COLLABORATIVE PARTNERSHIP APPROVAL
(i.e. validated institutions, dual/joint awards, articulation arrangements, course delivery support partner, standalone module delivery provider, course delivery provider, co-supervision of research degrees).

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)

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

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

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

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

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

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.

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

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

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

QACO will arrange for the signing of the document and then send to the partner with an 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.