**Procedures for approving and monitoring collaborative partnerships promotional materials and programme of study handbooks**

*Promotional Materials*

Collaborative Partnership Institutions are required to provide all planned promotional materials to the Collaborative Partnerships Office (CPO). The CPO will log the material and check for accuracy, and will consult with other University Departments and/or Institutes, where appropriate.

All new collaborative partners will be asked formally, in a letter accompanying the signed MoA, to submit all planned promotional materials relating to UWTSD programmes, or bearing the University’s name or logo, to the University prior to issue.

In addition, prior approval is needed from the University for all updates to approved promotional materials relating to University of Wales Trinity Saint David programmes or bearing the University’s logo, including prospectuses and web content, and other forms of publicity – for example, social media, posters, banners or advertisements.

The Head of Collaborative Partnerships (Operations) will arrange for regular checks of the websites of partner institutions to be made. The CPO will maintain a log of the dates that sites were visited and any material of potential concern and the action taken subsequently.

The CPO officers will maintain records of any correspondence with partner institutions relating to the checking of promotional materials and, in the event that difficulties arise with a particular partner, will alert the Head of Collaborative Partnerships (Operations) in the first instance.

*Programme of Study Handbooks*

The University provides templates for collaborative partner Undergraduate and Postgraduate Programme of Study Handbooks, which are appendices of Chapter 4 of the Academic Quality Handbook and are published on the Academic Office webpages.

Collaborative partner institutions are required to use the templates for the UWTSD programmes delivered at the institution and send a copy of the completed handbook to the CPO.

The CPO officers will make checks for accuracy and maintain a log of all Programme of Study handbooks for collaborative provision programmes.