

## **Appendix 5**

### **Agreements with Prospective Partners for Validation of a programme or multiple programmes**

The Quality Office and the University's Legal Advisor can advise on the type of agreement required for partnerships. The following should be taken into account where an agreement is being drafted with a prospective partner organisation.

#### **Regulatory and Legal requirements**

This is particularly relevant for overseas agreements where there may be local regulatory body requirements. Any prospective partners are responsible for ensuring that they are compliant with such requirements before an agreement is approved.

#### **Financial Arrangements**

Full details should be incorporated, including details of fees and other payments, when these are due and how they are to be paid. Arrangements for review.

#### **Regulations**

Senate Regulations will normally apply.

#### **Medium of Instruction and Assessment**

This must be English.

#### **Programme Design and Delivery**

The partner is usually responsible for the design and delivery of the programme. This will be tested and approved through the programmes approval process.

#### **Learning resources**

The partner is usually responsible for providing access to library resources, IT facilities and other learning resources. Students on validated programmes are not covered by the University's digital library and software licences. Permission for partners to use such resources must be sought in each case. The publisher or software provider may refuse permission or charge additional fees.

#### **Marketing and Publicity Materials**

The University should maintain effective control of publicity and marketing materials, including those published by partners. Agreements will specify how this control will be exercised.

#### **Admissions**

In partnership arrangements of this type admissions are expected to be the responsibility of the partner, providing students meet the minimum entry requirements agreed by the University.

#### **Registration**

Students registered on programmes delivered by other organisations but awarded by the University are not normally registered as University students. Agreements must specify the arrangements, however, including the mechanisms for reporting to the University.

## **Student Progress**

The University is responsible for progression of students on collaborative provision programme and needs to maintain up to date records. It therefore needs to ensure that arrangements are in place with the partner to provide the necessary data.

## **Information for Students and Student Handbooks**

The partner is responsible for providing information to its students, including a student handbook although it will be expected to conform to the guidelines issued by the University. The University needs to ensure that students are provided with accurate and comprehensive information and with respect to the partnership this should include:

- Details of the collaborative partnership, including the responsibilities of the respective parties
- Information about the status of the student with respect to the University including any entitlement (or not) to University services
- Information on complaints and appeals and the various stages of these, particularly if the University is the final stage (see below)
- The nature of the University's award and details the student should expect to see recorded on the degree certificate and transcript

## **Programme Management**

To include key staff contacts, for example the Programme Director and arrangements for Boards of Study, Boards of Examiners etc.

## **Access to University Resources**

Access will be dependent on the nature of the partnership but the relevant student entitlements should be stated.

## **Assessment and Examinations**

For setting assessments, including examinations, marking etc. To include information on responsibility for setting assessments, including examinations, marking, moderation etc. Arrangements will vary according the nature of the partnership

## **External Examiners**

External Examiners are appointed by and report to the University. Details of how nominations may be made by the partner and considered and approved by the University.

## **Quality Assurance**

Standard University procedures apply, including annual and periodic developmental review. In validation arrangements the University will assess the partner's quality assurances procedures.

## **Discipline, Complaints and Appeals**

Procedures will vary according to the nature of the partnership but will normally be the partner's procedures with recourse to the University as a final stage.

## **Certificates and Transcripts**

As awarding body the University is responsible for ensuring the certificates and transcripts are accurate and only awarded to student's who have successfully completed their programme and been made an award by a Board of Examiners. The University will normally retain responsibility for their production.