**Early Consideration**

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# Outline of the procedure

1. The procedures set out below have been designed align to expectations of the UK Quality Code for Higher Education and to support the University in meeting the 12 Sector Agreed Principles set out within it. They also take account of a number of guiding principles set out within the accompanying Advice and Guidance sections.
2. The early consideration of a proposal allows the Collaborative Provision Committee, and all areas of the University represented on the Committee, an opportunity to look at and discuss early notification of a potential partnership, as defined in the [University Strategy](https://intranet.napier.ac.uk/about-us/strategy-and-plans).
3. Any staff member participating in an initial discussion with a potential partner completes a [CPC0](https://intranet.napier.ac.uk/academic-and-student-resources/learning-design-and-support/quality-and-standards/quality-framework/section-4-related-resources), which is subsequently noted by the Committee. All credit-bearing partnership arrangements are required to be submitted to the committee, including flying faculty, blended, online and franchise delivery modes, and for all joint research and articulation arrangements.
4. The proposing school identifies a nominated coordinator to lead the development of the proposal.

# Underpinning principles

1. A school considering a potential partnership in a country where the University does not have an approved partner must consult with the Vice Principal for International and External Relations at the earliest possible opportunity to ensure that the proposed country of operation aligns with University strategic intentions and that there are no impediments to delivering UK higher education in that country.
2. If the proposal is for a potential franchise activity it will, in most cases, involve provision from more than one School, with an established collaborative partner and will require the involvement of the Vice Principal for International and External Relations and members of staff from the TNE and Global Online Operations Team. Even if this is not the case (ie a School proposes to franchise a single or suite of programmes), the intention to do so should be flagged to the TNE and Global Online Operations Team to ensure there is no impediment to the proposal.
3. Without exception, full account must be taken of the University’s collaborative agreement template during the development of a proposal to offer provision in partnership with another organisation. The templates are available from the Clerk to Collaborative Provision Committee. In the case of the development of a global online support centre, the agreement template is available from the Global Online Enhancement Lead. Full details of the process for completion of an agreement can be found in [section 4f](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection4fsigningthecollaborationagreement.pdf).
4. Any proposed amendments to the University’s collaborative or franchise agreement template(s) must be agreed in writing by the Clerk to Collaborative Provision Committee and Governance Services at the earliest possible opportunity.
5. The Collaborative Provision Committee reserves the right to refer any proposed changes to the template agreement to the University Secretary, for endorsement, at any stage in the approval process.
6. The time taken to complete early consideration is set and controlled by the proposing school. In the case of franchise activity, theTNE and Global Online Operations Team will work with Schools to complete this process and normally the [CPC0](https://intranet.napier.ac.uk/academic-and-student-resources/learning-design-and-support/quality-and-standards/quality-framework/section-4-related-resources) will be signed off by the Vice Principal for International and External Relations.

# Responsibilities

## The nominated coordinator

1. As early in the process as is feasible an individual must be identified by the proposing school to lead/participate in the development of the partnership proposal. This individual is referred to as the nominated coordinator.
2. It is suggested that the nominated coordinator should be the future programme leader.
3. The nominated coordinator is responsible for ensuring that the early consideration stage of the approval process is implemented in accordance with this procedure.
4. Inexperienced nominated coordinators are advised to contact the Clerk to Collaborative Provision Committee to discuss their engagement with this procedure.
5. The nominated coordinator is advised to contact the Clerk to Collaborative Provision Committee to obtain an electronic version of the CPC0 template at the earliest opportunity. Alternatively, the CPC0 can be accessed via [Quality Framework Section 4 Forms page](https://intranet.napier.ac.uk/academic-and-student-resources/learning-design-and-support/quality-and-standards/quality-framework/section-4-related-resources).
6. The nominated coordinator may attend the meeting of the Collaborative Provision Committee to facilitate discussion of the proposal if appropriate.
7. The Clerk to Collaborative Provision Committee must receive a CPC0, signed by the Dean of School, or in the case of franchise proposals, the Vice Principal for International and External Relations, a minimum of 10 working days in advance of the meeting at which it will be considered by the Committee.

## School representatives on Collaborative Provision Committee

1. School representatives on Collaborative Provision Committee are responsible for:
2. presenting the CPC0 to the Committee
3. reporting the outcome of the Committee’s discussion to the nominated coordinator, School Academic Lead for Quality, and School provision Committee (if appropriate).

## Deans of Schools

1. By signing a CPC0 the Dean of School (or Vice Principal for International and External Relations) is verifying that:
2. the proposal aligns with University and school strategic and operational plans
3. the school will provide sufficient resource to support the development of the proposal.

## The Clerk to Collaborative Provision Committee

1. The Clerk to Collaborative Provision Committee is responsible for:
2. ensuring that the Committee receives a completed CPC0 for each proposal to offer provision in partnership with another organisation
3. briefing inexperienced nominated coordinators on the CPC0 process
4. retaining completed and signed CPC0s for future internal or external audit and review purposes
5. circulating Collaborative Provision Committee meeting minutes to appropriate School Quality Leads and School Quality and Accreditation teams.

# Completing the CPC0

1. The CPC0 has been designed to record the outcome of an initial discussion with a potential partner. This initial discussion could involve any member of staff and could occur under a variety of circumstances.
2. All staff involved in visiting potential partner organisations or who participate in meetings or events where potential partnership working is discussed, and subsequently decide to complete and submit a CPC0, are responsible for ensuring that a summary of the key points discussed and agreed is recorded in the CPC0.
3. The [CPC0 Checklist within the CPC0](https://intranet.napier.ac.uk/academic-and-student-resources/learning-design-and-support/quality-and-standards/quality-framework/section-4-related-resources) provides an indicative list of topics to be discussed with a potential partner at the earliest opportunity. The list is neither exhaustive nor mutually exclusive.
4. The Clerk to Collaborative Provision Committee will not accept incomplete or unsigned CPC0s.

# The outcome of the early consideration process

1. The noting of the CPC0 by the Collaborative Provision Committee formally initiates the detailed development of the proposal by the nominated coordinator and a [CPC1](https://intranet.napier.ac.uk/academic-and-student-resources/learning-design-and-support/quality-and-standards/quality-framework/section-4-related-resources) should then be completed (this is not required for articulation agreements).
2. Where a proposal within the CPC0 is considered to present an unacceptable risk, the proposal will not be permitted to progress and the nominated coordinator will be notified of the Committee’s decision.
3. Where a proposal is of a scale or novelty which requires consideration and oversight by the University Leadership Team in line with the governance arrangements set out in the University’s Online and TNE Strategy, the nominated coordinator will be notified of CPC’s decision. Such a proposal will not be allowed to progress until a decision is reached by the University Leadership Team.
4. Where a proposal is of a scale, novelty or potentially contentious nature, which requires consideration and approval by the University Court, in accordance with the requirements set out in the Court Handbook, and in line with the governance arrangements set out in the University’s Online and TNE Strategy, the nominated coordinator will be notified of this decision. Such a proposal will not be allowed to progress until a decision is reached by Court.
5. As a means of communicating the outcome of discussions more widely, appropriate School Quality and Accreditation teams will be sent all Collaborative Provision Committee meeting minutes by the Clerk to the Committee.

# Articulation

1. CPC notes articulation proposals. Articulation agreements are set up and retained by the Schools.
2. The processes for completion of the CPC0 as described above should also be followed for articulation proposals. In addition, articulation proposals should include details of the point articulating students enter onto a programme and their expected exit award. The CPC0 should also include the mapping exercise undertaken by the School/nominated coordinator. The mapping exercise must clarify the approach to mapping, how the intended partners’ curriculum maps onto the modules, and how any shortfall between the partners’ teaching and a the intended University programme/modules will be resolved.

1. Section A of the [University regulations](https://intranet.napier.ac.uk/academic-and-student-resources/student-lifecycle/academic-regulations) define articulation as “a student admission process where the learning experiences of two programmes are paired together and the curricula are aligned. This enables a guarantee of credit transfer for successful students on one programme to be admitted with recognised prior learning to a subsequent part or year of another programme with no loss of study time between the two programmes. Programme specific articulation arrangements are underpinned by a formal articulation agreement”
2. Credit for a complete award cannot be used towards another award at the same level, as this would constitute double counting of credit, except for approved dual awards approved through the University Collaborative Provision Committee. Further advice can be sought from the Clerk to Collaborative Provision Committee if required.