/Definition**

An exchange programme involving an agreement between Kent and another University to exchange staff for limited periods of time so that staff can experience working in a different institution/culture. This type of exchange is not organised through the Erasmus programme.

**Details of Approval, Management and Review**

Institutional Approval

* Usually form part of a Memorandum of Understanding and subject to Institutional Approval. (Informal overseas staff exchanges, where a Memorandum of Understanding is not developed, may not be subject to Institutional Approval.)
* Completion of a process of risk assessments and due diligence checks by the International Partnerships Approval Panel for all international partners, in liaison with the Quality Assurance and Compliance Office for oversight, advice and guidance;
* Recommendation for approval from the International Partnerships Approval Panel to the University’s Academic Strategy, Planning and Performance Board;
* Review of the documentation by the University’s Academic Strategy, Planning and Performance Board;
* Recommendation for final approval from the University’s Academic Strategy, Planning and Performance Board to Senate.

Management

International Partnerships and the relevant School.

Review

* The review of the Agreement will be undertaken by International Partnerships Approval Panel conducting Due Diligence and Risk Assessments with an Executive Summary of the proposed partnership. In liaison with the Quality Assurance and Compliance Office. The documents will be submitted to the Academic Strategy, Planning and Performance Board. Academic Strategy, Planning and Performance Board will review and make a recommendation to Senate.
* Proposals to terminate or make major amendment to existing non-award bearing partnerships are considered by a review panel. The core members of the review panel are the Director of International Partnerships, Senior International Partnerships Officer and the Study Abroad and Exchanges Coordinator, and can also include Division and International Recruitment representatives. The panel meets in the Spring term, and its recommendations for termination and/or major amendment are submitted to the May meeting of the International Partnerships Approval Panel for ratification and final approval. Terminations are reported to Executive Group for note.

# Arrangements for external research students and research courses containing an element of study with an external party

**Partnership Type/Definition**

It is recognised that many research degree students study off campus and may draw upon some support from a third party. The University recognises these arrangements with a third party organisation but does not regard them as constituting a collaborative partnership. For example:

* Arrangements involving periods of study at a third party organisations, including those arising from studentship awards and Split PhD registrations;
* Arrangements involving the incorporation of non-University staff into the supervisory team;
* Arrangements for external candidates.

For a proposal to be recognised as a research course with an externa party arrangement, rather than as collaborative arrangement, the following matters must be confirmed

* the admission decisions will be undertaken by the University;
* the Supervisory Chair and main supervisor will be members of University of Kent staff;

**Key Characteristics**

* Research degree students study off campus and may draw upon some support from a third party.
* Where the arrangements for such support have been approved by as part of the research proposal, and do not involve the delegation of admissions decisions, formal research training, examination and/or viva voce, Supervisory chair and /or the main supervisor, the University does not categorise these as collaborative arrangements.

**Details of Approval, Management and Review**

Approval

These types of partnership are exempt from the Institutional Approval Process.

* External Research Student - Approval of these arrangements is undertaken by the School, Divisional Committee and Dean of the Graduate and Researcher College.
* Provided the period is no more than two thirds of the student’s period of registration, the Divisional Committee approves the arrangement.
* If the period is more than two thirds of the student’s period of registration elsewhere, the Dean of the Graduate and Researcher College.

Management: School

The detailed procedures:

[External Research Degree Approvals](https://www.kent.ac.uk/education/documents/regulations-research/procedures-for-approval-external-research-degree-candidature.docx),

[Split PhD Registration](https://www.kent.ac.uk/education/documents/regulations-research/procedures-for-approval-split-research-degree-candidature.docx);

Approving a period of PGR study away from the University.

# Placements - Year in Industry, Year Abroad in Industry, Work Placements (UK/Abroad):

**Partnership Type/Definition**

A course involving an agreement between Kent and another organisation whereby a Kent student can spend a period of their course working at the organisation

**Key Characteristics**

Annex Q of the Code of Practice: Work-Based and Placement Learning must be adhered to in the set-up and management of Year in Industry, Year Abroad in Industry, Work Placements (UK/Abroad) arrangements.

**Details of Approval, Management and Review**

Approval

* These types of partnership are exempt from the Institutional Approval Process.
* Approval of Year in Industry, Year Abroad in Industry, Work Placements (UK/Abroad) arrangements is currently undertaken at School level. The Placement Agreement/Contract is currently produced at School level, using Template agreements for placements designed by Kent Innovation and Enterprise. Kent Innovation and Enterprise are happy to modify the template to specific requirements.
* Directors of Operations in Divisions and Placement Development and Employability Manager
* The Placement Development and Employability Team are able to give advice on best practice within placements.
* International Partnerships can provide advice on work Placements/Year in Industry Abroad.

# Erasmus Work Placement

**Partnership Type/Definition**

A programme involving an agreement between Kent and an approved Erasmus organisation whereby a Kent student can spend a period of their course working at the organisation and gaining experience of work/industry, as either a compulsory or optional part of their course.

**Key Characteristics**

The work placement requires a Training Agreement signed by the employer, student, School representative and International Partnerships Office.

**Details of Approval, Management and Review**

Approval

Applications to start an Erasmus Work Placement are exempt from the Institutional Approval Process.

International Partnerships Office and the relevant School are responsible for the approval.

Management

Directors of Operations in Divisions and Placement Development and Employability Manager.

# Progression arrangements (UK)

**Partnership Type/Definition**

An arrangement with a UK partner to encourage students to progress from their institution to the University of Kent.

**Key Characteristics**

* Requires a Progression Agreement.
* Students are encouraged to apply for a Kent course from a lower level of study at the partner.
* Students commence the Kent course at the entry point and are not permitted credit transfer or admission at an advanced point of the course.

**Details of Approval, Management and Review**

Approval

* These types of partnership are exempt from the Institutional Approval Process.
* Admissions and the relevant School are responsible for the approval and operational management.

# Erasmus Exchange Partnership (Staff and Student):

**Partnership Type/Definition**

An exchange programme involving an agreement between Kent and another Erasmus approved institution to exchange students and/or An exchange programme involving an agreement between Kent and another Erasmus approved institution to exchange staff for limited periods of time so that staff can experience working in a different institution/culture.

**Key Characteristics**

* Requires an Erasmus Agreement
* Students spend a period of their Kent course at another University overseas.
* Where the student’s mark or marks have not been awarded by Kent staff, the placement will be graded on a pass/fail basis and will therefore be zero-weighted with respect to classification

**Details of Approval, Management and Review**

Approval

Applications to start an Erasmus Exchange Partnership are exempt from the Institutional Approval Process. Under the Erasmus University Charter, Kent already operates a considerable number of Institutional and Bilateral Agreements, through which Schools may send and receive students for periods of study to and from selected partners in mainland Europe.

For student exchanges: The proposing School submits a New Partner Proposal. Approval to the International Partnerships Approval Panel. The International Partnerships Approval Panel makes a recommendation to University’s Academic Strategy, Planning and Performance Board. University’s Academic Strategy, Planning and Performance Board will make a decision regarding approval.

For staff exchanges: The proposing School submits a New Partner Proposal, which is reviewed by the Erasmus Institutional Coordinator. International Partnerships may require Schools to obtain further information at this stage.

International Partnerships Office and the relevant Schools are responsible for the approval.

Management

International Partnerships and the relevant School are responsible for the operational management.

Review

The review of the Erasmus Agreement will be undertaken by the International Partnerships Office.

Proposals to terminate or make major amendment to existing non-award bearing partnerships are considered by a review panel. The core members of the review panel are the Director of International Partnerships, Senior International Partnerships Officer and the Study Abroad and Exchanges Coordinator, and can also include Division and International Recruitment representatives. The panel meets in the Spring term, and its recommendations for termination and/or major amendment are submitted to the May meeting of the International Partnerships Approval Panel for ratification and final approval. Terminations are reported to Executive Group for note.

# Unfunded Research Collaborations

**Details of Approval, Management and Review**

Approval

The process for unfunded research collaborations is exempt from the Institutional Approval Process.

Management

Research Services are responsible for the approval and operational management.