

# Quality Assurance of Collaborative Provision Policy

Academic Quality and Development  
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UNIVERSITY OF  
**WINCHESTER**

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<b>Indicate whether the document is for public access or internal access only</b> <b>Indicate whether the document applies to collaborative provision?</b> (Strikethrough text, as appropriate)	<b>Public Access</b> <del><b>Internal Access Only</b></del> <b>Applies to Collaborative Provision</b>
<b>Summary:</b> This policy sets out the processes for the approval of partners with whom the University delivers its awards. It is informed by the revised <i>UK Quality Code for Higher Education</i> .	

## SUMMARY OF CHANGES

This list summarises the changes to the original Policy. The date confirms when the changes were implemented.

Implementation date	Changes Approved by Senate
1 September 2022	<ol style="list-style-type: none"> <li>1. Separate “Articulation Agreements Approval Procedures” and “Progression Agreements Approved Procedures” merged within this policy.</li> <li>2. Addition of a flowchart which outlines the process to be followed to gain Institutional Business Case and Due Diligence Approval. This includes the addition of an early step involving UMG providing approval to “progress in principle”.</li> <li>3. Policy acknowledges that providers already registered with the Office for Students (OfS) (without sanctions for the previous 12 months) demonstrate academic quality and standards and financial sustainability appropriate for collaborative provision and therefore are of a lower risk for collaboration. Therefore, the need for a Site Visit for these providers has been removed.</li> <li>4. Policy allows the Institution Collaborative Provision Approval Panel to meet via correspondence for the lower risk collaborations of articulation agreements with OfS registered providers and progression agreements. It also now allows Academic Approval panels for articulation and franchised awards to meet via correspondence for partners based in the UK due to the familiarity with the academic framework.</li> <li>5. Addition of a section covering the management of Collaborative Provision, including details on the Partnership Management Group and a useful table which summarises where responsibility for various areas of operation/ policies lie between the University and its partner for different types of provision.</li> <li>6. The Interim Review Process has been added to the policy.</li> <li>7. The appendix for the franchising of research degrees has also now been embedded into the main body of the policy.</li> <li>8. Full copies of all relevant forms have been removed from the appendices and instead the appendix contains a list of the relevant forms mentioned within the policy. Templates and forms will be updated, stored and made available by the Quality Office.</li> </ol>
1 September 2021	<ol style="list-style-type: none"> <li>1. Updated to align with new Institutional Agreement/ Memorandum of Agreement</li> <li>2. Appendix 4 deleted because the information forms part of the Memorandum of Agreement template – this is to avoid duplication and ensure a single-robust source of information.</li> <li>3. Appendix 5 deleted due to cessation of arrangements with SCITTs.</li> <li>4. New Appendix (4) added to describe the process for adding PhD provision to existing collaborations</li> </ol>
1 September 2018	<ol style="list-style-type: none"> <li>1. References to definitions, which formally appeared in Section B of the QAA’s Quality Code, have adopted as the University’s own definitions.</li> <li>2. Prospective partners must share the University’s values (1e.ii. &amp; Appendix 2)</li> </ol>
1 September 2015	<ol style="list-style-type: none"> <li>1. Separate arrangements pertaining to School Centred Initial Teacher Training collaborations were inserted</li> </ol>
1 September 2014	<ol style="list-style-type: none"> <li>1. Amendments to the criteria for the approval of partners</li> <li>2. Monitoring arrangements</li> <li>3. Stronger emphasis on risk management</li> </ol>



# QUALITY ASSURANCE OF COLLABORATIVE PROVISION POLICY

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## KEY PRINCIPLES OF COLLABORATIVE PROVISION AT THE UNIVERSITY OF WINCHESTER

Working with others in the provision of Higher Education is integral to a vibrant university culture. All collaborative partners are expected to share the University's values and collaborative provision agreements should support the University of Winchester's, and its Faculties, strategic aims.

There are many types of collaborative provision (and these are defined in APPENDIX 1 UNIVERSITY OF WINCHESTER TYPOLOGY OF COLLABORATIVE PROVISION) but broadly collaborative provision is

*any arrangement between the University of Winchester and one or more other organisations to deliver aspects of teaching, learning, assessment and student support which either lead to a University of Winchester award or allow the student to enter a University of Winchester programme with advanced standing.*

This does not include student/staff exchange agreements, or placements and work-based learning covered under separate University procedures.

This policy has been developed in line with the UK Quality Code and in order to support the University in meeting all Office for Students regulatory requirements. In all collaborative provision, the University retains responsibility for:

- a the academic standards of its awards and the University will ensure that the threshold standards for all its qualifications are consistent with the relevant national frameworks and the threshold standards defined therein, and beyond, are reasonably comparable with those achieved by other UK providers (QAA, 2018).
- b ensuring the student's academic experience when studying for a University of Winchester award is high quality and their needs are consistently met.

The University will fulfil its responsibilities outlined in 1.3 through the approval, monitoring and review processes set out in this policy. Institutional Business Case and Due Diligence (Stage 1) approval for collaborative provision will be taken separately to approval of the academic case (Stage 2).

To ensure its ability to fulfil its responsibilities under 1.3, the University will only consider collaborative provision in areas where the University has appropriate and sustainable academic expertise.

The University will be agile in considering collaborative provision proposals by making its processes proportional to the risk posed by the collaboration. The University acknowledges that providers already registered with the Office for Students (without sanctions for the previous 12 months) demonstrate academic quality and standards and financial sustainability appropriate for collaborative provision and therefore are of a lower risk for collaboration.

While students are studying towards a University of Winchester award, the University's academic regulations govern the eligibility of all candidates for University awards.

A formal agreement (i.e. Articulation Agreement, Memorandum of Agreement, or a Progression Agreement) is required for all types of collaborative provision. The formal agreement must be in place before students register on a programme and must not last longer than 6 years, before when the review procedures detailed in SECTION 7 will be completed. The University will maintain templates for these agreements and the appropriate template must be used for all collaborative provision, unless agreed by the Deputy Vice Chancellor. The Memorandum of Agreement template must have had a legal professional review within the last 5 years.

## PROCEDURES FOR (RE)APPROVAL OF COLLABORATIVE PARTNERS

### Stage 1 – Institutional Business Case and Due Diligence Approval

Stage 1 is split into three phases which are outlined in Figure 1:

Initial Proposal

Business Case and Due Diligence

Approval

**Stage 1 – Institutional Business Case and Due Diligence Approval (excluding Progression Agreements)**

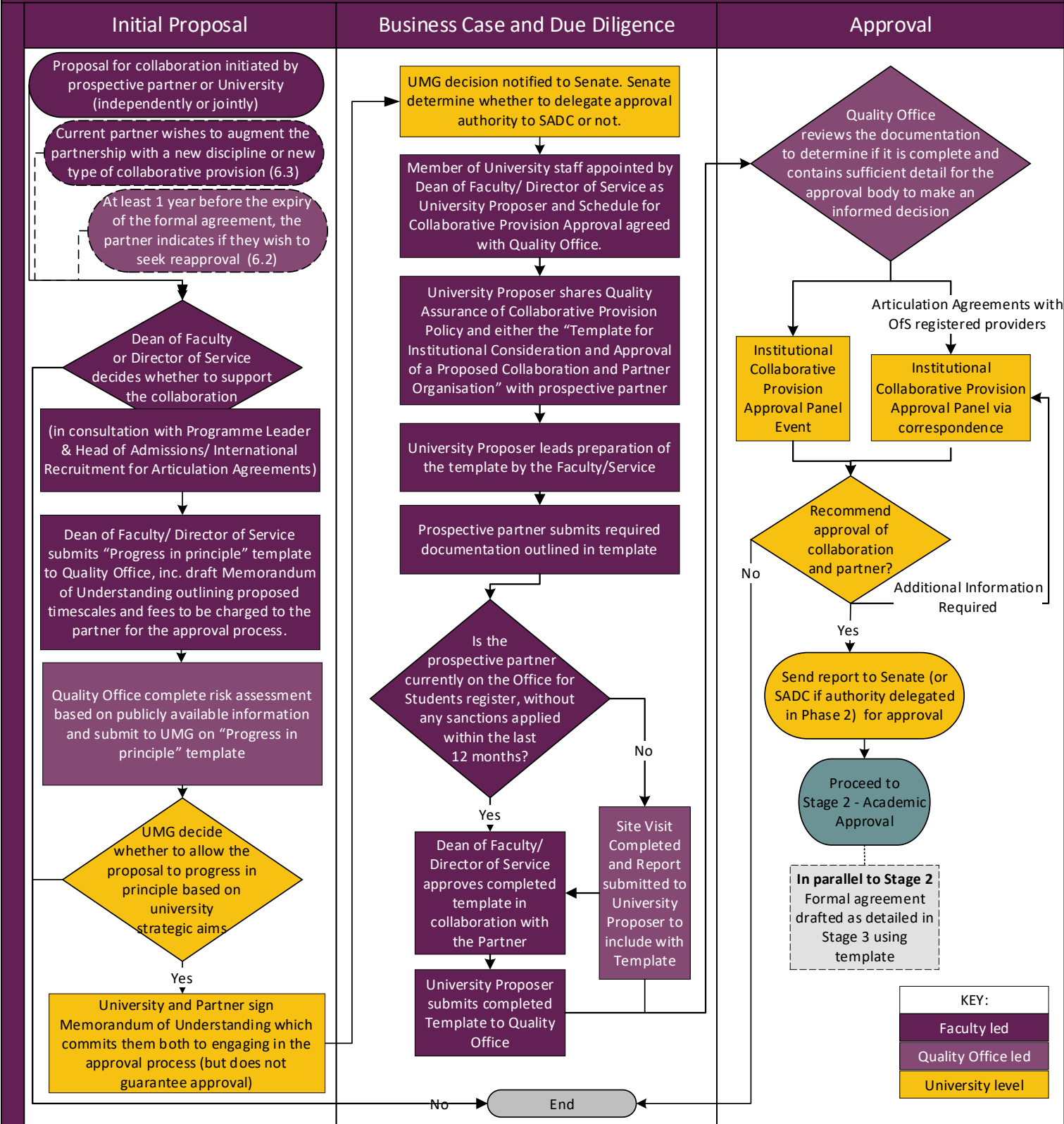


Figure 1 Flowchart detailing Stage 1 - Institutional Business Case and Due Diligence Approval (excluding Progression Agreements)



## Stage 1 For Progression Agreements Only - Institutional Business Case and Due Diligence Approval

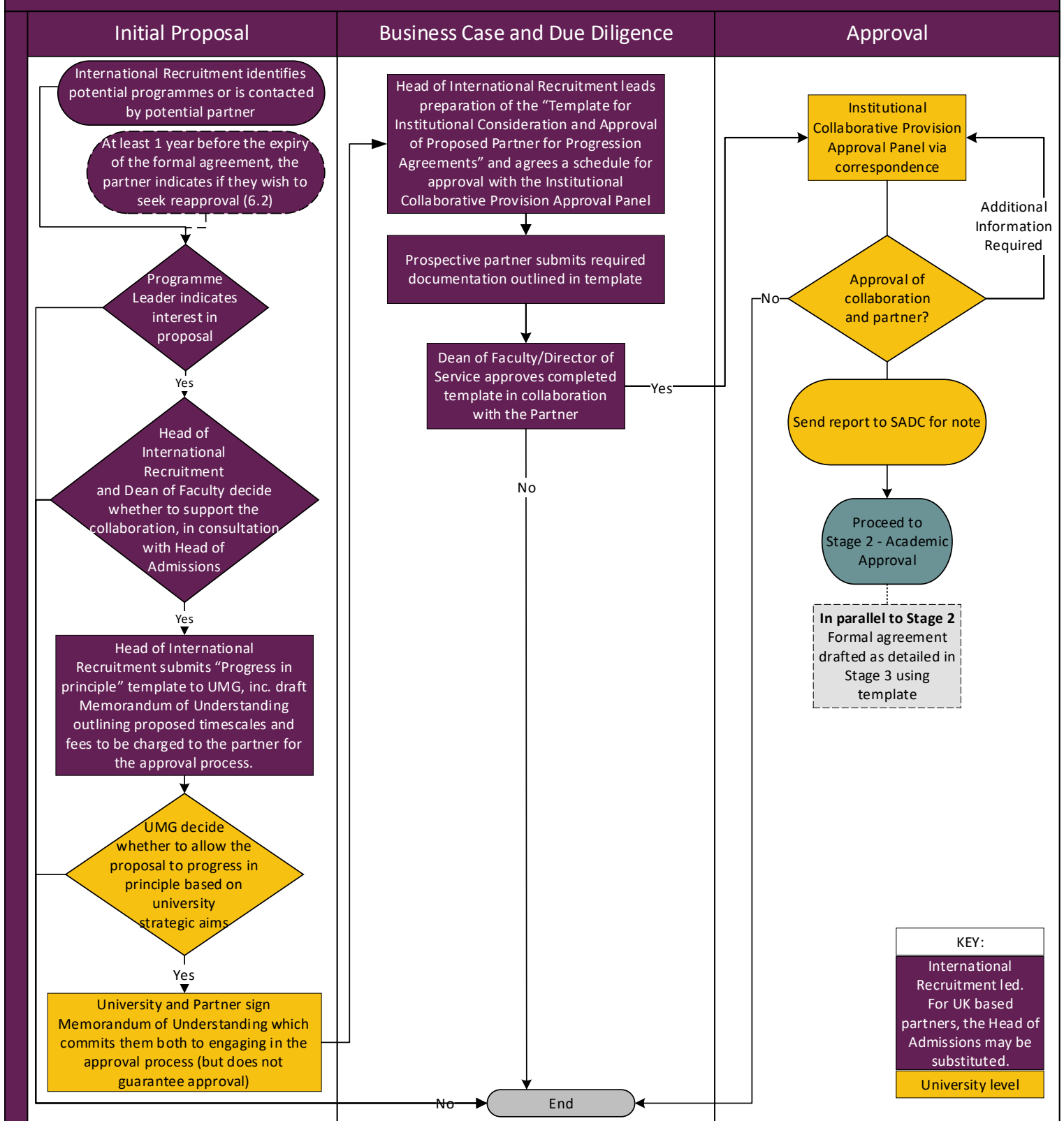


Figure 2 Flowchart detailing Stage 1 for Progression Agreements Only - Institutional Business Case and Due Diligence Approval

## **Timescales and costs**

The time it takes to progress through all (1-3) stages of approval depends on the type of collaborative provision and partner. Partners and University staff should aim to begin stage 1 **no later than 18 months before** the intended start date of the collaborative provision. Exact commitments to timescales and the costs on the partner to have their proposal considered under this policy will be agreed during Phase 1 “Initial Proposal” of Stage 1 and enshrined in the Memorandum of Understanding.

## **Business Case and Due Diligence Documentation Requirements**

The purpose of this phase is to collect and document sufficient information to allow the Institutional Collaborative Approval Panel to make an informed decision in line with the Key Principles.

This phase will be supported by one of the following templates which will list all the documentation and information required to ensure that relevant information is collected and submitted for approval:

TEMPLATE FOR INSTITUTIONAL CONSIDERATION AND APPROVAL OF A PROPOSED COLLABORATION AND PARTNER ORGANISATION

Or

TEMPLATE FOR INSTITUTIONAL CONSIDERATION AND APPROVAL OF PROPOSED PARTNER FOR PROGRESSION AGREEMENT (for Progression Agreements only)

The completed templates will be shared with key University with knowledge of the various areas for a desk-based review exercise prior to approval. The template will capture the comments of these staff members for consideration by the Institutional Collaborative Approval Panel (see 2.2.3). The Quality Office is responsible for maintaining, reviewing and updating these templates (and all other templates mentioned within this policy) in line with the key principles set out in [Section 1](#).

## **Purpose of site visits**

As outlined in the Stage 1 flowchart, a site visit will be required if the prospective partner is not registered with the Office for Students (or if they are registered but received sanctions in the last 12 months) (excluding for the approval of Progression Agreements). The purpose of a site visit is to:

- Reassure the University that the documentation submitted is an accurate representation of the partner
- Assure the University that the delivery site is able to provide the necessary resources to operate the programme successfully and to provide an appropriate and safe environment for students on the programme

A site visit will be undertaken by a member of staff from Academic Quality & Development and by one academic member of staff from a different Faculty than the University proposer. The SITE VISIT REPORT template will be used to document the findings from each site visit and will form part of the documentation for the Institutional Collaborative Provision Approval Panel.

## **Institutional Collaborative Provision Approval Panel**

The role of the Institutional Collaborative Provision Approval Panel is to ensure that:

They have sufficient detail and supporting evidence to make an informed decision

There is a sound business case for the proposal based upon realistic projections of revenues and full and accurate costing of activities

There is a strategic ‘fit’ between the University’s Strategy, and the Faculty strategy, and the particular proposal and the benefits to the Faculty/institution are clearly and convincingly articulated

The risks associated with the proposed partnership have been anticipated and proportionately managed (in particular, if the proposed partner is not in England, consider how the

geographical location of the partner, or any language barriers, might affect regular and/or effective contact for monitoring academic standards, review, and sharing of good practice)

In Phase 2, Senate will indicate whether they wish to retain or delegate approval authority to Senate Academic Development Committee (SADC) for the collaboration under consideration. Therefore, the Institutional Collaborative Provision Approval Panel will either meet as an Executive committee of Senate or SADC, depending on this decision by Senate. The Institutional Collaborative Provision Approval Panel will provide a recommendation to Senate or SADC. However, for Progression Agreements, the Institutional Collaborative Provision Approval Panel has delegated authority from Senate and SADC to approve directly.

The membership of the Institutional Collaborative Provision Approval Panel will include:

- Deputy Vice-Chancellor (Chair)
- Dean of Faculty (or Head of Department) from the University outside the proposing Faculty, and normally with experience of Collaborative Provision
- An external professional or academic with significant experience of managing collaborative provision
- Director of Finance and Planning
- Director of Academic Quality and Development
- Quality Office representative (Secretary)

The University Proposer and relevant Dean of Faculty/ Director of Service, as well as equivalent staff members from the proposed partner, will attend part of the event in order to answer any questions.

The Institutional Collaborative Provision Approval Panel will use the INSTITUTIONAL COLLABORATIVE APPROVAL PANEL CHECKLIST to produce a written report of their deliberations and this will clearly indicate whether the proposal has received a recommendation for approval (or approval itself in the case of Progression Agreements). The report will also include any conditions or recommendations the Panel has for the University Proposer to address when drafting the formal agreement. The report will be considered by SADC for endorsement/approval and then sent to Senate for approval/note (or noted by both SADC and Senate in the case of Progression Agreements).

## **Stage 2 – Academic Approval**

The format for Stage 2 depends on the type of collaborative provision being proposed.

Stage 2 can only be commenced once Stage 1 approval has been received. Faculties may begin preparation of the documentation required for Stage 2 on the understanding that the documentation cannot be processed until after Stage 1 Approval has been received.

The formal agreement that will support the collaboration should be drafted in parallel with the Stage 2 process (see 2.4 ).

## **Articulation**

The University Proposer will work with all relevant programme leaders to complete the TEMPLATE FOR ACADEMIC APPROVAL OF ARTICULATION AGREEMENT. This template will ensure the detailed mapping of entry requirements (if no advanced standing (credit transfer)), credits and learning outcomes (if advanced standing (credit transfer), and any PSRB(s) requirements.

A Collaborative Provision Academic Approval Panel meets as an Executive committee of SADC, and will include:

- A senior academic member of the University outside the proposing Faculty, and normally with experience of Collaborative Provision (Chair)
- An academic member of staff outside the proposing Faculty (and distinct from the Faculty in which the Chair is based)
- An external academic member, normally the external examiner of the University of Winchester programme onto which articulation is proposed
- Quality Office representative (Secretary)

The Panel may reach a decision via correspondence for partners based in the UK due to their familiarity with the academic framework. The panel must meet in person (including online) for partners based outside of the UK. The panel may choose to call members of the University and the partner involved in the proposal to answer questions.

The Panel will record their recommendation with comments on the final section of the TEMPLATE FOR ACADEMIC APPROVAL OF ARTICULATION AGREEMENT. The completed TEMPLATE FOR ACADEMIC APPROVAL OF ARTICULATION AGREEMENT will be considered by SADC for approval and then sent to Senate for note.

### **Partner delivered awards**

Approved versions of the APPROVED TUTOR STATUS APPLICATION FORM must be included in the documentation requirements of ALL the below academic approval processes for partner delivered awards. See SECTION 4 for more information.

### **Franchised award**

As per 9.1, a franchised award has already been through the University's validation process. Therefore, if responsibility for assessment will still lie with the University, and if the provision is up to Level 7, then the partner must simply submit all the necessary APPROVED TUTOR STATUS APPLICATION FORMS whose approval is the responsibility of the faculty. See UNIVERSITY APPROVAL OF STAFF FOR PARTNER DELIVERED AWARDS SECTION 4 for more information.

If the University will be delegating responsibility for some or all of the assessment for the franchised award, or if the provision to be franchised is at Level 8 (PhD), the University proposer in collaboration with the proposed partner must submit:

- **Level 7 and below** - documentation detailing the proposed process for assessment. This must outline the processes for the quality assurance of assessment (for example moderation) that will be used (this will ultimately form part of the MoA). In addition, all the necessary APPROVED TUTOR STATUS APPLICATION FORMS must be submitted. See UNIVERSITY APPROVAL OF STAFF FOR PARTNER DELIVERED AWARDS SECTION 4 for more information. The Quality Office will liaise with the partner and the university proposer to agree a schedule for submitting and approving this documentation. This stage usually takes a minimum of 2 months.
- **Level 8 provision** – The TEMPLATE FOR PROPOSAL FOR FRANCHISE OF PHD DELIVERY BY A COLLABORATIVE PARTNER. The Quality Office will liaise with the partner and the university proposer to agree a schedule for submitting and approving this documentation. This stage usually takes a minimum of 4 months.

A Collaborative Provision Academic Approval Panel will meet as an Executive committee of SADC to review the documentation concerning assessment, and will include:

- A senior academic member of the University outside the proposing Faculty, and normally with experience of Collaborative Provision (Chair) (if franchising PhD provision this academic must also have extensive experience of PhD supervision)
- An academic member of staff outside the proposing Faculty (and distinct from the Faculty in which the Chair is based) (if franchising PhD provision this academic must also have extensive experience of PhD supervision)
- An external academic member, normally the external examiner of the University of Winchester programme which is being franchised
- (If franchising PhD provision this academic) Director of Postgraduate Research Students
- Quality Office representative (Secretary)

The Panel may reach a decision via correspondence for partners based in the UK due to their familiarity with the academic framework. The panel must meet in person (including online) for partners based outside of the UK or for partners wishing to franchise PhD provision. For partners wishing to franchise PhD provision the following people will be called to the panel to answer questions:

- The University proposer

- The relevant University Dean (where different from the University proposer)
- Principal or senior management representative from the partner institution
- The person responsible for the management of PGR activity at the partner institution
- The PGR strategic lead from the partner institution (if different from the above)
- Proposed PhD supervisor teams from the partner institution
- PGR administrator from the partner institution

The secretary will prepare a report from the Panel (with any conditions which must be met prior to MoA sign-off, to be agreed by SADC Chair, or any recommendations which require a response only). This report will be considered by SADC (and RDQC if franchising PhD provision) for approval and then sent to Senate for note.

### **Dual/Double or Multiple Awards**

In the case of Dual/Double or Multiple awards a new university award is being created and therefore academic approval through validation is required (as per the process for a Validated award outlined below). Variation to the validation process outlined below is allowed with the agreement of the Chair of SADC to allow a reasonable process for the validation of the award where the academic approval procedures of other partner(s) with Degree Awarding Powers need to be considered.

### **Joint awards**

In the case of a Joint award where a single award for the programme will be given by the University jointly with its partner organisation, academic approval through validation is required (as per the process for a Validated award outlined below). Variation to the validation process outlined below is allowed with the agreement of the Chair of SADC to allow a reasonable process for the validation of the award where the academic approval procedures of other partner(s) with Degree Awarding Powers need to be considered.

### **Validated awards**

Academic approval for validated awards must follow the University's normal Programme Approval Procedure from Gateway 2. The Quality Office will liaise with the partner and the University proposer to explain the Programme Approval Procedure and support them throughout.

### **Progression agreements**

The Recognition of Prior Learning Policy governs the Academic Approval of Progression Agreements.

### **Variations**

In addition to variations outlined in 2.3.2 b and 2.3.2 c, variations may occur if the collaborative provision proposed is a hybrid of the types defined in [Appendix 1](#).

### **Stage 3 – Formal agreement sign-off and publication**

The format of formal agreement used depends on the type of collaborative provision as follows. In all cases the formal agreement will outline the fees payable by the partner.

### **Articulation Agreement**

The Quality Office is responsible for drafting an Articulation Agreement in collaboration with the University Proposer, in parallel with the Academic Approval process. The TEMPLATE ARTICULATION AGREEMENT must be used to draft an Articulation Agreement for each collaborative partner. An existing Articulation Agreement can be amended if further programmes/awards are added to the partnership, or it may be appropriate to have a separate Articulation Agreement if the two collaborations are sufficiently distinct.

Following Stage 2 approval, and the meeting of any conditions set, the Articulation Agreement will be sent to the Vice-Chancellor and the equivalent person at the signatory institution for signing.

### **Partner Delivered Awards Memorandum of Agreement (MoA)**

The Quality Office is responsible for drafting a MoA in collaboration with the University Proposer, in parallel with the Academic Approval process. The template MoA must be used to draft a MoA for each collaborative partner. An existing MoA can be amended if further programmes/awards are added to the

partnership, or it may be appropriate to have a separate MoA if the two types of collaboration are sufficiently distinct.

Information about the operation of the provision that is too detailed to include in the MoA should be included in an Operational Handbook for the collaborative provision.

The draft MoA should be circulated to the Institutional Collaborative Approval Panel from Stage 1 who must agree the contents. Following Stage 2 approval, the MoA will be sent to the Vice-Chancellor for signing.

### **Progression Agreement**

The Head of International Recruitment (or Head of Admissions for UK based partners) is responsible for drafting a Progression Agreement, in parallel with the Academic Approval process. The template Progression Agreement must be used to draft a Progression Agreement for each collaborative partner, containing details of any awards from the partner which are included in the progression agreement.

The draft Progression Agreement should be circulated to Head of Admissions and the Quality Office for review and comment. Following Stage 2 approval, the Progression Agreement should be finalised and signed by the Dean of Faculty and the equivalent person at the signatory institution and forwarded to the Quality Office.

The formal agreement must be signed by both parties prior to any advertising of the opportunity by either the University or the Partner.

### **Register of Collaborative Provision**

Once the formal agreement has been approved and signed, or following the approval of any changes to existing agreements, the Quality Office will arrange for the collaboration to be entered/amended on the University's Register of Collaborative Provision. The Collaborative Provision Register is a publicly available document and is uploaded on the [University's website](#). The Quality Office will alert key stakeholders across the University to any changes to the register (for example, as appropriate, Clerk to the Board of Governors, Head of Admissions, Head of International Recruitment, Department of Communications and External Relations, Registry, Relevant Department/Faculty, Head of Planning).

The information pertaining to partner delivered awards held on the Register includes:

- the name, address and nature of the partner organisation
- the date of the MoA, the dates on which it is to be reviewed, and the dates on which it will end
- the nature of the collaboration, the programmes and awards involved, and details of articulation (if applicable)
- details of individuals in the University and the partner organisation with responsibility for overseeing the arrangement
- the language of assessment used in the programme

### **UNIVERSITY APPROVAL OF STAFF FOR PARTNER DELIVERED AWARDS**

For all partner delivered awards, the University commits to assuring itself of the academic/professional capacity of the relevant partner staff who will be responsible for delivering any learning, teaching or assessment leading to a university award. This is assured through the APPROVED TUTOR STATUS APPLICATION FORM.

### **Partner staff in scope**

This form must be completed for each member of partner staff responsible for delivering any learning, teaching or assessment for the collaborative provision. Partner staff are defined as staff with:

- significant involvement in the delivery of one or more modules
- any involvement in the marking of assessed work
- a role as module or programme leader

Partners do not need to use this form for guest speakers, demonstrators or other occasional facilitators.

### **Requirements**

This form must be approved by the University prior to staff undertaking a role in the collaborative provision. This form must also be resubmitted and reapproved by the University if the role of a staff member changes from the role detailed on the original approved form (such as becoming a programme leader, module leader or delivering different modules from those on the original application form).

Completed application forms should be submitted to the relevant Academic Liaison Officer for consideration at least 4 weeks in advance of the date Approved Tutor Status is required (i.e. staff member start date), or for new collaborative provision they must be submitted during the academic approval stage (see section 2.3 ).

### Approval

Each form will be reviewed by two University academics: the Dean of Faculty (or nominee) and either the Head of Subject or the Programme Leader. To be approved, both academics must be satisfied that the applicant is “suitably qualified” to deliver and assess on the modules or programmes detailed. The University considers applicants “suitably qualified” if they fulfil the following criteria:

- They have appropriate and current subject knowledge. At a minimum, it is expected that applicants are qualified at least to the level that is being delivered, and ideally a level above, in a subject cognate to that of the programme being delivered, as follows:

Award	Required Qualification	Desirable Qualification
Foundation Degree/DipHE (Level 4/5)	Foundation Degree	Honours Degree
Honours Degree (level 6)	Honours Degree	Masters Degree
Masters Degree (level 7)	Masters Degree	Doctorate

Exceptionally, it may be considered that extensive professional expertise can be accepted in lieu of academic qualifications of the relevant level, but the applicant would normally have some teaching or assessing experience. In the case of involvement in assessment, applicants without academic qualifications at the required level are only considered if they considered if the applicant has a Higher Education teaching qualification or significant experience

- A teaching qualification and/or experience of teaching is desirable, especially in a Higher Education context, and may be taken into account in terms of an applicant’s overall suitability for Approved Tutor status.
- **In the case of involvement in assessment**, they have the capacity to make academic judgements against the relevant level standards. Applicants who will be involved in assessment and are without the required academic qualifications set out in the table above will only be considered if the applicant has a Higher Education teaching qualification or significant higher education teaching experience.

## MANAGEMENT OF COLLABORATIVE PROVISION

### Policies and procedures that apply

The following table outlines for each type of collaborative provision where the responsibilities for various areas apply and which institution's policies and procedures will apply. Dual/Double/Joint/Multiple awards are not covered as the division of responsibilities for this type of provision is subject to individual negotiation and will be outlined in detail in the individual formal agreement.

	Articulation and Progression Agreements		Franchised Awards (level 4-7)	Validated awards
	Prior to articulation/ progression when studying at collaborative partner	Once articulated/ progressed, when studying at University of Winchester		
<b>Responsibility for Programme design</b>	Partner	University	University	Partner responsible for programme design. Ultimately the proposed programme designed by the partner must then follow the University's programme approval procedures to gain approval.
<b>Responsibility for Programme delivery</b>	Partner	University	Partner	Partner
<b>Admissions</b>	Partner responsibility and partner policies apply	For articulation agreements, requirements for articulation are outlined in the formal agreement. For Progression Agreements, all University policies on admission apply.	Responsibility lies with the University and all University policies on admission apply.	Responsibility lies with partner and Partner policies apply. The approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.
<b>Access to University of Winchester VLE &amp; Library resources</b>	No	Yes	No	No
<b>Winchester Student ID Card</b>	No	Yes	No	No
<b>Student support provision</b>	Provided by partner	Provided by University	Provided by partner	Provided by partner
<b>Responsibility for quality assurance of the student learning experience (see 1.3)</b>	Partner	University	University	University
<b>Assessment</b>	Partner policies only	University policies only	University's policies only (although the formal agreement may delegate some responsibility for assessment)	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.
<b>Examination Boards</b>	Partner policies only	University policies only	University policies only	University policies only (although in exceptional circumstances the formal agreement may delegate responsibility for local examination boards with University attendance)
<b>External Examiners</b>	Partner policies only	University policies only	University policies only	University policies only



<b>Evaluation</b>	Partner	University	The formal agreement will outline whether Partner or University policies (such as Peer Observation of Teaching Policy and Programme Improvement Plan Policy) are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.	The formal agreement will outline whether Partner or University policies (such as Peer Observation of Teaching Policy and Programme Improvement Plan Policy) are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.
<b>Graduation</b>	Partner policies only	Eligible for University graduation ceremonies	Eligible for University graduation ceremonies	As outlined in the formal agreement (usually local ceremonies with University attendance)
<b>Award certificates</b>	For articulation agreements, the main award is not received until completion of studies with the University. However, the formal agreement may outline what transcript or certificate the partner can provide at the completion of this part of the overall programme. For progression agreements, the Partner policies on award certificates apply in full.	Eligible for University Award	Eligible for University Award only	Eligible for University Award only
<b>Appeals</b>	Partner policies only	University policies only	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies. Provision must be made for final recourse to the University appeals policy.	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies. Provision must be made for final recourse to the University appeals policy.
<b>Complaints</b>	Partner policies only	University policies only	Informal complaints should be raised with the partner as per their complaints policy. Provision must be made for final recourse to the University complaints policy.	Informal complaints should be raised with the partner as per their complaints policy. Provision must be made for final recourse to the University complaints policy.
<b>Academic Misconduct</b>	Partner policies only. The formal agreement may define that University must be notified of any misconduct or disciplinary cases and this may affect guaranteed articulated place.	University policies only	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.
<b>Disciplinary</b>		University policies only	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.	The formal agreement will outline whether Partner or University policies are to be used. If Partner policies will be used, approval of the collaborative provision will have assured that Partner policies are equivalent to University policies.
<b>Student fees</b>	Partner responsibility	University's responsibility	Partner responsibility	Partner responsibility

Other	N/A	N/A	<p style="text-align: center;"><u>For franchised research degrees:</u></p> <p>The partner will establish a Research Degrees Committee which will report to the University's Research Degrees Committee (RDC). The membership must include the University's Director of Postgraduate Research Students, a member of the University's Quality Office and academic staff from the partner who are involved in research degree supervision. The partner can nominate one member of its RDC to sit on the University's RDC. The partner will also either establish a Research Ethics Committee which will report its decisions to the University's Research Ethics Committee for ratification or report directly into the University's Research Ethics Committee (which would incur an additional annual fee).</p>	N/A
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## **Management of Articulation and Progression agreements**

Both parties shall nominate an Academic Liaison Officer (for the University this Officer is usually based in the host Department for articulation agreements or UK based progression agreements or in International Recruitment for international Progression Agreements). The role of the Academic Liaison Officer is to liaise regularly with their counterpart at the partner institution and work collaboratively to ensure the requirements of the formal agreement are met. The Academic Liaison Officer is also the point of contact for Annual Monitoring processes (see SECTION 6).

## **Management of Partner Delivered Awards**

Both parties shall nominate an Academic Liaison Officer (usually based in the host Department for the University). The Academic Liaison Officer will be the main point of contact between organisations for day to day contact.

In addition, a Partnership Management Group (PMG) will meet approx. once per semester. The PMG must also meet once between Stage 3 approval and the beginning of the collaborative provision.

The PMG is responsible for:

- Providing operational management for the partnership
- Ensuring the provision is operated in accordance with the formal agreement
- Acting immediately to remedy all necessary operational issues arising which affect or will enhance the quality of the student experience and learning environment
- Discussing issues raised in the Student-Staff Liaison Committee
- Monitoring progress against agreed Annual Programme Evaluation actions (although responsibility for APE approval remains with the host Faculty Academic Development Committee)
- Considering any concerns, or proposed changes, that may require the Interim Review process to be completed
- Any other areas mutually agreed upon

The membership will include the following, but additional members can be added by mutual agreement with the University and partner and the Chair:

- From University staff:
  - Dean of Faculty (Chair)
  - Head of Department
  - Academic Liaison Officer
  - Programme Leader
  - Head of Quality
  - Programme Coordinator (Secretary)
- From partner staff:
  - Equivalent of Dean of Faculty
  - Academic Liaison Officer
  - Equivalent of Programme Leader (if not the same role as Dean equivalent or Academic Liaison Officer)
  - Equivalent of Head of Quality
  - Equivalent of Programme Coordinator

## **PROCEDURES FOR ANNUAL MONITORING**

### **Academic programme monitoring**

#### **Articulation or Progression Agreements**

The University's Academic Liaison Officer will lead on completion of the TEMPLATE FOR ANNUAL MONITORING OF COLLABORATIVE PROVISION, in liaison with the partner's Academic Liaison Officer. This report must be completed sufficiently in advance to be included in the relevant programme(s) Annual Programme Evaluation (APE). If the Faculty perceives a risk to the quality and/ or standards of the University award under these agreements, they must highlight this in the Annual Programme Evaluation,

and if the partner organisation is unable or unwilling to take remedial action, they must notify the Quality Office immediately.

### **Partner delivered awards**

The University requires partner delivered awards to lodge for approval annual monitoring reports (APE) to the relevant Faculty. The APE includes the response to the external examiner's report. If the Faculty perceives a risk to the quality and/ or standards of the University award under these agreements, they must highlight this in the Annual Programme Evaluation, and if the partner organisation is unable or unwilling to take remedial action, they must notify the Quality Office immediately.

### **SADC Annual Review of Collaborative Provision**

SADC will receive the Register of Collaborative Provision for review on an annual basis.

### **Progression Agreements**

For Progression Agreements the annual review of the Register of Collaborative Provision will serve as an opportunity for Faculties to highlight any relevant information coming out of the APE process and comment on whether the agreement is still in operation, the student numbers seen via the agreement and whether the Faculty is still satisfied with the collaboration. It is also expected that the Faculty will confirm that they have reviewed that any mapping underpinning the progression agreement is still current.

### **Articulation Agreements and Partner delivered awards**

For Articulation Agreements and Partner delivered awards, a more detailed annual review of collaboration will be completed by an executive committee of SADC in advance of SADC receiving the Register of Collaborative Provision for review. The TEMPLATE FOR ANNUAL MONITORING OF COLLABORATIVE PROVISION will support this. The SADC Executive Committee will organise its meetings either by Faculty, by collaborative partner or by type of collaborative provision, whichever is more appropriate.

The SADC Executive Committee will be comprised of:

- The Deputy Vice-Chancellor (Chair)
- The Director of Academic Quality and Development (or nominee)
- Relevant Academic Liaison Officers or relevant members of staff responsible for managing the Agreement and its schedules
- Relevant Dean of Faculty
- A member of the Quality (Secretary) Office

The committee will consider:

- The most recent Annual Monitoring or Annual Programme Evaluation report as appropriate
- If any risks identified in the initial proposal continue to be adequately managed by the Faculty, and the contingency planning is current
- If the partner and the University continue to have the resources to support the implementation of the formal Agreement
- If the University continues to have confidence in the accuracy of the publicity prepared by the partner
- (Articulation agreements) If the programmes remain aligned and that any curriculum changes by the partner or by the University have not affected the currency of the articulation agreement
- (Articulation agreements) If the student experience and attainment of those who have articulated gives no ground for concern
  - a. (Partner delivered awards) If the University continues to have confidence in the academic standards of the programme(s), and the support offered to students
  - b. (Partner delivered awards) If the partner is engaging effectively with the University's quality assurance and enhancement framework (including expectations surrounding admissions and the support of any students on placements)
  - c. (Partner delivered awards) If levels of enrolment are sustainable

Feedback from the Executive Committee will be provided to the partners.

## **PROCEDURES FOR REVIEW, RE-APPROVAL AND AUGMENTATION**

### **Interim Review**

Interim review may be required as a result of (proposed) changes to programmes at partner institutions, (proposed) changes to the University's programmes or due to other changes or concerns at the partner institution. For example:

- change of ownership of the institution
- changes to the institution's legal status
- loss of in country accreditation (where applicable)
- changes to the institution's finances
- institutional restructuring
- significant changes to the institution's senior leadership
- significant changes to academic or professional services staffing
- significant issues identified by the Partnership Management Group, or the Academic Liaison Officer if there is no Partnership Management Group such as:
  - poor student performance or satisfaction
  - poor adherence to University processes
  - evidence of continuation, completion and progression indicators related to the OfS B3 condition dipping, or threatening to dip, below threshold levels
- issues identified during the Annual Monitoring process
- issues raised by external examiners (if applicable)
- issues identified at Progression and Award Boards (if applicable)

The University will inform the Partner if an Interim Review is required and set out the focus of the review (dependent on the changes or concerns raised) and the documentation requirements (determined by the Quality Office dependent on the changes or concerns raised). Depending on the scale of the review, a due diligence activity may be required ahead of the Interim Review Panel meeting. The Interim Review must occur within 6 months of identification of the changes/concerns.

The Interim Review Panel will mirror the composition of the Institutional Collaborative Approval Panel in 2.2.3 but may co-opt another member from University staff or an external advisor if additional academic expertise is required. The Academic Liaison Officer from both the University and the Partner, as well as the Dean of Faculty (or equivalent) from the Partner, will attend part of the event in order to answer any questions.

The Interim Review Panel will produce a written report on their deliberation and this will indicate whether it is recommended that the collaboration can continue, or whether termination or amendments are recommended. This report will be considered, and if appropriate endorsed by SADC and sent to Senate for approval.

The Panel may request a site visit to be completed if there are outstanding concerns. A site visit will be undertaken by a member of staff from Academic Quality & Development and by one academic member of staff from a different Faculty than the host Faculty of the Collaborative Provision. The site visit team will produce a report tailored to the concerns identified by the Interim Review Panel.

### **End of term review and re-approval**

In the year before the expiry of the formal agreement underpinning the collaborative provision, the partnership will be reviewed and, if wished by both parties, considered for re-approval. This will follow the approval processes as set out in SECTION 2.

### **Augmentation**

Existing collaborative partners can request to add additional provision to the existing arrangement.

If the new proposed provision is of the same type of collaboration (see 9.1) as the existing provision, and is in a cognate subject area as the existing provision, then Stage 1 (Institutional Business Case and Due Diligence) of approval does not need to re-occur. The process would instead start at Stage 2 (Academic Approval).

However, if the new proposed provision is of a different type of collaboration (see 9.1) to the existing provision, or is involves a separate discipline, another University Faculty or the addition of PhD level provision, then Institutional Business Case and Due Diligence Approval will be needed again.

#### **PROCEDURES FOR TERMINATION**

The wish to terminate a collaborative agreement early must be communicated as soon as possible to the other parties concerned. If either party wishes to end the collaboration, the detailed arrangements for this will be outlined in the formal agreement. This will include requiring that the TERMINATION OF COLLABORATION FORM be completed by both Academic Liaison Officers. This form will ensure that the relevant student protection plans are considered and a plan for effective run out of the collaborative provision is created. It must also be considered whether the termination will become an Office for Students Reportable Event. Once this form is signed by the relevant signatories of both institutions, the Quality Office will update the Register of Collaborative Provision.

## APPENDICES

### APPENDIX 1 UNIVERSITY OF WINCHESTER TYPOLOGY OF COLLABORATIVE PROVISION

#### Articulation

*Definition: A formal agreement where all students who satisfy specified academic criteria on one programme provided by the collaborative partner are automatically entitled (on academic grounds) to be admitted to a specified programme(s) at the University, either with or without advanced standing (as specified in the Articulation Agreement).*

The articulation agreement may specify that admission is granted beginning at the first year of the programme or it may specify that admission is given with advanced standing (credit transfer) to a subsequent stage of the specified programme(s). This latter arrangement is commonly referred to as a 1+3 or 2+2 etc.

The two separate components are the responsibility of the respective organisations delivering them but, together, contribute to a single award (of the degree-awarding body). Students normally have a contractual relationship with the organisation which delivers the first component and subsequently with the degree-awarding body.”

The partner and the University have separate responsibility for the delivery of the two separate components, usually where students have a contractual relationship with the partner organisation and then subsequently and separately, a contractual relationship with the University. Typically responsibilities include that:

- **The partner** is responsible for:
  - the recruitment and selection of students;
  - the registration and regulation of students (including complaints and appeals procedures);
  - the design of the programme and its delivery;
  - the quality of the student learning experience;
  - the standards of the credit/award; and
  - financial matters.
  
- **The University** is responsible for:
  - ensuring that the output standards set and achieved by students are equivalent to those set and achieved by Winchester students taking the programme and entering the same stage of their studies. Programmes must be carefully mapped against one another.
  - Recording the credit transferred clearly on the student’s diploma supplement and Higher Education Achievement Report (HEAR).

The difference between an Articulation Agreement and a Progression Agreement is that under an Articulation Agreement satisfying the academic criteria on the specified programme *guarantees* a student’s acceptance onto the specified University of Winchester programme at the specified stage. With a progression agreement, the applicant has no guarantee of admission and their application is considered on its individual merit.

#### Progression Agreements

*Definition: Agreements that allow students who have a successfully completed a programme at a specified organisation to be considered on an individual basis for entry to a University of Winchester programme, either with or without advanced standing (as specified in the Progression Agreement).*

Progression Agreements are different to Articulation Agreements because, where Articulation Agreements guarantee entry to the specified programme(s), a Progression Agreement does not guarantee admission and each application is considered on its individual merit in line with University admissions policies and procedures.

The purpose of Progression Agreements is to formalise and publicise links between organisations that help students consider their progression options. Such agreements have been shown to improve progression

and retention in Higher Education in areas of strategic focus. A progression agreement may include a commitment from the University to be involved in various outreach activities for the students of the partner organisation and this will be detailed in the Progression Agreement.

### **Partner delivered awards**

Partner delivered awards are programmes delivered by a partner that lead to a University Winchester award.

### **Franchised Award**

*Definition: A formal arrangement where the University agrees to authorise a partner organisation to deliver (and sometimes assess) part or all of one (or more) of the University's own approved programmes.*

The partner and the University have separate responsibilities and typically these are that:

- **The partner** is responsible for:
  - the delivery of the programme, learning resources and student support, subject to the University's overall responsibility for the quality of the student learning experience and the standards of the award.
  
- **The University** is responsible for:
  - the recruitment and selection of students
  - Registration of students, who are subject to its regulations, including those relating to complaints and appeals
  - the maintenance of the student academic record and the administration of statutory returns
  - Progression and Award Boards

### **Franchised Research Degrees**

In particular, the University notes that research degrees may be franchised to partner institutions with suitable academic profiles to admit and supervise candidates for University of Winchester research degrees. However, the University will only consider the addition of a PhD programme to an existing collaboration and with institutions with a significant and successful track record of delivering Postgraduate taught programmes of study and of contributing successfully to PhD programmes. Franchising of research degrees also often comes with an annual cost.

### **Dual/Double or Multiple Awards**

*Definition: A formal agreement where the University works together with one or more other awarding bodies to provide a single jointly delivered programme leading to separate awards (and separate certification) being granted by both, or all, of them.*

The division of responsibilities for this type of provision is subject to individual negotiation and must be outlined in detail in the formal agreement.

### **Joint Awards**

*Definition: A formal agreement where the University works together with one or more other awarding bodies to 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 the successful completion of this jointly delivered programme, replacing the separate institutional or national qualifications.*

The division of responsibilities for this type of provision is subject to individual negotiation and must be outlined in detail in the formal agreement.

### **Validated awards**

*Definition: A formal agreement where the University of Winchester is the awarding body but the programme is designed, owned and delivered (wholly or in part) by the partner. The programme is designed and quality assured in accordance with University regulations and policies.*



This is the most common collaborative arrangement at the University of Winchester. Responsibilities are detailed in the Memorandum of Agreement.

**Serial arrangements (or sub-contracting)**

*Definition: When the delivery organisation (through an arrangement of its own) offers whole programmes leading to a University of Winchester award in a different location or method or under a different trading name than originally approved or assigns to another party responsibilities assigned to it by the University through the formal agreement.*

The University does not permit such arrangements.

## **APPENDIX 2 FORMS AND TEMPLATES**

TEMPLATE FOR PROGRESS IN PRINCIPLE DECISION

TEMPLATE MEMORANDUM OF UNDERSTANDING

TEMPLATE FOR INSTITUTIONAL CONSIDERATION AND APPROVAL OF A PROPOSED COLLABORATION AND PARTNER ORGANISATION (for all types of collaborative provision excluding Progression Agreements)

TEMPLATE FOR INSTITUTIONAL CONSIDERATION AND APPROVAL OF PROPOSED PARTNER FOR PROGRESSION AGREEMENT (for Progression Agreements only)

TEMPLATE INSTITUTIONAL COLLABORATIVE APPROVAL PANEL CHECKLIST

TEMPLATE SITE VISIT REPORT

TEMPLATE FOR ACADEMIC APPROVAL OF ARTICULATION AGREEMENT

APPROVED TUTOR STATUS APPLICATION FORM

TEMPLATE MEMORANDUM OF AGREEMENT (MOA)

TEMPLATE ARTICULATION AGREEMENT

TEMPLATE PROGRESSION AGREEMENT

TEMPLATE FOR ANNUAL MONITORING OF COLLABORATIVE PROVISION

TERMINATION OF COLLABORATION FORM

### **References**

QAA, 2018, 'UK Quality Code – Advice and Guidance Partnerships', Available at:  
[www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships](http://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships) (Accessed: 11 March 2022)