Annex O

Appendix G : Collaborative Partnership Approval

(i.e.validated institutions, dual/joint awards, articulation arrangements, course delivery support partners, standalone module delivery providers, course delivery providers, co-supervision of research degrees.)

Subject area contacts Quality Assurance and Compliance Office (QACO) or the International Partnerships Office (IP) for international partnerships.

Subject area selects a potential partner (note that the Director of Division must be supportive of the link for it to proceed to the next stage)

QACO/IP check that the partnership meets the basic strategic criteria as outlined in Annex O of the Code of Practice.

QACO or the International Partnerships Approval Panel complete the Academic Risk Assessment Tools and Due Diligence Checklist in liaison with the partner and School.

Division completes the Statement of Strategic Benefit and submits this to QACO

For UK partnerships, QACO collates all three preliminary approval documents. QAO sends the documents to the Academic Strategy, Planning & Performance Board (ASPPB). ASPPB review and make a recommendation to Senate.

For international partnerships, documents will be collated by the International Partnerships Approval Panel who will make a recommendation to ASPPB. ASPPB review and make a recommendation to Senate.

QACO liaises with subject areas to ensure collaborations involving courses/modules progress through the approval process, culminating in Divisional Education and Student Experience Committee/ Graduate Studies and Student Experience Committee for modules/Course Approval Sub-committee for courses.

Following the approval of the partner, if the collaboration involves a validated course, QACO liaises with subject areas to ensure completion of the Business Case Committee for the new course.

Once fully signed, QACO update the Register of Collaborative Partnerships with details of the new collaborative partnership and courses/ modules. QACO report the signing of the Agreement to IP who update Sharepoint. The signing of MoA is reported back to the Division**.**

Once partnership and course/modules are fully approved, QACO create the document required to confirm partnership (e.g., MoA), based on standard templates.

QACO arrange for the signing of the document and then send to the partner with appropriate cover letter.

Once a term, QACO report all signed Memoranda of Agreement to Education and Academic Standards Committee and Academic Strategy, Planning & Performance Board.