**UNIVERSITY OF LEICESTER**

**REVIEW OF COLLABORATIVE PROVISION ARRANGEMENTS**

**Introduction**

1. This policy outlines the framework for the review of collaborative partnership arrangements and is based on the principles articulated in the Code of Practice on the University’s Procedures for Managing Higher Education Provision with Others.
2. Modules and programmes offered through collaborative arrangements are subject to monitoring and review in accordance with the University’s Code of Practice on Annual and Periodic Developmental Review.
3. Modifications to the curriculum of programmes offered through partnership arrangements will comply with the requirements of the Code of Practice for the Development, Approval and Modification of Taught Provision.
4. The Academic Policy Committee has delegated power to oversee the development and implementation of the requirements of the Code of Practice.
5. The Collaborative Partnership Management Group (CPMG) manages the operation of the Code on behalf of the Academic Policy Committee and has specific responsibility for developing and implementing the methodology for reviewing partnership arrangements.

**Purpose of Collaborative Partnership Reviews**

1. The purpose of reviews is to enable the University to:
* Confirm that the rationale for the partnership remains valid and continues to meet the aims of the University’s Strategic Plan and Mission
* Consider whether risks relating to the collaboration have changed and take action if required to mitigate such risks
* Ensure that the partnership continues to have appropriate support from the relevant Department/College
* Ensure that the partner continues to have an appropriate academic, financial and legal status and, where appropriate, a satisfactory record with respect to external quality assurance reviews
* Monitor the operation of the partnership arrangements articulated in legal agreements
* Ensure that quality assurance arrangements and procedures for monitoring academic standards and the quality of learning opportunities have operated effectively

**Timing of Review**

1. All collaborative arrangements are subject to review in accordance with the provision of the relevant agreement.
2. A review will commence 12-18 months before the expiry of an agreement and will be undertaken at least every five years.
3. For new collaborative partnerships it may be appropriate to build in a review at an earlier stage in order to identify and resolve any issues which may arise in the operation of the relationship. In such cases the programme approval panel will make a recommendation as to when the first review should take place and this will be approved by the Academic Policy Committee.
4. The Assistant Registrar with responsibility for collaborative provision will be responsible for maintaining the schedule of partnership reviews and for ensuring that they are compiled at the appropriate time for consideration by CPMG.

**Responsibility for compiling the review**

1. The review documentation will be compiled by the relevant Collaborative Partnership Manager in consultation with the Assistant Registrar.
2. When reviewing links with Educational Delivery Partners that work with more than one department, a Lead Department will be identified to undertake the review in liaison with the Assistant Registrar and representatives from other departments as appropriate.
3. The partner will be requested to provide the necessary information for the review process but will not be responsible for compiling the review documentation.
4. Financial information necessary for the review will be provided by the relevant College Management Accountant.

**Documentation for Review**

1. A standard pro-forma (Appendix 1) will be required which should evaluate the effectiveness of the partnership and detail both areas of good practice and any issues which have been addressed, or will need to be addressed, if the partnership is renewed.
2. Supporting documentation relating to financial, legal and operational aspects of the partnership will be submitted, as required along with a copy of the most recent Annual Developmental Review.
3. The review process will be supported by the provision of data drawn from the Student Records System to include information on student registrations, progression, completion and awards.

**Review Process**

1. The review documentation will be considered by the Learning and Teaching Committee (or equivalent) of the Department with overall responsibility for the partnership.
2. Where the partnership involves more than one University department a Board of Studies (or equivalent) will have been established when the partnership was approved and this body will undertake the initial review of the documentation.
3. On completion of the review of the documentation the Learning and Teaching Committee or Board of Studies should record its endorsement on the final submission which will then be forwarded to the Collaborative Partnership Management Group.
4. The formal review of the partnership will be conducted by the Collaborative Partnership Management Group on behalf of the Academic Policy Committee on the basis of the submitted documentation.
5. Reviews will be undertaken by CPMG which will submit its recommendations to Academic Policy Committee.

**Outcomes of Review**

1. If the outcome of the review is satisfactory, CPMG will recommend to Academic Policy Committee that the partnership agreement be renewed and this will be reported to the Partnership Manager and the partner institution, following Academic Policy Committee’s approval.
2. If, following review CPMG recommends that the partnership be renewed subject to conditions, a timescale of between one and three months will be set for meeting the conditions. The Partnership Manager will be responsible for working with the partner to address the issues identified and for liaising with the Assistant Registrar to agree a timescale for a response to CPMG. If the conditions are met a recommendation will be made to Academic Policy Committee that the partnership be renewed. The outcome will be reported to the Partnership Manager and the partner institution, following Academic Policy Committee’s approval.
3. If a review identifies major concerns the partner and the Collaborative Partnership Manager should be required to put together an action plan within a defined timescale for reconsideration by CPMG, in consultation with the Assistant Registrar.
4. If the outcome is still unsatisfactory then notice of termination of the contract should be given and reported to APC. The withdrawal of the programme(s) will be managed in accordance with the procedures articulated in the Code of Practice for the Development, Approval and Modification of Taught Provision which requires the establishment of a steering group to manage out the relationship.

**Reporting Mechanisms**

1. The outcomes of individual reviews will be reported to Academic Policy Committee as outlined above for formal approval and onward reporting to Senate.
2. An annual report summarising the partnership reviews will be provided by CPMG to Academic Policy Committee and Senate as part of the annual report on the operation of the Code of Practice on the University’s Procedures for Managing Higher Education Provision with others.