



PARTNERSHIPS SUB-COMMITTEE

Meeting No 3 held on 24 April 2015

UNCONFIRMED MINUTES

Attendance list

Name of Member	Meeting 1 2/12/14	Meeting 2 19/3/15	Meeting 3 24/4/15
Prof Steve Stanton (Chair)	✓	✓	✓
Prof Chris Hull (Deputy Chair)	✓	✓	✓
Prof Laurence Solkin	✓	✓	A
Dr Dirk Nitzsche	✓	✓	✓
Roberta Williams	✓	-	-
Maria Dingle	A	✓	✓
Matt Such	✓	-	-
Prof Sanowar Khan	A	✓	✓
Prof Victoria Joffe	A	A	A
Students' Union Vice-President (Education)	✓	A	A
Susan Blake	✓	✓	✓
Prof Jason Chuah	-	A	✓
Alison Edridge	✓	✓	✓

In attendance: Abi Moran (Secretary), Andrew Pearce (Assistant Registrar, Student and Academic Services)

- ✓ indicates attendance
- indicates period when not a member

Part One – Preliminary Items

1. Apologies and welcome

Apologies for absence were noted from Professor Joffe and Professor Solkin.

2. Minutes

The minutes of the previous meeting held on 19 March 2015 were received and approved.

3. Matters Arising

The matters arising were presented in a report and the following points were noted:

Mtg 2 item 5 and Mtg 1 item 4

It was noted that development of an online Partnerships Handbook and indicative timetable for the approval process was ongoing.

4. Chair's Action

There were no Chair's Actions to report

Part Two – Items for discussion

5. Chapter B10 UK Quality Code: Managing Higher Education Provision with Others – study abroad, work placements and exchanges

Following a request from Education and Student Committee, in relation to the QAA recommendation from the last internal review regarding the management of quality and standards of partnership provision, it had been agreed that Partnerships Sub-Committee would undertake a review of current School processes for the management of quality and standards of study abroad, work placements and exchanges. The intention of the review had been to identify any areas of activity in relation to this type of provision with a view to informing the Sub-Committee's decision about further work which would be needed to develop more common practices for the management of such activity.

In reviewing the information collated it was clear that Schools had responded to the request in considerably different ways, and with varying levels of detail. It was clear from the responses that there was a great deal of variation in the types of placement, work-based learning and student mobility activity being undertaken in Schools. It was also clear that, whilst there was some convergence of operational practice, departments and teams were inevitably tailoring their management to match the operational requirements of this activity. It was recognised that this had made it complex to analyse and compare provision. It was agreed that further information would therefore be required in order that a complete report of activity in Schools would be available.

The Sub-Committee suggested that any further work investigating current practice would benefit from being sub-divided into the following areas of focus;

- Indicators 1&2 – Strategic Approach to Managing Provision with Others, and Governance
- Indicators 5&6 – Risk Management and Due Diligence
- Indicator 7 – Contractual Arrangements
- Indicators 8,11 & 15 – Management of Academic Standards, Credit and Awards and Assessment
- Indicators 10 & 19 – Management of Record Keeping and of Award and Certification

The Sub-Committee discussed whether the University's position with regard to the expectations outlined in Chapter B10 could be strengthened through an overarching 'Working with Others' Policy framework. Accompanied by a review and updating of the various areas of institutional policy that such a framework might encompass (validation, institutional partnerships, placements, student mobility etc.) this could strengthen the institutional oversight of all strands of activity involving organisations that deliver or support learning opportunities. It was also suggested that a 'Working with Others' Policy would benefit from being supported by an updated Collaborative Provision Typology, setting out descriptors for all types of provision delivered in collaboration with others. Whilst there was some support for this idea, it was acknowledged that changes to institutional policy for the management of placement, work-based learning and student mobility activity would require Senate approval and Student and Academic Services would be better placed to write a policy once a full

investigation of practices within Schools had been undertaken. This would allow for any good practice to be identified and used as the base for further development. The Sub-Committee also commented that any new institutional policy framework would need to ensure that all activities were managed proportionally to the degree of risk involved in delivery of the activity. This would be affected by the number of students and staff involved in the activity, whether the activity was credit or non-credit bearing, whether it is based in the UK or abroad or within an academic institution or not and the degree to which academic standards could be impacted.

The following actions were agreed:

- Draw up proposals for a second more detailed information gathering exercise, with the aim of gathering more consistent information from Schools about placement, work-based learning and student mobility activity.

Action: Secretary and Student and Academic Services

- Report this discussion to Education and Student Committee, and seek input about the possible development of a 'Working with Others' policy framework.

Action: Chair and Secretary

- Extend and consider renaming the Collaborative Provision Typology to include definitions associated with student mobility, work-based learning and placements.

Action: Secretary and Student and Academic Services

Part Three – Items for Information

6. Register of Collaborative Provision

The University Register of Collaborative Provision was received and noted. It was noted that references to SEMS should be updated to SCSME.

Action: Secretary

7. Update on Current Partnerships and Partnerships in Development

The updated list of partnership programmes in development was received and noted.

8. Any Other Business

There was no other business to report

9. Dates of meetings 2014/15 and 2015/16

It was noted that dates for the next meetings would be confirmed in due course.

Secretary:

Abi Moran
Validation and Partnerships Manager
Student and Academic Services
October 2015