

Interim Partnership Review

The overall arrangements for each collaborative partnership are reviewed by the University every five years. For new collaborative partners, delivering a programme with the University for the first time, there will first be an interim review, normally scheduled to take place either immediately after the first cohort of students have completed the programme in respect of one year programmes, or after two years; the partnership review would normally then take place after three/four years and then every five years after that. The process for interim review described here is applicable to the following partnerships:

* Dual award partnerships
* Validation partnerships
* Franchise partnerships
* Off -Campus partnerships

The University may bring forward the date of an interim review in the event that concerns have been raised about a partnership.

The review will focus on the partnership, rather than on an individual programme. The review is designed to enable the University and collaborative partner to evaluate a full cycle of activity.

A Panel will be established to undertake each review. The Panel will scrutinise documentation, undertake meetings with staff and students at the collaborative partner institution and report to the International Affairs and Collaborative Partnerships Committee.

1. **The Panel**

The membership of the Panel will be two internal Panel Members. This will normally be:

* Chair (Head of Collaborative Partnerships (or a senior member of the University with experience of collaborative provision)
* a member of the University’s academic staff (where possible a member of the original partnership approval panel)

There will be a secretary from the Collaborative Partnerships Office to support the Panel’s work.

In addition, the following will be invited to attend the panel meetings:

* + Institute(s) representative(s), normally the Partnership Team Leader(s)
  + Partner representative

The Institute and partner representatives will be able to observe the proceedings in order to promote a greater awareness of the issues around the collaborative partnership. The representatives might usefully clarify issues for the Panel and might have a better sense of the range of issues, and context in which they have been discussed, which impinge on the Panel’s decision-making processes. Consequently, the representatives may engage as freely as the Panel allows in discussion at any point in the partnership review process but shall not seek to influence panel members beyond contribution to discussions, as allowed by the Panel, during the review.

1. **Terms of Reference of the Panel**

Interim Review Panels will be required to consider appropriate review documentation and meet with staff and students at the collaborative partner institution, in order to:

1. Report on the ways in which the requirements of the Memoranda of Agreement (MoA) are being met by both the University and the collaborative partner
2. Review the management and delivery of the programme(s) of study delivered collaboratively, as outlined in the Definitive Programme Document
3. Consider any appropriate matters that arise in carrying out the review
4. Report to the International Affairs and Collaborative Partnerships Committee.
5. **Review Documentation**

The following documentation will inform the review:

The Collaborative Partnerships Office will provide:

* Memorandum of Agreement
* Institutional Profile Document submitted for partner approval
* Partner Approval Report
* Programme Approval form(s) (PV1)
* Definitive Programme Document (PV2 and PV3)
* Validation Report(s)
* Any approved programme modification requests (PV1a and PV9)
* Annual Programme Review reports
* Partnership Team Leader reports
* Responses to External Examiner(s) reports
* Latest copies of student handbooks
* A report from the Collaborative Partnerships Office that includes reference to:

1. Matters relating to admissions/approved entry requirements
2. Matters relating to library provision and access to the University’s resources
3. Matters relating to student support
4. Matters relating to student cases
5. Statistics in relation to student progression and attainment

The partner institution will provide:

* Report of the institution’s application of University’s procedures relating to appeals, extenuating circumstances, special examination provision and academic misconduct
* Examples of recent promotional materials relating to the programme
* Minutes of recent meetings of the programme team
* Details of any further proposals being considered in relation to the partnership

1. **Review Process**

The interim review is undertaken in five stages.

Stage 1 - The documentation is be circulated to the panel for consideration.

Stage 2 - The panel has an initial meeting, normally within two weeks of the documentation distribution, which includes:

* Briefing of Panel
* Discussion of consideration of documentation and identification of any themes to be explored with the staff and students of the partner institution

The meetings may take place in person or virtually through the means of video link.

The institute representative and partner representative will be invited to the initial panel meeting but are not required to attend and may instead submit written comments for consideration.

Following the meeting the secretary will ensure that the themes agreed at the initial meeting are sent to all Panel members, to inform the meetings with the collaborative partner staff and students.

Where a Panel feels that additional information and/or discussion is required before a conclusion can be made, a final panel meeting will be held at the University. This can be useful if a visit was undertaken to a collaborative partner overseas or if the review involves multiple programmes, as it allows the Panel to consider the written report of the meetings with the collaborative partner representatives and formulate conclusions, having an overview of the full review process.

As for the initial Panel meetings, the External Panel Member and the partner representative are not required to attend a final Panel meeting, but may do so if they wish or may provide written comments/recommendations to the secretary in advance of this meeting.

Stage 3 – Meeting with Collaborative Partner Staff and Students

The panel meets with staff and students of the collaborative partner, focusing on the themes identified in the initial panel meeting. The meetings may take place in person, where the panel will visit the partner institution or virtually through the means of video link. Where the meetings take place via video link, they may take place over a numbers of days, as most appropriate for the circumstances of the partnership (different time zones, staff availability etc).

The format of the meetings will normally be as follows:

* Review panel private meeting
* Meeting with members of senior management
* Meeting with teaching staff and staff responsible for the provision of learning resources, student support and student administration
* Meeting with students

Where the panel is visiting the partner institution a tour of facilities may also take place.

Stage 4 - The panel has a private meeting to draw its conclusions, identify attention to any examples of good practice, and suggest any recommendations for improvement.

Stage 5 – Feeback is given to partner institution representatives.

1. **Outcomes of the Review**

The Panel will provide a report to the International Affairs and Collaborative Partnerships Committee. The International Affairs and Collaborative Partnerships Committee will consider any institutional implications in the report and then refer it to Senate for consideration and action as appropriate.