**Managing Taught Award Or Credit-Bearing Provision Delivered In Partnership**

**Contents**

[**Overview and purpose** 2](#_Toc492462824)

[**Outline of the procedure** 2](#_Toc492462825)

[**Monitoring and review of taught award or credit-bearing provision delivered in partnership with another organisation** 3](#_Toc492462826)

[**Responsibilities** 3](#_Toc492462827)

[**Appointing an external academic peer** 4](#_Toc492462828)

[**Amending, withdrawing or closing taught award or credit-bearing provision** 4](#_Toc492462829)

[**Terminating a collaboration agreement and / or closing a taught award or credit-bearing provision delivered in partnership with another organisation** 4](#_Toc492462830)

# Overview and purpose

1. This section of the Quality Framework sets out the process for designing, developing, approving, monitoring and review of all taught award or credit-bearing provision delivered in partnership (internationally and within the UK) as outlined in the University’s Strategy. In addition, staff should take into account related guidance for the development of franchise and other non-standard deliveries.
2. The procedures set out below have been designed to align to 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.

Individuals involved in the design, development, approval, delivery, monitoring or review of taught award or credit-bearing provision delivered in partnership need to take full account of Curriculum Management: Development, Approval, Change & Withdrawal

1. Individuals involved in the design and development of such provision are encouraged to contact the appropriate the Head of International within their School, and appropriate members of the Quality & Standards team and TNE and Global Online Operations Team for advice and to ensure their proposal meets the expectations of University strategy and all related quality guidance.

# Outline of the procedure

1. The Collaborative Provision Committee is responsible to Academic Board for ensuring that all proposals to deliver taught award or credit-bearing provision in partnership with another organisation are approved in accordance with these procedures.
2. The approval process has eight distinct stages:
* **Early consideration** - undertaken by school staff and signed-off by a Dean of School using the CPC0 proforma. The Collaborative Provision Committee formally notes the CPC0
* **Developing the proposal** - undertaken by school staff and signed-off by a Dean of School using the CPC1 proforma. The Collaborative Provision Committee formally approves the CPC1.
* **Due diligence scrutiny** - a two-stage process involving the completion of a due diligence scrutiny on the financial and reputational standing of the proposed partner undertaken by professional service staff.
* **Partner visit** – undertaken by a member of staff, who is normally academic, and independent of the proposed provision and partnership, prior to approval. Normally, visits will be made to new partners or current partners when a collaborative programme is being offered in a new subject area.
* **Business case approval** – undertaken by Finance staff.
* **Development of the Collaborative Agreement** – undertaken by theTNE and Global Online Operations Team
* **Academic approval** – undertaken by an independent panel which includes scrutiny from internal and external peers. The approval event is organised by the Clerk to Collaborative Provision Committee
* **Signing the collaborative agreement** – the process is complete once the Principal, the University Secretary and head of the partner organisation, sign the collaborative agreement. Students cannot be offered a place on the programme until all conditions of approval have been met and the agreement has been signed by both parties.
1. While the development of each stage can be undertaken concurrently the academic approval cannot take place until the Collaborative Provision Committee has received and approved the reports on the outcome of the due diligence scrutiny, the partner visit report (CPC7) and confirmed that the business case has been approved.

# Monitoring and review of taught award or credit-bearing provision delivered in partnership with another organisation

1. Monitoring the effectiveness of provision delivered in partnership with another organisation mirrors the process used to monitor the effectiveness of all taught credit-bearing modules and taught award or credit-bearing programmes delivered by the University in accordance with [Quality Framework Section 2: Internal monitoring and review of taught award or credit-bearing provision](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection2internalmonitoringandreview.pdf).
2. In addition to being reviewed as part of the University’s scheduled peer review activities which run over independent 6-year cycles, all taught award or credit-bearing provision delivered in partnership with another organisation will be scrutinised by a review panel, independent of the parent School, between 15 to 18 months after the first student cohort has enrolled. The review is organised by the Clerk to Collaborative Provision Committee
3. The formal signed agreements with all partner organisations will be subject to formal review five years after the original signing date. For franchise partnerships, formal review will normally take place after 7 years.
4. TNE and Global Online Operations team retains the original completed agreements with all partner organisations and maintains records which set out when agreements are due for review.

# Responsibilities

1. Overarching University-level responsibilities for the quality and standard of taught award or credit-bearing provision are set out in the [Introduction to the Quality Framework](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection0introduction.pdf). For ease of reference school-level responsibilities are set out in a separate guidance document [Quality Framework Section 0a: School-level responsibilities for quality and standards](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection0aschoolresponsibilities.pdf).

# Appointing an external academic peer

1. The inclusion of external academic peers during the design, development and approval of taught award or credit-bearing provision enables the University to be confident that the requirements of the Scottish Tertiary Quality Enhancement Framework and the UK Quality Code for Higher Education have been taken into account.
2. Appointment criteria for external academic peers are set out in the [Quality Framework Section 0b: Appointing external academic peers](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection0bappointingexternalacademicpeers.pdf).

# Amending, withdrawing or closing taught award or credit-bearing provision

The process for amending, closing and withdrawing an approved taught award or credit-bearing provision is set out in section [Quality Framework Section 1: Curriculum Management: Development, Approval, Change & Withdrawal](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection1curriculummanagement.pdf)

Terminating a collaboration agreement and / or closing a taught award or credit-bearing provision delivered in partnership with another organisat**ion**

1. The process for terminating a collaborative agreement and / or closing a taught award or credit- bearing provision delivered in partnership is set out in [Quality Framework Section 4g: Additional Monitoring and Review Activities](https://documentcentre.napier.ac.uk/-/media/files/academic-policies/quality-framework/qualityframeworksection4gadditionalmonitoringandreviewactivities.pdf).