**General note:**

The University’s Code of Practice on Managing Higher Education Provision with Others, which is informed by the requirements of Chapter B10 of the UK Quality Code, sets out the policies for the regular monitoring and review of the University’s collaborative partnerships. In addition to a periodic partnership review every 5 years, departments with collaborative links are requested to provide a short annual report on the operation of each relevant partnership. These submissions will be considered by the Collaborative Partnerships Management Group (CPMG) on behalf of the Academic Policy Committee (APC), and any recommendations for action are reported for consideration by APC.

The focus of this report is in two parts. First, the report is a means for departments and the University to confirm that they are satisfied that the day to day operation of the collaborative link is effective. This includes communication between partners, gathering of fees due and the mechanisms for addressing any issues as they arise. Second, the report is an opportunity for departments and the University to review the context within which the link is operating in terms of institutional developments and wider external factors, to ensure that the partnership remains aligned with the University’s wider strategy.

In completing this report departments are advised to liaise with Andrew Petersen ([ap262@le.ac.uk](mailto:ap262@le.ac.uk)), Assistant Registrar in the Quality Office, and their [College Academic Advisor](http://www2.le.ac.uk/offices/sas2/contact/staff-by-office#quality-office).

**Annual report to CPMG**

**Partner:** Indicate here the name of the partner or partners involved in delivering the programme or programme(s) below. If this is a consortium please include all names on this form rather than fill out a separate form for each.

**Programme:** Provide the full name of the programme or programmes which are delivered in collaboration with the above named partners. Include the specific award (ie BA, BSc, MSc etc).

**Lead Department:** Indicate which UOL Department is lead for the purposes of the collaborative link.

**Type of Collaboration:** Please see the definitions under the Code of Practice for Managing Higher Education Provision with Others. If you are unsure, contact your [College Academic Advisor](http://www2.le.ac.uk/offices/sas2/contact/staff-by-office#quality-office).

**Collaborative Partnership Manager:** The Partnership Manager should be the person to complete this report.

**Please provide a brief summary of the operation of the partnership in the 2014/15 academic year.**

This should confirm:

How has regular communication and dialogue between the partners been achieved;

When the last visit to the partner took place and confirmation that the outcome was satisfactory;

Have there been any changes to the operation of the link since the previous report such as:

* Significant staffing changes;
* Significant fluctuations in student numbers
* Changes in Departmental strategy,

Have there been any changes to the wider context within which the partnership operates such as:

* Changes in external factors, such as government policy or PSRB requirements;
* Changes to student funding;
* Development of new potentially competing links or internal provision

This section could also include reflection on the following:

Are the governance structures for the link operating effectively (for example a Board of Studies or other formal mechanism for the management of the link)?

Have any issues arisen in the operation of the link during the year and how have these been addressed?

**Please comment on whether there have been any issues with the operation of the partnership contract which may require review in the coming academic year.**

A copy of the contract for each collaborative link is held in the Quality Office. Please contact your College Academic Advisor for a copy of the contract if you don’t hold one.

Potential issues for consideration include:

Have the financial aspects of the contract operated effectively? Have validation or other fees been paid on time and in full?

Have either party failed or been prevented from meeting any of the obligations set out in the contract schedules?

What, if any changes, may need to be proposed when the contract is subject to review?

**Please confirm whether there have been any additional costs incurred through the operation of the link beyond those accounted for in the business planning process.**

Such costs may include:

Additional staff time (academic or administrative) required to manage the link, beyond that originally envisaged in the business case;

Additional costs for licensing (IT facilities, Library facilities etc) not covered under the original business case;

Travel costs if additional visits have been required to the partner;

Have any of the additional costs above impacted materially upon the overall net income generated from the partnership?

Are there any factors arising from this which may need to be taken into consideration at a formal review of the partnership?

**Please comment upon the mechanisms that are in place to ensure academic standards and quality on the programme, and whether these have operated effectively.**

This section should include:

Confirmation that the formal mechanisms for quality assurance of the programme have taken place for the academic year:

* Annual Developmental Review;
* Consideration of External Examiners’ reports;
* Panels and Boards of Examiners (in line with requirements of Senate Regulation 7)
* Board of Studies, Programme Committee or similar (include dates)

Confirmation of any issues which may have arisen, and how these have been addressed.

**Date of completion:** Document author to complete

**Date of consideration by CPMG:** Secretary to CPMG to complete