



Partnerships Policy

Scope

Policy describing the institution's approach to credit- and award-bearing partnership provision including information on the criteria for considering partnership proposals and the process of approval.

Date approved/re-approved

Approved by Senate Meeting 240 21.10.09

Updated Education Committee, Meeting 3 15.6.12

Updates approved by Senate, Meeting 258 13.03.13

Updated Collaborative Provision Committee Meeting 1 14.11.17

To be read in conjunction with

Programme Approval Policy in Section 3 of the Quality Manual

Policy on Validation in [Validation information](#)



PARTNERSHIPS POLICY

Introduction

This policy applies to partnerships involving provision which leads to a City, University of London award or that leads to admission to one of the University's programme, whether or not this is with advanced standing. There is a separate Policy on Validation which is available from the University's website. Partnerships include joint programmes, articulation arrangements, franchised provision and off-site delivery of City's programmes. The University has a typology which defines current collaborative provision (categorised by partnership type) and its key characteristics. The University may wish to become involved in other types of collaborative provision over time and the typology will be developed accordingly under the remit of Education Committee. The University will wish to satisfy itself that the quality and standards of any programme involving its credit or award are no less rigorous than those applied to programme offered internally so as to meet national and international Higher Education requirements.

Purpose of Partnerships

The University cites the creation of high quality partnerships and collaborations worldwide as key to developing its international reputation in the University's Strategic Plan 2012 - 16. The University recognises there are risks involved with partnership provision and has enhanced its institutional framework for managing partnership provision in response to this.

Approach to Partnerships

Our approach to partnerships is under-pinned by the following principles:

- The University is responsible for the academic standards of all awards granted in its name. The academic standards of awards developed and delivered through partnership arrangements are equivalent to those delivered solely by the University.
- The University is ultimately responsible for ensuring that the quality of learning opportunities offered through a partnership are at an appropriate level to enable the student to achieve the academic standards required for the award
- All new partnership proposals will go through a Stage 0 approval process to enable the University to take a view on how new proposals might fit with institutional objectives, how they might be of educational benefit and to assure the University that provision offered will be of a sufficient standard.

- All partnership provision is under-pinned by a Memorandum of Agreement, clearly setting out the responsibilities and obligations of the University and the partner institution.
- All partnership provision is to be fully costed with financial arrangements set out in the Memorandum of Agreement.
- In no circumstances is a partner institution permitted to engage in a 'serial arrangement' whereby the partner offers approved provision elsewhere through and arrangement of its own.
- The University undertakes to ensure that staff engaged in delivering or supporting partnership activity are suitably qualified for the role they will perform.
- The University requires that admissions be managed in accordance with the University's Policy and requirements. The admission criteria are set out in programme specifications. The responsibility for managing admission is agreed and articulated in the Memorandum of Agreement.
- All publicity material generated by the partner organisation in connection with the partnership activity is subject to initial approval and periodic checks by the University to ensure accuracy and currency.

Criteria for Considering Partnership Proposals

In addition to satisfying these principles, the University will also take into account the following criteria when considering requests for partnership provision during the Stage 0 process:

- the compatibility and complementarity of the mission and strategic plan of the University, including current and planned academic activities and those of the prospective partner;
- the legal status of the prospective partner and its capacity to contract with the University, along with the commitment and support of its governing body (or equivalent) for the arrangement;
- whether the ethos and environment for teaching and learning are appropriate to the University's approach to partnerships and more generally to UK Higher Education;
- the financial stability of the prospective partner and its ability and commitment to provide the resources appropriate to support the proposed programme and a partnership with the University;
- the academic viability of the programme involving partnership provision and the resource required by both parties to maintain a successful partnership;
- whether appropriate governance, resources and systems are in place for the effective management of the programme and, in particular, to underpin academic standards, quality assurance and enhancement. This

will include the expertise of staff to teach the proposed programme both in terms of discipline and level;

- the University's ability to provide for the foreseeable future academic staff with relevant expertise to lead the activity and contribute to academic developments on behalf of the University;
- the comparability of the student experience to that for internal provision; and
- the potential for creating wider opportunities for the University from developing the partnership;

Process for Considering Proposals and Establishing a Relationship with a Partner

The Deputy President (Education) is responsible for considering all new partnership proposals through a Stage 0 process, which ensures strategic fit of proposals with the University and aims to minimise potential risk. It also provides Schools and the University with the opportunity to consider a range of issues relevant to partnership provision prior to programme approval and the drafting of a Memorandum of Agreement. Each proposal requires approval by the relevant Dean of School and the Vice President (International) has input and sign-off for any partnership proposal involving an international element, prior to final approval of all proposals by the Deputy President.

Where a proposal is approved, the programme involving partnership provision then requires Stage 1 and 2 approval. This follows the same process as internal provision, with some additional areas to be considered.

Programmes are reviewed through the Periodic Review process on a 5-yearly basis. Partnerships can be reviewed at any time for strategic viability as required, taking into account the University's Strategic Plan and any other relevant developments.

Advice and guidance for the entire approval process is available from Academic Services.

Management and Governance

The University's President, advised by the Executive Committee, has ultimate responsibility for the strategic direction of partnerships. The Deputy President has delegated authority for overseeing the quality and standards of all programmes, including those offered through partnership. Deans of Schools have responsibility for partnership provision within each of their Schools, with Boards of Studies overseeing matters of quality and standards and School Executive Committees advising on matters of strategy and resource. Each partnership has an Academic Partnership Coordinator, ultimately responsible to the Dean of the respective School, who acts as the main point of contact between the School and the partner and oversees the academic development of the partnership.

Award-bearing collaborative activity with one partner institution that cuts across more than one School is termed an 'institutional partnership'. For the purposes of coherence and efficiency, programme-related activity for institutional partnerships

would normally be managed under the Course Board model used for validation, reporting to Collaborative Provision Committee. Relevant governance structure responsibilities and reporting lines are detailed in the Memorandum of Agreement.

The University retains a Register of Collaborative Provision as a central record of all partnership provision.

Status of the Partner Institution

Following completion of the initial approval process for the partnership, a Memorandum of Agreement will be drawn up in collaboration with the partner institution that will document the respective roles and responsibilities. These will vary depending on the nature of the provision and are set out in the Collaborative Provision Typology.

Status of Students on Partnership Programmes

The Memorandum of Agreement will state the facilities of the University which students are entitled to access. These will vary depending on the nature of the provision. Students receive information about their rights (e.g. access to appeals and complaints procedures and learning support resources) through their programme handbook. The programme handbook also specifies the nature of the partnership and the resultant outcome for successful students (e.g. admission to a City programme, joint award).

Termination of a Partnership

The Memorandum of Agreement sets out provision for termination of the agreement. The University will make arrangements to safeguard the best interests of students during the termination period.

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