Quality Assurance Code of Practice

Collaborative Provision (Taught and Doctoral)

1.   Scope and definitions

Definition

1.1   Collaborative provision refers to any educational provision leading or contributing to an award or academic credit of the University of Bath which is delivered, supported or assessed through an arrangement with one or more partner organisations.

Scope

1.2   The main types of collaborative provision covered by this statement and with which the University may be involved includes:

- Franchised provision
- Licensed provision
- Validated provision
- Articulation arrangements
- Joint delivery (awarded by the University or by a partner
- Joint awards
- Doctoral Degree Collaborations.

1.3   The above list is not exhaustive and any new proposals for working with other organisations or providers should be discussed with Academic Registry in the first instance. Definitions of specific types of collaborative provision can be found in Annex A.

Exclusions

1.4   The following collaborative provision is covered in alternative statements:

- placement learning (which are covered by QA6)
- student exchange arrangements, including Erasmus exchanges and study abroad (which are covered by QA37)
- Doctoral degree collaborations are referenced in both QA7 and QA20.

1.5   The University does not permit serial arrangements where a partner of the University offers approved collaborative provision to a third party.

1.6   The University does not support proposals for joint doctoral degrees for individual students except in very exceptional circumstances (such as a proposal with a Strategic Partner which only has one eligible student to start a joint degree immediately but with larger cohorts expected within the next three years). Such exceptional circumstances must be agreed by the Deputy Vice-Chancellor and the Pro-Vice-Chancellor (International & Doctoral).

The minimum level of input from the University and the collaborative institution involved in a joint award would normally be expected to be equal.

1.7   Indicative responsibilities of the University and its partners for collaborative provision arrangements are highlighted in **Annex B.**

1.8   A number of institutions have been identified as a Strategic Partner of the University. These partners are of significant importance to the University and further information can be found in Annex K.

Further advice

1.9   Further general advice on collaborative provision can be sought at an early stage from

Academic Registry.

2. Principles and overview

2.1 The University of Bath is committed to supporting student learning experiences through collaborative provision where appropriate, whilst working to assure the overall academic standard of the awards conferred by the University of Bath and the quality of the learning experiences and associated support for students.

2.2 The University takes a risk-based approach to developing and managing its collaborative activity, whereby effort expended will be proportionate to factors such as the nature of the partner organisation, and the complexity of the arrangements, thereby ensuring that the quality and standards of all collaborative provision will be as rigorous, secure and open to scrutiny as those for programmes delivered entirely by the University of Bath.

2.3 Collaborative provision should be developed within the context of both the University's Education Strategy and the University's International Strategy.

3 Memorandum of Understanding

3.1 The production of a memorandum of understanding can be the first step to formally engaging with a collaborative partner. It is used to express an intention to co-operate possibly with a view to considering the potential for a future collaboration associated with academic provision.

3.2 All memoranda of understanding must be signed by the Vice-Chancellor.

3.3 For further advice on the approved process for producing a memorandum of understanding, please liaise with the University Legal Advisers.

4 Approval of collaborative provision arrangements

4.1 The approval of collaborative provision arrangements involves a two-stage process: strategic consideration followed by detailed academic consideration. These two stages must be undertaken sequentially.

4.2 A member of Department/School staff should be identified as being the Lead Proposer for a collaborative arrangement. This would usually be an academic member of staff. However, in certain circumstances it may also be a member of professional services staff. This person is responsible for managing the process of approving the proposal; acting as a key liaison with the proposed collaborative partner; and for overseeing the management of the arrangement once approved. Where a lead proposer leaves the University or is on an extended period of leave, the responsibility for overseeing the arrangement will rest with the Head of Department/Dean of the School of Management until a replacement is identified.

4.3 A Preliminary Enquiry Form (QA20 Form 1a, or Form 1b for doctoral degrees) must normally be completed at the outset to scope the proposal, identify the initial level of risk and to reach a decision guided by key staff as to whether to continue with the proposal. If key staff have already been consulted separately then only part two of this form needs to be completed. When developing collaborative provision with a Strategic Partner, a separate risk assessment of the partner should be completed at the point of establishment of the partnership (see guidance in annex K), and therefore the Preliminary Enquiry Form is not required.

4.4 Advice on the approval process for collaborative provision can be sought from Academic Registry.

5 STAGE ONE: Strategic consideration

5.1 The aim of giving strategic consideration to a collaborative proposal is to ensure that:
- the collaboration proposal is consistent with the University's Mission Statement and Strategy
- the aims and objectives of the organisation are compatible with those of the University of Bath, and the organisation is of a suitable standing
- the partner has effective quality assurance mechanisms and is likely to be able to offer appropriate quality of provision for a University of Bath award
- the University has the disciplinary expertise required to approve and manage the partnership
- any risks are identified and can be appropriately managed
- the collaboration is financially sound.

5.2 Strategic consideration is required for approving:
- a new partner
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- a new or existing partner (including Strategic Partners) to deliver a new or existing programme or units
- an articulation arrangement.

5.3 If a proposal to work with a new/existing partner involves a new programme or units, stage one of QA3 Approval of New Programmes of Study must be undertaken alongside stage one of QA20.

5.4 Before a bid for external funding for proposals involving collaborative provision is submitted, stage one must be undertaken and approved. Advice should be sought from Academic Registry at the earliest point, in particular with regards to meeting any deadlines set by external bodies.

5.5 Specific guidance on the process and due diligence required for stage one can be found in the annex:
- standard collaborative provision proposals (annex C)
- articulation arrangements (annex I)
- Strategic Partners (annex K)
- joint doctoral degrees (annex L).

5.6 In all instances, Academic Programmes Committee (APC) will give strategic consideration to the proposal. If the proposal is acceptable and involves a new partner, APC will recommend to Senate that it approves the proposed partner organisation.

5.7 Senate gives final strategic approval to a proposed new partner organisation.

6 STAGE TWO: Detailed academic consideration of a new partner

6.1 All credit-bearing provision, including credit-bearing CPD and level 8 doctoral provision, requires stage two approval. Stage two gives detailed academic consideration of the ability of that partner to deliver the programme/unit(s). The aim of stage two is to enable the University to satisfy itself that the partner has appropriate resources and policies in place to deliver a particular programme/unit(s) to University of Bath standards and (if appropriate) to approve the programme/unit(s) provision.

6.2 Where a collaborative proposal involves a new programme of study/unit(s), stage two of QA3

Approval of New Programmes of Study should be undertaken alongside stage two of QA20.

6.3 Specific guidance on the process and due diligence required for stage two can be found in the annex:
- standard collaborative provision proposals (annex D)
- articulation arrangements (annex I)
- Strategic Partners (annex K)
- joint research degrees (annex M).

6.4 In all instances, Faculty/The School Learning and Teaching Quality Committee (F/SLTQC) or Faculty/School Doctoral Studies Committee (F/SDSC) is required to consider information about the ability of the proposed partner to deliver the relevant programme/unit(s) or in the case of articulation arrangements F/SLTQC is responsible for the academic scrutiny of the proposal.

Resource Visit

6.5 Following F/SLTQC or F/SDSC approval, it is expected that a resource visit will be undertaken for most collaborative proposals. The aim of the resource visit is to assess the partner organisation's learning and teaching infrastructure in relation to the proposed programme/unit(s). Standard guidance on who should attend and how the visit should be conducted can be found in annex D. Guidance for articulation arrangements, Strategic Partners, and joint doctoral degrees can be found in annex I, K and M respectively. QA20 Form 2 must be used for all resource visit reports.

6.6 A case can be made for not requiring a resources visit; for example where the proposed collaboration is with a well-established HE institution of similar standing to the University of Bath or where the proposal has been classed as low risk using the Preliminary Enquiry Form. This case should be considered by the F/SLTQC or F/SDSC at the same time as information about the proposal is considered and a recommendation put forward to the Secretary of the Courses and Partnerships Approval Committee (CPAC, formerly Programmes and Partnerships Approval Committee) to seek the agreement of that committee that a resources visit is not necessary. Advice on this can be sought from Academic Registry.

6.7 Detailed scrutiny of the proposed partner to deliver the programme/unit(s) will then be undertaken by CPAC (including consideration of the resources visit report if applicable). Approval can be given by CPAC where a proposal involves a new partner and an existing University of Bath taught programme.

6.8 The collaborative arrangement will be recommended to Senate for approval, where the proposal involves a new programme.

7   Drawing up and signing of legal agreements

7.1 All collaborative partnerships must have a signed legal agreement in place as soon as possible after approval has been granted and **before delivery of the provision commences** to ensure that each partner involved understands and agrees to their rights and responsibilities.

7.2 All agreements for collaborative provision covered by this statement can only be signed by the Vice-Chancellor.

7.3 For validated, licensed or franchised provision a partner agreement will give general details of the management of the programme(s) as well as academic and other arrangements. A programme agreement will give the specific details of the programme/unit(s) involved. A single partner agreement may cover multiple programme agreements; a programme/unit level

agreement will be needed for each programme or unit.

7.4   For other types of collaborative provision the arrangements will normally be set out in a single agreement which covers points relating to the partner and the programme in one document.

7.5   Departmental/School/Learning Partnerships Office staff are responsible for ensuring that a legal agreement is drawn up during the approval process, with professional input from the Legal Advisers, and staff in Academic Registry as required, to ensure that the detail of an agreement is fit for purpose. Where a partner organisation requires there to be an amendment to the standard agreement, the University's Legal Advisers must be consulted.

7.6   The list of indicative responsibilities in annex B should be considered when drawing up an agreement with a partner.

7.7   There are a number of features that should **always** appear in the legal agreement documentation irrespective of the format followed, in order to safeguard the interests of the University and the students. Further guidance about this can be found in annex E.

7.8   Once approval of a collaborative arrangement has been given by the CPAC, the corresponding legal agreement/s must be finalised and signed off. See Annex E.

7.9   Academic Registry is responsible for ensuring that a publicly available register of all collaborative provision delivery agreements is held by the University of Bath. The register of agreements is submitted to APC and Senate on an annual basis.

7.10   The delivery of collaborative provision cannot commence without a legal agreement, signed by both partners, in place.

8   Management of collaborative arrangements

8.1   There is an expectation that once collaborative arrangements have been approved, further appropriate processes should be put in place to ensure the ongoing management of the provision.

8.2   An indicative list which includes the responsibilities for the management of a collaborative arrangement can be found in annex B.

8.3   For collaborative provision managed by the Learning Partnerships Office (where the academic oversight of the provision is maintained by the academic department/School) a Link Academic Adviser (LAA) should be appointed to liaise with, support and advise the partner organisation with respect to the academic development and enhancement of an approved collaborative arrangement. The LAA subject expert will normally be sourced from the relevant academic department/School within the University however in exceptional circumstances a LAA may be appointed externally. This may be a different person from the Lead Proposer referred to in 4.2.

8.4   It is expected that all collaborative provision should be managed and monitored through a Programme and Partner Management Committee or equivalent which includes members from both the University and the partner institution. There should be a minimum of one meeting per academic year, with two or more meetings being good practice, depending on the nature of the collaboration. Provision for such a committee should be included in the legal agreement.

8.5   The remit of this committee is to assure itself that the arrangement remains in line with the approved agreement and the responsibilities outlined in that agreement. This committee is also responsible for:

- the ongoing monitoring of resources relevant to the provision at each institution/organisation through the discussion of any changes (normally through periodic review such as a Degree Scheme Review, Annual Monitoring or Staff Student Liaison Committees)
- the ongoing monitoring of any changes to a partner's policy for the selection, recruitment and development of staff to ensure it stays appropriate for the partnership
- the ongoing monitoring of staff teaching on the programme/unit(s) for high-risk partnerships (through Annual Monitoring Reports)
- the effective production of accurate, accessible information (to prospective and current students) about the programme/unit(s) and the partnership
- ensuring that the appropriateness of the curriculum is being monitored through External Examiner reports, Link Academic Adviser comments etc. For articulation arrangements this involves ensuring the initial curriculum that has been mapped still remains appropriate for articulation
- monitoring and considering student feedback
- discussing enhancement activities.

8.6   Some of the activities outlined in 8.5 may be dealt with by a sub-group of this committee, where appropriate. The activities in 8.5 are not intended to be exhaustive.

8.7   For collaborations involving international partnerships a member of the International Relations Office should be invited to attend the programme and partner management committee.

8.8   It is the University's responsibility to appoint External Examiners for all collaborative programmes leading to an award of the University of Bath (see QA12).

9   Monitoring and review of collaborative arrangements

9.1   Regular and appropriate monitoring of collaborative provision arrangements is essential so that the University can assure itself of the continuing quality and standards of the collaborative programme/unit(s).

9.2   Annual monitoring reports should be undertaken in line with standard University procedures as set out in QA51 Annual Monitoring of Units and Programmes or QA7 for Doctoral degrees.

9.3   Where necessitated by a collaborative arrangement, periodic review (such as Degree Scheme Reviews (DSR)) should be undertaken. Only when required, a periodic review may be undertaken the year prior to the renewal of a programme level arrangement.

9.4   The Link Academic Adviser's role includes monitoring the progress of programme/unit(s) at a partner organisation; if the Link Academic Adviser becomes aware of any issues relating to a programme/unit(s) delivered at a partner organisation they should bring these to the attention of the relevant Head of Department/Associate Dean/Head of Learning Partnerships.

9.5   Where collaborative arrangements involve international partner organisations, the International Relations Office and the Student Immigration Service should be kept informed of any issues identified during the monitoring and review of an arrangement. Equally, should the International Relations Office become aware of any issues relating to an international partner they should bring these to the attention of the relevant Head of Department/Associate Dean/Head of Learning Partnerships.

9.6   The University Learning, Teaching and Quality Committee/Doctoral Studies Committee will monitor the success of taught collaborative arrangements through the receipt of monitoring reports after the first cohort have completed their first year of a collaborative arrangement

and when considering:

- an overview of periodic review
- the summaries of Annual Monitoring Reports of Programmes (QA51)

9.7 The University Doctoral Studies Committee will monitor the success of any doctoral collaborative arrangements as set out in QA7.

9.8 Collaborative arrangements will also be subject to review at the point of renewal, usually every five years (see section 12).

10 Transcripts and certificates

10.1 The University retains the authority for producing academic transcripts and awarding certificates in relation to student achievement on a collaborative programme (or part of a programme). In circumstances where this authority is delegated to the partner (or in the case of a joint award where it is jointly awarded), the University retains oversight/shared oversight of this process.

10.2 With collaborative provision where the principal language of instruction is not in English, either the certificate or the academic transcript will state the language of instruction.

10.3 The names of all collaborative partners involved in the **delivery** of a programme/unit(s) must be listed on either the certificate and/or the academic transcript[1]. For franchised programmes/unit(s), the partner should be listed on the transcript. For licensed and validated programmes/unit(s) the partner should be listed on the certificate. For joint awards, all partners involved must be listed on the certificate.

10.4 Guidance on the production of transcripts (with particular information for collaborative arrangements) is available from Academic Registry.

11 Amendments to collaborative arrangements and programmes/unit(s)

11.1 Proposals to amend specific units or programmes of study for an existing collaborative arrangement should follow the procedures set out in QA4 Amendments to existing units and programmes of study and the approval of new units.

11.2 Proposals to amend the actual arrangement or agreement(s) must follow the guidance set out in annex F and be scrutinised by the University in order to ensure that University of Bath standards are being upheld.

11.3 A proposal to amend an arrangement or agreement needs to be approved using QA20 Form 3. In developing a case for amendment, advice should be sought from the appropriate University staff as relevant to the nature of the amendment being proposed (further guidance can be found in annex F). Advice should be sought from the University's Legal Advisers on proposed amendments to the legal agreement.

11.4 APC is responsible for the strategic consideration to amend the arrangement.

11.5 F/SLTQC or F/SDSC is responsible for giving detailed consideration to the proposed amendment.

11.6 CPAC is responsible for the final approval of the proposed amendment to the arrangement.

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[1] Partners involved in the support of students only will not be listed on the transcript or certificate

11.7   Once approval has been given to an amended collaborative arrangement, the amendment to the relevant agreement/s must be signed by the Vice-Chancellor following the process set out in annex E.

11.8   The approval of an amendment to an existing collaborative arrangement will be reported to Senate for noting.

12   Renewal of collaborative arrangements

12.1   It is expected that all collaborative arrangements will be subject to renewal on a five-yearly basis. Renewal arrangements for shorter periods of time may be established where appropriate.

12.2   All collaborative arrangements must complete a review in the year preceding the expiry date of the existing legal agreement. This is to ensure there is sufficient time to review the arrangements and secure approval to renew the arrangement prior to the agreement lapsing.

12.3   Further guidance on the standard process of renewal can be found in annex G. Guidance for the renewal of Articulation Arrangements can be found in annex J. For all renewals (relating to programme/unit(s) and/or partner), QA20 Form 4 needs to be completed.

12.4   For arrangements that relate to a programme/unit(s), the review of the programme/unit(s), where required, should normally be undertaken through periodic review (Degree Scheme Review). Where, for good reason, it is not possible to undertake a periodic review, a statement from the partner on the future direction of the programme, plus student feedback, should be provided instead.

12.5   Reviews of partner level arrangements should make reference to, but not duplicate, information gained through programme/unit(s) review.

12.6   Where incremental or other amendments to the original collaborative arrangement have substantially altered its focus and purpose, the Director of Studies will seek advice from Academic Registry as to whether the renewal proposal should be treated as if it were a 'new' arrangement.

12.7   Where there have been major changes to the arrangements for an agreement, or where there are concerns regarding an arrangement, a resource visit should be organised to the partner organisation to help assure the University of the quality of the partner's provision. Advice on this can be sought from Academic Registry.

12.8   A draft report should be sent to the partner organisation for confirmation of factual accuracy and comment.

12.9   APC is required to give strategic approval of the renewal of collaborative arrangements.

12.10 F/SLTQC or F/SDSC should scrutinise all information outlined in QA20 Form 1 and recommend (or otherwise) renewal of a collaborative arrangement.

12.11 CPAC should give appropriate scrutiny to the report form and consider approval (or otherwise) of the renewal of a collaborative arrangement.

13   Termination and non-renewal of collaborative arrangements

13.1   The termination or non-renewal of a collaborative arrangement comprises two elements: strategic approval and final approval. These two elements would normally occur

simultaneously but can occur consecutively if necessary. Further guidance about this process can be found in Annex H.

13.2 If the termination/non-renewal of the arrangement involves a programme/unit(s), then QA4 Form 2 should be completed and used for both stages. If a termination/non-renewal only involves a partner who is not delivering any current provision, then only QA20 Form 5 should be completed and used for both stages.

13.3 APC will grant strategic approval where an appropriate rationale has been provided and will grant final approval where it is satisfied that the interests of current students, and any applicants accepted for admission, are being appropriately protected.

13.4 The Chair of APC with guidance from the Department/ School/Learning Partnerships Office and the Legal Office, is responsible for communicating a strategic decision to terminate or not renew an arrangement to the affected partner organisation(s) including the formal notice of termination (where required) and negotiating arrangements for the support of remaining students to completion.

13.5 APC will provide an annual summary of terminations and non-renewals to Senate.

Annex A –   Definitions of Types of Collaborative Arrangements
Annex B –   Indicative Responsibilities of Collaborative Arrangements
Annex C –   Standard Approval Process: Stage 1 Strategic Consideration
Annex D –   Standard Approval Process: Stage 2 Detailed Consideration
Annex E –   Standard Approval Process: Legal Agreements
Annex F –   Standard Approval Process: Amendments
Annex G –   Standard Approval Process: Renewal
Annex H –   Standard Approval Process: Termination and Expiry
Annex I –   Articulation Arrangements Approval Process: Stage 1 and Stage 2 and Legal Agreements
Annex J –   Articulation Arrangements Approval Process: Amendments, Renewals, Terminations and Expiry
Annex K –   Strategic Partners Process
Annex L –   Joint Doctoral Degree Approval Process: Stage 1 Strategic Consideration
Annex M –   Joint Doctoral Degree Approval Process: Stage 2 Detailed Consideration

QA20 Form 1a – Preliminary Enquiry Form
QA20 Form 1b – Preliminary Enquiry Form for doctoral degrees
QA20 Form 2 –   Resource visit template
QA20 Form 3 –   Amendments
QA20 Form 4 –   Renewals
QA20 Form 5 –   Withdrawals
QA20 Form 6 –   Resource Implications for Joint Doctoral Degrees
QA20 Form 7 –   Market Information for Joint Doctoral Degrees

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Author:	Academic Registry	

Definitions of Types of Collaboration Provision

The list below identifies the types of collaborative provision that the University of Bath currently engages with (or has the legal capacity to engage with):

Franchising
A process by which a degree-awarding body agrees to authorise another organisation to deliver (and sometimes assess) part or all of one (or more) of its own approved programmes. Often, the degree-awarding body retains direct responsibility for the programme content, the teaching and assessment strategy, the assessment regime and the quality assurance. Students normally have a direct contractual relationship with the degree-awarding body.
(Quality Assurance Agency Glossary)

Licensing
A process by which the University of Bath agrees to authorise another organisation to deliver part or all of one (or more) of its own approved programmes. The University retains direct responsibility for the programme content, the teaching and assessment strategy, the assessment regime and the quality assurance; however the students normally have a direct contractual relationship with the partner institution.

Validation
A process by which an awarding institution judges a module or programme developed and delivered by another institution or organisation and approves it as of an appropriate standard and quality to contribute, or lead to one of its awards. Students normally have a direct contractual relationship with the partner institution.

Articulation arrangements
A process whereby all students who satisfy academic criteria on one programme are automatically entitled (on academic grounds) to be admitted with advanced standing to a subsequent part or year of a programme of a degree-awarding body. Arrangements, which are subject to formal agreements between the parties, normally involve credit accumulation and transfer schemes.
(Quality Assurance Agency Glossary)

Jointly delivered, awarded by the University of Bath
An arrangement under which two or more degree-awarding bodies together provide a programme leading to a single award made by the University of Bath only.

Jointly delivered, awarded by partner
An arrangement under which two or more degree-awarding bodies together provide a programme leading to a single award made by the partner institution only.

Joint award
An arrangement under which two or more degree-awarding bodies together provide a programme leading to a single award made jointly by both, or all, participants. A single certificate or document (signed by the competent authorities) attests to successful completion of this jointly delivered programme, replacing the separate institutional or national qualifications.
(Quality Assurance Agency Glossary)

Double/dual and multiple awards
An arrangement where two (double/dual) or three or more (multiple) degree-awarding bodies together provide a single jointly delivered programme (or programmes) leading to a separate award (and separate certification) of each awarding body.
(Quality Assurance Agency Glossary)

It should be noted that the above list is not exhaustive and any new proposals for collaborative working should be discussed with staff in Academic Registry, in the first instance.

Indicative Responsibilities for Collaborative Provision

The following is a list of indicative responsibilities which should be considered when drawing up an agreement and managing an arrangement with a partner. **This is specific to franchised, licensed and validated arrangements but can be used as a prompt for other arrangements.**

The University is responsible for -	The Partner is responsible for -	Type of agreement (F=Franchised L=Licensed or V=Validated)		
Programme/unit approval, delivery, monitoring and review		**F**	**L**	**V**
the approval of each Programme/unit and for maintaining a record of all formal decisions relating to programme approval.		✓	✓	✓
the quality and academic standards of the programme(s). The programme(s) will follow the University's procedures as outlined in the University's Quality Assurance Code of Practice. The Department/Learning Partnerships Office is responsible for managing the programme(s) on behalf of the University, including the management of inter-institutional arrangements.	the day-to-day management and delivery of the Programme(s) and for keeping them under continual review in accordance with the Partner's own internal processes.	✓	✓	
	the quality and academic standards of the Programme(s). The Programme will follow the Partner's quality assurance procedures which are in line with the requirements of the Quality Assurance Agency (QAA).			✓
ensuring that appropriate procedures are in place for annual monitoring and periodic review; for scrutinising annual monitoring and periodic review reports; and for ensuring that action is taken in response to any issues of concern arising from such reports.	drafting annual monitoring reports and submitting them to the University in a timely fashion and participating in the processes of periodic review in line with University procedures, including the provision of key statistics.	✓	✓	✓
considering and approving any subsequent changes to the programme(s) and units in line with University procedures before they are implemented, and for maintaining a record of all formal decisions relating to changes to the existing programme(s).		✓	✓	
	Submitting any major changes as defined in the Quality Assurance Code of Practice for agreement by the University in advance of being made publicly available. Consulting with the University with regard to unit changes in advance of them being approved and made publicly available.			✓

ANNEX B

Publicity and marketing		F	L	V
assisting the Partner in the marketing of programmes through the supply of University publications and other generic material.		✓		
	Proactive marketing of the programme	✓	✓	✓
	production of all publicity and promotional material associated with the Programme(s)	✓	✓	✓
giving approval to all publicity and promotional materials associated with the Programme(s) prior to publication in accordance with its relevant policies	obtaining, in advance of publication, approval by the University of all publicity and promotional material associated with the Programme(s) in a timely manner.	✓	✓	✓
	obtaining in advance, permission from the University for the use of University's name and/or logo in any printed or electronic publicity and promotional material.	✓	✓	✓

Student recruitment, selection and admission and fees administration		F	L	V
agreeing intake targets with the partner	providing a report annually on projected intake targets and plans for all Programme(s).	✓		
	notifying the University annually of intake targets, in line with the agreed minimum target.		✓	✓
	Obtaining prior agreement from the University regarding the entry criteria for a programme	✓	✓	✓
	actively recruiting to the programme(s)	✓	✓	✓
providing support for recruitment to the programme(s)		✓		
University Admissions Office to make offers of places to students	advising potential students of the entrance requirements approved for the Programme(s) and the general entrance requirements of the University and supporting students on making applications	✓		
making offers of places to students (The University Admissions Office)		✓		
	making offers of places to students and providing support for 'clearing' activities		✓	✓
providing support for 'clearing' activities		✓		
registering students		✓		
	enrolling procedures at the Partner	✓	✓	✓
	providing to the University, brief and up to date details of registered students for awarding and related contact purposes.		✓	✓
maintaining a database of registered students for awarding and related contact purposes		✓	✓	✓
	providing the University within 14 days with up to date contact details and information on the status of students enrolled on all Programme(s).	✓	✓	✓
	Agreeing with the University the fee level to be charged to the students	✓	✓	✓

collecting all fees connected with the Programme(s) and for making returns to national and other agencies (eg HEFCE, HESA) as appropriate, unless alternative arrangements are specified in the Financial Memoranda		✓		
	collecting all fees connected with the Programme(s) and for making returns to national and other agencies (eg HEFCE, HESA) as appropriate, unless alternative arrangements are specified in the Financial Memoranda.		✓	✓
	ensuring where necessary, that students have up to date and appropriate Disclosure and Barring Service (DBS) clearance.	✓	✓	✓

Information to students		F	L	V
issuing a list of essential contents for programme handbooks to the Partner each year and for assuring itself that adequate information is provided at the outset for students		✓	✓	
	issuing students with a Programme handbook which provides them with details of the Programme(s), including assessment requirements and information on their relationship to the Partner and their academic relationship to the University.	✓	✓	✓
issuing Students with a Student Handbook		✓	✓	
	forwarding a copy of all handbooks and Annual Operating Statements for each programme before the beginning of the academic year to the University for agreement.	✓	✓	✓
regularly monitor all sources of information produced by the partner institution in relation to the programme		✓	✓	✓

Assessment and examination arrangements		F	L	V
	To have appropriate processes in place to develop, deliver and support effective assessment, rigorous marking and moderation processes and provide useful feedback to students.	✓	✓	✓
providing stationery for examinations		✓		
	scheduling of examinations, provision and financing of rooming and invigilation, of approved dictionaries and equipment such as calculators and for giving adequate advance information to all students on the arrangements for examination.	✓	✓	✓
approving and appointing the External Examiners/External Advisers and providing an induction into the role of External Examiner/Adviser	making arrangements for local induction of External Examiners/Advisers .	✓	✓	✓

In liaison with the Partner, manage the delivery of and make arrangements for Board of Examiners meetings		✓	✓	
	Arranging, managing and conducting Board of Examiner meetings			✓
setting the level of, and making remuneration to, the External Examiners/ Advisers		✓	✓	✓
producing credit transcripts and for the maintenance of an archive of students' results		✓	✓	
	maintaining a full record of the programme of study undertaken by each of the candidates registered for the Award(s) and the retention of examination scripts and other assessed work contributing to the final Award, for a period of one year after completion of the programme or earlier withdrawal	✓	✓	✓
	producing credit transcripts and for the maintenance of an archive of students' results. Providing the University with a copy of the transcripts.			✓
informing students of their results and sending their transcripts		✓	✓	
	informing students of their results and sending them their transcripts			✓
producing award certificates		✓	✓	✓
ensuring the timely organisation and financing of award ceremonies for each Programme		✓		
	ensuring the timely organisation and financing of award ceremonies for each Programme		✓	✓
keeping the Partner informed of changes to University Regulations, QA Codes of Practice or other requirements relating to Assessment	assessing students according to the approved and current programme specifications and regulations and the University's QA Code of Practice, Assessment or other Regulations including those for continuous or supplementary assessment.	✓	✓	
	assessing students according to the approved and current programme specifications and regulations and the QAA Quality Code.			✓
	providing timely and adequate feedback to students on assessed work indicating how improved performance can be achieved in future.	✓	✓	✓
assisting the Partner in the development of local strategies to raise the awareness of plagiarism and other forms of cheating, the detection of all assessment offences and in the operation of procedures and penalties prescribed under the University's QA Code of Practice.		✓	✓	
	ensuring that all students are made aware early in their periods of study of how to avoid plagiarism and the penalties for this and for other forms of cheating;	✓	✓	✓

	ensuring that all staff teaching on the Programme(s) are aware of the requirement for prompt reporting of all such alleged offences for further investigation			
	supporting students in successfully completing the academic integrity test	✓	✓	

Student academic complaints and appeals		F	L	V
receiving and dealing with student complaints which have not been resolved by the Partner in the first instance. Formal complaints will be addressed by the University's prevailing procedures for complaints by students	the initial attempt to resolve complaints by students or their representatives using the Partner's standard procedures.	✓	✓	✓
receiving and dealing with requests for Academic Appeals in line with the University's current regulations		✓	✓	
	receiving and dealing with requests for Academic Appeals in line with the Partner's current regulations.			✓
Receiving and dealing with requests to review procedures for Academic Appeals once the Partner's regulations have been exhausted				✓
	Acting upon and complying with any recommendations or decisions which are the outcome of a complaint, whether determined by the Partner, the University or any applicable external body	✓	✓	✓
	informing students of their rights for Academic Appeal.	✓	✓	✓
providing access to support from the Students Union in making a request for Academic Appeal		✓		
	ensuring that the Partners' full HE student complaints policy is published to students within the programme handbook and that students are made aware of how partner policies feed into the University complaints procedure.	✓	✓	✓

Staffing, recruitment and development		F	L	V
considering partner procedures for staff selection, recruitment and development to ensure they are appropriate for the collaboration	Staff selection and recruitment.	✓	✓	✓
considering the teaching staff and Programme Leader/Director of Studies as proposed by the Partner as part of the stage two approval process	nominating a Programme Leader/Director of Studies and/or Unit Convenor and for ensuring they are given sufficient time and resource to carry out his/her responsibilities, as described in University Ordinance 4.	✓	✓	
	nominating a Programme Leader/Director of Studies and/or Unit Convenor and for ensuring they are given sufficient time and resource to carry out his/her responsibilities.			✓

		✓	✓	✓
	Ensuring that appropriate staff attend appropriate meetings arranged by the University	✓	✓	✓
offering members of the partner programme team the opportunity to engage with staff development activities delivered by Academic Staff Development in the Centre for Learning and Teaching in line with the guidance set out in QA9 (*Professional Development and Recognition for All Staff and Students who Teach and Support Learning*). This is only applicable where staff are teaching on a collaboration leading to a University of Bath award.	ensuring that appropriate staff development opportunities are offered annually to partner staff teaching on the University of Bath programme(s) for the development of their skills as higher education teachers or within their disciplines.	✓	✓	✓
nominating a Link Academic Adviser to have oversight of each Programme.		✓	✓	✓
the Link Academic Adviser will be a member of the relevant Programme and Partner Committee (or equivalent) and the Staff/Student Liaison Committee (SSLC)		✓		
	ensuring that appropriate action is taken to safeguard student experience during periods of industrial action, or long-term sickness, or other staffing issues.	✓	✓	✓
	the resolution of informal or formal complaints or grievances raised by partner employees/staff.	✓	✓	✓

Learning resources and environment		**F**	**L**	**V**
ensuring that an appropriate learning environment exists in regard to the range of teaching accommodation, library, computing and other specialist provision and as part of the review procedures, that that the learning resources and facilities are maintained at an appropriate level.	addressing any conditions/ recommendations specified or raised by the University relating to local physical resources associated with individual programme approvals and for ensuring that funding is made available to maintain and develop the physical resources necessary to support adequately, all approved programme(s).	✓	✓	✓

Student welfare and academic counselling		**F**	**L**	**V**
enabling students to join the Students' Union of the University, in order to benefit from its support and facilities		✓		
	the academic progress and welfare of all students registered on the Programme(s), to include - a) the provision of specific HE-level initial induction sessions; b) remedial or developmental key / essential skills support as appropriate.	✓	✓	✓
providing a general induction into the University as way of introducing students to support available to them at the University.		✓		
	ensuring that students have access to local tutors who can provide appropriate academic counselling and pastoral support on a day-to-day basis	✓	✓	✓

	providing specialist welfare and individual learning support services, financial advice and careers information.	✓	✓	✓
	providing membership of partner Students' Union/Association and access to its facilities for academic and personal support, sports and social clubs, opportunities for involvement in student representation.	✓	✓	✓
	ensuring that an appropriate policy is in place and is operated for the care of students under the age of 18 and for vulnerable adults.	✓	✓	✓
providing additional support for international students where necessary			✓	
	providing primary support for international students	✓	✓	✓

Equal opportunities, health and safety, disability and associated policies		F	L	V
ensuring that students and staff are issued with the University's policies on Equal Opportunities, along with procedures to be followed in the event of any apparent breach		✓		
reviewing the Partner's policy on Equal Opportunities (including Disability) to ensure it is appropriate for the collaboration	ensuring that students and staff are issued with the Partner's policy/ies on Equal Opportunities (including Disability), along with procedures to be followed in the event of any apparent breach		✓	✓
	ensuring that it is fully compliant with the provisions of current legislation for equal opportunities and Health, Safety and Environment, including but not limited to, the Equality Act, SENDA, Health, Safety and Environment Acts and Regulations.	✓	✓	✓

External reviews and professional accreditation		F	L	V
assisting with the Higher Education Review process in line with the Partner's request.			✓	✓	✓
sharing in the preparation of periodic accreditation or reaccreditation documentation for professional bodies in liaison with the Partner	sharing in the preparation of periodic accreditation or reaccreditation documentation for professional bodies in liaison with the University	✓	✓	
giving approval to full initial accreditation or reaccreditation documentation prepared for professional bodies in advance of their submission.			✓	✓	
liaising closely with the Partner in reviewing external reports, action planning and monitoring of progress	ensuring that the reports of External Examiners, appropriate professional bodies, University Link Academic Advisers and other externals are fully considered and the appropriate action is taken as soon as possible.	✓	✓	✓

Data protection and freedom of information		F	L	V
ensuring compliance with Data Protection and Information Acts in respect of the personal data of students and staff and information relating to the Partner, held by the University.	ensuring all student records and personal data relating to students enrolled on the Programme(s) are processed in accordance with the Data Protection Act 2018 (and as subsequently amended) and in particular but without limitation are held securely and confidentially and the Partner will further ensure that no such data is used or disclosed for any purpose other than so far as is necessary in connection with the administration of the Programme(s).	✓	✓	✓
	ensuring that documents listed in the Partner's Publication Scheme or proposed for release to outside enquirers, irrespective of redactions, which are held on behalf of the University under the provisions of the Freedom of Information Act and which form part of the working documentation of the University's programme(s) are submitted to the University for approval before being released.	✓	✓	✓

The Student Voice		F	L	V
ensuring that feedback from students studying at the Partner is promoted, monitored and evaluated for action.			✓	
promoting and facilitating high levels of student participation in the National Student Survey (NSS) and student experience surveys.			✓	
	promoting and facilitating high levels of student participation in student surveys.		✓	✓
	ensuring that all unit evaluations by students routinely occur for all programmes and the results are incorporated in the periodic reviews.	✓	✓	✓
	the arrangements for Staff Student Liaison Committee (SSLC) meetings, the election of student representatives and the promotion of all mechanisms that invite and deal with common issues raised by student representatives on academic and tutoring matters.	✓	✓	
	the arrangements for student/staff meetings, the election of student representatives and the promotion of all mechanisms that invite and deal with common issues raised by student representatives on academic and tutoring matters.			✓
	providing the University with all SSLC minutes and annual reports associated with the programme(s)	✓		
	providing the University with all Student/Staff meeting minutes and annual		✓	✓

	reports associated with the programme(s) for consideration at the Programme and Partner Management Committee.			

Work-based learning		F	L	V
monitoring the adequacy of arrangements and supervision of work based learning that contribute credits to the Award.	approving appropriate work-based learning opportunities for students including the arrangements for supervision and assessment of students' work resulting from this and supporting the student in line with University policy.	✓	✓	
	approving appropriate work-based learning opportunities for students including the arrangements for supervision and assessment of students' work resulting from this and supporting the student in line with partner policy			✓
	contributing to the learning process by ensuring the integration of theory and practice	✓	✓	✓
	supporting and promoting employer engagement with the programme(s)	✓	✓	✓

Records management		F	L	V
	comply with the University's Records Management policies (in regards to the retention of student work, student data etc.)	✓	✓	

Standard Approval Process – Stage 1 Strategic Consideration

Standard process for the approval of:
- new partner
- new partner to deliver a new taught programme/unit(s)*
- new partner to deliver an existing taught programme/unit(s)
- existing partner to deliver a new taught programme/unit(s)*
- existing partner to deliver an additional existing taught programme/unit(s).

* Process for strategic approval should be integrated with the activities listed in *QA3: Approval of new programmes of study* for stage 1 (initial approval) of new programmes/unit(s).

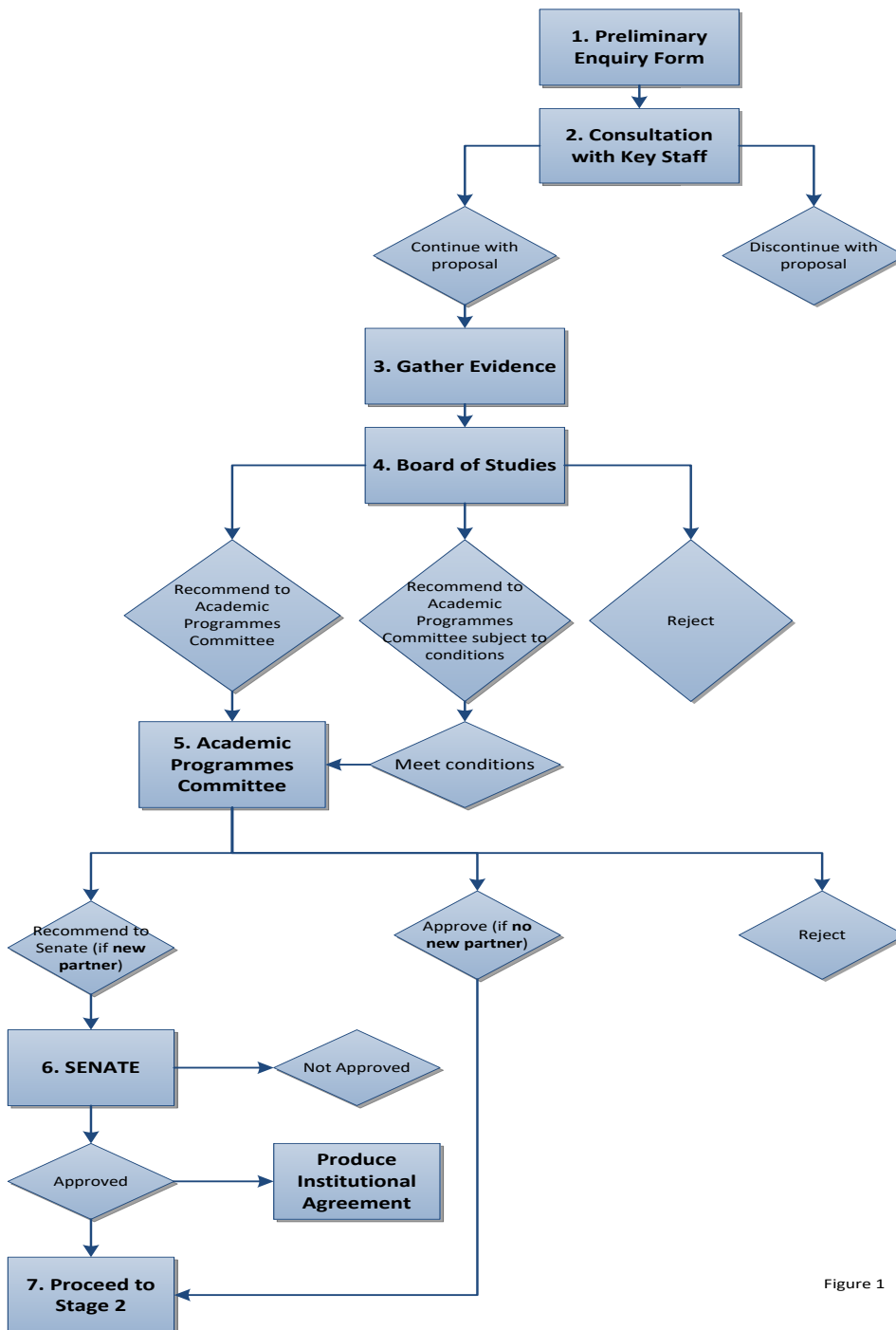**Please consider this guidance alongside QA20 section 5 (Stage 1 Strategic Consideration).**

Figure 1

1. Preliminary Enquiry form (QA20 Form 1a)

The Preliminary Enquiry form must normally be completed at the outset to scope the proposal (part one) and to give a basic identification of the level of the risk associated with the proposal (part two).

2. Consultation with staff

The completed Preliminary Enquiry form should be sent to key staff as appropriate, for comment within three weeks. Key staff include (but are not limited to):

- Head of Department
- Dean of Faculty/School
- A Head of Registry Services (who can consult the Director of Academic Registry)
- Head of International Relations (who can consult the Director of International Partnerships)
- Head of Learning Partnerships (who can consult the Director of UG Admissions & Outreach)
- Head of PGT Student Recruitment
- Head of Doctoral Development & Student Experience and Quality Enhancement Officer for Doctoral Studies (who can consult the Director of the Doctoral College)
- Student Immigration Team

The following staff may be consulted as appropriate:

- Director of Finance
- Director of Policy and Planning

Once comment has been received from key staff the completed enquiry form should be sent to the appropriate Vice Chancellor:

- Pro-Vice-Chancellor (International & Doctoral) (International partnerships and doctoral provision)
- Pro-Vice-Chancellor (Learning and Teaching) (taught provision only).

The Lead Proposer can then decide, based on the feedback received, whether to continue to stage 1 approval.

3. Evidence for stage one approval

The evidence required is listed below and will depend on the partner and the level of risk involved, for example:

- where the proposed collaboration is with a well-established UK HE institution of similar standing to the University of Bath (with a low level of risk associated), a lighter touch approach to approval may be appropriate and less evidence may be required
- conversely, where a proposed partner has either little or no previous experience of working within UK Higher Education or working collaboratively then a greater amount of evidence will be required in line with the risk associated. Advice on this can be sought from Academic Registry.

Where a proposal involves a new programme/unit(s), then all the additional information outlined in *QA3: Approval of new programmes of study* for the first stage approval of a new programme will also be required. In particular, see section 6.3 of QA3 which sets out the provision for External Reviewer input. For proposals involving a Strategic Partner who has already been approved (through the process described in Annex K) then only the evidence identified below is required:

Evidence required	Type of Partnership			
	International 'Strategic Partners'	UK 'Strategic Partners' (i.e. GW4)	International Partnerships	UK Partnerships
a) the Preliminary Enquiry form (QA20 Form 1a)	✓	✓	✓	✓
b) the Strategic Partner initial strategic due diligence (can be provided by the International Relations Office for International partners or Academic Registry for UK partners)	✓	✓		
c) mission statement and/or strategic plan			✓	✓
d) history and description of the institution (including the legal standing of the prospective partner and its capacity in law to contract with the University of Bath, particularly its legal and regulatory capacity to contract in regards to joint awards)			✓	✓
e) copies of reports from any external institutional audit/assessment review undertaken in the past 5 years, or other indicators of educational quality as appropriate	✓	✓	✓	✓
f) details of the standing and effectiveness of any current or previous relationship with the University of Bath or other UK awarding institution			✓	✓
g) Statement of the minimum level of contribution into a joint award required by each institution (joint award only)	✓	✓	✓	✓
Further evidence required for International partnerships				
h) standing in relevant international, regional and national table rankings			✓	
i) a country and institutional briefing on the political, ethical and cultural context of the country concerned including cultural assumptions about Higher Education learning			✓	
j) foreign and Commonwealth Office (FCO) advice and information on anti-bribery and corruption measures			✓	
k) confirmation from the proposed partner on the institution of the language of instruction (only required for countries where English is not the official language)			✓	
l) information on any requirements for a potential partnership (especially joint awards) to be accredited or recognised by the appropriate authorities in the jurisdiction where provision will be delivered	✓		✓	
m) a statement from the Legal Office confirming the legal standing of the prospective partner and its capacity to contract with the University of Bath and	✓		✓	

grant relevant awards, especially joint awards.				
Additional Information at this stage may also include: *(This list is not exhaustive and there may be other information required for certain proposals. Advice can be sought from Academic Registry)*				
n) statement of the available IT and library resources			✓	✓
o) statement of the available student support services including arrangements for recognising and enabling the needs of disabled students to be met. Each of the University's partner organisations is required to produce an Equality Policy for review by the University, and its policy in relation to disabled students may be checked by the Disability Service	✓	✓	✓	✓
p) statement of the available support for careers information and guidance, including management of the relationships with employers and placement providers (where appropriate)	✓	✓	✓	✓
q) audited accounts for the previous 5 years (non-publicly funded institutions only)			✓	✓
r) institutional quality assurance arrangements	✓	✓	✓	✓
s) institutional staff development policy	✓	✓	✓	✓
t) institutional policy on student complaints	✓	✓	✓	✓
u) institutional health and safety policies and practices	✓	✓	✓	✓
v) confirmation of consultation with, and agreement by Professional, Statutory or Regulatory Bodies (PSRBs), where they are accrediting the programme.	✓	✓	✓	✓
Further evidence required for licensed and validated provision				
w) proposed licensed/validation fee and fee to be charged to students.	✓	✓	✓	✓
Further evidence required for non-doctoral proposals involving a bid for funding				
x) A non-doctoral proposal form from the Finance Office	✓	✓	✓	✓

4.   Faculty/School Board of Studies
Faculty/School Board of Studies is responsible for giving strategic consideration to the proposal and recommending one of the following to Academic Programmes Committee: a) approve; b) approve subject to conditions; or c) reject the proposal

5.   Academic Programmes Committee (APC)
APC is responsible for giving further strategic consideration to the proposal. The committee is responsible for either: a) recommending the proposal to Senate (if it involves the approval of a new partner); b) approving it to go on to stage two; or c) rejecting the proposal.

6.   Senate
For proposals that include a new collaborative partner, Senate is responsible for granting strategic approval of that partner.

7.   Proceed to stage two or produce agreement
If the partner has been approved but there is no intention for a programme/unit(s) to be delivered in the first instance, an Institutional Agreement should be drafted at this point (see annex E). In all other instances, the proposal should proceed to stage two.

STANDARD APPROVAL PROCESS (TAUGHT) – STAGE 2 DETAILED CONSIDERATION

Process for the approval of the ability of the partner to deliver the programme/unit(s):
* new partner to deliver a new programme/unit(s)*
* new partner to deliver an existing programme/unit(s)
* existing partner to deliver a new programme/unit(s)*
* existing partner to deliver an additional existing programme/unit(s).

* Process should be integrated with the activities listed in _QA3: Approval of new programmes of study_ for stage two (full approval) of new programmes.

Please consider this guidance alongside QA20 section 6 (Stage 2 Detailed Academic Consideration).
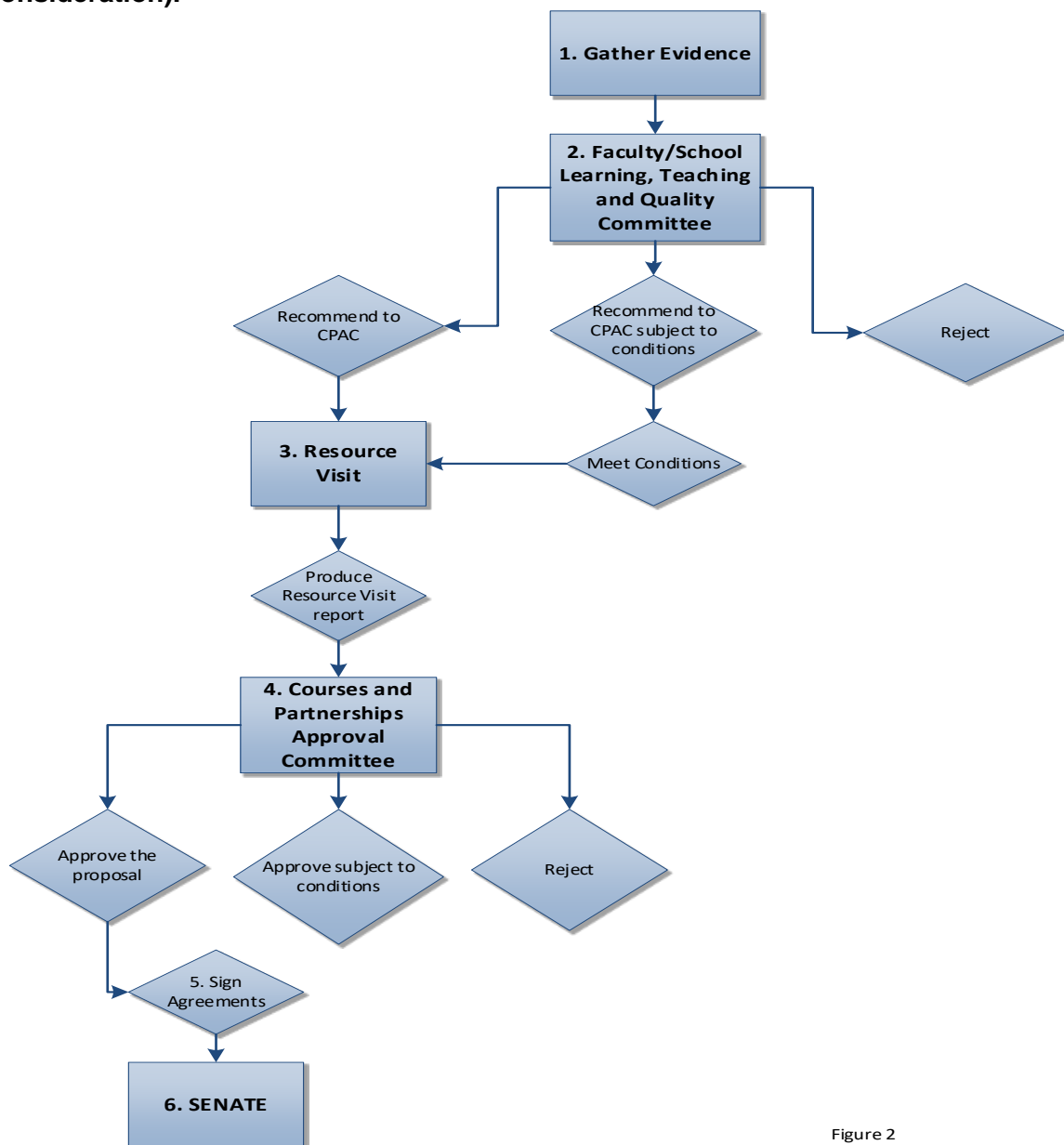

Figure 2

1. Gather evidence

Evidence at this stage for all proposals will usually include*:*

- letter of commitment or equivalent evidence from the senior management of the proposed **partner organisation**
- information on the IT, library and learning and teaching available at the partner organisation to support the programme/unit(s) (*depending on the nature of the proposed partnership there may be significant implications with regard to the University's licensing agreements (for example Library, IT, Moodle). Evidence must be produced to confirm discussions have been held with the Library, Computing Services and the Centre for Learning & Teaching regarding the proposal.)*
- information on the structure of fees to ensure that full costs of assuring the quality and standards of the programme/unit(s) are met
- policy confirming the mechanism for staff selection, recruitment and development
- background qualifications and experience of staff with teaching responsibilities plus details of the proposed Director of Studies/ Programme Leader
- confirmation of support from the relevant academic Department/School/Learning Partnerships Office identifying the Link Academic Adviser and an indication that they have sufficient time to carry out the role
- where a proposal involves a Professional or Statutory Body then relevant information on this arrangement should be included.

Where a proposal involves a new programme/unit(s) proposal, then all the additional information outlined in QA3: Approval of new programmes of study for the second stage approval of a new programme will also be required. In particular, see section 6.3 of QA3 which confirms the requirements for External Reviewer input into stage 2 proposals.

Further evidence required for validated provision

Where proposals involve validated provision, further evidence will be required (in addition to that listed above) regarding the partner's procedures for ensuring the quality of the programme/unit(s), because of the additional responsibilities the partner has in delivering the programme. The **additional** evidence will usually include:

- full assessment regulations and assessment policy and procedures (including marking and moderation)
- arrangements for examinations
- procedures for eliciting student feedback
- information on responsibilities for maintaining student records (including the provision of statistical information, production of transcripts/certificates)
- information on responsibilities for admissions (including the production of statistical information, procedures for APEL/APL, liaison with the University)
- staff development arrangements for staff teaching on the programme/unit(s) (including arrangements for staff appraisal and peer observation)
- conventions relating to publicity and promotion of the programme/unit(s)
- statement of the progression routes available upon successful completion of the programme/unit(s)
- procedures for dealing with student complaints
- procedures for arranging and monitoring placements and work based learning (where appropriate)
- disciplinary arrangements including procedures to deal with examination and assessment offences
- procedures relating to the annual and periodic review of the programme/unit(s);
- committee structure relating to the programme/unit(s) including arrangements for meetings on curriculum development.

Further evidence required for joint awards

Where proposals involve a joint award, an operational overview of how the award will be managed is required to be presented and considered by F/SLTQC, and noted at CPAC. This overview will include:

- Arrangements for a policy for and the management of the recruitment and admissions process
- Arrangements for the assessment of the programme (including assessment regulations, examination procedures, examination board procedures, language of assessment)
- Arrangements for the appointment of External Examiners and their reporting mechanism
- Arrangements for the support of students (academic tutoring arrangements)
- Agreement with regards to intellectual property rights
- Arrangements for joint programme monitoring and review
- Arrangements for dealing with complaints and appeals
- Arrangements for producing and issuing transcripts and certificates
- Arrangements for the provision of information to students (including use of University logo)
- Arrangements for the termination of the collaboration/programme.

2.   Faculty/School Learning and Teaching Quality Committee (F/SLTQC)

The F/SLTQC is responsible for giving detailed consideration to the proposal and for recommending one of the following to the Courses and Partnerships Approval Committee (CPAC): a) approve; b) approve subject to conditions being met or further information being made available; or c) reject the proposal.

3.   Resource visit (QA20 Form 2)

Normally, a resource visit would be conducted for all standard proposals. For proposals involving UK-based partners, the resource team should include the lead proposer, a subject specialist(s) and one member of CPAC. A representative from the University Library may also be invited to attend. For overseas partners the resource visit can be conducted by the lead proposer (or alternative appropriate staff member who is visiting the institution). A resource visit report (QA20 Form 2) must be used as a guide for the visit and completed afterwards for consideration by CPAC. In certain circumstances a resource visit may not be considered necessary for a particular proposal, if so then a case may be made to the F/SLTQC who will make a recommendation to CPAC.

4.   Courses and Partnerships Approval Committee (CPAC)

CPAC (Formerly Programmes and Partnerships Approval Committee) is responsible for giving final detailed consideration of the proposal. CPAC is required to: a) recommend the collaborative proposal to Senate; b) recommend the proposal to Senate subject to conditions being met or further information being made available; or c) reject the proposal. In instances where a proposal involves a new partner and an existing programme, Senate delegates the approval to CPAC.

5.   Sign agreements

Once approval has been given (and any necessary conditions met), the legal agreements need to be finalised and signed as set out in QA20 section 8 and Annex E.

6.   Senate

The proposal will be reported to Senate for approval, in instances where the proposal involves a new programme.

STANDARD APPROVAL PROCESS: LEGAL AGREEMENTS FOR COLLABORATIVE PROVISION (Taught and Doctoral)

Please consider this guidance alongside QA20 section 8 (Drawing up and signing agreements).

```
┌──────────────────────┐
│ 1. Draft Legal       │
│ Agreement (in        │
│ liaison with Legal   │
│ Advisors, Academic   │
│ Registry and         │
│ partner)             │
└──────────────────────┘
           │
           ▼
┌──────────────────────┐
│ 2. Obtain final      │
│ agreement from       │
│ Legal Advisors       │
└──────────────────────┘
           │
           ▼
┌──────────────────────┐
│ 3. Send agreement    │
│ to Vice-Chancellor   │
│ (and other UoB       │
│ signatories) for     │
│ signature            │
└──────────────────────┘
           │
           ▼
┌──────────────────────┐
│ 4. Send Agreement    │
│ to Partner for       │
│ signature            │
└──────────────────────┘
           │
           ▼
┌──────────────────────┐
│ 5. A signed copy of  │
│ agreement to be      │
│ sent to the          │
│ University Legal     │
│ Advisors             │
└──────────────────────┘
```
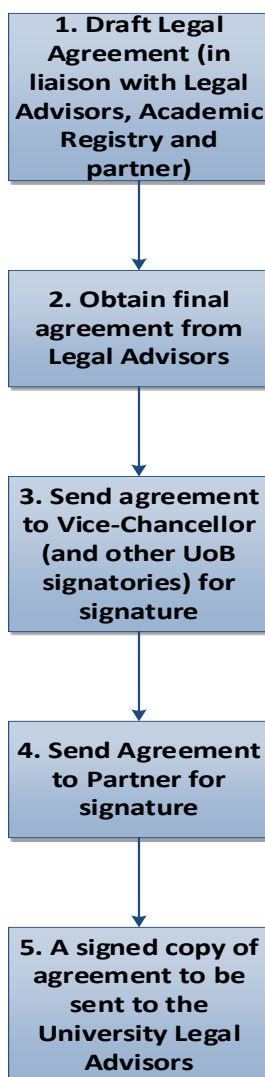
Figure 3

1.   **Draft legal agreement**
      Advice from the Legal Advisers and Academic Registry should be sought when drawing up an agreement. The list of indicative responsibilities should be considered when drawing up an agreement with a partner to ensure that the responsibilities of each partner are clearly defined. Arrangements for proposals involving joint awards in particular need to be clearly set out and agreed by each partner involved (see list of evidence in annex D for further guidance).

      The following features should **always** appear in the legal agreement documentation irrespective of the format followed, in order to safeguard the interests of the University and the students:
      • the agreement should define an agreed end date for the arrangement. Open-ended or

automatically-renewing forms of agreements should not be proposed or perpetuated. The standard period for a new or renewed agreement should not normally exceed five years

- the period of notice by either partner for termination of the agreement, which should be appropriate, is normally one academic year
- a clause providing for the continued teaching and support to completion for students remaining at the end of an agreement (whether expired, lapsed or terminated)
- a definition of the approved signatory for the University (<u>always</u> the Vice-Chancellor), and a space on the agreement for it also to be signed
- the approval of the University's Legal Adviser to the form of the proposed agreement <u>must</u> be sought in every case before formal signatures are obtained
- a clause regarding intellectual property rights.

2.   Obtain final agreement by Legal Advisers
The University's Legal Advisers should see a final copy of the agreement(s) and give approval before it is signed.

3.   Send agreement to University of Bath signatories
The lead proposer will be responsible for forwarding the agreement(s) to the Vice-Chancellor (and any other University of Bath signatory) for signing. Two copies of the agreement(s) must be sent with a covering memo confirming that they have been seen by the Legal Advisers.

4.   Send agreement to partner signatories
Once the agreement(s) has been signed by the Vice-Chancellor (and other University if Bath signatories where applicable), the Faculty/School/ Department/Learning Partnerships Office is responsible for forwarding the agreement on to the partner organisation for signature.

5.   Copy of agreement to be held centrally
Once signed by all relevant signatories the original copy of the agreement should be forwarded to the University's Legal Advisers for holding centrally.

STANDARD APPROVAL PROCESS: AMENDMENTS TO COLLABORATIVE PROVISION (Taught and Doctoral)

Please consider this guidance alongside QA20 section 11 (Amendments to collaborative arrangements):

```
                    ┌─────────────────────┐
                    │  1. Gather Evidence │
                    │    and complete     │
                    │    QA20 Form 3      │
                    └─────────────────────┘
                              │
                     Advice from
                    Academic Registry,
                    Deans, Legal
                    Advisors
                              │
                    ┌─────────────────────┐
                    │  2. Academic        │
                    │    Programmes       │
                    │    Committee        │
                    └─────────────────────┘
```

Approve amendment subject to conditions

Approve amendment

Reject amendment

Terminate partnership (appendix H)

Review amendment

3. Faculty/ School Learning, Teaching and Quality Committee or Research Students Committee

Continue with amendment

Make further amendments

4. Courses and Partnerships Approval Committee

Approve amendment subject to conditions

Approve amendment

Reject amendment

Meet conditions

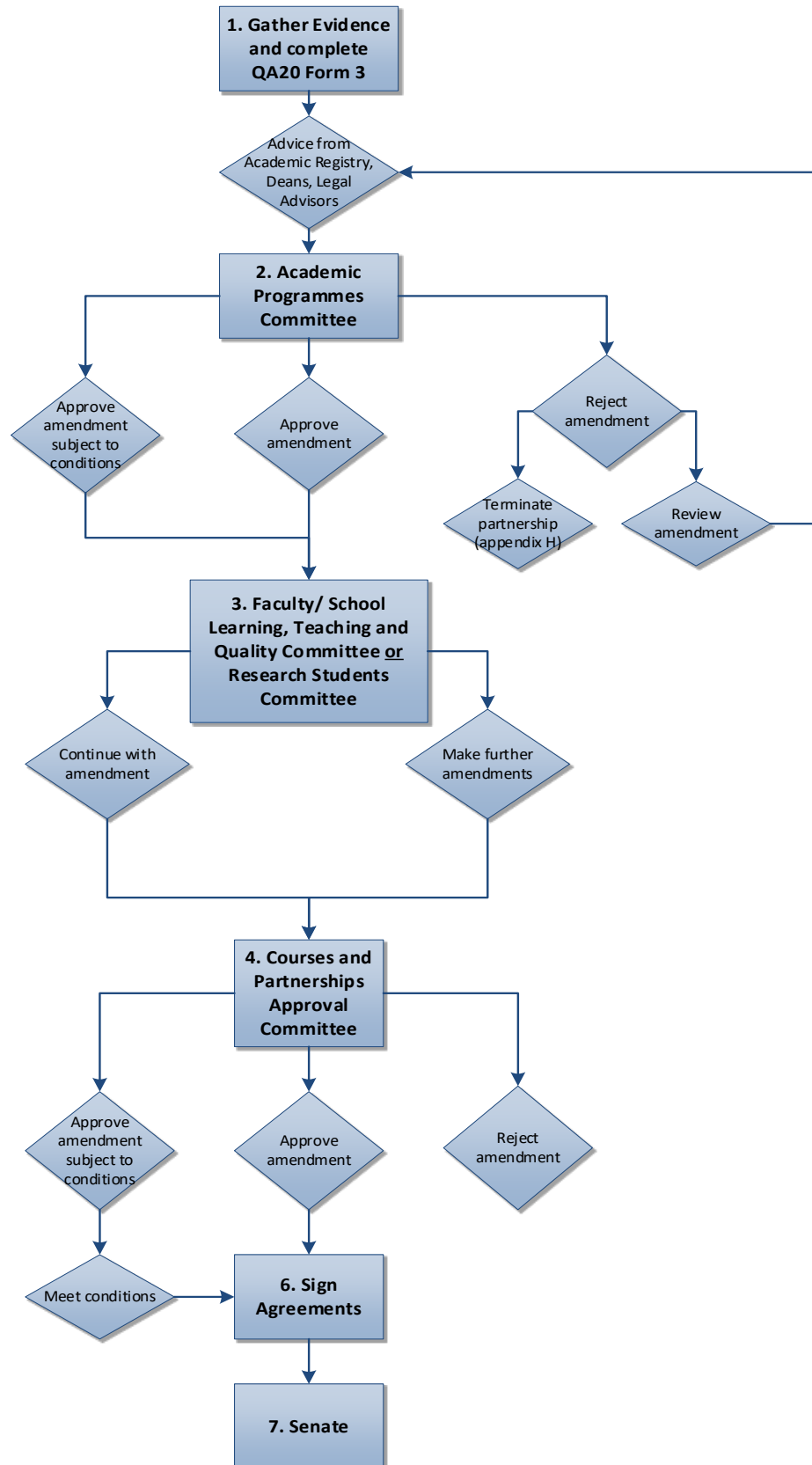**6. Sign Agreements**

7. Senate

Figure 4

1. **Gather evidence and complete QA20 Form 3**
   For all standard amendments to an existing arrangement with a partner, QA20 Form 3 should be completed. This form requires the following information:
   - the background to the original arrangement and the current position
   - the reasons and purposes of the proposed change, including the views of the partner organisation
   - the benefits for the students and other stakeholders involved
   - the date from which the amendment is to take effect
   - the existing legal agreement(s)
   - the amended legal agreement(s)
   - any other documentation that is directly relevant to the nature of the change being proposed.

   Advice should be obtained from Legal Advisers and staff in Academic Registry (where appropriate) when proposing an amendment to an existing arrangement. The completed report form should confirm that the Head of Department/School/Learning Partnerships Office and the Dean (or the Deputy Vice-Chancellor and Provost for Learning Partnerships partner/programmes) have been consulted and are in agreement with the amendment.

2. **Academic Programmes Committee (APC)**
   APC is responsible for giving strategic approval to the amendment. The committee is responsible for either: a) approving the amendment; b) approving it subject to conditions; or c) rejecting the amendment.

3. **Faculty/School Learning, Teaching and Quality Committee (F/SLTQC) or Faculty/School Doctoral Studies Committee(for doctoral degrees)**
   F/SLTQC/F/SDSC is responsible for giving detailed consideration to the amendment and for recommending one of the following to CPAC: a) recommend to CPAC; b) recommend subject to conditions being met or further information being made available; or c) reject the amendment.

4. **Courses And Partnerships Approval Committee (CPAC)**
   CPAC is responsible for giving final detailed consideration of the amendment. CPAC is required to: a) approve the amendment; b) approve the amendment subject to conditions being met or further information being made available; or c) reject the amendment.

5. **Sign agreements**
   Once approval has been given by CPAC (and any necessary conditions met), the legal agreements need to be drawn up and signed as set out in QA20 section 7 and Annex E.

6. **Senate**
   The amendment will be reported to Senate for noting.

STANDARD APPROVAL PROCESS: RENEWALS (Taught and Doctoral)

This is the process for standard collaborative arrangements involving the:

- renewal of a partner
- renewal of a programme
- renewal of a programme and partner.

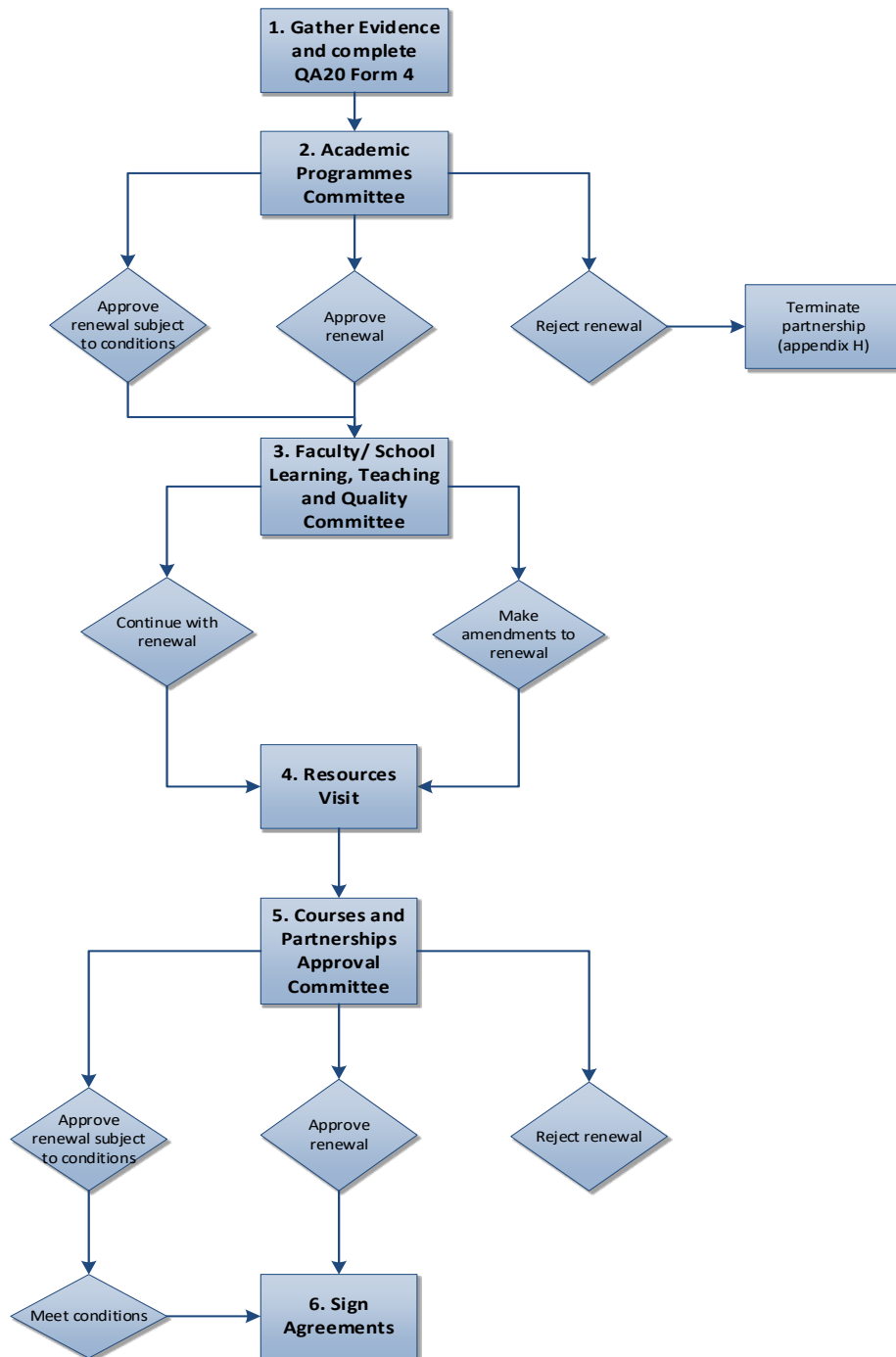**Please consider this guidance alongside QA20 section 12 (Renewal of a collaborative arrangement).**

Figure 5

1. Gather evidence (QA20 Form 4)

For all standard renewals, a report using QA20 Form 4 should be completed in the year preceding the expiry date of the legal agreement. This form requires the following information:

- evaluative summary of how the partnerships and programme(s) have evolved, including issues and good practice
- information on significant changes to resources, staffing or partner during the period under review
- make reference to any external reviews (in particular any reviews under the Revised Operating Model for Quality Assessment or by QAA if UK institution) that have taken place during the period of review, including the effectiveness of action taken by the partner
- summary of issues and good practice arising from meetings held with partners
- for those partnerships involving a non-publicly funded organisation, confirmation is required that the financial accounts have been reviewed by the Director of Finance and Commercial Services.

For programme renewals the following information is required to be attached to the form:
- Degree Scheme Review Report (DSR) and action plan (taught only) – and where required.
- Annual Monitoring Reports (if not included in DSR)
- External Examiner reports (if not included in DSR)
- Where a periodic review (for example DSR) has not been conducted the following information should also be provided:
  o a statement from the partner on the future direction of the programme
  o student feedback on the programme.

Where incremental or other amendments to the original collaborative partnership arrangement have substantially altered its focus and purpose, the Director of Studies will seek advice from Academic Registry as to whether the renewal proposal should be treated as if it were a 'new' arrangement.

The completed report form should confirm that the Head of Department/School/Learning Partnerships and the Dean (or in the case of Learning Partnerships the Deputy Vice-Chancellor and Provost) have been consulted and are in agreement with the renewal. Advice should be obtained from Legal Advisers and staff in Academic Registry (where appropriate) when proposing a renewal to an arrangement. The report form should be sent to the partner organisation for factual accuracy and comment.

2. Academic Programmes Committee (APC)

APC is responsible for giving strategic consideration to the proposal for renewal. The committee is responsible for: a) approving; b) approving subject to conditions; or c) rejecting the proposal for renewal.

3. Faculty/School Learning, Teaching and Quality Committee (F/SLTQC)

F/SLTQC is responsible for giving detailed consideration to the proposal for renewal and for recommending one of the following to the Courses and Partnerships Approval Committee (CPAC): a) recommend to CPAC; b) recommend subject to conditions being met or further information being made available; or c) reject the proposal for renewal.

4. Resource visit

Where there have been major changes to a partnership arrangement or where there might be concerns regarding an arrangement, then a resource visit to the partner organisation should be arranged. This resource visit can be conducted at an earlier than the renewal stage if there are concerns. For proposals involving UK-based partners, the resource team should include the lead proposer and a subject specialist(s) (at least two members of staff). For

overseas partners the resource visit can be conducted by the lead proposer (or alternative appropriate staff member who is visiting the institution). A resource visit report (QA20 Form 2) must be used as a guide for the visit and completed afterwards for consideration by CPAC.

5. Courses and Partnerships Approval Committee (CPAC)

CPAC should give appropriate scrutiny to the report form and is required to do one of the following: a) approve the collaborative proposal; b) approve the proposal subject to conditions being met or further information being made available; or c) reject the proposal. CPAC must agree the period of renewal when considering the proposal.

6. Sign agreements

Once approval has been given (and any necessary conditions met), the legal agreements need to be drawn up and signed as set out in QA20 section 7.

STANDARD APPROVAL PROCESS: TERMINATION AND EXPIRY (Taught and Doctoral)

Please consider this guidance alongside QA20 section 13 (Expiry and termination of collaborative arrangements:
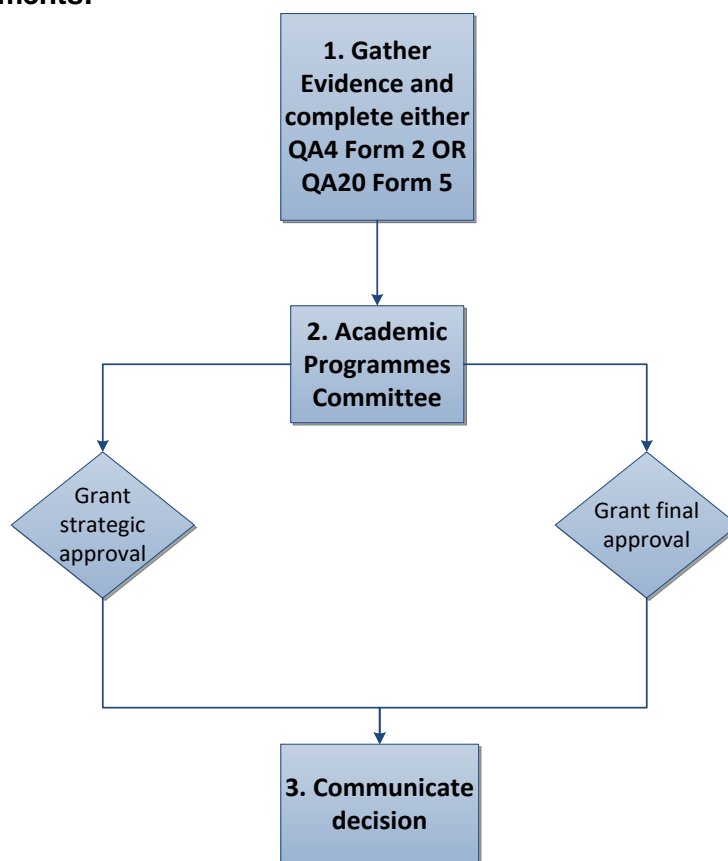
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                    ┌─────────────────┐
                    │  1. Gather      │
                    │  Evidence and   │
                    │  complete either│
                    │  QA4 Form 2 OR  │
                    │  QA20 Form 5    │
                    └────────┬────────┘
                             │
                    ┌────────▼────────┐
          ┌─────────│  2. Academic    │─────────┐
          │         │  Programmes     │         │
          │         │  Committee      │         │
          │         └─────────────────┘         │
          ▼                                      ▼
      ◇ Grant                               ◇ Grant final
        strategic                             approval ◇
        approval ◇                            
          │                                      │
          └──────────────┬───────────────────────┘
                         ▼
                ┌─────────────────┐
                │ 3. Communicate  │
                │    decision     │
                └─────────────────┘
```

Figure 6

1.   **Gather evidence and complete (either QA4 Form 2 or QA20 Form 5)**
     The process for termination or expiry of an arrangement involves two stages: Strategic Approval and Final Approval. These would normally occur simultaneously but can occur consecutively if necessary.

     If the termination or expiry of an arrangement involves a programme, then **QA4 Form 2** should be completed for both stages. If a termination or expiry only involves a partner who is not delivering any current provision, then **QA20 Form 5** should be completed for both stages.

     Strategic approval: This should include:
     - a rationale;
     - the number of current students, the date when the last of them is expected to complete, and the number of students accepted for admission;
     - implications of the termination on other programmes delivered by the affected partner organisation;
     - the view(s) of the collaborative partner(s);
     - proposed arrangements for the termination of the legal agreement at either programme or (where appropriate) partner level currently in force at the final date.

Where the proposer is not the relevant Head of Department (or Dean in the case of the School of Management), then they should be consulted, and any feedback presented with the proposal.

Final approval: The Dean of the relevant Faculty/School (or their delegate) is responsible for confirming the proposed arrangements to protect current students remaining on the programme during the phasing out period and any students accepted for admission onto the programme. Confirmation should be given to assure that the student experience will be maintained. Feedback from students and external examiners regarding the proposed arrangements for the protection of student interests should be included. This is submitted to Academic Programmes Committee by updating the same form (QA4 Form 2 or QA20 Form 5) used in the strategic approval stage (above).

2.   Academic Programmes Committee (APC)

The proposer is responsible for submitting to APC the appropriate form (QA4 Form 2 or QA20 Form 5). APC is responsible for:

- granting strategic approval where an appropriate rationale has been provided
- granting final approval where it is satisfied that the interests of current students, and students accepted for admission, are being appropriately protected.

3.   Communicate decision

The Chair of Academic Programmes Committee with guidance from the Department/ School/Learning Partnerships Office and the Legal Office, is responsible for communicating a strategic decision to terminate or not renew an arrangement to the affected partner organisation(s) including the formal notice of termination (where required) and negotiating arrangements for the support of remaining students to completion. The Department/School/ Learning Partnerships Office is also responsible for notifying Academic Registry of terminations or non-renewals where they involve a programme.

ARTICULATION ARRANGEMENTS APPROVAL PROCESS (Taught) – STAGE ONE, STAGE TWO AND LEGAL AGREEMENTS

Strategic consideration (stage one):

*If developing a new programme specifically to attract articulation students then the process for strategic consideration should be integrated with the stage one activities listed in QA3: Approval of new programmes of study.
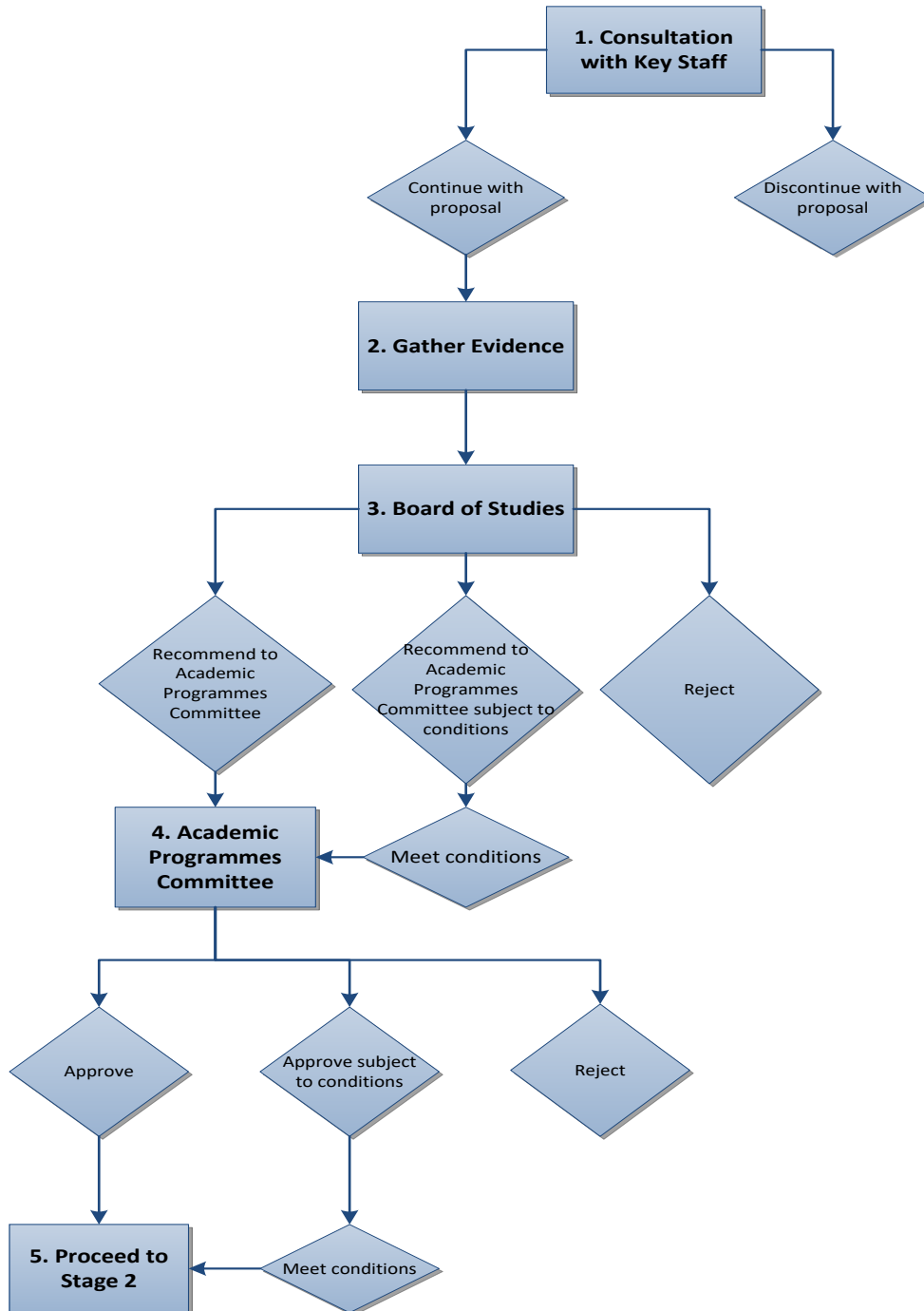
Figure 7

Academic scrutiny (stage two):

Note: If developing a new programme specifically to attract articulation students then the process for academic scrutiny should be integrated with the stage two activities listed in *QA3: Approval of new programmes of study.*
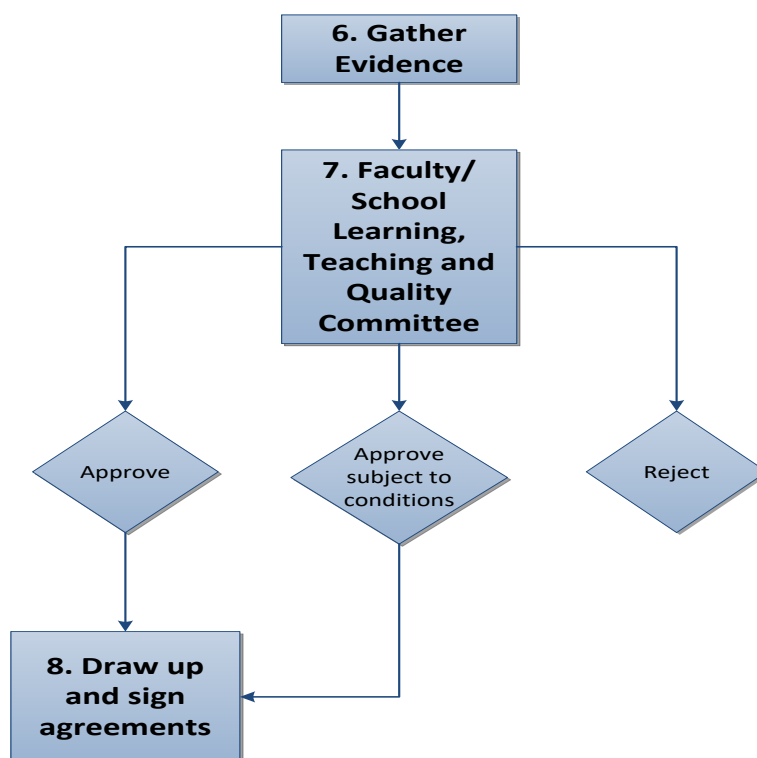
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                        ┌──────────────────┐
                        │   6. Gather      │
                        │   Evidence       │
                        └────────┬─────────┘
                                 │
                                 ▼
                        ┌──────────────────┐
                        │   7. Faculty/    │
                        │   School         │
                        │   Learning,      │
                        │   Teaching and   │
                        │   Quality        │
                        │   Committee      │
                        └──────────────────┘
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(flowchart: 7. Faculty/School Learning, Teaching and Quality Committee branches to three decision diamonds: "Approve", "Approve subject to conditions", and "Reject". "Approve" and "Approve subject to conditions" lead to "8. Draw up and sign agreements".)

Figure 8

1. Consultation with staff

The following key staff should be consulted where appropriate for advice and guidance on the proposal:

- Dean of Faculty/School
- Head of Department
- A Head of Registry Services (who can consult the Director of Academic Registry)
- Head of International Relations (who can consult the Director of International Partnerships)
- Student Immigration Service
- Pro-Vice-Chancellor (International & Doctoral)
- Director of UG Admissions & Outreach or the Director of PGT Student Recruitment

2. Evidence for stage one approval

Evidence required for articulation arrangements at **Stage 1** would typically include:

- a rationale for the proposal
- background information on partner (including rankings, reputation, size of institution, links with other partner institutions, inclusion in any University grouping etc.)
- details of the programme(s) from both institutions will be involved
- details of the point of entry

- details of demand from proposed partner, when the first cohort will start, when they will progress onto the programme at the University of Bath and what the anticipated student numbers will be
- confirmation of consultation with, and agreement by any Public Statutory Regulatory Body (PSRBs)
- state any consultation already undertaken with departments/support services (i.e. Academic Registry etc.)
- state when the academic scrutiny of the proposal is expected to take place by Faculty/School Learning, Teaching and Quality Committee
- where a proposal involves a new programme proposal then all the additional information outlined in QA3: Approval of new programmes of study initial strategic approval for the first stage approval of a new programme will also be required.

3. Faculty/School Board of Studies
Faculty/School Board of Studies is responsible for giving strategic consideration to the proposal and recommending one of the following to Academic Programmes Committee: a) approve; b) approve subject to conditions; or c) reject the proposal

4. Academic Programmes Committee (APC)
APC is responsible for giving further strategic consideration to the proposal. The committee is responsible for either: a) recommending the proposal to Senate (if it involves the approval of a new partner); b) approving it to go on to stage two; or c) rejecting the proposal.

5. Proceed to stage two
The proposal should proceed to stage two, subject to any conditions set by APC being met.

6. Gather evidence
Evidence to be provided for academic scrutiny:
- mapping of partner curriculum against University of Bath curriculum. The main aim of the mapping is to ensure the learning outcomes have been met but also to ensure that any gaps in the curriculum are identified and to make recommendations and identify resources required to deal with any variances
- identify what student support activities will be required and resourced to aid the transition and integration of students
- academic entry requirements (i.e. do students need simply to complete first two years of programme or to achieve a certain average?)
- English language entry requirements
- details of assessment process (and involvement of staff in the assessment/ moderation process)
- arrangements for the on-going monitoring of the arrangement
- PLUS inclusion of any of the strategic information identified in stage one to APC (if appropriate).

7. Faculty/School Learning, Teaching and Quality Committee (F/SLTQC)
F/SLTQC is responsible for giving detailed consideration to the proposal and is responsible for: a) approving; b) approving subject to conditions being met or further information being made available; or c) rejecting the proposal.

8. Draw up and sign agreements
Legal agreements can be drawn up before the proposal has been approved through committee (see QA20 section 7): however once approval has been given (and any necessary conditions met), the legal agreements must be signed as soon as possible.

ARTICULATION ARRANGEMENTS APPROVAL PROCESS (Taught) – AMENDMENTS, RENEWALS, TERMINATIONS AND NON-RENEWAL

Amendment or renewal of an articulation arrangement, please follow the flow chart below. For the termination or non-renewal of an articulation arrangement please follow the standard process set out in QA20 Section 13 and Annex H.

```
                          ┌─────────────────┐
                          │ 2. Gather       │
                          │    Evidence     │
                          └────────┬────────┘
                                   │
                          ┌────────▼────────┐
                          │ 3. Academic     │
                          │    Programmes   │
                          │    Committee    │
                          └────────┬────────┘
             ┌─────────────────────┼──────────────────────┐
          ◆ Approve          ◆ Approve subject        ◆ Reject
                               to conditions
             │                     │
             │                 ◆ Meet conditions
             │                     │
        ┌────▼────────┐◄───────────┘
        │ 4. Gather   │
        │   further   │
        │   evidence  │
        └────┬────────┘
        ┌────▼────────┐
        │ 4. Faculty/ │
        │   School    │
        │  Learning,  │
        │ Teaching and│
        │   Quality   │
        │  Committee  │
        └────┬────────┘
     ┌───────┼───────────────────────┐
  ◆ Approve  ◆ Approve subject     ◆ Reject
                to conditions
     │        │
     └────┬───┘
    ┌─────▼──────────┐
    │ 5. Draw up and │
    │ sign Agreements│
    └────────────────┘
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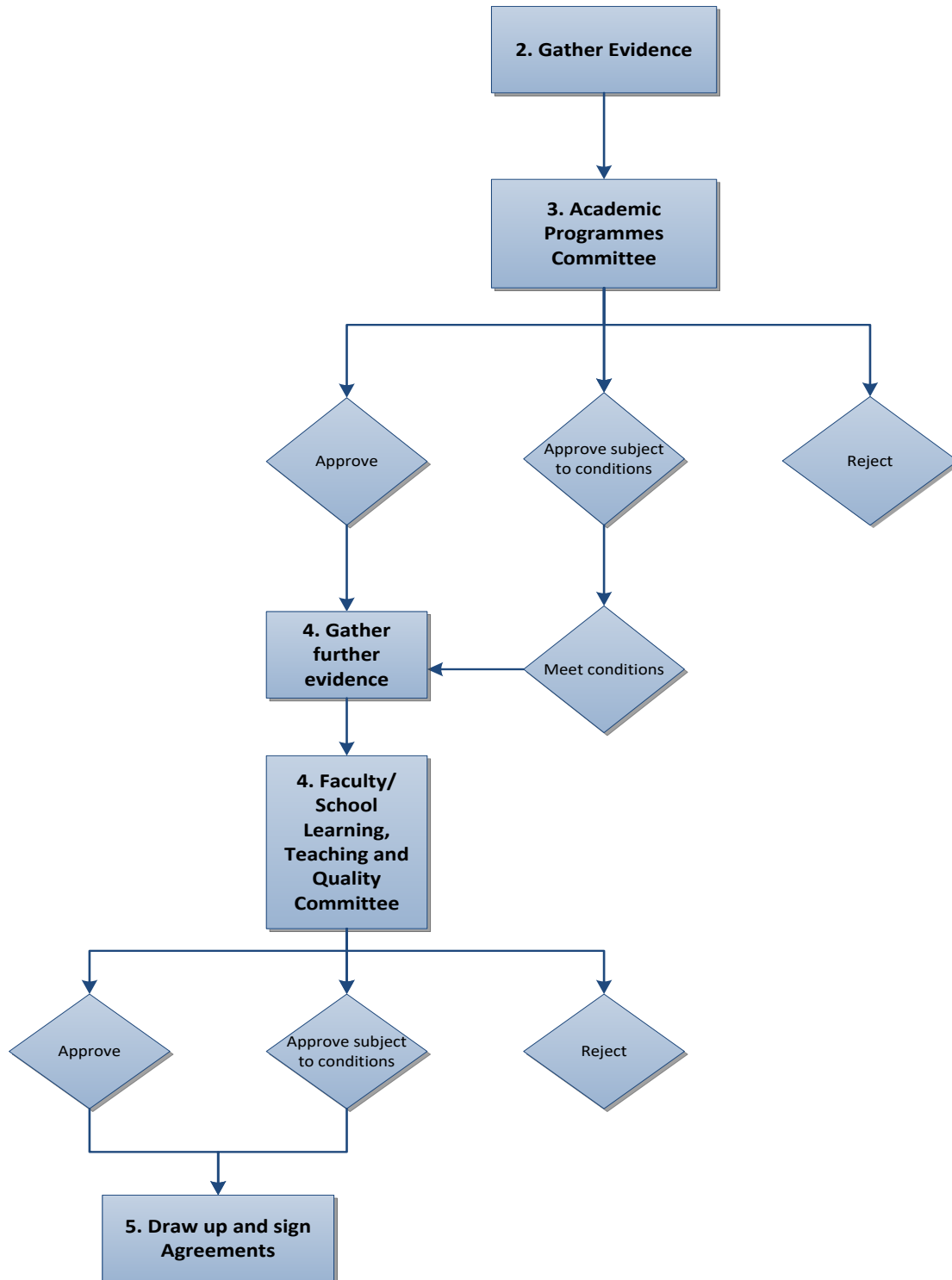
Figure 9

1.   Gather evidence

Amendments: For amendments to an existing articulation arrangement **QA20 Form 3** should be completed. This form requires the following information:
- the background to the original arrangement and the current position;
- the reasons and purposes of the proposed change, including the views of the partner organisation
- the benefits for the students and other stakeholders involved
- the date from which the amendment is to take effect
- the existing legal agreement(s)
- the amended legal agreement(s)
- an updated map of the curriculum at the partner with the University of Bath programme(s)
- any other documentation that is directly relevant to the nature of the change being proposed.

Renewals: For renewals a report using **QA20 Form 4** should be completed in the year preceding the expiry date of the legal agreement. This form requires the following information:
- evaluative summary of how the partnerships and programme(s) have evolved, including issues and good practice
- information on significant changes to the partner during the period under review
- make reference to any external reviews that have taken place during the period of review, including the effectiveness of action taken by the partner
- summary of issues and good practice arising from meetings held with partners
- for those partnerships involving a non-publicly funded organisation, confirmation is required that the financial accounts have been reviewed by the Director of Finance and Commercial Services.

Advice should be obtained from Legal Advisers and staff in Academic Registry (where appropriate) when proposing an amendment or renewal to an existing arrangement. The completed report form should confirm that the Head of Department/School and the Dean have been consulted and are in agreement with the amendment/renewal.

2.   Academic Programmes Committee (APC)

APC is responsible for giving strategic consideration to the proposal for amendment or renewal. The committee is responsible for: a) approving; b) approving subject to conditions; or c) rejecting the proposal for amendment or renewal.

3.   Gather further evidence

Amendments: Additional evidence to be provided (if required to support the amendment):
- an updated mapping of partner curriculum against University of Bath curriculum (learning outcomes, aims, content, assessment methods)
- any other information to support the amendment (see list below);

Renewals: Additional evidence to be provided for Academic Scrutiny:
- an updated mapping of partner curriculum against University of Bath curriculum (learning outcomes, aims, content, assessment methods), including the identification of any identified gaps in the curriculum and recommendations and resources for dealing with variances
- identification any new student support activities that will be required and resourced to aid the transition and integration of students
- review academic entry requirements (i.e. do they need to just complete first two years of programme or achieve a certain average?)
- review English language requirements
- arrangements for the on-going monitoring of the arrangement.

4. **Faculty/School Learning, Teaching and Quality Committee (F/SLTQC)**

F/SLTQC is responsible for giving detailed consideration to the proposal for amendment or renewal and for: a) approving; b) approving subject to conditions being met or further information being made available; or c) rejecting the proposal for amendment or renewal.

5. **Draw up and sign agreements**

Once approval has been given (and any necessary conditions met), the legal agreements need to be drawn up and signed as set out in QA20 section 7.

STRATEGIC PARTNERS

1.   Definition

Strategic Partners are institutions of significant strategic importance to the University of Bath (UoB). They are identified by their alignment with the University's academic mission and research range and offer partnership opportunities that could enhance both the university's international impact and profile and that of the partner institution. They are often identified from existing strong links and relationships (such as multiple research collaborations) within the university.

The concept 'Strategic Partner' is distinct from other faculty, department or research group partners (although there may be leverage potential from one type to the next). The level of risk is considered to be very low especially when Strategic Partners are pre-eminent in their respective regions and at least comparable to the elite UK HEIs.

First-phase partnership is likely to be in research (including doctoral mobility). However, it is a logical consequence that University Strategic Partners will develop an Institutional Agreement which further permits the development of exchanges and collaborative academic programmes for both taught and doctoral degrees.

2.   Summary of the process for designating 'Strategic Partner' on an institution

1. Initial suggestion for a Strategic Partner discussed with Pro-Vice-Chancellor International& Doctoral (PVC (I))
2. **Initial Strategic Consideration** undertaken by PVC (I) with advice from the International Relations Office (see 4. below) to confirm strategic interest to assign Strategic Partner status
3. Approval in principle given by the PVC (I) and Faculty/School Executive
4. Approval given by Vice-Chancellor's Group (VCG)
5. Memorandum of Understanding prepared and signed.

Once approved as a Strategic Partner then development of Exchange Agreements can take place using the processes outlined in QA37 Student Exchanges. Additionally Institutional Approval can then be sought from Academic Programmes Committee (APC) using the same process outlined in Annex C (Stage 1: Strategic Approval) to allow development of academic provision. The status of Strategic Partner for these processes will result in reduced information requirements and an assignment of low risk for the institution.

Note: The development of collaborative academic provision may commence but nothing can be implemented and no programme or exchange may be advertised until an Institutional Agreement is signed.

3.   Identifying and proposing a University Strategic Partner

Bearing in mind Strategic Partner criteria set out in the Internationalisation Strategy summarised below, staff in the faculties and the school are encouraged to meet the Pro Vice-Chancellor (International & Doctoral) or Dean for an initial exploration. If strategic interest is confirmed by the PVC (I&D), the informal proposal should be discussed with faculty/School management. A formalisation of the partnership proposal, in the form of a Memorandum of Understanding ('MoU') can be set in train once support has been obtained in principle from the PVC (I&D) and the faculty/School.

4.   Due diligence during Initial Strategic Consideration

During initial consideration and in preparation of the MoU an institution will meet as many of the following criteria as possible through consideration of documentary evidence. If any criteria is deemed not to be met fully then if making the decision to approve Executive Board will stipulate what measures should be taken to mitigate or balance any risks. APC will be expected to review and receive an update on such measures at the time of Institutional Approval.

The list below gives the typical information/evidence required to demonstrate how each of the criteria are met (please note some duplication of items). A significant proportion is also used for the Institutional Approval process.

Criteria for Strategic Partner	Typical information/evidence
• Global or continental pre-eminence/profile	• Standing in the relevant international, regional and national league table rankings
• A discipline range that matches the majority of disciplines at the University of Bath (both taught and research strengths)	• Statement on the discipline range (teaching and research) and how this matches the University of Bath • Confirmation of the language of instruction (only required for countries where English is not the official language)
• Institutional ability and willingness to invest for the long-term	• Strategic plan (or equivalent) and any future developments if known • The most recent annual audited accounts (non-publicly funded organisations only) • Statement on the legal standing of the institution and its capacity to contract with the University of Bath
• Leverage potential with other partners, whether commercial, government or academic	• Details of the status and effectiveness of any current or previous relationships with the University of Bath or other UK or international institutions, especially any existing UoB or GW4 Partners
• Commitment to a range of significant outcomes in research, teaching and mobility	• Comparable Research, Education and Internationalisation strategies
• Commitment to the student experience	• Comparable Education Strategy • Information on IT and Library resources and accommodation • Country and Institutional briefing on the political, ethical and cultural context including cultural assumptions about Higher Education learning • Foreign and Commonwealth Office (FCO) advice and information on anti-bribery and corruption measures
• Commitment to academic freedom	• Mission statement or equivalent • Equivalent Research Strategy • Country and Institutional briefing on the political, ethical and cultural context including cultural assumptions about Higher Education learning • FCO advice and information on anti-bribery and corruption measures

Summary of typical evidence required at Initial Strategic Consideration – to be provided by the International Relations Office

1. Standing in relevant international, regional and national league table rankings
2. Statement on the discipline range (teaching and research) and how this matches the University of Bath
3. Country and Institutional briefing on the political, ethical and cultural context including cultural assumptions about Higher Education learning
4. FCO advice and information on anti-bribery and corruption measures
5. Confirmation of the language of instruction (only required for countries where English is not the official language and will only be relevant for academic programme collaborations)
6. Mission Statement and Strategic plan (or comparable) and any future developments if known

7.   Most recent audited annual accounts for consideration by the Director of Finance (non-publicly funded organisations only)
8.   Statement on the legal standing of the institution and its capacity to contract with the University of Bath (to be provided in consultation with the UoB Legal Advisors)
9.   Details of the standing and effectiveness of any current or previous relationships with the University of Bath or other UK or international institutions, especially any existing UoB Partners
10.   Comparable Research, Education and Internationalisation strategies
11.   Information on IT and Library resources and accommodation.

Annual monitoring of Strategic Partners

In order to ensure that each Strategic Partner continues to meet the criteria set out above the International Relations Office will be responsible for providing an annual update to the PVC (I). This report will include any revisions to the country and institutional briefing (including any new academic or business partnerships), changes to league table positions and any changes to financial standing (non-publically funded institutions only).

APPROVAL PROCESS FOR JOINT DOCTORAL DEGREES – STAGE 1 STRATEGIC CONSIDERATION

This process should be followed for proposals involving the development of jointly delivered doctoral degrees (resulting in either a joint qualification, double/multiple qualification or a dual award qualification – please see Annex A 'Definitions of Types of Collaborative Provision'). For proposals that involve a bid for external funding, stage one must be completed before the bid is submitted. It should be noted that the University does not support proposals for joint doctoral degrees on an individual basis (for individual students). * For doctoral degree proposals involving taught units (and incorporating an identified progression point), the process for strategic approval should be integrated with the activities listed in *QA3: Approval of new programmes of study* for stage 1 (initial approval) of new programmes/unit(s).

Please consider this guidance alongside QA20 section 5 (Stage 1 Strategic Consideration).
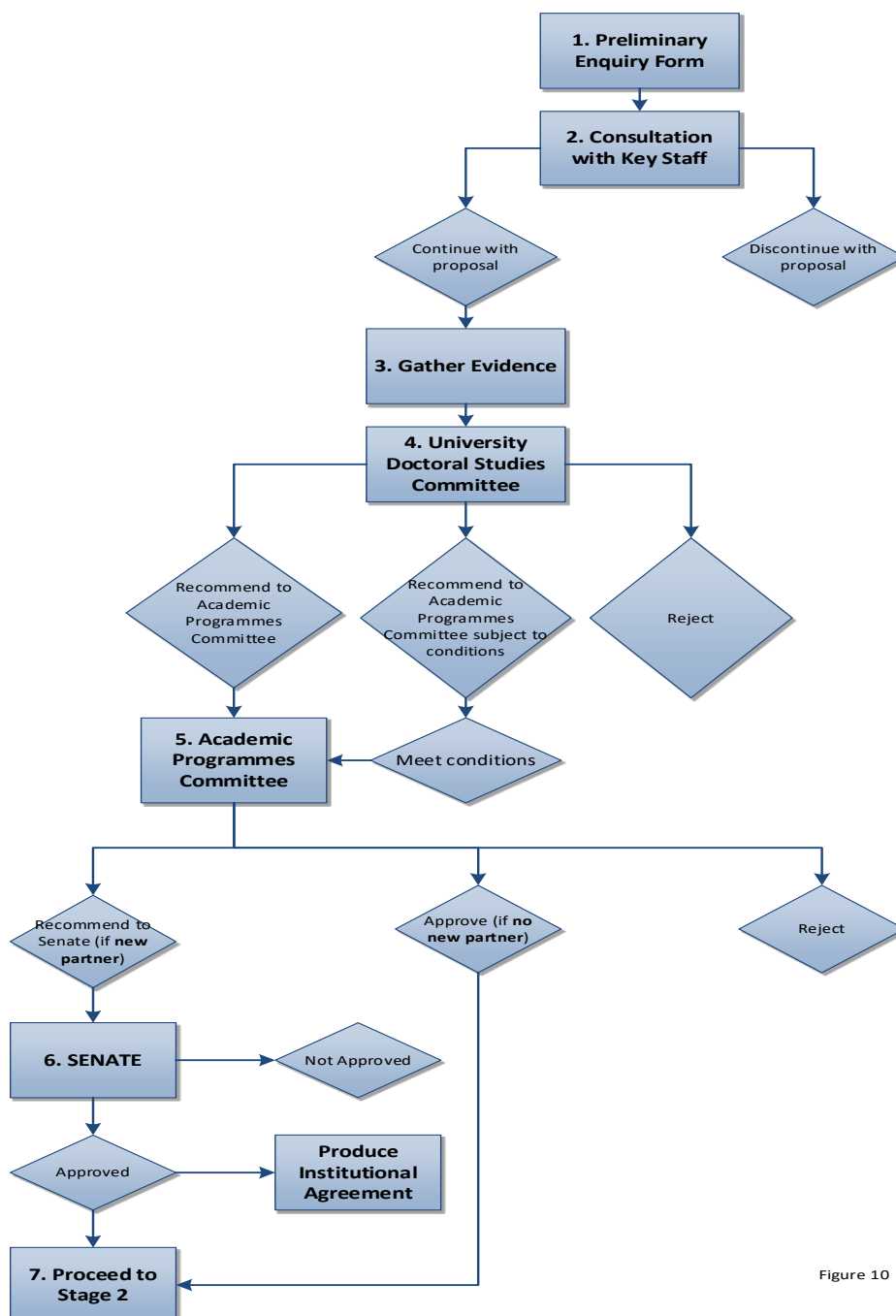

Figure 10

1.   Preliminary Enquiry form for doctoral degrees (QA20 Form 1b)

The Preliminary Enquiry form must normally be completed at the outset to scope the proposal (part one) and to give a basic identification of the level of the risk associated with the proposal (part two). For proposals involving a Strategic Partner that has already been approved (through the process described in Annex K), only part one of the form needs to be completed.

The Preliminary Enquiry form lists the preferred characteristics that the University would want to see in a joint doctoral degree proposal:

- The proposed partner institution is one with which the University already has an institutional agreement, is a Strategic Partner, is part of GW4 or is an institution of high reputation and ranking with which the University would like to develop closer links (please note that 'high reputation and ranking' will be of increased significance for international institutions).
- The collaborative doctoral programme will lead to significant additional research activity.
- There are strong discipline links between the relevant research groups and departments at Bath and the partner institution.
- There will be a cohort or significant number of students undertaking the collaborative doctoral programme (either in the same subject area or more broadly). Proposals for a joint award for only one student are not supported by the University.
- Participation will not be financially disadvantageous for the University. The establishment of a joint doctoral programme has significant costs in time and resource, therefore any financial model needs to take initial and ongoing costs into account.

2.   Consultation with staff

The completed Preliminary Enquiry form should be sent to key staff for comment within three weeks. Key staff include (but may not be limited to) :
- Head of Department
- Dean of Faculty/School
- Head of Doctoral Development & Student Experience and Quality Enhancement Officer for Doctoral Studies (who can consult the Director of the Doctoral College)
- A Head of Registry Services (who can consult the Director of Academic Registry)
- Student Immigration Service
- Head of International Relations (who can consult the Director of International Partnerships)
- Pro-Vice-Chancellor (International and Doctoral)

The following staff may be consulted as appropriate:
- Director of Finance
- Director of Policy and Planning.

It is recommended that if the proposal involves the recruitment of international students, then the compliance team should also be consulted at an early stage.

The Lead Proposer can then, based on the feedback received, decide whether to continue to stage one approval.

3.   Evidence for stage one approval

The evidence required at stage one for joint doctoral degrees is listed below. Where a joint doctoral degree proposal involves taught units (and incorporates an identified progression point) then all the additional information outlined in *QA3: Approval of new programmes of study* for the first stage approval of a new programme will also be required. In particular, see section 6.3 of QA3 which sets out the provision for External Reviewer input. For proposals

involving a Strategic Partner who has already been approved (through the process described in Annex K) then only the evidence identified below is required:

Evidence required	Type of Partnership			
	International 'Strategic Partners'	UK 'Strategic Partners' (i.e. GW4)	International Partnerships	UK Partnerships
a) the Preliminary Enquiry form for doctoral degrees (QA20 Form 1b)	✓	✓	✓	✓
b) the Strategic Partner initial strategic due diligence (can be provided by the International Relations Office for International partners or Academic Registry for UK partners)	✓	✓		
c) mission statement and/or strategic plan			✓	✓
d) history and description of the institution (including the legal standing of the prospective partner and its capacity in law to contract with the University of Bath, particularly its legal and regulatory capacity to contract in regards to joint awards)			✓	✓
e) copies of reports from any external institutional audit/assessment review undertaken in the past 5 years, or other indicators of educational quality as appropriate	✓	✓	✓	✓
f) details of the standing and effectiveness of any current or previous relationship with the University of Bath or other UK awarding institution			✓	✓
g) For proposals that do not involve any taught units then QA20 Form 6 (Resource Implications) and QA20 Form 7 (Market Information) should also be completed. (For proposals with taught units, QA3.1 and QA3.3 will need to be completed as part of the QA3 programme paperwork)	✓	✓	✓	✓
h) Statement of the minimum level of contribution into a joint doctoral degree required by each institution	✓	✓	✓	✓
Further evidence required for International partnerships				
i) standing in relevant international, regional and national table rankings			✓	
j) a country and institutional briefing on the political, ethical and cultural context of the country concerned including cultural assumptions about Higher Education learning			✓	
k) foreign and Commonwealth Office (FCO) advice and information on anti-bribery and corruption measures			✓	
l) confirmation from the proposed partner on the institution of the language of instruction (only required for countries where English is not the official language)			✓	

m)	information on any requirements for a potential partnership (especially joint awards) to be accredited or recognised by the appropriate authorities in the jurisdiction where provision will be delivered	✓		✓	
n)	a statement from the Legal Office confirming the legal standing of the prospective partner and its capacity to contract with the University of Bath and grant relevant awards, especially joint awards.	✓		✓	
Additional Information at this stage may also include: *(This list is not exhaustive and there may be other information required for certain proposals. Advice can be sought from Academic Registry)*					
o)	statement of the available IT and library resources			✓	✓
p)	statement of the available student support services including arrangements for recognising and enabling the needs of disabled students to be met. Each of the University's partner organisations is required to produce an Equality Policy for review by the University, and its policy in relation to disabled students may be checked by the Disability Service	✓	✓	✓	✓
q)	statement of the available support for careers information and guidance, including management of the relationships with employers and placement providers (where appropriate)	✓	✓	✓	✓
r)	audited accounts for the previous 5 years (non-publicly funded institutions only)			✓	✓
s)	institutional quality assurance arrangements	✓	✓	✓	✓
t)	institutional staff development policy	✓	✓	✓	✓
u)	institutional policy on student complaints	✓	✓	✓	✓
v)	institutional health and safety policies and practices	✓	✓	✓	✓
w)	confirmation of consultation with, and agreement by Professional, Statutory or Regulatory Bodies (PRSBs), where they are accrediting the programme.	✓	✓	✓	✓

4. University Doctoral Studies Committee
University Doctoral Studies Committee is responsible for giving strategic consideration to the proposal and recommending one of the following to Academic Programmes Committee: a) approve; b) approve subject to conditions; or c) reject the proposal

5. Academic Programmes Committee (APC)
APC is responsible for giving initial strategic approval to the proposal. The committee is responsible for either: a) recommending the proposal to Senate (if it involves the approval of a new partner); b) granting initial strategic approval; or c) rejecting the proposal.

6. Senate

For proposals that include a new collaborative partner, Senate is responsible for granting strategic approval of that partner.

7.   Proceed to stage two or produce agreement

If the partner has been approved but there is no intention for a programme and/or unit(s) to be delivered in the first instance, an Institutional Agreement should be drafted at this point (see annex E). In all other instances, the proposal should proceed to stage two.

APPROVAL PROCESS FOR JOINT DOCTORAL DEGREES – STAGE 2 DETAILED CONSIDERATION

This is the process for the stage two detailed academic consideration of the joint doctoral degree proposal.

* For doctoral degree proposals involving taught units (and incorporating an identified progression point), the process should be integrated with the activities listed in *QA3: Approval of new programmes of study* for stage two (full approval) of new programmes.

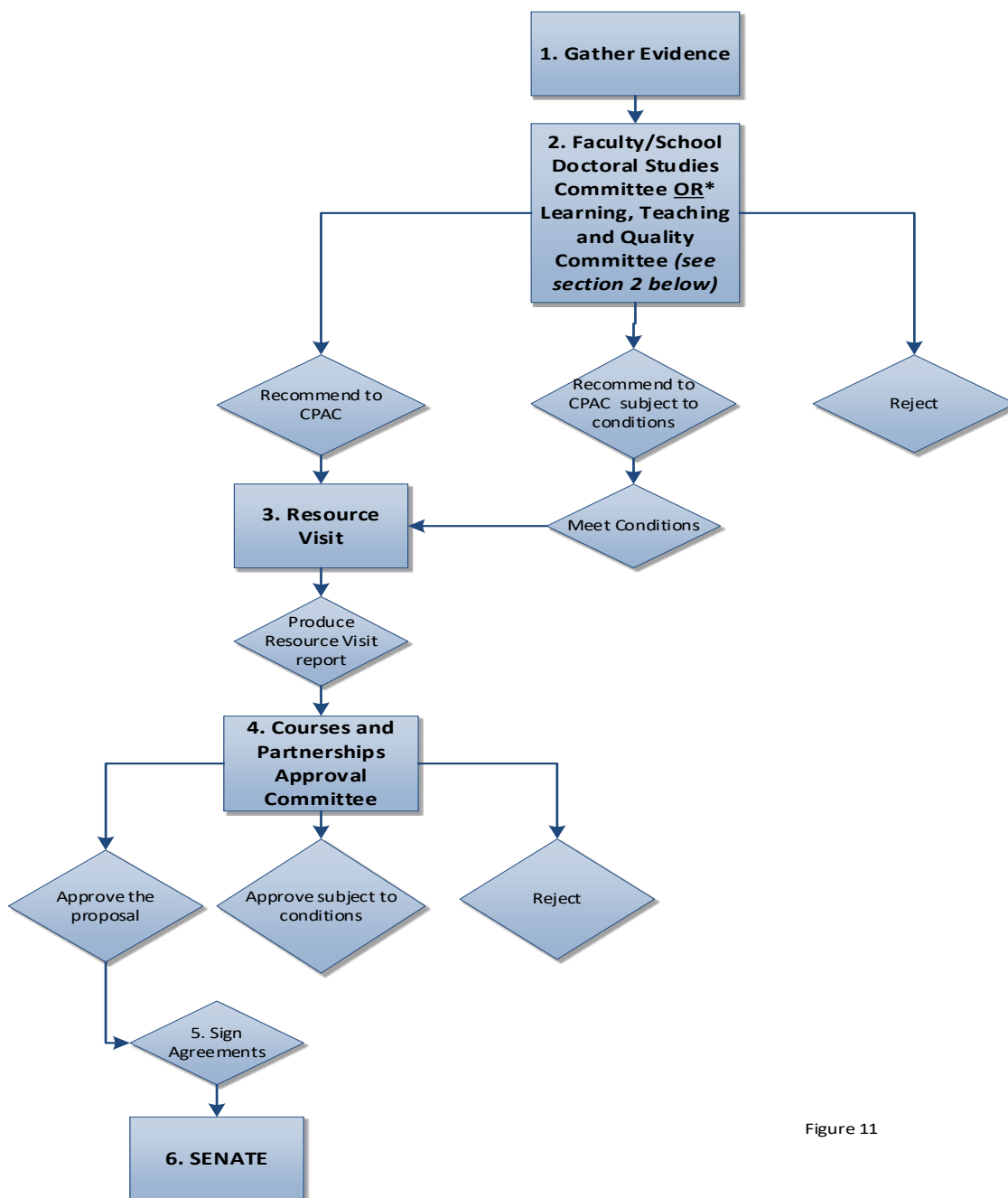**Please consider this guidance alongside QA20 section 6 (Stage 2 Detailed Academic Consideration).**

Figure 11

1. Gather evidence

The evidence usually required for joint doctoral degrees is listed below. Where appropriate please give a link to the partner institution's website and comment on any key differences that have already been identified.

Where a joint doctoral degree proposal involves taught units (and incorporates an identified progression point) then all the additional information outlined in *QA3: Approval of new programmes of study* for the second stage approval of a new programme will also be required. In particular, see section 6.3 of QA3 which confirms the requirements for External Reviewer input into stage two proposals. Reference to the information below may be included in any draft legal agreement for the proposal.

a) Letter of commitment or equivalent from the senior management of the proposed partner organisation.
b) A recruitment and admissions plan and for the proposed degree including details of how the process will be managed and how application decisions will be taken.
c) Arrangements relating to publicity and promotion of the degree (and the use of the University of Bath Logo).
d) Information about the partner institution's IT and library facilities including any Technology Enhanced Learning facilities and how it will be used to support the doctoral student experience (including any taught provision). *Depending on the nature of the proposed partnership there may be significant implications with regard to the University's licensing agreements (for example electronic journals, software packages, Moodle). Evidence must be produced to confirm discussions have been held with the Library, Computing Services and the Centre for Learning and Teaching regarding the proposal.*
e) Evidence of discussions held with Student Immigration Service regarding any visa implications.
f) The partner institution's staff selection, recruitment and development policies. Details of any specific plans for the recruitment and development of staff delivering the degree.
g) Statement on the supervisory arrangements at each institution, including the selection, development and expertise of supervisors
h) Statement on the proposed Regulations to be in force for the degree and how they differ from University of Bath regulations *(Whose regulations will take precedence, will there be a joint set of regulations?)* including the following information:
    i. Entry requirements including minimum English language requirements
    ii. Minimum and maximum registration periods
    iii. Confirmation of the minimum time a student will spend at each institution
    iv. Arrangements for the assessment of the doctorate including;
        o candidature
        o confirmation
        o student progress monitoring,
        o thesis requirements including the min/max length, publication and language (if not English)
        o examination and viva (timing, audience, method)
        o examination board arrangements including the composition and appointment of examiners and Chair,
        o exit qualifications (e.g. MPhil)
        o holiday allowances
i) Ethical approval at the partner institution.
j) The partner institution's quality assurance provisions (taught and doctoral) including programme monitoring and review, external examiner appointment and reporting, and student engagement with quality assurance.
k) Arrangements/requirements for skills training
l) Language of instruction (if not in English)

m) where a proposal involves a Professional or Statutory Body then relevant information on this arrangement should be included.
n) statement on the arrangements for registration and maintaining students records
o) Arrangements for the support of students (both academic and non-academic tutoring arrangements)
p) Arrangements for Students' Union support (liaison with the Students' Union is required in order to provide this information)
q) Process for securing confidentiality and agreement with regards to intellectual property rights
r) Arrangements for the governance of the programme (usually in the form of a joint management committee)
s) Arrangements for dealing with complaints and appeals;
t) Disciplinary arrangements
u) Arrangements for producing and issuing transcripts and certificates (where applicable);
v) Arrangements for graduation
w) Arrangements for the provision of information to students
x) Arrangements for the termination of the collaboration/programme.
y) Arrangements for the legal agreements
z) Arrangements for Health and Safety

2. Faculty/School Doctoral Studies Committee (F/SDSC) OR* Faculty/School Learning and Teaching Quality Committee (F/SLTQC)

Usually proposals for joint doctoral degrees would be considered at F/SDSC however in certain circumstances (for example if the proposal has taught units) the Faculty/School can decide to consider the proposal at F/SLTQC (or both). The F/SDSC or F/SLTQC is responsible for giving detailed consideration to the proposal and for recommending one of the following to the Courses and Partnerships Approval Committee (CPAC): a) approve; b) approve subject to conditions being met or further information being made available; or c) reject the proposal.

3. Resource visit (QA20 Form 2)

Normally, a resource visit would be conducted for all proposals for joint doctoral degrees however please contact Academic Registry for further guidance on individual proposals. For proposals involving UK-based partners, the resource team should normally include the lead proposer, a subject specialist(s) and one member of CPAC. A representative from the University Library may also be invited to attend. For overseas partners the resource visit may be conducted by the lead proposer (or alternative appropriate staff member who is visiting the institution). A resource visit report (QA 20 Form 2) must be used as a guide for the visit and completed afterwards for consideration by CPAC. In certain circumstances a resource visit may not be considered necessary for a particular proposal, if so then a case may be made to the F/SDSC or F/SLTQC who will make a recommendation to CPAC.

4. Courses and Partnerships Approval Committee (CPAC)

CPAC is responsible for giving final detailed consideration of the proposal. CPAC is required to: a) recommend the collaborative proposal to Senate; b) recommend the proposal to Senate subject to conditions being met or further information being made available; or c) reject the proposal.

5. Sign agreements

Once approval has been given (and any necessary conditions met), the legal agreements need to be finalised and signed as set out in QA20 section 7 and Annex E.

6. Senate

The proposal will be reported to Senate for approval.