

# Collaborative Provision Partnership Approval

<b>Section last updated:</b>	January 2011
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## **October 2010 update**

- Streamlined procedures
- Introduction of University's Partnership Approval Standing Panel

## **January 2011 update**

- Detail added including Terms of Reference of the Standing Panel, criteria for approval of new partners
- Amendments to membership provisions of the Standing Panel

## **July 2011 update**

- Updated to reflect the Recognised Tutor Status (RTS) scheme approved by ADC for 2011-12 implementation

# **Manchester Metropolitan University**

## **The Academic Board**

### **Collaborative Provision Partnership Approval**

#### **1 Introduction**

- 1.1 The University engages in a range of partnerships with a variety of external organisations in different sectors. Whilst these arrangements have different implications for the respective roles and responsibilities of the University and the partner, the fundamental consideration is that:

overall responsibility for the academic standards of all awards granted in its name, wherever delivered, remains with the University.

- 1.2 The University classifies its partnerships with external partners as either:
- collaborative provision<sup>1</sup>; or
  - academic partnership
- 1.3 A partnership is considered to be collaborative provision if the staff who deliver or 'academically support' MMU credit bearing provision are not employed by MMU. If it does not fit that description, it will be defined as one of a variety of other forms of academic partnership activity. Further detail on collaborative provision and academic partnership arrangements and the University's approval processes are provided in [\*\*\*Appendix 1: An overview of collaborative and academic partnership approval arrangements.\*\*\*](#)
- 1.4 The procedure outlined in this document applies only to those partnerships defined by the University as collaborative provision. It takes cognisance of the University's Framework for Collaborative Partnerships and the Institutional Code of Practice for Collaborative Provision (ICPCP), which fully engages with the QAA's Code of practice: section 2.
- 1.5 The University's approval and review processes for collaborative provision are founded on the same principles of internal and external peer review as those operational for MMU-delivered provision. Collaborative programmes are approved and judged by the same fundamental criteria as MMU-delivered programmes, with the additional requirement that before the University can consider a collaborative provision programme through the PARM process, the proposed partner must first be approved through the University's Collaborative Provision Partnership Approval process.

#### **2 Conditions and criteria underpinning partnership approval**

- 2.1 The following conditions apply to the approval and review of all collaborative provision partnerships:

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<sup>1</sup> Defined in the QAA Code of practice Section 2: Collaborative provision and flexible and distributed learning 'educational provision leading to an award, or to specific credit toward an award, of an awarding institution delivered and/or supported and/or assessed through an arrangement with a partner organisation'

- i The partner shall not engage in any serial agreements whereby it sub-contracts any frameworks/programmes, or parts of frameworks/programmes, of the University's (or any other UK HEI's) award through any arrangement with any third party.
- ii The partner shall co-operate with the University in any engagements with the QAA or other external bodies.
- iii The University reserves the right to re-negotiate any collaborative agreement if there is a change of ownership or governance of the partner.

2.2 The following additional conditions normally apply to the approval of international partners.

- i The partner shall be in compliance with all relevant local legislation.
- ii The partner must ensure that the necessary insurance arrangements are in place in respect of its responsibilities and liabilities towards either enrolled or external students registered for awards of the University.
- iii Where possible the partner must have 'Professional Indemnity' insurance cover or agree to take this out prior to formal approval of the partnership.

2.3 The University will only enter into formal collaborative arrangements with partners who meet all of the following criteria:

- i Properly established and of appropriate legal status

A partner must have the capacity in the law of its own country to enter into a collaborative activity. MMU must have confidence in the partner's management, governance and resources to establish a secure, enduring and effective working partnership, and must be in good standing in terms of:

- Availability of systems and resources to support the proposed activity;
- Provision of an appropriate and safe environment for any students involved in the partnership activity;
- Position within the proposed partner institution's own sector or national education system

- ii Good academic and/or professional standing

Partners wishing to collaborate in the delivery of programmes leading to MMU awards must have appropriate quality assurance and quality enhancement systems which are well established, and which can meet the demands of UK higher education as identified by the QAA. They should be recognised through external inspections and reviews as of high quality. The University must be satisfied that engagement with any prospective partner would not constitute an unacceptable academic risk to reputation and be confident in the partner's ability to offer successful HE programmes.

- iii Financial stability

Partners must be of appropriate financial standing and must not constitute a financial risk for the University.

iv Ethos and learning and teaching environment

The policies, operating practices and values of the partners should resonate appropriately with those of the University, for example in respect of equality of opportunity, fairness, sustainability, health and safety.

2.4 Additional specific conditions may be imposed by the University's Partnership Approval Panel.

### 3 Stages of Collaborative Provision Partnership Approval

3.1 There are a number of stages to partnership approval (see [Appendix 3: Collaborative Provision Partner Approval Flow Chart](#)), some of which may run concurrently. In administering the process the CPO and CASQE will aim to be as responsive as possible to requests from faculties and/or partners. The approval process is designed to be appropriate to the varying contexts and timescales without undermining the broad principles which underpin the academic standards and quality of the University's awards. The period of time taken to undertake the following stages of partner approval will be determined by a number of factors including the timely submission of appropriate documentation by the partner and supporting faculty.

#### 3.2 Stage 1: Initial assessment by the Collaborative Partnerships Office

Parties involved in Stage 1:	CPO Partner Faculty
Required signatories at Stage 1:	N/A

A partner wishing to enter into a collaborative arrangement with MMU for the first time may direct initial enquiries to a range of staff within the University, for example through contact via an academic department of the University or by central enquiry. However they commence, any such approach must immediately be submitted to the Collaborative Partnerships Office (CPO). CPO (in the case of international partnership in liaison with MMU International) will, in the first instance, consider whether any prospective partnership is consistent with the University's collaborative provision and internationalisation strategies and undertake initial research on the prospective partner which includes:

For all organisations:

- A credit check (mainly available for UK registered companies)
- Membership of relevant official organisations
- Accreditations and external validators
- Position of the organisation within its market

For non-UK organisations:

- Relevant Government approvals

Based on this initial research the CPO will decide whether or not to proceed to the next stage.

3.3 Stage 2: Due diligence and consideration of quality management and assurance processes

Parties involved in Stage 2:	CPO CASQE Partner Faculty
Required signatories at Stage 2:	N/A

In most cases the establishment of a new collaborative partnership is directly linked to the development of a new collaborative programme, which is subject to approval via the University’s PARM process. Academic scrutiny of the collaborative provision programme (Stage 7) will not be undertaken until Stages 1-6 of University Collaborative Provision Partnership Approval are complete. Stages 2 – 6 of Partnership Approval may be undertaken whilst the strategic approval of the programme is being given due consideration in order to avoid any undue delay in the approval process.

3.4 Stage 2a: Due Diligence

Stages 2a and 2b may run concurrently

Parties involved in Stage 2a:	CPO Partner Faculty
Required signatories at Stage 2a:	Partner Dean of Faculty Head of CPO Deputy Vice-Chancellor

CPO contacts the prospective partner and gathers information on the suitability of the partner to enter into a formal partnership with MMU. This is undertaken using the Due Diligence Form, which is completed both by the prospective partner, by CPO (liaising with Finance, PMI, the legal team and MMU International, and where necessary with external bodies such as the British Council) and by the supporting faculty. This stage identifies any areas of significant risk. The Due Diligence procedure is proportionate to the type of institution as outlined in [Appendix 2: Collaborative provision partner approvals summary of approval documentation](#).

As part of the Due Diligence process, the sponsoring faculty is required to undertake a preliminary visit to the partner’s premises and provide a summary overview of the resources available to students who will be undertaking provision leading to an MMU award.

The completed Due Diligence Form is signed by the Dean of the supporting faculty and submitted to CPO who will then liaise with the Deputy Vice-Chancellor (DVC) to determine that:

- the proposal is approved and can proceed to Stage 3; or
- it is referred back to CPO for further information; or

- it is not progressed further.

### 3.5 Stage 2b: Initial scrutiny of quality management and assurance processes

Stages 2a and 2b may run concurrently

Parties involved in Stage 2b:	Faculty
Required signatories at Stage 2b:	N/A

Different types of partner organisations will have a different level of understanding of academic quality management and assurance procedures, processes and academic terminology. The University recognises these variations, however MMU is ultimately responsible for any awards made in its name and as such will require evidence to enable the University to determine general confidence in the partner's contributions. In order to feed into the decision making process at Stage 3 below, the supporting faculty is required to undertake initial scrutiny of the partner's quality management and assurance processes and provide to the partner: guidance on the University's processes; the roles and responsibilities of the University; and the role and purpose of academic quality management and assurance. The faculty report should, as far as possible, refrain from addressing programme specific aspects of delivery, as this will be addressed through the PARM process, and should cover the areas listed below:

- What arrangements are in place to support the quality of an appropriate student learning experience? It is accepted that it is not always possible to guarantee that all learners have exactly the same experience, but the University must be able to assure itself that the learning opportunities provided by the partner are appropriate for the delivery and support of HE provision.
- What are the partner's procedures for maintaining and enhancing academic standards? This might include a Quality Handbook

It is accepted that non-educational partners, especially those without prior experience of working with HE providers, will not be expected to provide a handbook. In such cases, the partner will be expected to outline how it plans to fulfil its obligations to ensure that the standards of HE provision meet MMU's requirements.

- What learning support resources will be available to students undertaking HE programmes at the partner organisation?
  - Any additional information to support the preliminary visit report contained in the Due Diligence Form.
  - If the partner is not an educational institution, evidence is to be supplied of a discussion between a representative of the partner institution and the relevant subject librarian at MMU as to how students will be supported in terms of library and ICT access.
  - If a partner is an educational institution the librarian/learning resources manager should complete the Assessment of Learning Support Resources form provided by MMU Library Services.

- General information about the selection, appointment, appraisal and development of partner academic staff who will be delivering (elements of) the programme leading to an MMU award. This might include:
  - Minimum teaching qualifications
  - Staff student ratios
  - Use of FT and PT staff
  - Support for staff new to teaching
  - Research informed teaching
  - Staff development plan

Staff CVs are not required at this stage of the approval process – these will be considered as part of the PARM process. However a statement should be included to confirm that the partner is cognisant of the University’s Recognised Tutor Status (RTS) criteria for appointment.

- A summary of the operation of previous and/or current collaborative partnerships with other higher education institutions
- Outcomes of audits and reviews undertaken by external and independent bodies

### 3.6 Stage 3: Decision on need for a formal visit

Parties involved in Stage 3:	CASQE CPO
Required signatories at Stage 3:	Head of CASQE Head of CPO

The Head of CASQE and Head of CPO will consider the documentation submitted at Stage 2b and determine the need to undertake a formal visit to the partner organisation prior to the submission of documentation to the University’s Partnership Approval Standing Panel. A preliminary visit to the partner organisation will have been undertaken and reported on as part of the Due Diligence exercise (see 3.4 above). Only in exceptional circumstances will a formal visit to the partner organisation be required and, where possible, the visit will be undertaken as a virtual exercise, however the financial implications of this visit must be considered by the faculty in its initial discussions with the partner organisation as the faculty will be responsible for the costs of such a visit.

### 3.7 Stage 4: Submission of approval documentation

Parties involved in Stage 4:	CASQE Partner Faculty
Required signatories at Stage 4:	N/A

The level of scrutiny of a prospective partner will be proportionate to the nature and type of partner organisation (refer to [Appendix 2: Collaborative provision partner approvals summary of approval documentation](#)).

Based on the outcomes of Stages 2 and 3, the Head of CASQE will decide if any further detail or additional documentary evidence is required to assist the University in determining its confidence in a partner organisation to deliver provision leading to an MMU award. CASQE will liaise with the Faculty/Campus Quality Administrator to confirm the specific documentary requirements for each partner. The documentation should be succinct whilst providing sufficient detail for the University Approval Standing Panel to give it due consideration.

### 3.8 Stage 5: Formal Visit (if required)

Parties involved in Stage 5:	Partner MMU staff to be agreed
Required signatories at Stage 5:	N/A
Reporting responsibilities:	MMU designated lead to submit report to Standing Panel

The Head of CPO and Head of CASQE will determine the appropriate personnel to undertake the formal visit and provide guidance on the specific areas to be addressed during the visit. The designated lead of the visiting team will be responsible for providing a report of the visit and the team's recommendations to the University's Partnership Approval Standing Panel.

### 3.9 Stage 6: University's Partnership Approval Standing Panel

Parties involved in Stage 6:	Standing Panel With input from Faculty and Partner
Required signatories at Stage 6:	N/A
Reporting responsibilities:	Recommendations made by the Panel will be included in formal minutes of the meeting which will be submitted to the Academic Standards Sub-committee for approval

The University's Partnership Approval Standing Panel is a centrally based panel comprising internal and external representatives convened under the aegis of the Academic Development Committee (ADC), and reports to the ADC via the Academic Standards Sub-committee.

The Standing Panel is responsible for the consideration of new collaborative partner submissions. It is requested to receive and scrutinise a full set of documentation and to make its recommendation on the outcome to the Academic Standards Sub-committee.

It is normal practice for the Standing Panel to consider a range of proposals from across the institution at the same meeting.

The Panel meets on regular pre-determined dates through the calendar year, which are published, in advance, across the University.

All meetings will be held at the University.

### 3.9.1 Terms of Reference

The Standing Panel must:

- be able to make impartial judgements on the suitability of an external organisation to enter into a collaborative partnership with the University;
- address the requirement in the QAA's code of practice for independence and externality;
- include members with an understanding of current practice and developments in collaborative provision and quality assurance in higher education;
- be aware of requirements involved in the approval of external organisations as set out in University's academic Regulations and procedures Handbook).

### 3.9.2 Panel membership

The composition of Panel should normally include, *as a minimum*, the following:

- A Senior University Representative - Chair
  - At least one External Assessor
  - The Head of CASQE (or nominee)
  - Collaborative Partnership Office representative
  - CASQE member (or nominee) – Panel Secretary
- i a **Senior University representative**, who shall chair the Event. The person appointed under this category by the Head of CASQE is a representative (but not necessarily a member) of the Academic Board. The University Representative should be able to participate in the process impartially and effectively, bringing detachment and objectivity to his/her task of leading the event.
- ii at least one independent **External Assessor** of academic/professional standing. The role of the External Assessor is to assist the Panel in fulfilling its terms of reference by providing an independent academic and/or professional perspective of the proposal(s) under consideration. External assessors are appointed by the Head of CASQE.
- iii The **Head of CASQE** who attends to ensure compliance with University regulations and quality assurance procedures.
- iv A **CPO representative** who attends to advise on strategic issues, contractual issues and issues emerging from Stages 1 and 2a.

- v A **CASQE representative** (or nominee) who services the event.

#### Additional Panel Members

Additional external and/or internal members are appointed to the Panel as directed by the Deputy Vice-Chancellor or the Head of CASQE where the nature of the partner organisation under consideration merits it.

#### 3.9.3 Partner/faculty participants

Partner representatives will not be required to attend the Standing Panel meeting to discuss their proposals with Panel members. However, a designated senior member of the partner organisation or the MMU Link Tutor designate should be available during the Panel's deliberations so that specific queries can be dealt with speedily in order to obviate the need for unnecessary delays or conditions. This person may be available in person or via a telephone by prior agreement with CASQE.

#### 3.9.4 External Assessors

CASQE will appoint a pool of external assessors who will each serve for a period of three years and who may be approached to participate in one or more Standing Panel meetings throughout the academic session.

External Assessors should hold relevant academic/administrative posts or should otherwise demonstrate that they have the appropriate standing and experience in quality assurance and enhancement and knowledge of the QAA Code of practice.

External Assessors appointed to a particular Standing Panel meeting should have no association with any collaborative partner which is being scrutinised at that meeting.

CASQE will contact a proposed external member in order to ascertain whether the person concerned is willing to be nominated to serve on the Standing Panel. CASQE must ensure that external nominees are made fully aware of the commitment in time which participation in a Panel event will involve ie normally at least one full-day visit to the University and time for scrutiny of documentation.

Letters of appointment to External Assessor nominees approved by the Head of CASQE are sent out by CASQE.

#### 3.9.5 Payments to External Assessors

The University will pay:

- a standard fee to External Assessors of £100 per day plus an additional £50 preparation for the event (2010/11 rates)
- reasonable travel and subsistence expenses ie:
  - standard MMU mileage rates
  - standard train fares and, where appropriate, air fares
  - taxi fares

- standard rate hotel accommodation

External Assessors claiming travel and subsistence costs must attach appropriate receipts to claim forms in order to obtain reimbursement.

### 3.9.6 Documentation

When establishing a Panel, CASQE should ensure that all participants are made aware of the purpose of the meeting and each participant's distinctive role within the process.

A Panel needs to have sufficient information to carry out its role, ie to determine the appropriateness of the partner to participate in programme developments with the University. Documentation for the Panel should, therefore, comprise the following *as a minimum*:

#### **General Information**

- **Event Agenda and Programme**  
*Including details of venue, timings, agenda headings*
- **Panel membership list**  
*with an indication of the function of each member, eg Chair of the Panel, External Assessor,*
- Proposal documentation for full scrutiny:
  - Due Diligence Form
  - Documentary evidence submitted by the supporting faculty
  - Documentary evidence submitted by the partner organisation
  - A report of a formal visit (if held)

The Faculty/Campus Quality Administrator will be responsible for checking the completeness of documentation and for providing the requisite number of copies for CASQE to circulate to Standing Panel members.

CASQE will circulate documentation to the PARM Standing Panel **two weeks** in advance of a Panel meeting. CASQE and Faculty/Campus Quality Administrators will hold the dates of the Standing Panel meetings for the academic year together with the deadline dates for submission.\*

\* Deadline dates will be for receipt, by CASQE, of finalised, completed and copied documentation.

Late submissions will not be accepted.

### 3.9.7 Criteria for approval

In determining the appropriateness of a new partner to enter into a collaborative partnership with MMU the Standing Panel is required to confirm that the partner has met the following criteria for approval:

1. That the MMU Deputy Vice-Chancellor has signed-off Due Diligence

That the partner has in place:

- 2 Appropriate arrangements to support the quality of an appropriate student learning experience
- 3 Effective procedures for maintaining and enhancing academic standards
- 4 Appropriate learning support resources
- 5 Satisfactory staffing policies to enable the partner to meet the requirements of awards delivered in MMU's name

And if appropriate:

- 6 An acceptable record of partnership with other HE institutions
- 7 Satisfactory outcome of external audits and reviews undertaken by external and independent bodies

### 3.9.8 Outcomes

#### Minutes of the Meeting

The recommendations made by the Panel will be included in formal minutes of the meeting, which will be submitted to the Academic Standards Sub-committee for approval.

#### Partner Reports

An abridged version of the University's standard Partner Approval Report template will be completed (Section A – Summary Report). This section will be sent to the relevant Faculty/Campus Quality Administrator who will be responsible for ensuring that the report is received by the relevant partner, programme and administrative team members.

### 3.9.9 Conditions of Approval

Where the Panel attaches any conditions of approval it will also include a deadline by which the partner organisation must provide a written response to those conditions.

The Faculty/Campus Quality Administrator is responsible for ensuring that the partner organisation is aware of any conditions placed on the recommendation, and for co-ordinating the submission of the team's response to the Standing Panel.

Written responses should be sent to CASQE, who will submit them to the Panel Chair for their approval.

Once conditions of approval have been fulfilled and approved by the Panel Chair, the Head of CASQE will be requested to endorse the recommendation for submission to the Academic Standards Sub-committee.

In the exceptional circumstances, where the Panel Chair is not available to approve changes, and where it is appropriate, the Head of CASQE or the PVC Quality and Standards are empowered to approve partner team's response to conditions.

### 3.10 Stage 7: Proceed to Programme Approvals

When the University's Partner Approval Panel has recommended approval of a partner (with or without condition) the associated programme proposal (and any future programme proposals) may be submitted for approval in accordance with the University's PARM procedures.

However, programme collaborations with the partner organisation **must not** be implemented until the Head of CASQE has endorsed the recommendation of partner approval to the Academic Standards Sub-committee.

## 4 **Review of Partners**

The normal period of partner approval will be six years, at which point those partners wishing to continue their partnership with the University will be subject to the review process.

The review procedure will be drafted and submitted for approval following an evaluation of the approval process to be carried out following a minimum of 1 year of operation.

## **OVERVIEW OF COLLABORATIVE AND ACADEMIC PARTNERSHIP APPROVAL ARRANGEMENTS**

The following provides a brief overview of the different types of Collaborative and Academic Partnership, including the type of agreement required to cover the arrangement, the procedure for approval and whether the arrangement is deemed formal collaborative provision or academic partnership. This document should be read in conjunction with the Collaborative and Academic Partnerships Guidance and the Collaborative Provision Partner Approval process in the Academic Regulations and Procedures Handbook (ARPH).

Collaborative Provision is defined by the QAA as ‘educational provision leading to an award, or to specific credit toward an award, of an awarding institution delivered and/or supported and/or assessed through an arrangement with a partner organisation’.

In simpler terms this means that provision is considered to be **Collaborative Provision** if the staff who deliver or academically support an MMU programme or individual credit leading to an MMU award are not employed by MMU.

If it does not fit that description, it is probably one of a variety of other forms of **Academic Partnership** activity.

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

1a	MMU Franchised Programme  An MMU-delivered programme that is also delivered, in part or as a whole, by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for franchise	CPO	<b>New partner and new MMU programme</b>		
						✓	Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence and QA documentation</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Programme Specification</li> <li>• Unit Specifications</li> <li>• Additional briefing or supporting material, as appropriate</li> <li>• Additional documentation required by PSRBs, as appropriate</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Approval Event

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

1b	<b>MMU Franchised Programme</b>  An MMU-delivered programme that is also delivered, in part or as a whole, by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for franchise	CPO	<b>New partner and existing MMU programme or New partner and a new award within an existing programme specification</b>		
						✓	Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence and QA documentation</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• External Examiner support (if changes to course are proposed)</li> <li>• Revised unit specifications (if changes to curriculum content required)</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Major Modification  Head of CASQE will advise on the approval process.

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

1c	MMU Franchised Programme  An MMU-delivered programme that is also delivered, in part or as a whole, by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for franchise	CPO	<b>Existing partner (with current institutional level approval) and new MMU programme</b>		
						✓ Report will be available	Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Programme Specification</li> <li>• Unit Specifications</li> <li>• Additional briefing or supporting material, as appropriate</li> <li>• Additional documentation required by PSRBs, as appropriate</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Approval Event

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		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

1d	MMU Franchised Programme  An MMU-delivered programme that is also delivered, in part or as a whole, by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for franchise	CPO	<b>Existing partner (with current institutional level approval) and existing MMU programme or Existing partner (with current institutional level approval) and a new award within an existing programme specification</b>		
						✓ Report will be available	Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• External Examiner support (if changes to course are proposed)</li> <li>• Revised unit specifications (if changes to curriculum content required)</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Major Modification  Head of CASQE will advise on the approval process.

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		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

2a	Externally Validated Programme  A programme delivered only by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for an external validation	CPO	<b>New partner and new externally validated programme</b>		
						✓	Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence and QA documentation</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Programme Specification</li> <li>• Unit Specifications</li> <li>• Additional briefing or supporting material, as appropriate</li> <li>• Additional documentation required by PSRBs, as appropriate</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Approval Event

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2b	Externally Validated Programme  A programme delivered only by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for an external validation	CPO	<b>New partner and existing externally validated programme or New partner and a new externally validated award within an existing programme specification</b>		
						✓	Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence and QA documentation</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• External Examiner support (if changes to course are proposed)</li> <li>• Revised unit specifications (if changes to curriculum content required)</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Major Modification  Head of CASQE will advise on the approval process.

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		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

2c	Externally Validated Programme  A programme delivered only by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for an external validation	CPO	<b>Existing partner (with current institutional level approval) and new externally validated programme</b>		
						✓ Report will be available	Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Programme Specification</li> <li>• Unit Specifications</li> <li>• Additional briefing or supporting material, as appropriate</li> <li>• Additional documentation required by PSRBs, as appropriate</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Approval Event

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

2d	Externally Validated Programme  A programme delivered only by a partner	✓		Collaborative Agreement with Schedule 1 (Academic) and Schedule 2 (Financial) for an external validation	CPO	<b>Existing partner (with current institutional level approval) and existing externally validated programme</b> <b>or</b> <b>Existing partner (with current institutional level approval) and a new externally validated award within an existing programme specification</b>		
						✓ Report will be available	Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• External Examiner support (if changes to course are proposed)</li> <li>• Revised unit specifications (if changes to curriculum content required)</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Major Modification  Head of CASQE will advise on the approval process.

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

3a	Joint taught programme (with MMU award)  <b>NB</b> Joint Award and Dual Award arrangements are contrary to current Academic Board policy	✓		Collaborative Agreement Schedule 1 (Academic) and Schedule 2 (Financial) for joint programmes	CPO	<b>New partner and new joint taught programme</b>		
						✓	Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence and QA documentation</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Programme Specification</li> <li>• Unit Specifications</li> <li>• Additional briefing or supporting material, as appropriate</li> <li>• Additional documentation required by PSRBs, as appropriate</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Approval Event

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

3b	Joint taught programme (with MMU award)  <b>NB</b> Joint Award and Dual Award arrangements are contrary to current Academic Board policy	✓		Collaborative Agreement Schedule 1 (Academic) and Schedule 2 (Financial) for joint programmes	CPO	<b>New partner and existing MMU programme or New partner and a new award within an existing programme specification</b>		
						✓	Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence and QA documentation</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• External Examiner support (if changes to course are proposed)</li> <li>• Revised unit specifications (if changes to curriculum content required)</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Major Modification  Head of CASQE will advise on the approval process.

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

3c	Joint taught programme (with MMU award)  <b>NB</b> Joint Award and Dual Award arrangements are contrary to current Academic Board policy	✓		Collaborative Agreement Schedule 1 (Academic) and Schedule 2 (Financial) for joint programmes	CPO	<b>Existing partner (with current institutional level approval) and new joint taught programme</b>		
						✓ Report will be available	Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• External Examiner support (if changes to course are proposed)</li> <li>• Revised unit specifications (if changes to curriculum content required)</li> <li>• Report on partner's staffing and physical resources to support the proposal</li> <li>• Report on programme management arrangements</li> </ul>	Approval

### Collaborative Provision **Programme** Reviews

The periodic review of externally validated or franchised provision delivered by existing collaborative partners will, follow the same processes as those for an MMU “home” programme.

Where the periodic review involves the addition of new collaborative partners to the programme who have already been through the Partner Approval Process this will, generally, follow the same processes as those for an MMU “home” programme. However, there will be additional document requirements which will relate to the specific partner physical resources and programme management arrangements for the particular proposal under consideration.

Where a review involves arrangements with existing collaborative partners which pre-date the introduction of the Partner Approval Process, the collaborative partner will not be reviewed at institutional level, there will be additional document requirements which will relate to the specific partner physical resources and programme management arrangements for the particular proposal under consideration.

Where a programme review involves the approval of a new collaborative partner, which has not been through the Partner Approval Process, this process must be undertaken BEFORE the Academic Scrutiny stage.

### Collaborative Provision **Partner** Reviews

The normal period of partner approval will be six years, at which point those partners wishing to continue their partnership with the University will be subject to the review process.

The review procedure will be drafted and submitted for approval following an evaluation of the approval process to be carried out following a minimum of 1 year of operation.

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

4	Arrangement with another HEI with degree awarding powers to grant a second award for cognate but separate studies		✓	Memorandum of Understanding	CPO	x	Programme Approval: <ul style="list-style-type: none"> <li>• SAF</li> </ul> Partner Approval (only if the arrangement is with a non-state funded institution): <ul style="list-style-type: none"> <li>• Due Diligence (abridged)</li> </ul>	Major Modification <ul style="list-style-type: none"> <li>• Scrutiny by FADC</li> <li>• Ratification by Standing Panel</li> </ul>
5	Joint Postgraduate Research	✓		Collaborative research degree agreement	RED		Partner Approval: <ul style="list-style-type: none"> <li>• Due Diligence</li> </ul> Programme Approval: <ul style="list-style-type: none"> <li>• RED to advise</li> </ul>	RED to advise
6	Early termination or amendment of a collaborative provision or academic partnership arrangement	✓	✓	Letter of Variation or Termination	CPO	x	<ul style="list-style-type: none"> <li>• SAF</li> <li>• Exit Strategy to ensure quality of student experience for students remaining on the programme</li> </ul>	Major Modification <ul style="list-style-type: none"> <li>• Consult CPO prior to submission of SAF</li> <li>• Inform Marketing &amp; Communications and Recruitment and Admissions</li> <li>• Scrutiny by FADC</li> <li>• Ratification by Standing Panel</li> </ul>

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process
7	Institutional partnership to pursue common academic and educational interests		✓	Memorandum of Understanding which sets out a statement of intent. Any programme level arrangements subsequently approved will require an appropriate agreement	CPO	x	Partner Approval: • Due Diligence (abridged)	Scrutiny and ratification by FADC
8	Agreed progression <sup>1</sup> routes to MMU programmes		✓	Memorandum of Understanding which sets out the exact details of the admission arrangements	CPO	x	Partner Approval: • Due Diligence (abridged) Programme Approval: • Modification Proforma	Minor modification to the Admission Regulations of the Programme Definitive Document • Scrutiny and ratification by FADC
9	Agreed articulation route <sup>2</sup> for external students onto MMU programmes with advanced standing  <b>NB</b> This does not apply to individual		✓	Memorandum of Understanding which sets out the articulation route and the exact details of the admission arrangements	CPO	x	Partner Approval: • Due Diligence (abridged)  Programme Approval: • Modification Proforma	Minor modification to the Admission Regulations of the Programme Definitive Document • Scrutiny and ratification by FADC

<sup>1</sup> Progression to the beginning of a level on an agreed MMU programme following successful completion of a non-MMU programme (refer to the full Collaborative and Academic Partnerships Guidance document for further details)

<sup>2</sup> Articulation to enter part way through an MMU programme following successful completion of a stage/credits of a non-MMU Programme (refer to the full Collaborative and Academic Partnerships Guidance document for further details)

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

	student applications for advanced standing							
10	International student exchange with state funded HEIs		✓	Institutional level agreement	MMU International	x	<b>Join an existing institutional arrangement at programme level</b>	
							Programme Approval: <ul style="list-style-type: none"> <li>• Modification Proforma</li> </ul>	Minor Modification <ul style="list-style-type: none"> <li>• Consult CPO and MMU International prior to submission proforma</li> <li>• Scrutiny and ratification by FADC</li> </ul>
							<b>Establish a separate arrangement at programme level</b>	
							Programme Approval: <ul style="list-style-type: none"> <li>• Modification Proforma</li> </ul>	Minor Modification <ul style="list-style-type: none"> <li>• Consult CPO and MMU International prior to submission proforma</li> <li>• Scrutiny and ratification by FADC</li> </ul>
11	Remote delivery of MMU taught provision by MMU staff  <b>NB</b> Any support provided by the partner must be pastoral only and should be reflected in the		✓	Service level agreement	Faculty in consultation with the Legal Department	x	Programme Approval: <ul style="list-style-type: none"> <li>• Modification Proforma</li> <li>• Report on a visit to establish satisfactory quality of premises.</li> </ul>	Minor Modification <ul style="list-style-type: none"> <li>• Scrutiny and ratification by FADC</li> </ul>

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

	agreement							
12	<p>Delivery of existing MMU collaborative provision by existing partner staff on premises not belonging to the partner</p> <p><b>NB</b> Any support provided by the partner must be pastoral only and should be reflected in the agreement</p>		✓	<p>Contract between the MMU Collaborative Partner and the third party (prepared by the MMU Collaborative Partner and approved by MMU Legal Dept.</p>	<p>Collaborative Partner and Faculty in consultation with the Legal Department</p>	x	<p>Programme Approval:</p> <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme Specification</li> <li>• Report on visit to establish satisfactory quality of the premises</li> </ul>	<p>Major Modification</p> <ul style="list-style-type: none"> <li>• Scrutiny by FADC</li> <li>• Ratification by Standing Panel</li> </ul>
13	<p>Delivery of provision by MMU staff on University premises that does not lead to an MMU award or credit and is funded by a third party</p>		✓	<p>Service level agreement</p> <p>In cases where MMU delivers a programme leading to a non-MMU award, eg PSRB qualification, a formal agreement with the licensing authority is required</p>	<p>Faculty in consultation with the Legal Department</p>	x	.	<p>Approval by FADC</p>
14	<p>Placement Learning</p>		✓			x	<p>Programme Approval:</p> <ul style="list-style-type: none"> <li>• SAF</li> <li>• Revised Programme</li> </ul>	<p>Major Modification</p> <ul style="list-style-type: none"> <li>• Scrutiny by FADC</li> </ul>

	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

							<ul style="list-style-type: none"> <li>Specification</li> <li>• Summary of arrangements and responsibilities of MMU and the placement provider</li> </ul>	<ul style="list-style-type: none"> <li>• Ratification by Standing Panel</li> </ul>
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	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process

15	<p><b>3 year Undergraduate and 4 year Sandwich programmes</b> Approval of no more than 30 credits at any one level of a programme, with a maximum of 60 credits in total, delivered by an external partner as part of the curriculum of an MMU-based programme.</p> <p><b>Masters programmes</b> Approval of no more than 40 credits delivered by an external partner as part of the curriculum of an MMU-based programme.</p>		✓	Service level agreement	Faculty in consultation with the Legal Department	x	<p>Partner Approval:</p> <ul style="list-style-type: none"> <li>• Due Diligence (abridged)</li> </ul> <p>Programme Approval:</p> <ul style="list-style-type: none"> <li>• Revised Programme Specification</li> <li>• External Examiner support</li> <li>• Summary of arrangements and responsibilities of MMU and the placement provider</li> </ul>	<p>Major Modification</p> <ul style="list-style-type: none"> <li>• Scrutiny by FADC</li> <li>• Ratification by Standing Panel</li> </ul>
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	TYPE OF ARRANGEMENT	CATEGORY		TYPE OF AGREEMENT	AGREEMENT FACILITATED BY	PROCEDURE FOR APPROVAL		
		Collaborative Provision	Academic Partnership			Approval by University Partner Approval Standing Panel?	Documentation	Programme Approval Process
	<p><b>All other programmes</b> Approval of no more than 30 credits delivered by an external partner as part of the curriculum of an MMU-based programme.</p>							

**COLLABORATIVE PROVISION PARTNER APPROVALS SUMMARY OF APPROVAL DOCUMENTATION**

Categories of institutions	Approval Documentation					
	Due Diligence (Formerly APA1)			Quality Management and Assurance documentation		
	Full	Abridged	Not required	Required	Not required	Decision to be made by Head of CASQE on an individual basis

Higher Education Institution with degree awarding powers	UK (State Funded)			✓			✓ referring to the outcome of relevant QAA audits
	EU , US, Australia and New Zealand (State Funded)			✓ but will be asked to confirm Professional Indemnity cover			✓
	EU (Private)	✓			✓		
	Other international (State Funded)		✓		✓		
	International (Private)	✓			✓		
Colleges of Further and/or Higher Education	UK (State Funded)			✓	✓ if IQER action plan unavailable		
	EU , US, Australia and New Zealand (State Funded)			✓ but will be asked to confirm Professional Indemnity cover	✓		
	EU (Private)	✓			✓		
	Other international (State Funded)		✓		✓		
	International (Private)	✓			✓		

**COLLABORATIVE PROVISION PARTNER APPROVALS SUMMARY OF APPROVAL DOCUMENTATION**

Categories of institutions	Approval Documentation					
	Due Diligence (Formerly APA1)			Quality Management and Assurance documentation		
	Full	Abridged	Not required	Required	Not required	Decision to be made by Head of CASQE on an individual basis

Private Training Providers	UK	✓			✓		
	EU	✓			✓		
	International	✓			✓		
Trusts, Council Services and Governmental Agencies (Quangos)	UK			✓ but will be asked to confirm Professional Indemnity cover	✓		
	EU, US, Australia and New Zealand			✓ but will be asked to confirm Professional Indemnity cover	✓		
	Other international		✓		✓		
Charities	UK	✓			✓		
	EU	✓			✓		
	International	✓			✓		
Employers (private)	UK	✓			✓		
	EU	✓			✓		
	International	✓			✓		

**INITIAL CONTACT**  
A partner wishing to enter into an arrangement with MMU for the first time may direct initial enquiries to a range of staff within the University. However they commence, any such approach must immediately be submitted to the Collaborative Partnerships Office (CPO).

Will the proposed partnership lead to an MMU award or credit leading to an award?

**YES**

**NO**

Will the partner staff be involved in the delivery and/or assessment and/or academic support of the programme leading to an MMU award or credit?

**NO**

**YES**

The approval process and quality management arrangements will be determined by the exact nature of the arrangement -please contact CPO for further advice.

**PARTNERSHIP APPROVAL**  
The partner must be approved via the University's Partnership Approval process.

**STAGE 1**  
Initial assessment undertaken by CPO

The consideration of QA processes is co-ordinated by the Centre for Academic Standards and Quality Enhancement (CASQE)

**STAGE 2a**  
Due Diligence is co-ordinated by CPO and signed off by the Deputy Vice-Chancellor.

**STAGE 2b**  
The home faculty undertakes initial scrutiny of the partner organisation's quality assurance processes.

**STAGE 3**  
Based on Due Diligence findings and initial feedback on QA processes the Head of CPO and Head of CASQE will determine whether or not a visit (actual or virtual) to the partner organisation is required.

**STAGE 4:** Documentation submitted for approval

EITHER/OR

**STAGE 6: SUBMISSION TO THE UNIVERSITY PARTNERSHIP APPROVAL STANDING PANEL**  
Standing Panel convenes at regular pre-determined dates throughout the year. Considers documentation (and report of visit, if held) but does not meet partner representatives.

**STAGE 5: DISCUSSIONS HELD WITH THE PARTNER**  
Actual or virtual visit to the partner institution by MMU staff (as appropriate) to meet the partner representatives. Report produced on outcomes and recommendations made to the Standing Panel.

Strategic approval of programmes signed off the Deputy Vice-Chancellor (see PARM process for further details)

Successful completion of Partnership Approval

**STAGE 7: PROGRAMME PROPOSALS APPROVED VIA PARM** (see the PARM process for further details)