09.2

COLLABORATIVE PROVISION

PRINCIPLES AND PROCEDURES

Appendices

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

2

CARDIFF METROPOLITAN UNIVERSITY

Collaborative Provision

1   Introduction

1.1   In its advice and guidance on 'Partnerships' accompanying the Quality Code, the Quality Assurance Agency (QAA) defines partnerships as 'an arrangement between two or more organisations to deliver aspects of teaching, learning, assessment and student support. It refers to collaborative arrangements involving students and/or awards which include those involving guaranteed progression and sharing of services.'

Within this broad scope the University defines its collaborative provision activity as falling within one of the following models: Franchised Programmes, Validated Programmes and Outreach Franchise/Flying Faculty. Definitions of each model can be found in section 09.01 of this Academic Handbook.

The University also operates a procedure for articulation of external programmes, and a procedure for the approval of progression agreements with external organisations available in sections 10.01 and 10.02 of this Academic Handbook.

1.2   This document outlines the procedures operated by the University in respect of collaborative activities both within and outside the United Kingdom. Through the procedures, the University seeks to ensure that programmes operated through collaborative means offer students comparable quality of learning opportunities and equivalent standards of awards to those received by students at the University.

1.3   The regulations and procedures herein take cognisance of the QAA Quality Code and accompanying Advice and Guidance on 'Partnerships'– www.qaa.ac.uk

2   Fundamental Principles

2.1   The following principles underpin the University's approach to collaborative provision (see also the University's Corporate Strategic Plan and Internationalisation Strategy):

(i)   any arrangements made shall not be in contravention of the laws, agreements, understandings or principles which are in force within the country or region of the collaboration or are local to the collaborative institution or apply in respect of any third party involved in the collaboration;

(ii)   whilst this document refers, in the main, to quality and standards issues, it is envisaged that any charges made in regard to collaborative provision

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

3

will, as a minimum, cover costs incurred by the University in the fulfilment of its associated duties. Detailed costings will be estimated in advance and collaborative provision financial matters will be subject to regular review.

(iii) the University is responsible for the academic standards of awards. The standards achieved by students who are successful in completing collaborative programmes shall be equivalent to the standards achieved by students who are successful on programmes at the University;

(iv) the University shall ensure that the quality of provision on collaborative programmes and the arrangements for the maintenance of such provision are at least at a minimum of acceptable threshold levels at the time of initial scrutiny (franchise approval/validation); or with suitable quality enhancement procedures through setting conditions.

3 Definitions

3.1 The following definitions apply within this document:

(i) **Standing Panel consideration of franchise proposals** – a procedure applied to franchised programmes leading to approval for the programme to run in the collaborating institution;

(ii) **Standing Panel consideration of validation proposals** - a procedure applied to validated programmes leading to approval for the programme to run in the collaborating institution;

(iii) **collaborating institution** - an institution approved by the University to run a franchised, validated or outreach franchised programme;

(iv) **associate college** – An Associate College is a distinctive category of collaborative partner. The status implies a close and long-term partnership across a range of provision, with a similar mission and values and a successful track record in quality and standards matters.

Such an arrangement would seek to support the enhancement of:
- Opportunities for progression by students of the Associate College and the University;
- Education and training opportunities for both staff and students of the Associate College and the University.

Benefits for the Associate College may include:
- Strategic collaboration in curriculum planning and development;
- Opportunities for joint learning and teaching initiatives;
- The sharing of facilities, resources and expertise and the use of the 'Associate College' title in publicity materials;
- Staff development opportunities.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

4

Benefits to the University may include:
- Opportunities for development in recruitment and marketing;
- Opportunities to expand the range of taught programmes and delivery locations;
- The opportunity to further widen access to HE, locally, nationally and internationally;
- In accordance with the QAA Quality Code, certain responsibilities may be delegated to an Associate College, as deemed appropriate, provided that any requests are approved by UEG or AQSC.

Renewal of Status
- The title Associate College will be subject to renewal at the Periodic Review of the Partnership.

(v) **awarding body** - the body responsible for making awards following students' successful completion of a franchised, validated or outreach franchised programme (e.g. Cardiff Metropolitan University, Pearsons).

(vi) **articulation** - a programme or part of a programme delivered at a partner institution approved for advanced standing for students progressing to the University or a University programme delivered at a partner institution.

3.2 Other terms used in this document are either defined at the point of use or are to be found elsewhere in the University Academic Handbook.

4 Status of Students

4.1 Collaborative arrangements for franchised, validated and outreach franchised programmes may be entered into involving awards of Cardiff Metropolitan University or Pearsons under the auspices of the University. In such circumstances, students enrolled are students of Cardiff Metropolitan University as well as being students of the collaborating institution and are assigned student enrolment numbers of the School (or Schools) under which the programme operates.

4.2 The University and the associated School shall treat franchised, validated, and outreach franchised programmes and their associated students in the same way as for internal programmes and students as far as it is possible to do so.

5 Quality Assurance

5.1 The quality assurance procedures to be followed for collaborative provision **are those of the University**, and a statement to this effect must be incorporated into the Memorandum of Agreement. Hence, this Collaborative

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

5

Provision document should be read in conjunction with other documents produced by the University on its quality assurance procedures. These can be found in Volume 2, Section 01 – *Quality Assurance (Policy, Guidelines and Templates)*: 01.1 [Quality and Standards Assurance Overview and Policy](#)

5.2 The regulations for collaborative programmes and for assessment must comply with those given in the extant University Academic Handbook and/or those associated with any third party involvement, as appropriate. See Volume 2, Section 09 – *Collaborative Provision*: [Collaborative Provision](#)

6 Administrative and Reporting Arrangements for Collaborative Provision

6.1 For each franchised, validated or outreach franchised programme, the following details/documents shall be maintained by the University's Global Engagement Team:

- the name, address and nature of the collaborating institution;
- the date on which the collaboration formally began and is due to end;
- copies of the Memorandum of Agreement;
- the contact persons at the collaborating institution and their roles;
- details of the numbers of students permitted to be registered, actually registered and who have received an award under the arrangement.

6.2 The University, through its Global Engagement Team is also responsible for:

- issuing the agreed Memoranda of Agreement in accordance with instruction from the relevant member of the University Executive Group;
- ensuring that collaborating institutions are visited as necessary for advisory or other purposes.

6.3 For each franchised, validated or outreach franchised programme, the following details/documents shall be maintained by the University's Quality Enhancement Directorate (QED):

- the names and other pertinent details of the moderator(s)/link tutor and external examiner(s);
- copies of reports of the Initial Vetting Visit, Franchise Approval/Validation, Review, Modification, Annual Programme Review/Programme Enhancement Plans and of the definitive programme document;
- the date on which the programme is next to be reviewed;
- copies of external examiner reports and information pertaining to their

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

6

appointment, and of moderator/link tutor reports.

6.4 The University, through its Quality Enhancement Directorate is also responsible for:

- requesting the Dean/Deputy Dean/Associate Dean of Partnerships to supply a moderator(s)/link tutor(s) for the programme prior to franchise approval/validation and post franchise approval/validation (and subsequent review) working with the school Deputy/Associate Dean to ensure that required documentation is provided;

- administering payments for moderation services;

- monitoring that moderator/link tutor visits take place as prescribed and that moderator/link tutor reports are produced subsequently;

- presenting moderators'/link tutors' reports and external examiner reports to the Academic Quality and Standards Committee as appropriate and ensuring that these are available to other Committees as required;

- ensuring that copies of such reports are available to the associated School, the Director of Learning Enhancement, and the collaborating institution and monitoring that action, following presentation of such reports to the Academic Quality and Standards Committee (and other Committees as necessary), as required by the Committee, is followed through;

- monitoring curriculum modifications that are processed via both the School Minor Modifications Committee and the University Major Modifications Committee.

- ensuring documentation for Standing Panel consideration is received within the timescales specified and has been deemed by the associated School to be of an appropriate standard, and reporting issues of non-compliance to the Chair of the University's Academic Quality and Standards Committee;

- administration of franchise approval/validation, re-validation and review events and presentation of franchise approval/validation, revalidation and review reports at Academic Quality and Standards Committee where appropriate;

- servicing of the Portfolio Development Committee and Academic Quality and Standards Committee.

7   The Stages of a Collaborative Provision Proposal

7.1   Initial contact between a potential collaborating institution and the University

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

7

may arise through a variety of formal and informal routes but is managed through the Global Engagement Team.

Where the initial contact arises outside a School, the associated School emerging from such contact must be involved at the earliest stage in any discussion. The Global Engagement Team will keep the University authorities (University Executive Group, QED, Academic Registry, Dean of the associated School, Deputy Vice-Chancellor, Pro Vice-Chancellor (Student Engagement), Head of Procurement and Director of Learning Enhancement) informed, as appropriate, of pertinent dealings.

Note that where consideration is to be given to a programme to be delivered collaboratively and where that programme involves or is accredited by a professional, statutory or regulatory body, then full consultation with that body/association will take place through the associated School which will keep the Quality Enhancement Directorate informed.

7.2 The formal stages leading to the initial approval of a collaborative programme proposal will be administered by the Global Engagement Team (International Partners) or the Open College Network (UK based partners):

https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH2_09_08. docx

7.3

(i) Steps 1-5 of the Due Diligence Process for TNE Partners (Section 09.08) to be completed to include consideration by PDC of the proposal business case, geo-political context, strategic alignment and local ministry requirements (TNE proposals only);

(ii) initial vetting visit (Section 9);

(iii) Academic Board approval to proceed (on advice from the Portfolio Development Committee- (Section 9); this might also require a further investigative visit, if deemed necessary.

(iv) discussions regarding draft Memoranda of Agreement (Section 10);

7.4 The subsequent stages leading to the franchise approval/validation of a collaborative programme proposal will be administered by the Quality Enhancement Directorate:

(i) Standing Panel consideration of franchise/validation proposals (Section 13)

(ii) Academic Quality & Standards Committee approval (subject to any further stipulated actions being met) (Sections 11, 12, 13 and 14)

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

8

7.5 Following final approval as in 7.3 (ii), and assuming that any actions stipulated by the Standing Panel are satisfactorily completed, and any in-country regulatory requirements have been met, the programme then operates within, and is subject to, the University quality assurance processes and procedures.

7.6 An additional mechanism for quality assurance applying to collaborative programmes is the moderator/link tutor system.

8 Criteria pertaining to Proposed Collaborative Programmes

8.1 The University will only enter into collaborative arrangements if programmes proposed are:

(i) in subject areas for which the University has expertise;

(ii) the language of delivery and assessment is English or Welsh; and if:

(iii) it is confident of the collaborating institution's abilities to deliver the programme and its own abilities to manage the collaboration;

(iv) the documentation presented in regard to the proposed collaboration is of an appropriate standard. Guidance is available from the Quality Enhancement Directorate and support from the associated School and Global Engagement Team.

9 Initial Vetting Visit and Approval by University Executive Group

9.1 Initial Vetting Visit

Where a request has been received that a new collaborative link be explored, an Initial Vetting Visit (IVV) should be carried out by a suitably qualified member(s) of staff (to be agreed by a member of the University Executive Group on receipt of outline information regarding the proposal). For institutions with which the University already has collaborative arrangements, an IVV might not be necessary in its full form. This must be formally signed off by a member of the University Executive Group. In such cases, information regarding the proposed new programmes (see below) must still be submitted for consideration by the Portfolio Development Committee.

All proposals for new collaborations should be discussed with the Deputy Vice-Chancellor.

As part of the preliminary initial visit, the University staff member(s) will meet with:

- members of the collaborating institution's senior management.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

9

- members of the collaborating institution's teaching and appropriate administrative staff.

- the librarian and relevant heads of administrative services including those responsible for the allocation and management of learning resources, student and Registry services.

- in the case of overseas provision, wherever possible, the group will also meet or correspond with any relevant local British Council or other appropriate local education officials.

Initial financial discussions or agreements may take place with the potential collaborating institution in order to inform the internal costing process. Discussions should also take place regarding the nature of the University's memoranda of agreement.

All proposals will be critically reviewed by the Portfolio Development Committee (PDC) in order to ensure that the proposed development meets with the University's mission/strategy, is sustainable, can be supported by the relevant School(s) and that appropriate due diligence checks have been carried out in respect of the proposed partner.

The Initial Vetting Proforma (See Appendix 1), supported where necessary by additional supporting material, shall be prepared for consideration by the PDC, together with a completed risk matrix form and an IAP form, in order to ensure that the PDC has sufficient information on which to base a decision on whether to proceed with the proposal. The PDC will also assess:

- alignment with the University's mission and strategic fit of the partnership arrangement;

- projected growth in student numbers;

- marketing and recruitment strategies;

- partner professional services against in-country benchmarks;

- issues relating to a previous HE partners withdrawing from a relationship with the collaborating institution which remain outstanding.

10   Memoranda of Collaboration

10.1 For each collaborative programme there shall be an Agreement for Academic Collaboration and a Memorandum of Agreement (Project Memorandum). These must be signed by the Vice-Chancellor or his/her nominee, and the Principal of the collaborating institution. Signing of the Memoranda of Collaboration shall follow as soon as possible after approval by the Academic

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

10

Quality & Standards Committee for the collaborative programme to begin. The Memoranda have dates of effectiveness, such that they need to be updated and re-signed thereafter.

10.2 The Memorandum of Agreement determines the allocation of responsibilities between the University and the collaborating institution (and, where appropriate, any third party) in regard to academic and academically related areas such as programme delivery, resources, quality assurance, standards, etc.

10.3 Financial matters will vary depending upon whether the collaboration is within or outside Wales, and if within Wales whether the collaboration is with a funded educational establishment or otherwise.

10.4 For HEFCW-funded educational institutions within Wales, (for example, colleges in the further education sector), funding for collaborative programmes is normally paid by the Higher Education Funding Council to Cardiff Metropolitan University, and an agreed proportion is passed on to the collaborating institution to operate the programme.

10.5 In other instances, the Memorandum of Agreement determines the financial charges, methods of invoicing and payment, and schedules of payment agreed between the University and the collaborating institution.

10.6 Template Project Memorandum are held by the Global Engagement Team for TNE proposals, and by the Open College Network for UK proposals, and changes/additions/deletions may be made to these as necessary to suit the particular circumstances of collaboration.

11 Standing Panel composition and documentary requirements

11.1 Consideration of the approval for franchise and validated provision will be undertaken by a Programme Approval Standing Panel,

11.2 Chairs of panels for overseas proposals must be drawn from a register of appropriately qualified and experienced staff.

To qualify for the register, prospective chairs must:

a) have experience of chairing events (home and/or overseas);

b) have experience of external audit and/or review;

c) attend University training and updating sessions relating to overseas events;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

11

d) be independent of the associated School.

11.3 Panellists for overseas proposals must be drawn from a register of appropriately qualified and experienced staff.

To qualify for the register, prospective panellists must:

a) have experience of panellist participation in events (home and/or overseas);

b) attend University training and updating sessions relating to overseas events;

c) be independent of the associated School.

11.4. The Quality Enhancement Directorate (QED) will facilitate and record the decisions of the Standing Panel.

11.5 Prior to a submission to the Programme Approval Standing Panel a proposed new programme must:

.1 Receive approval of the Initial Vetting Visit Report, business and strategic case by the Portfolio Development Committee;

.2 Alert QED to any proposed deviation from the University's academic regulations or curriculum parameters in the early stages of academic development for early consideration by the Standing Panel;

.3 Have nominated, gained QED approval of, and liaised with, an External Adviser, Student Adviser and (where applicable) an Industry Adviser in the development of the curriculum.

N.B. A programme that does not run within three years of its validation will normally be referred back for re-approval by the PDC.

11.6 The stage between PDC approval and submission to the Standing Panel is crucial. Following PDC approval of a proposal the QED will link with the proposers to discuss the support needs of the proposing team. Proposers who fail to engage with QED will not be permitted to submit their proposals to the Standing Panel. Schools should also consult PSRBs during programme design, where appropriate. The Standing Panel, with the student experience the focus of their scrutiny, has the right to expect that the SMPT has ensured thorough preparation of both the submission documentation and the Programme Team in conjunction with the collaborating institution, including peer review of the draft submission to inform the Associate Dean's release of the documentation to the Panel. The Quality Enhancement Directorate will also

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

12

review proposals prior to the submission to the Standing Panel. Incomplete or poorly considered proposals, or those that deviate from the University's curriculum parameters without prior Standing Panel approval, will not be considered by the Standing Panel.

11.7 The Programme Director and Programme Team from the collaborating institution working with the School supporting the proposal will produce the programme submission documentation for scrutiny by the Standing Panel. This documentation will be the basis for critical evaluation by the Standing Panel and its quality will be of crucial importance. The QED must receive submissions for draft consideration by the Standing Panel at least 8 weeks before the date set for final consideration by the Standing Panel; failure to do this will result in the proposal being deferred to a later date when the Standing Panel has capacity to consider the proposal.

11.8 Before submitting proposal documentation for draft academic approval to the QED, measures must be taken within proposing Schools (via the School Associate Dean) to ensure that:

.1 the form, content and quality of the documentation complies with requirements, including those on the 'Proposer and AD Submission Checklist'; .

.2 there is ownership of the proposal by the Programme Team, which will respond to any QED or Standing Panel commentary or required changes; .

.3 the resources needed to deliver the programme will be available;

.4 if appropriate, any servicing required by Schools other than the proposing School is properly organised and will be available for the lifespan of the programme;

.5 the design of the programme complies with the University's Curriculum Principles, relevant academic regulations, structural framework and curriculum parameters and has taken account of the programme design process and any consultation with External Advisers, Student Advisers and Industry Advisers;

.6 the programme incorporates the University's statutory requirements in regard to assessment regulations, skills development, etc.; including the number of re-assessment attempts (1 or 2) for the programme;

.7 the programme incorporates and is aligned to the requirements of any relevant external benchmark statements including QAA subject benchmark statements, (including for Foundation Degrees, the QAA Foundation Degree Qualification Benchmark and for Apprenticeships the QAA Characteristics Statement), FHEQ qualification descriptors, and the requirements of relevant PSRBs;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

13

.8 the programme incorporates the desired policy direction and EDGE as outlined in the current University Corporate Strategic Plan and Student Engagement Strategy;

.9 the School has fully considered the pedagogic and resource implications of adopting blended or online learning and the proposal aligns with the University's '10 Principles of Online Learning';

.10 the programme endorses and demonstrates means for developing employability skills through its learning and teaching strategies and any recommendations made by the Employability team have been addressed;

.11 the programme enables students to understand, learn and benefit from research based enquiry, particularly that which is relevant to their discipline; where appropriate, undertake such research; and acquire and apply research skills appropriate to their level and discipline.

11.9   The submission document for collaborative programmes should also include information on the collaborating institution as below:

- a brief historical background with particular reference to recent developments and the context for the programme;

- reference to any external and internal reports on the quality of existing provision, and a self-appraisal with regard to these;

- academic and management structure;

- staff qualifications and institution staff development policy;

- intakes and student numbers, the latter to identify issues that might impact the learning experience;

- available resources such as;
    - teaching accommodation and equipment;
    - library and computing;
    - technician and administrative support services.
    - student support services;
    - virtual learning environment (VLE);

- approach to student induction;

- approach to student engagement;

- application of plagiarism detection software;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

14

- use of examination invigilators.

- the proposed Programme Handbook and other relevant information such as dissertation and/or placement handbooks; Note that the University will supply a Student Handbook to cover its regulatory issues and these should not be duplicated or contravened in the franchise partner's Programme Handbook.

- a statement, with justification, of what changes have been made compared to the University programme;

- a completed programme specification proforma;

- any other relevant documents/reports.

11.10 The completed programme specification for franchised programmes must be contextualised to provide information on and/or address the following:

- a list of approved admission qualifications and their associated academic and English language entrance levels;

- an admissions statement that outlines the operational processes and alignment with University protocols;

- a statement on programme specific learning resource requirements;

- a statement on the programme approach to work based learning and placements (when applicable);

- a statement on the virtual learning environment (VLE) and its application to support programme delivery;

- a statement on the programme approach to promoting academic integrity;

- a statement to support any contextualisation of the programme assessment strategy;

- a statement to outline how assessments are verified for both level and the award of credit for the elements of the curriculum subject to contextualisation;

- how the marking of assessments aligns with University requirements (awarding credit, sampling, double marking etc.).

11.11 Documentation for a validated programme should incorporate the following:

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

15

- the proposed programme document

- the proposed Programme Handbook and other relevant information such as dissertation and/or placement handbooks. Note that the University will supply a Student Handbook to cover its regulatory issues and these should not be duplicated or contravened in the franchise partner's Programme Handbook;

- a completed programme/scheme specification proforma;

- a copy of the relevant benchmark statement(s) (where appropriate);

- a statement to outline how students were involved in programme design;

- any other relevant documents/papers.

- The completed programme specification for a validated programme must provide information on and/or address the following:

- a list of approved qualifications and their associated academic and English language entrance levels;

- an admissions statement that outlines the operational processes and alignment with University protocols;

- a statement on programme specific learning resource requirements;

- a statement on the programme approach to work based learning and placements (when applicable);

- a statement on the virtual learning environment and its application to support programme delivery;

- a statement on the programme approach to promoting academic integrity;

- a statement on the programme assessment strategy;

- how the marking of assessments aligns with University requirements (awarding credit, sampling, double marking etc.).

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

16

11.12 On submitting the draft programme documentation to the QED, the QED will undertake an initial scrutiny of the submission to ascertain that the documentation is compliant with requirements (structural, regulatory) and will inform the Standing Panel of any areas that require further development. Following scrutiny by the Standing Panel the QED, Standing Panel recommendations for changes will be passed to the Associate Dean and the Programme Director for consideration before the submission of revised documentation for final academic approval. Documentation for a validated programme should incorporate the following:

11.13 In instances where the documentation is deemed to be unsatisfactory, the Quality Operations Manager will inform the proposing School that the proposal is unfit to be considered by the Standing Panel.

11.14 The Standing Panel consideration of proposals shall take place in the normal way as described elsewhere in the University Academic Handbook and shall generally conform to normal practices and procedures. See Volume 2, Section 01 – *Quality Assurance (Policy, Guidelines and Templates)*: 01.1 Quality and Standards Assurance Overview and Policy and Volume 2, Section 09 – *Collaborative Provision*: Collaborative Provision.

11.15 Significant changes to curriculum imposed by local requirements, such as Ministry of Education directives, can be approved by the University Major Modification Committee if submitted within 3 months of an initial panel approval event.

11.16 All documentation must be presented in English.

12   Standing Panel consideration of Franchise/Validation proposals

12.1   The nature of Standing Panel consideration for a collaborative programme will reflect the category of the programme (franchised, validated or outreach franchised).

12.2   The format Standing Panel final meetings to consider the proposal will reflect the nature of the proposal and of the collaborating institution and will be broadly agreed between the Chair and the collaborating institution beforehand.

12.3   For franchised programmes, the Standing Panel will seek to determine whether the collaborating institution is able to deliver the programme such that academic standards will be achieved successfully and such that the quality of provision is at a comparable level. It will also seek to ensure that any minor changes proposed (e.g. to contextualise) are acceptable in terms of content, breadth and academic level. Contextualisation is not just allowable but is the norm when franchising programmes, particularly for

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

17

overseas provision.

12.4   For validated programmes, the Standing Panel will seek to determine whether the programme is of an appropriate structure, content, breadth and academic level for the award proposed, whether the collaborating institution is capable of delivering the programme such that academic standards are achieved successfully and such that the quality of provision is at an acceptable level.

12.5   For franchised and validated programmes the Standing Panel will specifically seek to determine whether:

- teaching staff have the required qualifications and experience;

- the admissions entrance criteria and operational processes align with University policy and protocols;

- the partner understands the processes in place to verify assessments for both level and the award of credit;

- the partner understands the University requirements for assessment marking and student feedback;

- the partner understands the University requirements for plagiarism detection and invigilation of examinations;

- the partner understands the University requirements for student engagement.

12.6   For franchised and validated programmes the Standing Panel will also seek to explore and report on:

- student induction and ongoing support mechanisms;

- teaching and learning resources;

- materials made available to students via the virtual learning environment (VLE);

- approach(es) to promoting academic integrity.

- the information provided to the students to support their participation in the approval event;

12.7   The Standing Panel is not required to evaluate those areas already considered at the PDC, including:

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

18

- Alignment with the University's Mission and strategic fit of the partnership arrangement;

- Projected growth in student numbers;

- Marketing and recruitment strategies;

- partner professional services;

- Issues relating to a previous HE partner withdrawing from a relationship with the collaborating institution which remain outstanding.

12.8 To assist the Standing Panel in the approval process the University will make available the following information:

- typical role specification for appropriately qualified staff (lecturer, senior lecture, principal lecturer and professor);

- admissions policy and entrance criteria;

- University approach to plagiarism detection and invigilation of examinations to promote and safeguard academic integrity;

- assessment, marking and feedback policy and process;

- student engagement policy and process;

- work based learning and placement learning policy.

12.9 To assist the Standing panel in the approval process the Collaborating Partner will provide access to explore their VLE.

12.10 For outreach franchised programmes, whilst it is to be accepted that staffing issues need not be explored (assuming common staffing between the University and outreach franchised programme),

12.11 The programme for the Standing Panel's meetings will normally include:

- a private meeting of the Standing Panel;

- a meeting of the Standing Panel with senior members of the collaborating institution to explore the location of the programme within the collaborating institution's portfolio, the familiarity of the prospective delivery organisation with the standards and ethos of UK higher education, other contextual issues, issues relating to resourcing in regard to the programme, and initiatives of provision which might affect

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

19

the programme (e.g. learning resource planning).

- a meeting of the Standing Panel with the programme teaching team so that the Panel can explore the programme rationale, aims, structure, content, delivery, assessment, entry, staffing, facilities, and programme specific regulations, etc., as appropriate to the particular type of collaborative arrangement;

- an evaluation of relevant facilities, using the resources guidelines and questionnaire;

- completion of a student services questionnaire;

- a meeting with students from other programmes within the collaborating institution, where applicable;

- a further private meeting of the Panel to formulate conclusions;

- feedback to appropriate staff of the collaborating institution.

NB: All travel and accommodation expenses incurred in connection any Standing Panel visits will normally be charged to the proposing collaborating institution.

12.12   During the initial private meeting, the Standing Panel shall discuss written feedback from Panel Members and any responses such feedback may have prompted from the collaborating institution. Further issues may emerge. The Panel Chair may wish to allocate question topics to Panel Members and to further structure the event depending upon circumstances.

12.13   In the private meeting, the Panel shall discuss its findings and agree upon a statement to be given verbally to the collaborating institution in a feedback session. The statement shall include the recommendation that will be made to the University's Academic Quality & Standards Committee with regard to approval (or otherwise) to offer the programme: the statement shall also specify any further actions associated with approval and deadlines for meeting them, any recommendations that the collaborating institution must consider.

12.14   In considering its recommendations to the University Academic Quality & Standards Committee and the conditions and recommendations of approval, as appropriate, the Standing Panel shall take full cognisance of the collaborating institution's perceived ability to deliver the programme to at least threshold levels of quality - as adjudged from the staffing expertise and capacity, the learning resource levels and the student support available - and to sustain academic standards equivalent to those achieved by

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

20

University students qualifying for equivalent awards.

12.15 Once a collaborative programme has been approved, the collaborating institution is required to send to the Quality Enhancement Directorate, the definitive programme document, which will be held as the definitive source of information about the collaborative programme. Amendments to the collaborative programme document* must be sent to the QED immediately after such amendments have been approved. [*Note that changes to validated programmes can only be made with the approval of the University and must be made under extant University processes for change.]

12.16 All programmes must have a Programme Handbook., which must be produced in advance of students being enrolled. A current copy of those sections relating to the programme must be sent to the Global Engagement Team at the start of each academic year. There may be considerable overlap between the information in the definitive programme document and the Programme Handbook.

13 Approval of Additional Programmes Proposed by an Existing Collaborative Partner

13.1 This process has been prepared to ensure that new proposals received from existing collaborative partners for new degree programmes can be given full consideration, without the need of the Standing Panel to visit the partner institution. It is intended for use when University staff will have visited the institution relatively recently and will have met with many of the relevant staff and viewed the facilities.

13.2 An initial approval request form shall be submitted to the University's Portfolio Development Committee.

13.3 Following approval, submission documentation shall be submitted in line with the University's normal requirements for the consideration of the University's programmes at collaborative partners.

13.4 In accordance with the Academic Handbook, all new programmes should be subject to Standing Panel consideration of the proposal. The Director of Learning Enhancement, following discussion, will decide if Standing Panel consideration requires some or all of the Standing Panel to visit the partner institution or if the event can be held virtually with documentation submission only.

13.5 The Panel will provide a report commenting on the staffing, facilities to support the proposed degree programme and other pertinent information.

13.6 The report of the Standing Panel consideration will be submitted to the Academic Quality and Standards Committee.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

21

14   Approval of an Additional Campus Proposed by a Collaborative Partner

14.1   It is now increasingly common for requests to be received from collaborative partners for approval of additional campuses, either at the point of validation or subsequently for programmes to be offered at additional centres. These can be in the same country or in another country. It is important to ensure that such proposals are properly vetted and recorded in order to ensure that any students studying at additional centres have an equivalent learning experience to those studying in the originally approved location, and that appropriate staffing, resources and quality assurance/management arrangements are in place. It is also very important to note that serial arrangements are <u>not</u> permitted (see paragraph 16, below).

14.2   Given the diverse variety of additional campuses that can be proposed, ranging from staff delivering a programme at an additional rented centre through to an entirely different teaching team delivering a programme at another location, a flexible but robust process is required.

14.3   If a prospective **new** partner institution wishes to deliver a collaborative programme at more than one campus, this should be drawn to the University's attention prior to the initial vetting visit. Wherever possible, the initial visit should include a visit to all prospective campuses. Information regarding the resources and staffing at the campuses should be recorded in the University's initial vetting form.

14.4   In addition to the University's normal requirements for collaborative programmes, where delivery is being proposed at more than one campus, the submission documentation for the validation should include information regarding the following:

- full details of ownership of the additional campuses;

- information regarding resources;

- information regarding student services;

- details regarding staffing (academic and administrative);

- details of management / administrative / financial / co-ordination arrangements between centres.

14.5   Arrangements should be made for members of the Panel of Assessors to visit all potential campuses and to meet with staff, students and view facilities. The outcome of these discussions will be recorded in the subsequent approval event report. Approval for additional campuses will lapse if delivery has not taken place within 3 years of approval.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

22

14.6 If an **existing** partner wishes to deliver an approved programme(s) at an additional campus(es) a request must be submitted for consideration by the Portfolio Development Committee (PDC). The following information regarding the additional campus(es) should be submitted to the PDC:

- rationale for the additional campus(es);

- details of ownership of the additional campus(es) (e.g. wholly owned subsidiary, joint venture - see below regarding 'serial' arrangements);

- details of any in-country approval requirements;

- full information regarding resources and a resource development plan;

- details of student induction and support mechanisms, PDP employer links and work based learning/placement arrangements at the new campus(es);

- student metrics for existing provision, outlining progression and module pass/fail rates and degree outcomes.

- a completed student services checklist;

- full details regarding staffing (academic and administrative) and staff development policy;

- anticipated student numbers for the next three years;

- details of management/administrative /financial /co-ordination arrangements between campuses;

- levels and types of insurance covering the additional campus(es);

- an initial risk assessment completed on the basis of the information above.

14.7 Should there be any change to existing programme delivery arrangements the submission must include a rationale to support the proposed change, for example;

- the assessment strategy at the new campus(es);

- the delivery pattern at the new campus(es);

- the admission criteria and supporting processes at the new campus(es);

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

23

- student engagement processes at the new campus(es);

- information provided to new students at the new campus(es).

14.8 The PDC will assess the risk at delivering programmes at the additional campus(es). In the event of any concerns being identified, prior to or as a result of the submission, the PDC may request a vetting visit be carried out to the proposed campus(es) to discuss the proposal further.

14.9 The requirement for a Panel to visit any or all additional campuses as part of the formal approval process will be determined by the PDC or Director of Learning Enhancement on consideration of the level of risk as determined from factors listed in the proposal:

- length of partnership;

- Associate College status;

- location of additional campus(es);

- partner engagement with quality assurance processes;

- resource concerns;

- staffing arrangements at additional campus(es);

- requirement for specialist facilities (e.g., laboratories / sporting resources);

- the extent of any changes to existing programme delivery arrangements.

14.10 Should a visit be conducted as part of the approval event the composition of the Standing Panel will also be determined by the PDC or Director of Learning Enhancement, again based on the assessment of risk, and will comprise of some or all of the following:

- an experienced chair;

- an academic member of staff from the University;

- a representative from the Quality Enhancement Directorate (Recorder).

If it is determined that an approval event should be held online, staff from the partner institution shall normally be invited to attend the event remotely.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

24

14.11 A report, concentrating on staffing, resources and quality assurance procedures at the additional campus(es), shall be submitted to the Academic Quality and Standards Committee. The report should highlight alignment of any changes in the following arrangements at the additional campus:

- the programme delivery arrangements;

- student induction and ongoing support mechanisms;

- approach to assessment, marking and feedback;

- teaching and learning resources;

- approach to PDP employer links and work-based learning/placement arrangements;

- an evaluation of student metrics on existing provision, outlining progression and module pass/fail rates and degree outcomes.

- staff qualifications and experience;

- materials made available to students via the Virtual Learning Environment (VLE);

- student engagement methods;

- approaches to promoting academic integrity.

14.12 To assist the Standing Panel in the approval process the University will make available the following information:

- typical role specification for appropriately qualified staff (lecturer, senior lecture, principal lecturer and professor);

- admissions policy and entrance criteria;

- University approach to plagiarism detection and invigilation of examinations to promote and safeguard academic integrity;

- assessment, marking and feedback policy and process;

- student engagement policy and process;

- work based learning and placement learning policy.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

25

14.13 Should a partner wish to deliver a programme at an approved campus and the programme was not part of the original campus approval, the format for considering this should be agreed by the Director of Learning Enhancement based on the risk assessment outlined in point 14.6 above. The additional approval shall be reported to the Academic Quality and Standards Committee.

14.14 Arrangements for examining boards, moderation visits and external examiner visits should be agreed with the relevant University staff – the normal expectation is that University staff will visit each campus at least once a year. Agreement documents should contain a reference to all campuses where programmes are to be offered, or a separate agreement for each campus if deemed more appropriate. Information regarding staffing, students and resources at each campus shall be included within an Programme Enhancement Plan (PEP) report to the University covering all campuses.

14.15 In accordance with the University's policy, transcripts provided to successful students will record the location of study.

14.16 Serial arrangements are <u>not permitted</u> in normal circumstances - any proposed collaborative arrangement that is not a wholly owned subsidiary or which may be considered to have elements of a serial arrangement shall be referred to the University Executive Group for consideration of the safeguards in place to ensure that proper control is retained of the academic standards of the University's award.

The University's agreement with its partner institutions states that the partner agrees 'not to subcontract or franchise the Programme or any part thereof to another provider.'

15   Approval

15.1   Approval should not be recommended to the Academic Quality & Standards Committee if the Panel retains major reservations about the aims, academic standard, structure, content, assessment regulations, etc., after the dialogue with the programme team is completed.

15.2   Decisions should be made on the basis of the franchise approval/ validation event and pressures resulting from the timing of an event should not influence the academic decision.

15.3   The situation which causes most difficulty arises where the document is deficient but where the reservations of the Panel have been satisfied in discussion. In such cases the Panel must be satisfied that the issues have been or can be resolved and that the documentation will be amended accordingly (through imposing conditions).

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

26

16.   Formulation of Standing Panel Decisions

16.1 Following consideration of the final academic proposal, the Standing Panel may make the following recommendations:

.1 that the programme be approved;

.2 that the programme be approved subject to minor changes to the documentation;

.3 that the programme be approved subject to ongoing monitoring by AQSC. In the case of resource issues, including staffing, this may result in a requirement for an action plan, to be monitored through the Academic Quality & Standards Committee;

.4 that the programme be not approved but resubmitted after a process of further development or re-design;

.5 that the programme be rejected, on the grounds that neither the application of changes nor further development would result in a programme of appropriate quality or standard. 29. In the case of recommendation 1, 2 or 3 above, AQSC will be advised to approve the programmes (following, where applicable, the completion of any minor changes or an appropriate action plan).

16.2 In the case of recommendation 1, 2 or 3 above, AQSC will be advised to approve the programmes (following, where applicable, the completion of any minor changes or an appropriate action plan).

17.   Post-approval steps

17.1   Following the Academic Quality & Standards Committee approval of the programme, the University Global Engagement Team and Academic Registry will liaise with partners with regards to registration arrangements.

17.2   The Agreement for Academic Collaboration and Memoranda of Agreement shall be signed by the Vice-Chancellor of the University (or his/her nominee) and the Principal of the collaborating institution. Failure to achieve such signing will jeopardise the continuance of the programme. Copies of these Memoranda shall be lodged with the collaborating institution with originals being held in/by the University Global Engagement Team.

17.3   The programme may only be advertised with the prior approval of the University. The collaborating institution must submit all draft advertising and publicity material to the Global Engagement Team, and the phrases "Subject to Validation" and "Subject to Approval" must be used as

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

27

appropriate to the relevant stages leading up to final approval (see Appendix 2).

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

28

18. Franchise/Validation Approval timeline

Procedure	Action	Timescale
Initial Approach	School / Global Engagement (International)/OCN (UK Based)	
Initial Vetting Visit	See Appendix 1	
Seek approval via PDC	Dean of associated School (in conjunction with GE (International) or OCN (UK Based))	Submission to PDC
Oversee completion of draft Memoranda	Global Engagment/Secretariat	
Appoint Panel, begin Standing Panel consideration	Quality Enhancement Directorate	
Meet with QED to confirm proposed date for final academic approval and curriculum design support needs.	School/Collaborative institution	
Propose External Advisor(s) for QED approval	School/Collaborative institution	
Submit draft academic proposal to QED	School/Collaborative institution	40 working days before final approval date
Undertake review and submit report and proposal documents to Standing Panel	QED	35 working days before final approval date.
Submit comments on draft academic proposal. Confirm if any additional meetings are required with the proposers.	Standing Panel	35 working days before final approval date.
Inform School and collaborative partner of QED and Panel recommendations and provide support as	QED	30-25 working days before final approval date

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

29

necessary		
Submit final academic proposal to QED	School/Collaborative institution	15 working days before final approval date
Review final proposal and inform School of any recommended changes	QED	10 working days before final approval date
Submit final academic approval to QED for Standing Panel scrutiny	School/Collaborative institution	5 working days working days before final approval date
Meetings of proposing team and Standing Panel held	Standing Panel, School/Collaborative institution	Final approval date
Approve final academic proposal or refer back to School	Standing Panel	Final approval date
Communicate outcomes and submit any recommendations for approval to AQSC	QED	5 working days after final approval date

Post-approval:

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

30

Enter programme and module details onto registration system	Academic Registry	As appropriate
Complete the Memoranda of Agreement including appropriate signatures and send copies to the Collaborating Institution	GE (International)/OCN (UK Based) (which also archives original Memoranda)	10 working days after approval by AQSC
Submit programme advertising material to GE	Collaborating Institution	As appropriate
Submit confirmation of moderator nominations to AQSC or appoint Link Tutor through HR processes	School	As appropriate
Monitor proposal progress in Programme Enhancement Plans	School / Moderator / Link Tutor/QED Report to AQSC	As appropriate
Send definitive programme handbook to Global Engagement	School/Moderator/Link Tutor	Before programme begins

18.1 Note that in the above the approval of third-party bodies (e.g. Pearsons) must also be sought, as appropriate, to a timescale dictated by such third party bodies, prior to the event. Such bodies may require representation on the Franchise Approval/Validation Panel.

Additionally, reporting to and final approval of such bodies prior to programme commencement will also be required.

19 Post- Approval Monitoring of Collaborative Provision

19.1 The associated School via its Moderator/Link Tutor is charged with the responsibility of ensuring that programme quality and the academic standards achieved by students are maintained at an appropriate and acceptable level and for ensuring that quality enhancement takes place.

19.2 It is further incumbent on the associated School via its Moderator/Link Tutor to ensure that any programme modifications are undertaken according to the

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

31

Modifications to Programmes [Modifications to Programmes](#) procedure, from seeking approval for such changes through to the completion of any requirements emanating from modification applications.

19.3   The associated School and the Moderator/Link Tutor are responsible for the quality and rigour of on-going reporting, such as Moderators'/Link Tutors' reports and PEPs, and for ensuring that any issues raised through these and from External Examiner reports are actioned accordingly.

19.4   The Academic Quality & Standards Committee shall have the responsibility of approving franchise approval/validation, re-validation and periodic review events. It also receives (and requires information on action resulting from) reports of franchise approvals/validations as well as reviews, modification events, and Programme Enhancement Review summaries, it also receives (and requires information on action resulting from) an annual Summary of External Examiner and Link Tutor/Moderator reports.

19.5 It is accepted that academic and management structures in collaborating institutions will differ from those at the University. However, the University systems require that there shall be a Programme Committee, responsible at the collaborating institution for the day-to-day operation of the collaborative programme, which meets regularly to discuss and take action on programme related matters.

19.6   Collaborating institutions are required to hold Programme Committees, if this is not already the case, so that programme reporting takes place both internally to the collaborating institution and externally to the University.

19.7   Examination Boards must also be convened as outlined both in this document and elsewhere in the University Academic Handbook (Assessment Regulations).

19.8 Further, the generality of the regulations (and guidance notes) as given in the University Academic Handbook apply to collaborative provision.

19.9   The quality assurance principles adopted by the University rely upon:

(i)   University Executive Group approval and initial vetting visit;

(ii)   scrutiny of the (proposed) programme by peer review (franchise approval/validation event);

(iii) clear University responsibility for ensuring appropriate programme operation, quality assurance and enhancement, and for standards achieved by students;

(iv)   regular monitoring, discussion, evaluation and reporting by both the School and programme staff and Programme Committee to achieve

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

32

quality enhancement;

(v) an external examiner system, which brings external and independent scrutiny to the judgement of standards;

(vi) a moderator/link tutor system which acts both as a source of advice and linkage for the collaborating institution, a source of regular status reporting to the University Committee structure, and which seeks to ensure comparability of the programme with similar programmes at the University;

(vii) an Examination Board to ensure consistency of standards of award;

(viii) A Programme Enhancement Plan system, which reviews the programme each year, concentrating on quality enhancement processes;

(ix) a periodic review event, which scrutinises the programme by peer judgement every five years;

(x) a periodic review of the partnership against the terms of the University's procedures for collaborative provision and the agreements in place between partners.

19.10 (iv) to (x) above are described briefly in what follows, but reference should also be made to the relevant entries elsewhere in the University Academic Handbook.

20 New Staff/Staff Changes

20.1 Staff to deliver the collaborative programme are approved at the franchise approval/validation event via scrutiny of staff CVs which must be included in the submission documentation.

20.2 With the exception of instances where a short term arrangement of duration not more than four weeks (under which circumstances the collaborating institution will use its own judgement), the curriculum vitae of any new staff must be submitted to the University for scrutiny by the Academic School. Wherever possible CV's should be submitted for approval **prior** to the new staff member beginning to teach/supervise University students.

20.3 The process will be undertaken with confidentiality, with only those individuals concerned having sight of the CVs. Any concerns regarding the new staff member will be discussed confidentially with the Head of the Collaborating institution and monitored.

20.4 The University will ensure that decisions are communicated to the

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

33

collaborating institution within five working days.

21   Programme Committee

21.1 The Programme Committee is the body within the collaborating institution responsible for the oversight of the collaborative programme. The Programme Committee consists of all staff teaching on the collaborative programme, representatives of technicians and other support staff, student representatives and University moderator(s)/link tutor(s) (ex-officio). Programme Committees should meet frequently (at least three times a year) and maintain records of their meetings. At least one Programme Committee meeting each year should be held at which the University Moderator(s)/Link Tutor(s) is (are) present.

Collaborating Institutions are responsible for all aspects of the servicing of Programme Committees.

Records of Programme Committee meetings must be sent to the QED for submission to the Moderator/Link Tutor for scrutiny.

21.2 At the University, the QED will ensure that the Moderator(s)/Link Tutor(s) receive copies of Programme Committee records.

21.3 The Terms of Reference of Programme Committees are to:

- monitor and review the programme with regard to all aspects of the organisation, teaching strategies used and quality of teaching;

- liaise with institutional library and learning resource functions to ensure adequacy for the programme;

- highlight areas of development with a view to programme improvement, modification (where appropriate) and staff development;

- monitor arrangements for the examination and assessment of the programme;

- monitor the implementation of the regulations and requirements of the University (and/or other examining/validation bodies) and to ensure the full involvement of the examiners and moderators/link tutors where appropriate;

- present information to the University of the collaborating institution, including final examination results, as required;

- provide a Programme Enhancement Plan to the QED for distribution in accordance with the University's quality assurance procedures.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

34

22   External Examiners

22.1   Arrangements for external examining shall comply with the generality of the University Academic Handbook entries Volume 1, Section 04.1 [Assessment Regulations](#) and Volume 2, Section 12.1 [External Examiners](#)

22.2   External Examiners have an important role in ensuring that programmes and students achieve standards appropriate to the particular award and comparability of standards with the University programmes, and they make valuable independent comment on the programme's operation. The University receives External Examiner reports via the QED from all External Examiners and this is an important part of the University quality system. External Examiner reports are valuable evidence in Annual Programme Review reports, Periodic and Elective Reviews and other scrutiny events.

22.3   Nominations for External Examiner appointments are made via Schools on a standard proforma and approved by a sub-group of the Academic Quality & Standards Committee.

New External Examiners take-up their appointments before the retirement of their predecessors where possible and have a term of office of four years with an extension of one year if there are special circumstances [such as the imminent closure of a programme, or a particular requirement for continuity].

For new programmes, appointments are normally made such that External Examiners are involved from the point at which programme assessments begin to contribute to the final award (e.g. from the beginning of year two of a three-year degree; from the beginning of year one of a two-year HND).

22.4   External Examiners will not teach on the programme; they must be independent and objective.

22.5   The responsibilities of External Examiners are given in the University Academic Handbook under Volume 2, Section 12.1 [External Examiners](#) and include:

- moderating the totality of the assessment process;

- approving the overall scheme of assessment and any proposed modification(s)

- comparing the performance of/standards achieved by students with that of their peers on comparable programmes at the University and elsewhere;

- approving the form and content of assignments and examinations that count towards the award before they are provided to students;

- attending, and contributing to, meetings of the Examination Board

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

35

- moderating the marks of Internal (collaborating institution) Examiners as appropriate.

22.6 External Examiners are required to send External Examiner reports on the programme to the University's Quality Enhancement Directorate, which forwards copies to the relevant Programme Director, Deputy/Associate Dean, Dean of School, Director of Learning Enhancement and (for collaborative provision) to the Partner Institution. Reports are considered at programme level and responses to the issues raised are submitted by the Partner Institution and School and sent via the Quality Enhancement Directorate to the External Examiner. The School Deputy/Associate Dean prepares a summary of issues raised in reports on their school's programmes, for submission to the Learning Teaching and Student Experience Committee. The Director of Learning Enhancement prepares a summary of the reports from all the External Examiners and identifies issues for action at the University's corporate level for submission to the Academic Quality and Standards Committee, Learning Teaching and Student Experience Committee and Academic Board.

22.7 External Examiner reports must be referred to in Programme Enhancement Plan, citing issues arising and action taken.

22.8 Each External Examiner report utilises a standard report form and will include observations on:

- the academic standards achieved by students and, where appropriate, other levels of competence;

- the general quality of the programme including resource adequacy, the student experience, teaching and learning quality;

- assessment in relation to programme learning outcomes;

- recommendations on academic and other matters requiring attention;

- any student comments regarding the programme and its delivery;

- the conduct of the Examination Board;

- benchmarking;

- other pertinent matters.

External Examiner reports should not make reference to individual students by name (except for Master's dissertation reports/research degrees).

22.9 External Examiners for collaborative programmes should be in a position to calibrate standards achieved by students against those for similar UK programmes and in particular for franchised and outreach franchised programmes, against the University equivalent programme. Hence, for these it is essential that wherever possible there is commonality of external examining across the University and collaborating institution programme. Where this is not possible, linkages will be organised.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

36

22.10 All External Examiners will be inducted into the University (and third party, as appropriate) external examining requirements and systems.

23 Moderators/Link Tutors

23.1 Moderators are appointed to all collaborative programmes situated in the Schools of Education and Social Policy, Sport and Health Sciences and Art. They are also appointed for Wales-based programmes situated in the School of Management and the School of Technologies. Link Tutors are appointed for Cardiff School of Management and School of Technologies (non-Wales based) TNE activity. Their efforts ensure that programme quality and academic standards achieved by students are maintained at an appropriate and acceptable level (in line with the FHEQ) and that quality enhancement takes place.

Moderators are appointed by Schools and their details are noted by the Academic Quality and Standards Committee. Link Tutors are appointed through their School via an application and interview process and are reported to the Academic Standards and Quality Committee.

For programmes situated in the Cardiff Schools of Management and of Technologies, a minimum of one Link Tutor will be appointed to each partnership and will be responsible for all programmes within that partnership.

Moderators shall be nominated on the basis of their expertise in relation to the programme and the actual number of programme moderators will depend upon the spread of expertise required.

23.2 The purpose of Moderators is to:

- act as a reporting and action link between the associated School, University and the collaborating institution;

- act in consultation with the Director of Learning Enhancement as an advisor to the collaborating institution programme team on regulatory issues, quality assurance and enhancement processes, mechanisms for effecting programme changes, interpretation of aspects of the programme document (where appropriate), programme delivery, and other pertinent issues;

- where necessary, ensure that student entrance qualifications comply with the requirements determined at validation;

- ensure, via inspection and moderation as necessary, that assessment/examination exercises and questions are of an appropriate level and that marking schemes and marking are similarly of an appropriate level, and are fair; for franchised programmes it is desirable that common assessment across the "home" and collaborative programme takes place wherever possible;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

37

- advise the collaborating institution on resourcing issues for the programme;

- monitor staffing changes and additions to the programme team;

- attend at least one meeting of the Programme Committee each academic year and ensure that the Programme Committee is operating effectively and addressing issues that affect quality and standards;

- attend meetings of the Examination Board and where necessary advise upon procedures and moderate gradings; and invite the External Examiner to appropriate meetings of the Examination Board;

  - provide and/or facilitate where possible and appropriate, staff development/training sessions for staff of the programme team;

  - Ensure that students' concerns are being discussed in the relevant fora.

The above are intended to ensure that the programme is delivered at an appropriate quality level and that graduating students do so to required standards.

23.3 The purpose of the Link Tutor is to be the main point of contact within the School for a particular collaborative partnership.

This includes:

- Quality assurance role: including advising on the University's regulations and procedures and advising partners on programme modifications;
- Quality enhancement role: identify staff development needs at the partner institution, participate in or facilitate training events and share good practice with partners;
- Advise partners on draft PEPs prior to their submission to the University;
- Meet students during visits to partner institution;
- Attend programme committee at partner institution or video conference/skype (at least one p.a.);
- Attend Exam Boards;
- Assist with staff and student induction (where necessary);
- Agree academic calendar with partners;
- Report to relevant School Committees and University committees on partnership issues;
- Monitor recruitment (with GE) and support recruitment activities at the partner, including transfers on-campus;
- Assist with the admissions process and ensure that student qualifications comply with the entry requirements agreed at validation;
- Monitor marketing and publicity materials, and provide marketing assistance where required (with GE);
- Advise on and monitor student handbooks;
- Peer observation of teaching (where necessary);
- Approve new staff members at partner institutions (and interview, if deemed necessary);
- Review resources at the partner institution on an on-going basis and

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

38

advise on and monitor any necessary improvements;

- Provide advice (in conjunction with colleagues in the relevant School) on draft assessments (coursework and examinations) prior to transmission to External Examiner(s);
- Provide assistance to partners on learning materials and Moodle;
- Report to the University on the above following visits.

The above are intended to ensure that the programme is delivered at an appropriate quality level and that graduating students do so to required standards.

23.4 Moderators/Link Tutors will visit the collaborating institution as necessary to ensure that the programme progresses appropriately. Moderators/Link Tutors will normally visit the collaborating institution during each academic session to a schedule negotiated with the collaborating institution. If this is not possible, the moderator/link tutor should make arrangements to interact with staff and students of the Partner Institution via alternative means, for example, video conference meetings. Such Moderator/Link Tutor visits should include participation in a Programme Committee meeting and in meetings of Examination Boards. It is also envisaged that Moderators/Link Tutors will:

- meet and discuss the programme with students;
- review facilities in relation to programme developments and student numbers;
- review students' work;
- review Programme Committee records;
- review assignment schedules and where possible (franchised programmes) harmonise these with the 'home' programme;
- review teaching plans;
- meet informally with the Programme Director and members of the programme team.

Moderators/Link Tutors may also take action, make recommendations, and contribute to staff development activities during their visits, or assist in any other way such that they may fulfil the function of mentor and advisor to the programme team.

23.5 Apart from contact via visits, Moderators/Link Tutors shall receive from the collaborating institution, for approval and to agreed timescales:

- draft assessments and examination papers, and marking schemes (based on intended learning outcomes) associated with these and/or, for franchised programmes, facilitate the development of common assessment wherever possible across the University and the collaborating institution;
- copies of examination papers;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

39

- if not included in the review of students' work as in 23.3, an agreed sample of student assignment work and examination scripts before the visit;

- any other documentation requested by the Moderator/Link Tutor for assurance that the quality of the programme and the standards achieved by students are appropriate.

23.6 The Moderator/Link Tutor will insist on equivalence of assessment, such arrangements to include assessment approval by the University.

23.7 An annual report and an interim report must be submitted by the Moderator/Link Tutor to the QED. In parallel. Moderator/Link Tutor reports shall address the following:

- issues raised by students and any action taken or proposed to consider/address them;

- observations regarding the resources - including staffing, physical, library and other learning resources - with recommendations for enhancement where necessary;

- staff development undertaken by the programme team, perceived staff development needs, and how such activities will benefit the programme;

- observations on programme delivery and programme management;

- issues arising from Programme Committees and records of meetings, and any resulting discussion and action taken as a result of Moderator/Link Tutor, External Examiner and student consultation issues;

- progress made in regard to issues arising from franchise approval/validation recommendations, periodic review conditions and recommendations;

- matters relating to the University (and any third party, as appropriate) regulations and procedures, including compliance observations;

- where applicable comments on the standard of assignments and examination papers set, marking schemes and the standard of marking, in comparison to equivalent programmes at the University;

- observations on assignment schedules and teaching plans;

- any other general issues pertaining to the programme.

Following meetings that coincide with the Moderator's/Link Tutor's attendance at Examination Boards, reports should also consider:

- the overall standards attained by students;

- the conduct of assessments and examinations;

- the conduct of the Examination Board and any pre-meeting, and the appropriateness of preparation and organisation of papers for the

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

40

Examination Board;

- any problems encountered, and any consequent proposals for staff development.

23.8 Further details regarding the role and responsibilities of the Moderator/Link Tutor can be found in the University Moderator/Link Tutor Handbook. These are provided to all Moderators/Link Tutors at the beginning of each academic year.

24 Examination Boards

24.1 The Examination Board is the body responsible for the consideration of student performance on the programme and for confirming assessment and examination results, and any resulting awards classifications.

24.2 The Terms of Reference and Conduct of Examination Boards shall be as for the University's own programmes as given in the University Academic Handbook under *Assessment Regulations* [Assessment Regulations](). Where it is possible, common Examination Boards with the University home programme will be held.

24.3 Membership of Examination Boards shall be as given in the Academic Handbook with the following differences in instances where there is not a common Examination Board:

- the University Moderator(s)/Link Tutor(s) shall be present at all Examination Boards and shall have an equal say with that of Internal Examiners on outcomes, and may additionally advise on University procedures where appropriate;

- the Chair shall be nominated and approved as described under '*Assessment Regulations*' as given in the University Academic Handbook.

For common Examination Boards, the Moderator/Link Tutor should also be present.

24.4 Reports of Examination Board meetings shall be produced by the University and shall be forwarded to the School, the Moderator/Link Tutor and the Partner Institution.

25 Programme Enhancement Plans

25.1 The annual monitoring of programmes is the cornerstone of the University's quality assurance and enhancement processes. Programme Enhancement Plans are required from all University programmes at TNE partners and must be completed on a programme basis (as opposed to a cluster basis).

25.2 The aim is to address any issues or significant trends highlighted in data and to help programme teams make impactful enhancement decisions. The

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

41

plans should reflect on the University's normal PEP data which will be made available to you by the Quality Enhancement Directorate (QED) of the University

25.3 Emphasis is placed on the timely identification of issues and the subsequent action taken to address them, thereby promoting a quality enhancement approach where the quality of teaching and learning activities, curriculum, and the student experience is thoroughly reflected upon.

25.4 PEP is central to the monitoring of programmes and forms a basis for each periodic and elective Programme Review, and for identifying and supporting opportunity for change and enhancement between those periodic review points. It is a dynamic process, allowing for and expecting reflection, evaluation, and planning. The evaluations may be scrutinised by external examiners, external awarding bodies, reviewers and assessors.

25.5 Programme teams will be asked to create their Programme Enhancement Plans that should address any issues or significant trends highlighted in the data and to help programme teams make impactful enhancement decisions. These plans should be developed by the Programme Director (PD) from the partner, who will be supported by their relevant Link Tutor/Moderator.

25.6 The final version of the PEP is then approved by the Associate Dean Partnerships (ADP) from the relevant School at the University who will then produce a school-level Student Engagement Plan based on the contents of all partnership PEPs within the School.

25.7 QED then produces an analysis of all PEPs and School plans and briefs the University Executive Group accordingly. Meetings are then be held with each school to discuss the plans.

26 Periodic Review

26.1 All University programmes undergo Periodic Review at intervals of approximately five years and information pertaining to such reviews is given in the Academic Handbook.

26.2 The essential purpose of the Periodic Review is to ensure that quality and standards set at the introduction of a programme have been maintained and that relevant developments and changes have taken place and are properly documented.

26.3 Franchise Approval/Periodic Reviews may involve individual programme scrutiny or the scrutiny of groups of related programmes. Therefore, a programme offered collaboratively may be reviewed as part of a periodic review of the programme at the University or on its own.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

42

26.4 It is the responsibility of the associated School and the Moderator/Link Tutor to ensure that the Collaborating Institution has been fully apprised and prepared for the review and that due timescales are observed.

26.5 Periodic Review will be undertaken by Standing Panel consideration and the process and consideration will mirror elements of Standing Panel approval of new programmes. The Panel will normally consist of:

26.5.1 Chair - member of University staff, but external to the School concerned (for overseas events, the Chair will be drawn from a register of appropriately qualified and experienced staff);

26.5.2 Appropriate members of the University staff external to the School concerned (for overseas events, the staff member will be drawn from a register of appropriately qualified and experienced staff);

Staff from the QED will record the meetings.

In attendance:

Appropriate representation from the School concerned.

26.6 The Periodic Review Panel Chair will normally have experience as a Chair or Panel Member of franchise approval/validation/review events both within and outside the University. The Panel Chair need not be a subject specialist in a field relevant to the programme. Close association with the programme will be a bar to chairing the Periodic Review Panel. For overseas events, the Chair will be drawn from a register of appropriately qualified and experienced staff.

26.7 The nature of the periodic review event will reflect the nature of the programme and the particular collaborative arrangement.

26.8 The programme for the periodic review event will normally include:

- a private meeting of the Panel to review the documentation provided; the Panel will identify issues it wishes to raise with the programme team;

- a meeting of the Panel with relevant management of the collaborating institution; this will allow the programme to be contextualised within the collaborating institution's portfolio and an exploration of issues relating to resourcing, staffing/staff development and initiatives in programme provision (e.g. learning resource planning);

- a meeting of the Panel with the programme team so that the Panel can explore the programme performance since franchise approval/validation or the last review, quality and standards issues, quality enhancement issues, programme management, assessment practices, etc.;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

43

- a meeting with students from the programme (and, where possible, past students and employers).

26.9 The Periodic Review Panel Chair will conclude the review with an oral report of the Panel's main conclusions and recommendations. An agreed written report, with any actions and timescales, will be produced within four weeks by the QED and be circulated to the School concerned, the Moderator/Link Tutor, the Academic Registry, collaborating institution, Panel Members, Academic Quality & Standards Committee.

26.10 QED shall report outcomes to the Academic Quality and Standards Committee.

27   **Periodic Review of Collaborative Provision Partnerships**

27.1 All collaborative partnerships will be reviewed, normally on a quinquennial basis, against the terms of the Cardiff Metropolitan University procedures for collaborative provision and the academic agreements in place between partners in which the expectations of both partners are expressed.

27.2 Aims and Objectives of Partnership Review

The main aim of partnership review is to provide assurance that the collaborative partnership is operating satisfactorily on the part of both partners, and in accordance with the terms of the academic agreements in place and that it is an arrangement to be recommended for continuation.

The objectives of partnership review are to:

- Provide an opportunity to reflect at institutional level on the experience of academic collaboration
- Consider both strategic and operational arrangements for the effective management of the partnership
- Review ways of working, identifying potential improvements to the management and operation of the partnership and enhancing the quality of the student experience
- Review the effectiveness of arrangements for quality assurance and enhancement on the part of the partner and the University
- Confirm the overall academic standards and quality of the programmes delivered under the partnership arrangement
- Review the support provided to partners by the University and make recommendations regarding the term of office of the Moderator/Link Tutor.

Cardiff Metropolitan University is committed to making partnership review a consultative, self-critical and genuinely collaborative process. Reviews should also be proportionate to the scale of the partnerships, with account taken of smaller scale partnerships. Conducted in this manner, partnership review is

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

44

intended to serve as a means of improving the overall learning experience, improving communication and fostering a shared understanding of the partnership.

On establishing that the principles of the partnership have been broadly observed by both partners, the key outcome of partnership review is to re-affirm the partnership normally for a further period of five years, subject to engagement with the terms of any action plan, as appropriate and continued adherence to the terms of the academic memoranda and the University's quality assurance processes.

A formal report of the partnership review and the action plan will be submitted to the Academic Quality and Standards Committee for approval, and will be reported to Academic Board.

Periodic Review of individual programmes will be undertaken through the procedure associated with the periodic review of programmes, unless deemed appropriate to combine the two review processes by the Director of Learning Enhancement.

27.3 <u>Review Documentation</u>

The documentation will comprise:

<u>From the Partner:</u>

- A partnership evaluation document which includes:
  - o Synopsis of institution position (i.e. history, size, current HE provision, and strategy, particularly in partnership with the University
  - o Current University provision and developments over the five-year period, and plans for future development
  - o Evaluation of operation of the partnership, to include:

    - Engagement with quality assurance and enhancement
    - Staff development
    - Development of the portfolio

    Documentation should also include:

  - o Staff CVs
  - o Updated resources and student services checklists
  - o Examples of publicity and marketing materials (including websites)

Guidance on the Partner's Partnership Evaluation Document including a typical Partnership Review timeline is in Appendix 4A.

<u>From Cardiff Metropolitan University:</u>

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

45

- A partnership evaluation document from each School associated with the collaboration and written by the AD which summarises matters relevant to partnership operations arising from:

  - External examiners' reports and responses for the past two sessions
  - Moderators'/Link Tutors' reports and responses for the past two sessions
  - Programme Enhancement Plans (PEPs) for past two sessions
  - Any periodic/elective review events affecting provision at the partner
  - Engagement with University regulations and systems
  - Original franchise approval/validation report(s)
  - Information on student numbers
  - Information on other partnership-related issues (e.g. mobility, on-campus transfers, research and enterprise links)

Guidance on the School's Partnership Evaluation Document including a typical Partnership Review timeline is in Appendix 4B.

The Collaborative Provision Speciallist in QED will compile an overview of the submissions from partner and schools for the Chair of the Review Panel.

Each partner should identify areas of good practice, as well as areas for development. It is recommended that partners share drafts of their documents in advance of submission.

27.4 Outline of the Process

The Quality Enhancement Directorate will co-ordinate the preparations for a partnership review. Reviews will normally take place over one day, normally (but not necessarily) at the Partner institution.

Review Panel

The **Review Panel** will comprise:

- Trained and experienced Chair from another academic school, or an experienced senior manager;
- External representative, with experience of collaborative provision;
- Trained and experienced member of Cardiff Met academic staff not previously involved with the partner.

Meetings

The Review Panel will meet with senior managers from the partner institution, course leaders and representatives from staff teaching on the collaborative programmes, and any other individuals who play a key role in the programmes (for instance administrators or technicians).

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

46

The Review Panel will also meet with the relevant staff from the associated School's management team and the associated Moderator(s)/Link Tutors. This may take place by telephone or videoconference if required.

<u>Meeting with Partner Senior Managers.</u>

To discuss the effectiveness of the partnership

- Developments within the aims of the partnership to date;
- Successes and challenges encountered to date;
- Experience of working with University systems;
- Relationship with the University;
- plans for future development.

<u>Meeting with students</u>

To discuss the experience of studying on a collaborative programme including:

- Overall learning experience;
- Experiences of being a student of both the Partner and Cardiff Met.

<u>Meeting with course leaders, teaching and administrative staff from the partner</u>

To discuss generic rather than course specific issues (which would be reviewed in the periodic review of the programme(s) relating to the experience of delivering and managing collaborative programmes, including:

- Experience of course development (if appropriate);
- Engagement with University processes;
- Liaison with University staff and Units;
- Teaching and learning issues.

<u>Meeting with Associated School(s) Moderator(s)/Link Tutor</u>

To discuss:

- Engagement of University colleagues with partners and University processes
- Quality assurance and enhancement issues

27.5 <u>Outcomes of the process</u>

The Review Panel will reach a recommendation on the basis of the discussions held during the review meetings. If continuation is recommended, this will normally be for a further five years, although a shorter timespan may be agreed if substantial areas for development, or to address, are identified. In appropriate circumstances, the recommendation may be that the

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

47

partnership be discontinued (see below).

In recommending the continuation of the partnership, the review panel may identify areas for development by the partner or Cardiff Metropolitan University), as conditions (to be met by a specific date) or recommendations (not mandatory but response to be reported through the partnership action plan) based on their implications for the effective continuation of the partnership.

The Review Panel may also identify areas of good practice in partnership working, which will be disseminated to relevant staff in the University and at partner institutions.

If the outcome of the review is to recommend discontinuation of the partnership, both partners should work closely to ensure that any existing students already enrolled on programmes at the partner institution are given the opportunity to complete their studies (as stipulated in the Memorandum of Agreement).

The Partnership Review Report will be submitted to the Academic Quality and Standards Committee for approval. The review outcomes will be reported to Academic Board in due course and the Committee will monitor ongoing actions.

27.6 Evaluation of the Partnership Review Process

Cardiff Metropolitan University will monitor participant comments on the partnership review processes through the distribution of evaluative questionnaires at each meeting. These are scrutinised for both general and specific issues.

28 Periodic Due Diligence Checks

In line with the QAA Quality Code, the University will carry out periodic due diligence reviews of its collaborative partners.

The following information will be collected every three years, or at shorter intervals if deemed necessary by the International Learning Partnership Advisory Group (ILPAG):

1. Audited financial accounts for the previous two years;
2. Details of the ownership of the partner institution;
3. Details of any changes to the legal status of the partner and details of any pending legal action;
4. Details of the requirements for formal recognition/accreditation/approval requirements by the relevant authorities in country for collaborative providers and programmes;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

48

5. The University will also carry out a credit check on the partner institution;
6. The University will also assess whether there are any legal/political/ethical/cultural issues that need to be considered.

[For Wales-based Further Education partners, the need for updated due diligence will be waived.]

29 Administrative Responsibilities

29.1 The administration of collaborative provision programmes will be managed as follows:

- the enrolment and registration of students on the collaborative programme; information on individual students, including entry qualifications, being supplied in a prescribed manner and to agreed timescales *(Global Engagement Team)*

- administration of the External Examiner appointment and payment system *(Quality Enhancement Directorate)*

- the integrity of assessment arrangements, including invigilation; the Academic Registry has the right to require information on these and to approve them; and as necessary to inspect such arrangements; the Academic Registry may also request reports on such arrangements; *(Academic Registry)*

- notifying the Academic Board of the names of Chairs of Examination Boards and dates, for approval *(Academic Registry)*

- processing the outcomes of Examination Board decisions for awards, producing certificates and transcripts where appropriate, and controlling the security and distribution of these as appropriate *(Academic Registry)*

- administering student appeals against decisions of Examination Boards and unfair practice *(Academic Registry)*

29.2 Schools and collaborating institutions shall respond to requests on the above as and when required by the University.

30 Modification to Programmes

30.1 Changes may be made to programmes following initial franchise approval/validation through the modification procedure or a re-franchise/re-validation event. Such changes need thus to be the subject of consultation between the University and the Collaborating Institution and considered at the Programme Committee and subsequently approved by AQSC.

31 Procedure for Addressing Quality Concerns

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

49

In cases where serious concerns affecting quality and standards are identified at a partner organisation (by a Committee, Moderator, Link Tutor, External Examiner or elsewhere) a sub group of the Academic Quality and Standards Committee should be established to consider the concerns and recommend further action, which may include bringing forward a review of the programme or the partnership. Evidence will be sought from all relevant parties prior to a recommendation for action being made to the Committee. It is proposed that the group should comprise:

a) Chair of Academic Quality and Standards Committee (or nominee);
b) Director of Learning Enhancement;
c) Deputy/Associate Dean in the relevant School;
d) One member of the Committee not associated with the School(s) in which the provision in question lies.

32 Withdrawal of Franchise Approval/Validation

32.1 In circumstances under which withdrawal of franchise approval/validation of a franchised, outreach franchised or validated programme is deemed to be necessary, the AQSC may recommend such withdrawal via the University to Academic Board. Academic Board following due consideration and a recommendation by PDC may approve withdrawal and subsequently transmit this decision to any third party involved.

32.2 Issues leading to a decision to withdrawal of franchise approval/validation might include:

- a decline in outcome standards below the threshold level as evidenced by External Examiner reports, Moderator/Link Tutor reports, External Assessment reports, etc., following repeated attempts to cause reversal of the decline;

- a decline in programme quality and/or the quality of the student experience below that envisaged at franchise approval/validation, following repeated and/or multiple attempts to cause reversal of the decline;

- a breakdown of relationships between the University and the collaborating institution, perceived to be irreversible;

- repeated non-adherence to the University regulatory requirements, following repeated warnings;

- serious breaches of the financial arrangements by the collaborating institution;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

50

- low student numbers.

32.3 Following a decision by Academic Board (on the recommendation of the PDC) to withdraw franchise approval/validation, the University shall ensure by suitable means that the interests of students on the programme are protected as far as is possible by one or more of the following measures:

- arranging for existing students to undertake the remainder of their studies at the University or elsewhere;

- allowing existing students to complete the programme at the collaborating institution whilst permitting no new cohorts to enrol on the programme; (this measure might also be used as an interim mechanism until such time as the collaborating institution can demonstrate to the University that franchise approval/validation should be reinstated);

- issuing University "stage" certificates (such as University Certificates and Diplomas) such that students may use these for advanced standing purposes either immediately or at a later time for entry onto programmes, as arranged by themselves, elsewhere.

32.4 In any of the above cases, full consultation with students, Moderators/Link Tutors, External Examiners and the collaborating institution must take place for determination of the best programme(s) of action. This shall also be approved by Academic Board following a recommendation by the Academic Quality and Standards Committee.

32.5 Upon withdrawal of franchise approval/validation, the collaborating institution shall be informed in writing by the Deputy Vice-Chancellor that it may not advertise the programme utilising the name of the University (or any third party involved in the franchise approval/validation) or in any other way implicate the University, save for those necessary and approved (by Academic Board) instances associated with the cohorts of students completing their studies at the collaborating institution.

33 Exit Strategy following the Termination of a Collaborative Partnership

Responsibility for Quality and Standards

As the degree-awarding body for its franchised and validated programmes the University has ultimate responsibility for academic standards and the quality of learning opportunities, regardless of where these opportunities are delivered and who provides them. Partners involved in the delivery of a collaborative arrangement are required to adhere to the University's quality assurance policies and procedures and these responsibilities are outlined in the Memorandum of Agreement signed at the commencement of the collaboration.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

51

In the Event of Termination

At the commencement of any collaborative arrangement both parties sign a Memorandum of Agreement. The Agreement states that:

'In the case of a notice period which does not allow the most recent cohort of students to complete the Programmes, the two parties hereby agree to seek appropriate alternative arrangements for such students, such arrangements including enrolment on appropriate stages of closely related Programmes either at Cardiff Metropolitan University, the Collaborating Institution or elsewhere.'

Exit Strategy

To minimise the risks associated with the termination of a collaborative arrangement the University has two key stages at which it manages these risks. The first takes place at the commencement of the collaboration and is built into the University's due diligence procedures. The second takes place at the termination of a collaborative arrangement and is the development of an exit strategy.

The purpose of an exit strategy is to safeguard academic standards and the student experience following the termination of a collaborative arrangement and to allow enrolled students to complete their programme of study, or a similar programme, with the minimum possible disruption.

In the majority of cases no new cohorts of students will be enrolled following termination of a collaborative arrangement. In exceptional circumstances where commitments have been made to prospective students who have yet to begin study, the University may consider allowing the enrolment of additional cohorts. In such cases these additional cohorts must be included in the exit strategy.

Following the termination of the collaborative arrangement by either party an exit strategy should be submitted to the University's Portfolio Development Group (PDC) for consideration.

The exit strategy should be produced by the Global Engagement Team in consultation with the Partner, School, Quality Enhancement Directorate and any other parties that are to contribute to the strategy. If the strategy includes the transfer of students to another institution which is not the University or the partner institution the accepting institution must also contribute to the production and agreement of the strategy. Only in exceptional cases, and with the express agreement of the students involved, will the awarding authority be transferred to a third-party degree-awarding body.

In occasions where a partner institution becomes insolvent or ceases trading the responsibilities associated with supporting remaining students, as outlined in the Memorandum of Agreement, still apply. Every effort should be made by the partner institution to contribute to the production and operation of the exit

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

52

strategy. At a minimum, arrangements should be made to transfer all student information to the University. The exit strategy should detail:

- The reasons for termination;
- The date of notice of termination and the date of termination;
- The date the strategy will commence and projected period of completion of the strategy;
- A breakdown of current and pending student numbers, their stages of completion and projected minimum and maximum completion dates;
- The financial arrangements that will govern the collaboration during the strategy;
- A breakdown of the responsibilities and expectations of all parties and a summary of how these may differ from those outlined in the Memorandum of Agreement;
- Detailed information on how the programme will be taught and administered during the run-down period;
- What information has been given to students to date;
- How communication between the parties will be maintained;
- How the strategy will be monitored on a day-to-day basis.

Once the strategy has been approved by PDC it will be monitored with an annual update to PDC and the University's Academic Quality and Standards Committee (AQSC). If the strategy requires amendment this must be approved by PDC. Any concerns regarding the quality and standards of the programme will be referred to AQSC.

Following approval of the exit strategy the partner institution will provide the University with contact details of all affected students. The students will be informed of the termination by the University and provided with full details of progression options available to the (interim awards, awarding of credits and RPL to another institution, transfer to the University). They will be provided with details of who they may contact to discuss the options.

34 Movement of Students between Programmes

34.1 It may be the case that students on a franchised programme wish to undertake part of their studies on the home version of the programme, or indeed that students on the home programme wish to undertake part of their studies on the franchised version of the programme.

34.2 Two basic scenarios exist to accommodate the above:

34.2.1 the student may terminate his/her place on the programme at an appropriate stage and apply to the alternative programme for entry with advanced standing at the appropriate stage. Control of issues such as enrolment, examining, fees, etc. thus transfer to the alternative programme, the student now being a student of that programme;

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

53

34.2.2 the student undertakes parts of the alternative programme but remains a student of the original programme.

34.3 Under scenario 36.2(ii), the following apply:

- programme teams may arrange study on the alternative programme under the regulations given in Volume 2, Section 09.5 – *Complementary Study and Assessment at Overseas Institutions: Variations to Validated Programmes for Individual Students* [Complementary Study and Assessment at Overseas Institutions](#) (Academic Handbook). This allows for up to 5 modules of study to be taken on the alternative programme, on an individual student basis, after certain assurances have been gained;

- the movement of students is built into the franchise approval/validation of the programme(s).

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

54

APPENDIX 1

INITIAL VETTING VISIT: COLLABORATIVE PROVISION

Please note that this information is used to gather accurate information as part of the University's initial approval and due diligence processes. It is essential that all information included is accurate and verifiable (including financial information). Failure to abide by these requirements can lead to the termination of the initial approval process.

1. **GENERAL INFORMATION**

Name and location of the collaborating institution:

Details of the ownership and governance structure of the institution:

[Please attach CVs or biographical details for all owners.]

Legal Status of the institution:

Is the organisation permitted to enter into legally binding collaborative agreements?

Sources of funding for the institution:

Strategic plan and organisational mission details (required to determine the degree of fit):

Date of Foundation:

Management structure:
Please attach an organisational chart for how the institution is managed

2. **ACADEMIC BACKGROUND**

Current size of the institution:

Details of programmes currently offered (including awarding bodies):

Number of students, number of staff (including breakdown of full time/part time):

Links with other organisations:

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

55

Current Quality Assurance processes and committee structure:

3. FACILITIES AND RESOURCES

Location of all campus(es):

Are the teaching premises owned or leased? Teaching Staff-

including balance of full time and part time:

Support Staff-including balance of full time and part time:

Details of Staff Development, Equal Opportunities and Health and Safety Policies:

IT facilities:

Classroom facilities:

Library facilities:
As well as physical library holdings, please include details of electronic library resources currently available to students and list any database/journal subscriptions.

Laboratory facilities (if applicable):

Details of access for disabled students:

[NB: The requirements of the Equality Act 2010 do not currently apply to overseas partners.]

Details of student support services:

Budget for supporting all the above:

4. DUE DILIGENCE CHECKS

Financial status - including audited financial accounts for the previous three financial years,

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

56

bankers' references and business plans, where available.

NB: The University will request updated financial information and carry out credit checks as part of its periodic updating of due diligence.

Details of the education system in the country concerned:

Details regarding the requirements for formal recognition/accreditation/approval by the relevant national authorities of collaborative providers and programmes in-country-

Details of any current or previous partnerships with Universities, Colleges or other awarding bodies (in country or overseas). If a relationship has been terminated, please provide details of the reason for termination.

Details of checks carried out by University staff with the authorities in-country:

Legal/Political/Ethical/Cultural issues to be considered in the proposed collaboration:

Levels and Type of insurance held by the institution:

Details of any legal judgements in the last three years against the institution or any pending legal action:

5. THE PROPOSED COLLABORATION

Nature of the initial contact - e.g. via an agent, British Council, overseas government agency, existing collaborating institution, etc:

Planned programmes:

Type of collaboration-franchise/validation/outreach:

Does the proposal include a dual award (made by the partner or other awarding body)?

Anticipated student numbers on the University programmes (for three academic years):

A business plan should be appended, to be completed jointly by the prospective partner and

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

57

University staff-see example at appendix.

Qualifications of students on entry, including English language requirements:

Mode(s) of study:

Source of student funding:

Professional Body requirements:

Perceived benefits of the collaboration to the associated School and/or to the University:

Has a link staff member been identified within the School to develop the project?

Proposed start date:

Details of input or resources required from the University:

Details of key proposers:

- in the University

- in the Partner

Does the proposal comply with the University's regulations?

Exit Strategy: In the event of the partnership terminating, how will the students enrolled with the University be seen through to completion of their studies? Options include (i) the partner to 'teach out', use of University staff to deliver modules and provide support, FDL delivery and support or transfer on-campus or to other institutions.

Please note: It is the responsibility of the institution seeking to collaborate with the University to disclose any material facts that you are aware of regarding any legal issues or publicity related issues that may have arisen at the institution.

Rationale to support changes to existing delivery arrangements*:

 Note* - only required when proposing delivery of an existing programme at a new campus.

6. ANY   FURTHER   INFORMATION

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

58

Recommendation of whether to proceed: YES/NO

Form Submitted by

Date:

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

59

Example of outline business plan for TNE partnership

		2012/13	**2013/14**	**2014/15**
Income				
Number of Students		15	25	30
Net Stage Fee (GBP£)		1,200	1,200	1,200
Total fee income (GBP£)		18,000	30,000	36,000
Expenditure				
Payment to School	20%	3,600	6,000	7,200
Consultancy Payment	0.00%	0	0	0
External Examiners				1,200
Assessors				500
Moderators/Link Tutors				
Flights		1,200	1,200	1,200
Travel & subsistence		700	700	700
Other		300	300	300
Legal				
Total Income		18,000	30,000	36,000
Total Expenditure		5,500	7,900	10,800
Contribution		12,500	22,100	25,200
Contribution % sales		69	74	70

NOTES:

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

60

Procedure for preparing advertising and publicity materials for collaborative partners

Persons responsible for preparing advertising and publicity material should read this procedure in conjunction with:

- Cardiff Metropolitan University Commitment to Students – Public Information Handbook
https://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook.aspx

- The Quality Assurance Agency Quality Code and accompanying Advice and Guidance on 'Partnerships':

  https://www.qaa.ac.uk/quality-code/advice-and-guidance/partnerships

- Cardiff Metropolitan University Brand Guidelines. Available via Cardiff Metropolitan University's Creative Services (see below for contact details).

- Cardiff Metropolitan University Guidance for the Provision of Information to Collaborative Partner Students and Prospective Students (relating to prospectuses, programme handbooks, module handbooks and induction materials and available via the Partnership Team).

1. Definitions

Marketing/publicity material includes the following items:

- Advertisements;
- Corporate brochures including prospectus entries;
- Direct marketing material;
- Posters;
- Press releases;
- Product brochures and fliers;
- Mail shots;
- E-mail marketing;
- Use of Twitter, Facebook and other social media;
- Websites.

Photographs of Cardiff Metropolitan University, copies of Cardiff Metropolitan University's logo and other publicity materials are available from the Global Engagement Team. Cardiff Metropolitan University will retain the ownership of copyright, trademarks and any other applicable intellectual property rights at all times.

2. Rationale

Cardiff Metropolitan University and its partners need to promote a clear and consistent message regarding its programmes offered on a collaborative basis to ensure that intended audiences

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

91

receive accurate and appropriate information about higher education programmes.

Such information should be fit for purpose, accessible and trustworthy. These procedures advise on the production of publicity materials, which enables Cardiff Metropolitan University to oversee the messages communicated to partners, potential and existing students and to external audiences. The potential for damage arising from publicity is very real and Cardiff Metropolitan University will continue to exercise great vigilance and take action wherever necessary.

These procedures are designed to ensure that:
- The consistency of marketing and publicity materials using Cardiff Metropolitan University's name is maintained;
- The message communicated is accurate, consistent and not contradictory;
- Cardiff Metropolitan University's corporate image is maintained and protected;
- Marketing and publicity materials do not compromise but enhance Cardiff Metropolitan University's image;

All publicity and advertising materials should ensure that:
- the institutional relationship with regard to the programme is accurate and that any 'top up'/advanced entry/articulation arrangements where the full programme is not that of Cardiff Met are clear. Advice on the wording can be obtained from the University
- the awarding body and title of the award are correct;
- all programme information is an accurate reflection of its approval by the University;
- progression details are accurate;
- accurate information regarding fees, accommodation and progression/transfer opportunities to Cardiff Metropolitan University are included;
- the Cardiff Metropolitan University logo (where used) complies with corporate image requirements

The Global Engagement Team will make checks against the above and will also ensure that:

- there are no inappropriate or misleading comparisons with other programmes or providers;
- there are no derogatory statements about other institutions or organisations;
- there are no misleading statements about the awarding body, the recognition of awards by public or other authorised bodies;
- prospective students are not mislead with regard to the recognition of the award by a professional or statutory body;
- there are no misleading statements about entry requirements, credit for prior learning or length of time that may be required to secure an award.

Where necessary, advice will be sought from the relevant programme Moderator(s)/Link Tutors in order to ensure that any statements regarding a collaborative programme or partner institution are accurate. The Global Engagement Team will also liaise, where necessary, with Cardiff Metropolitan University's Communications, Marketing and Student Recruitment Unit to ensure the correct use of Cardiff Metropolitan University's brand.

Institutions that have submitted a programme for consideration by Cardiff Metropolitan University can only advertise the degree as 'subject to validation/final approval' with approval from the Cardiff Metropolitan University Head of Partnerships. This "subject to validation/final approval" status will need to be maintained until all the conditions of validation have been met to the Panel's satisfaction.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

92

Any admission offers made to prospective students on the basis of this advertising must be made conditionally, subject to approval of the degree by Cardiff Metropolitan University.

3. Creative Services and Brand Use Guidance

For support and advice when developing promotional material you may contact Cardiff Metropolitan University Creative Services department at:

Creative Services
Communications, Marketing and Student Recruitment (CMSR) Unit
Cardiff Metropolitan University
Western   Avenue
Cardiff
CF5 2SG

Email: creativeservices@cardiffmet.ac.uk Tel: 0044 29 2041 6044

4. Procedure for the Approval of Marketing/Publicity Materials

All marketing materials relating to the University or its programmes should be sent to the Global Engagement Team for review and approval on behalf of Cardiff Metropolitan University in advance of their publication. Alternatively, materials can be sent in hard copy to the GE at the following address:

Global Engagement Team Cardiff Metropolitan University Western Avenue
Cardiff   CF5
2SG

Email: partnerships@cardiffmet.ac.uk

Please allow five working days for approval. Cardiff Metropolitan University will have absolute discretion as to the contents of any statements, advertisements or other promotional material prepared by the Institution for publication for the purposes of attracting the candidates to the collaborative programme.

The Global Engagement Team will maintain a record of marketing materials.

5. Monitoring

The Global Engagement Team routinely (every 2 months) check collaborative partners' websites to review the contents. Should any material found to be misleading or inaccurate partners will be required to amend the site(s) with immediate effect.

All institutions will be required to complete a *pro forma* issued annually by the Global Engagement Team confirming compliance with these procedures.

6. Non-compliance and Penalties

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

93

The University's agreement with its partners states that:

''All communications, publicity and other material in which mention is made of any title or accreditation of or approved by the University shall not be used without the Universities permission.''

''All advertising publicity material pertaining to Programmes will be submitted to the University for approval.''

"You (The partner) shall ensure that all communications, publicity and other material in which mention is made of any title or accreditation of or approved by the University or otherwise mentions the University shall not be used without the University's express prior permission, such permission will not be unreasonably withheld."

"In pursuance of the requirements of 3.1(iv) Cardiff Metropolitan University, via the Head of Partnerships, will receive from the Collaborating Institution for consideration the form of any advertising or publicity material produced pertaining to the Programmes. Where approval is not given, recommendations as to what needs to be done to gain approval will be given."

''In pursuance of the requirements of 4.1(iii) the Collaborating Institution will submit to the Cardiff Metropolitan University Head of Partnerships any and all advertising/publicity material for approval prior to its being used and subsequently make any changes as notified by the Head of Partnerships.''

Any issues relating to non-compliance with the above process will be referred by the Head of Partnerships to the Deputy Vice-Chancellor for consideration. Cardiff Metropolitan University reserves the right to take action on institutions failing to adhere to these procedures. This might range from suspending the right to use Cardiff Metropolitan University's name in advertisements and, ultimately, to the possible withdrawal of approval to offer the University's programmes. An annual report on publicity issues will be submitted to the Deputy Vice-Chancellor.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

94

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

95

CARDIFF METROPOLITAN UNIVERSITY

PERIODIC REVIEW OF COLLABORATIVE PROVISION PARTNERSHIPS PARTNERSHIP EVALUATION DOCUMENT TEMPLATE: <u>PARTNER</u>

Purpose of the Partnership Evaluation Document

The aim of partnership review is to assure Cardiff Metropolitan University and the Partner that the partnership is operating satisfactorily and in accordance with the academic agreements governing the partnership.

The review is carried out by a University Panel which is empowered to recommend whether or not the partnership should be re-affirmed for another five years. Its deliberations are informed in part by a University evidence base but more importantly by Partnership Evaluation Documents (PEDs) and supporting evidence submitted by the Partner and the associated University School(s).

Guidance for Completing a Partner's PED

The Partner should use its PED as an opportunity to reflect at an institutional level on the experience of academic collaboration with Cardiff Metropolitan University, in the process evaluating the effectiveness of strategic and operational arrangements. The Partner should use the PED as an opportunity to identify for the Review Panel, potential improvements, areas for development and areas of good practice, linking reflective statements with relevant evidence wherever possible.

Each programme included in the partnership is governed by the terms of an academic memorandum which sets out the respective rights and responsibilities of the Partner and the University in respect of the following activities:

- Admission and Recruitment
- Student Registration
- Student Induction
- Resources
- Programme Delivery and Student Support
- Assessment
- Programme Management
- Quality Assurance
- Staff Support and Development
- Visits
- Graduation
- Appeals, Complaints and Unfair Practice

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

96

The detail of each of the above categories is included in Appendix A, which may be a helpful reference point when completing the PED.

The Cardiff Met Quality Enhancement Directorate will provide access to the following evidence base to assist your reflection and evaluation:

- External Examiner Reports and responses for the past two years
- Moderator and Link Tutor reports for the past two years
- Annual Programme Reports and Action Plans for the past two years
- Reports of any periodic/elective review reports affecting provision at the partner
- Original franchise approval/validation reports
- Student number information
- Memoranda of Programme Agreement

Timeline to Review

The typical lead-in to the review event should be 26 weeks from the issue of the notice of review by the Quality Enhancement Directorate, though the timeline may vary if warranted by operational exigencies approved by the Director of Learning Enhancement.

A typical timeline to review is contained in Appendix B.

Structure of Partner PED

The PED is divided in to the following sections

At the Strategic Level
Section 1.   Synopsis of the Partner Institution
Section 2.   Current Provision

At the Operational Level
Section 3.   Evaluation of the Operation of the Partnership
            .1   engagement with quality assurance
            .2   engagement with quality enhancement
            .3   staff development
            .4   development of the portfolio

Strategic Level

PED Section 1: Synopsis of Partner Institution

The synopsis should include a description and reflection under each of the following categories:
- History
- Size

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

97

- Organizational Structure
- Current HE provision
- Strategic planning, contexts and development, particularly in partnership with Cardiff Metropolitan University
- Location and campuses, teaching and learning facilities
- Academic Staffing including a list of staff for each programme

PED Section 2: Current provision

This section should include a description and reflection under each of the following categories:
- The programmes currently delivered with Cardiff Metropolitan University including type of collaboration (franchise, validation, outreach)
- Articulation arrangements, if any
- Enrolment numbers broken down by programme for each year of the review period
- Developments over the five-year review period
- Plans for future development

Operational Level

PED Section 3: Evaluation of the Operation of the Partnership

This section should include reflection and evaluation of effectiveness and impact under each of the following categories:
- Partner summary of relationship and agreements
- Recent strategic and quality assurance developments including external reviews
- Engagement with Cardiff Metropolitan quality assurance and regulatory framework, including management responsibility and oversight of academic standards, academic committee structure, examination boards, assessment and feedback to students, external examiners, moderators/link tutors, programme approval, design, validation, periodic review, programme annual monitoring and reporting (PEPs, external examiners, moderators/link tutors, external accreditation, academic appeals and unfair practice, engagement of students in quality assurance
- Engagement with QAA UK Code including subject benchmark statements
- Engagement with Cardiff Metropolitan quality enhancement: including the quality and enhancement of student learning opportunities (teaching and academic support) , effectiveness of the learning and teaching strategy, student module and programme evaluation and feedback and action plans/impact, learning support, personal tutors, student complaints
- Staff development related to higher education including implementation and operation (conference attendance, conference organization, attendance at Cardiff Metropolitan University staff development activities, partner internal workshops, academic and related publications and publications development, external publications, scholarship, support for updating qualifications, monitoring the effectiveness of staff development, sharing of good practice

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

98

- Development of the portfolio, including programme approval, design, validation, periodic review and modification.

Supporting Documentation
The Partner should submit the following documentation in support of its PED:
- Staff CVs including a table mapping staff to modules and programmes
- Updated resources and Student Services checklists
- Examples of publicity and marketing materials including links to websites.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

99

Summary of Cardiff Metropolitan & Partner Responsibilities

The following table is indicative of the roles and responsibilities of both The University and Partner. It is noted that some operational amendments may be required depending upon the nature of the programme and these would be agreed with the relevant School.

ACTIVITY	RESPONSIBLE PARTY
Admission and Recruitment	
Undertake local marketing activities	Partner
Provide Cardiff Met guidance for marketing materials	Cardiff Met
Develop text of marketing materials in line with Cardiff Met guidance	Partner
Produce and fund local marketing materials	Partner
Approve publicity materials	Cardiff Met Partnership Team
Provide Cardiff Met admissions documentation and guidance	Cardiff Met Partnership Office
Co-ordinate local admissions activities and submit applications to Cardiff Met	Partner
Consider applications	Cardiff Met
Communicate decisions on admissions to applicants	Partner

ACTIVITY	RESPONSIBLE PARTY
Student Registration	
Collect student fees	Partner
Provide Cardiff Met enrolment guidance	Cardiff Met Partnership Team/Registry
Submit enrolment, RPL and module selection forms to Cardiff Met	Partner
Submit student photographs to Cardiff Met	Partner
Provide ID cards to students	Cardiff Met Registry
Provide students with log-on details for Cardiff Met electronic library	Cardiff Met IT/Registry
Create and maintain student records	Partner/Cardiff Met Registry

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

100

ACTIVITY	RESPONSIBLE PARTY
Student Induction	
Provide student handbook	Cardiff Met Student Services
Provide Cardiff Met guidance on programme handbooks*, placement** handbooks and induction**	Cardiff Met QED* and School**
Provide sample module handbooks	Cardiff Met School
Develop programme, module and placement handbooks in line with Cardiff Met guidance	Partner
Approve programme, module and placement handbooks	Cardiff Met School
Organization of a student induction programme in line with Cardiff Met guidance	Partner

ACTIVITY	RESPONSIBLE PARTY
Resources	
Provision of learning and teaching resources such as rooms, IT facilities, access to appropriate software and other learning resources as agreed at validation	Partner
Provision of on-line student resources	Cardiff Met
Provision of Blackboard/Moodle sites for partner staff	Cardiff Met School
Provision of teaching support materials for partner staff	Cardiff Met School/Partner

ACTIVITY	RESPONSIBLE PARTY
Programme Delivery and Student Support	
Delivery of programme	Partner
Pastoral support and the organization of personal tutorials	Partner
Ensuring the health and safety of students and ensuring that appropriate liability cover is in place	Partner

ACTIVITY	RESPONSIBLE PARTY
Assessment	
Drafting of academic calendar and submission to Cardiff Met Partnership Office	Partner

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

10

Drafting of assessments and the determination of marking criteria	Partner
Submission of draft assessments to Cardiff Met within agreed timescales	Partner
Submission of draft assessments to Moderator Link/Tutor and External Examiner for approval	School
Review of draft assessments prior to submission to External Examiner	School
Organization and invigilation of examinations in accordance with Cardiff Met regulations	Partner
Coordination of the submission of coursework and dissertations	Partner
The marking of assessments and the provision of feedback on student performance	Partner
Appointment of External Examiners	Cardiff Met QED
Communication with External Examiners	Cardiff Met QED
Collation of examination results for the Examining Board	Partner/Cardiff Met Registry
Chairing and recording of Examining Boards	Cardiff Met Registry
Communication of assessment results to student	Partner

ACTIVITY	RESPONSIBLE PARTY
Programme Management	
Appointment of Programme Director	Partner
Acting as point of contact for students in relation to the day-to-day administration of the programme	Partner
Adherence to academic frameworks as outlined in the Cardiff Met Academic Handbook	Partner

ACTIVITY	RESPONSIBLE PARTY
Quality Assurance	
Compliance with the Cardiff Met quality assurance procedures including the organization of programme committees, student-staff liaison committees, the undertaking of student evaluations, production of the annual PEP report, and contributing to review activities	Partner
Co-ordination of the production of documentation relating to review and on-going quality assurance	Partner
Submission of Moderator/Link Tutor reports	Cardiff Met School
Collation and circulation of Moderator/Link Tutor reports	Cardiff Met QED

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

102

Review of Moderator/Link Tutor reports	Partner
Collation and circulation of External Examiner Reports	Cardiff Met School/QED
Response to External Examiner reports	Cardiff Met QED
Review of External Examiner reports and responses	Partner
	Cardiff Met School/QED

ACTIVITY	RESPONSIBLE PARTY
Support and Development	
Responsibility for local staff development	Partner/Cardiff Met
Appointment of a Moderator/Link Tutor	Cardiff Met School
Support local staff development in relation to Cardiff Met learning, teaching and assessment strategies and quality assurance requirements	Cardiff Met School/Partner
Provide access to Cardiff Metropolitan University staff development resources on-line	Cardiff Met QED
Organization of an annual partner training event	Cardiff met Partnership Office

ACTIVITY	RESPONSIBLE PARTY
Visits	
Organization of visits	Partner/Cardiff Met Partnership Office
Organization of Examining Board visits	Partner/Cardiff Met Registry

ACTIVITY	RESPONSIBLE PARTY
Graduation	
Production of transcript and certificate	Cardiff Met Registry
Organisation and resourcing of graduation event in Cardiff	Cardiff Met Registry
Organisation and resourcing of a local graduation event	Partner

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

103

ACTIVITY	RESPONSIBLE PARTY
Appeals, Complaints and Unfair Practice	
Consideration of Academic Appeals	Cardiff Met Registry
Consideration of student complaints	Partner/ Cardiff Met Student Services
Consideration of unfair practice cases	Cardiff Met Registry

QED – Quality Enhancement Directorate

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

104

Typical Timeline to Partnership Review Event (may vary according to operational exigencies)

Working Weeks before and after review event	Activity
-26	notice issues to participants with invitation to preparation meeting
-24	review panel convened
-26 to -23	evidence base compiled and posted to s/point by QED
-22	evidence set ready and links sent to participants
-22 to -9	Schools and Partnership draft Partnership Evaluation Documents (PEDs)
-8	draft PEDs submitted to QED for review
-7	QED feedback on draft PEDs
-5	final PEDs submitted to QED
-4	Distribution of final PEDs to Review Panel together with procedure and links to evidence base
-3	QED Overview of PEDs submitted to Chair of Review
-2	Deadline for Panellists' comments
-1	Chair meets with DDLTs and Link Tutors to discuss Panellists' feedback and QED Overview of PEDs
0	Review Event
+4	QED sends draft report to Chair for approval
+5	QED sends approved draft report to Partner and School(s) to check factual accuracy
+6	QED submits final report to next available Academic Quality and Standards Committee
On-going (as recommended in Review Report)	QED monitors Partner and School compliance with any action plan arising from the Review

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

105

CARDIFF METROPOLITAN UNIVERSITY

PERIODIC REVIEW OF COLLABORATIVE PROVISION PARTNERSHIPS PARTNERSHIP EVALUATION DOCUMENT TEMPLATE: <u>SCHOOL</u>

<u>Purpose of the Partnership Evaluation Document</u>
The aim of partnership review is to assure Cardiff Metropolitan University and the Partner that the partnership is operating satisfactorily and in accordance with the academic agreements governing the partnership.

The review is carried out by a University Panel which is empowered to recommend whether or not the partnership should be re-affirmed for another five years. Its deliberations are informed in part by a University evidence base but more importantly by Partnership Evaluation Documents (PEDs) and supporting evidence submitted by the Partner and the associated University School(s).

<u>Guidance for Completing a School's PED</u>

The School PED should be completed by the Assistant/Deputy Dean and used as an opportunity to reflect on the experience of academic collaboration with the Partner, in the process evaluating the effectiveness of the School's strategic TNE aims and operational arrangements. The School should use the PED as an opportunity to identify for the Review Panel, potential improvements, areas for development and areas of good practice.

Each programme included in the partnership is governed by the terms of an academic memorandum which sets out the respective rights and responsibilities of the Partner, the School and the University in respect of the following activities:

- Admission and Recruitment
- Student Registration
- Student Induction
- Resources
- Programme Delivery and Student Support
- Assessment
- Programme Management
- Quality Assurance
- Staff Support and Development
- Visits
- Graduation
- Appeals, Complaints and Unfair Practice

The detail of each of the above categories is included in Appendix A, which may be a helpful reference point when completing the PED.

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

106

QED will provide access to the following evidence base to assist your reflection and evaluation:

- External Examiner Reports and responses for the past two years
- Moderator and Link Tutor reports for the past two years
- Annual Programme Reports and Action Plans for the past two years
- Reports of any periodic/elective review reports affecting provision at the partner
- Original franchise approval/validation reports
- Student number information
- Memoranda of Programme Agreement

Timeline to Review

The typical lead-in to the review event should be 26 weeks from the issue of the notice of review by QED, though the timeline may vary if warranted by operational exigencies approved by the Director of Learning Enhancement.

A typical timeline to review is contained in Appendix B.

Structure of Partner PED
The PED is divided in to the following sections

At the Strategic Level
Section 1.   Synopsis of the School's Collaborative Provision strategy and the Partner's place in it
Section 2.   Current Provision with the partner

At the Operational Level
Section 3.   Evaluation of the Operation of the Partnership
       .1   engagement with quality assurance
       .2   engagement with quality enhancement
       .3   staff development
       .4   development of the portfolio

Strategic Level

PED Section 1: Synopsis of School's TNE and Partner's Place in it

The synopsis should include a description and reflection under each of the following categories:
- Collaborative Provision history of the School
- School organizational structure for managing Collaborative Provision
- Current Collaborative Provision
- Strategic planning, contexts and developments with the Partner

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

107

- List of programme directors of home programmes franchised to the Partner
- List of moderators and/or link tutors and programmes overseen

- **PED Section 2: Current provision**

This section should include a description and reflection under each of the following categories:
- The programmes currently delivered with Partner including type of collaboration (franchise, validation, outreach)
- Articulation arrangements, if any
- Enrolment numbers broken down by programme for each year of the review period
- Developments with the partner over the five-year review period
- Plans for future development with the Partner

<u>**Operational Level**</u>

PED Section 3: Evaluation of the Operation of the Partnership

This section should include reflection and evaluation on issues arising from, and the Partner's engagement with:
- Cardiff Metropolitan's quality assurance and regulatory framework, including assessment and feedback to students; external examiners' reports and responses; moderators'/link tutors' reports and responses; programme approval, design, validation, periodic review; APRs/PEPs and action plans; examination boards; academic appeals; unfair practice; engagement of students in quality assurance; operation of course committees and staff/student liaison committees; external accreditation
- Cardiff Metropolitan quality enhancement, including the quality and enhancement of student learning opportunities (teaching and academic support) , effectiveness of the learning and teaching strategy, student module and programme evaluation and feedback and action plans/impact, learning support, personal tutors, student complaints
- Staff development delivered to and by the Partner including attendance at Cardiff Metropolitan University staff development activities; partner internal workshops; monitoring the effectiveness of staff development; sharing of good practice
- Development of the portfolio, including programme approval, design, validation, periodic review and modification.

Supporting Documentation

The School should submit the following documentation in support of its PED:
- Information on other partnership-related issues (e.g. mobility, on-campus transfers, research and enterprise links)
- List identifying Programme Directors of home programmes franchised to the Partner
- List identifying Moderators and/or Link Tutors and the programmes they oversee
- CVs of Moderators and/or Link Tutors

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

108

Summary of Cardiff Metropolitan & Partner Responsibilities

The following table is indicative of the roles and responsibilities of both The University and Partner. It is noted that some operational amendments may be required depending upon the nature of the programme and these would be agreed with the relevant School.

ACTIVITY	RESPONSIBLE PARTY
Admission and Recruitment	
Undertake local marketing activities	Partner
Provide Cardiff Met guidance for marketing materials	Cardiff Met
Develop text of marketing materials in line with Cardiff Met guidance	Partner
Produce and fund local marketing materials	Partner
Approve publicity materials	Cardiff Met Partnership Office
Provide Cardiff Met admissions documentation and guidance	Cardiff Met Partnership Office
Co-ordinate local admissions activities and submit applications to Cardiff Met	Partner
Consider applications	Cardiff Met
Communicate decisions on admissions to applicants	Partner

ACTIVITY	RESPONSIBLE PARTY
Student Registration	
Collect student fees	Partner
Provide Cardiff Met enrolment guidance	Cardiff Met Partnership Office/Registry
Submit enrolment, RPL and module selection forms to Cardiff Met	Partner
Submit student photographs to Cardiff Met	Partner
Provide ID cards to students	Cardiff Met Registry
Provide students with log-on details for Cardiff Met electronic library	Cardiff Met IT/Registry
Create and maintain student records	Partner/Cardiff Met Registry

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

109

ACTIVITY	RESPONSIBLE PARTY
Student Induction	
Provide student handbook	Cardiff Met Student Services
Provide Cardiff Met guidance on programme handbooks*, placement** handbooks and induction**	Cardiff Met QED* and School**
Provide sample module handbooks	Cardiff Met School
Develop programme, module and placement handbooks in line with Cardiff Met guidance	Partner
Approve programme, module and placement handbooks	Cardiff Met School
Organization of a student induction programme in line with Cardiff Met guidance	Partner

ACTIVITY	RESPONSIBLE PARTY
Resources	
Provision of learning and teaching resources such as rooms, IT facilities, access to appropriate software and other learning resources as agreed at validation	Partner
Provision of on-line student resources	Cardiff Met
Provision of Blackboard/Moodle sites for partner staff	Cardiff Met School
Provision of teaching support materials for partner staff	Cardiff Met School/Partner

ACTIVITY	RESPONSIBLE PARTY
Programme Delivery and Student Support	
Delivery of programme	Partner
Pastoral support and the organization of personal tutorials	Partner
Ensuring the health and safety of students and ensuring that appropriate liability cover is in place	Partner

ACTIVITY	RESPONSIBLE PARTY
Assessment	
Drafting of academic calendar and submission to Cardiff Met Partnership Office	Partner
Drafting of assessments and the determination of marking criteria	Partner

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

110

Submission of draft assessments to Cardiff Met within agreed timescales	Partner
Submission of draft assessments to Moderator Link/Tutor and External Examiner for approval	School
Review of draft assessments prior to submission to External Examiner	School
Organization and invigilation of examinations in accordance with Cardiff Met regulations	Partner
Coordination of the submission of coursework and dissertations	Partner
The marking of assessments and the provision of feedback on student performance	Partner
Appointment of External Examiners	Cardiff Met QED
Communication with External Examiners	Cardiff Met QED
Collation of examination results for the Examining Board	Partner/Cardiff Met Registry
Chairing and recording of Examining Boards	Cardiff Met Registry
Communication of assessment results to student	Partner

ACTIVITY	RESPONSIBLE PARTY
Programme Management	
Appointment of Programme Director	Partner
Acting as point of contact for students in relation to the day-to-day administration of the programme	Partner
Adherence to academic frameworks as outlined in the Cardiff Met Academic Handbook	Partner

ACTIVITY	RESPONSIBLE PARTY
Quality Assurance	
Compliance with the Cardiff Met quality assurance procedures including the organization of programme committees, student-staff liaison committees, the undertaking of student evaluations, production of the annual PEP report, and contributing to review activities	Partner
Co-ordination of the production of documentation relating to review and on-going quality assurance	Partner
Submission of Moderator/Link Tutor reports	Cardiff Met School
Collation and circulation of Moderator/Link Tutor reports	Cardiff Met QED

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

111

ACTIVITY	RESPONSIBLE PARTY
Review of Moderator/Link Tutor reports	Cardiff Met School/QED
Collation and circulation of External Examiner Reports	Cardiff Met QED
Response to External Examiner reports	Partner
Review of External Examiner reports and responses	Cardiff Met School/QED

ACTIVITY	RESPONSIBLE PARTY
Support and Development	
Responsibility for local staff development	Partner/Cardiff Met
Appointment of a Moderator/Link Tutor	Cardiff Met School
Support local staff development in relation to Cardiff Met learning, teaching and assessment strategies and quality assurance requirements	Cardiff Met School/Partner
Provide access to Cardiff Metropolitan University staff development resources on-line	Cardiff Met QED
Organization of an annual partner training event	Cardiff met Partnership Office

ACTIVITY	RESPONSIBLE PARTY
Visits	
Organization of visits	Partner/Cardiff Met Partnership Office
Organization of Examining Board visits	Partner/Cardiff Met Registry

ACTIVITY	RESPONSIBLE PARTY
Graduation	
Production of transcript and certificate	Cardiff Met Registry
Organisation and resourcing of graduation event in Cardiff	Cardiff Met Registry
Organisation and resourcing of a local graduation event	Partner

ACTIVITY	RESPONSIBLE PARTY

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20, 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

112

Appeals, Complaints and Unfair Practice	
Consideration of Academic Appeals	Cardiff Met Registry
Consideration of student complaints	Partner/ Cardiff Met Student Services
Consideration of unfair practice cases	Cardiff Met Registry

QED – Quality Enhancement Directorate

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20; 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

111

Typical Timeline to Partnership Review Event (may vary according to operational exigencies)

Working Weeks before and after review event	Activity
-26	notice issues to participants with invitation to preparation meeting
-24	review panel convened
-26 to -23	evidence base compiled and posted to s/point by QED
-22	evidence set ready and links sent to participants
-22 to -9	Schools and Partnership draft Partnership Evaluation Documents (PEDs)
-8	draft PEDs submitted to QED for review
-7	QED feedback on draft PEDs
-5	final PEDs submitted to QED
-4	Distribution of final PEDs to Review Panel together with procedure and links to evidence base
-3	QED Overview of PEDs submitted to Chair of Review
-2	Deadline for Panellists' comments
-1	Chair meets with DDLTs and Link Tutors to discuss Panellists' feedback and QED Overview of PEDs
0	Review Event
+4	QED sends draft report to Chair for approval
+5	QED sends approved draft report to Partner and School(s) to check factual accuracy
+6	QED submits final report to next available Academic Quality and Standards Board
On-going (as recommended in Review Report)	QED monitors Partner and School compliance with any action plan arising from the Review

Academic Handbook 2023/24 – Volume 2 - 09.2 – Collaborative Provision Principles and Procedures – modified 28.06.13, 16.12.13, 14.05.14, 14.10.14, 10.03.15, 07.09.15, 07.07.16, 03.08.16, 13.01.17, 10.07.17, 28.02.18, 12.03.19, 08.04.19, 22.04.19, 02.07.19, 29.09.19, 18.06.20; 20.02.24, 17.04.24, 22.04.24; last modified 19.07.24

111