

Partnership Review

The overall arrangements for each collaborative partnership are reviewed by the University every five years. The process described here is applicable to the following partnerships:

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

A separate review process for Articulation links is to be found in appendix CP10b.

For new partners, delivering a programme with the University for the first time, there will normally first be an interim review, 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 will then normally take place after three/four years and then every five years after that. The process for an interim review is to be found in appendix CP8.

The review will focus on the partnership, rather than on an individual programme, (each programme will be subject to a formal revalidation in the fifth year of delivery or sooner.[[1]](#footnote-1)). The purpose is to review the general operation of the partnership, including the operation of regulations and procedures, the monitoring and development of the programmes, and the enhancement of quality and standards.

A Panel will be established to undertake each review. The membership of the Panel will be approved by the Heads of Collaborative Partnerships. The Panel will scrutinise documentation, undertake meetings with staff and students at the collaborative partner institution and make recommendations to the Senate in relation to the partnership.

1. **The Panel**

The membership of the Panel will normally be:

* Chair (Head of Collaborative Partnerships or a senior member of the University with experience of collaborative provision)
* Up to two internal Panel Members
* One external Panel Member

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

Internal Panel Member(s) (and the Chair, where applicable) will be drawn from an Academic Discipline that is not responsible for the programme(s) of study, or from central departments at the University.

The external panel member will be familiar with the UK higher education system and have experience of collaborative provision. They will not be (or have been) associated with the University or Partner in a way that might compromise their ability to form an objective judgement on the partnership. Examples might include associations formed during previous employment, external examiner duties, research partnerships, tutor-student or supervisor-student relationships, and any close personal relationship. In the case of previous employment or external examiner duties at the University, a period of at least 3 years should have elapsed.

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 whole of 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 Chair 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 Chair, during the review.

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

Review Panels will be required to:

1. Report on the ways in which the requirements of the Memorandum of Agreement are being met by both the University and the Partner
2. Ascertain the strategic views of the Partner’s senior management in terms of the continuation/further development, or otherwise, of the partnership with the University
3. Consider appropriate review documentation, as listed in section 3
4. Consider any appropriate matters that arise in carrying out the review
5. Present formal recommendations to the Senate and the International Affairs and Collaborative Partnerships Committee
6. Where appropriate, consider or review the designation of Associate College.

Where the review is for an off-campus partnership, the panel shallpay particular attention to the quality of resources and the availability of learning support for students

1. **Review Documentation**

The following documentation will inform the review:

**3.1 Partner Review Documentation**

A brief narrative document that includes reference to:

1. The portfolio of programmes validated with UWTSD and if this remains as envisaged at partner approval stage or any changes that have been made since the last partnership review, as appropriate
2. Opportunities for interaction between staff and students at both institutions
3. The communication of regulations and procedures by UWTSD and the level of support and advice that has been available
4. Record of recruitment, student progression and attainment for UWTSD programmes
5. Instances of good practice in relation to the partnership
6. Development, expansion and future plans, including non-University of Wales Trinity Saint David provision
7. Any recommendations relating to the management of the partnership.

If appropriate, the partner may also include an application for Associate College designation. In such cases, scrutiny of the relevant information and an initial recommendation to Senate shall be made by the Partnership Review Panel and Senate’s subsequent recommendation shall be made to Council.

**3.2 University Review Documentation**

* Memorandum of Agreement
* Report of the Interim Review
* All Partner Overview Reports submitted to the University since the last partner review (including Interim Review)
* All Annual Programme Monitoring Reports submitted to the University since the last partner review (including Interim Review)
* All PTL Reports submitted to the University since the last partner review (including Interim Review)
* All Annual Programme Reporting (APR) reports submitted to the University since the last partner review (including Interim Review)
* Responses to External Examiner reports submitted to the University since the last partner review (including Interim Review)
* A report from the Collaborative Partnerships Office that includes reference to:
1. All programmes validated to date and any approved programme modification requests etc
2. Matters relating to finance (financial appendix of the MoA)
3. Matters relating to admissions/approved entry requirements
4. Matters relating to library provision and access to the University’s resources
5. Matters relating to student support
6. Matters relating to student cases
7. Statistics in relation to student progression and attainment
8. Details of any further proposals being considered in relation to the partnership
9. Where appropriate, information relating to existing Associate College designation
10. Any recommendations relating to the management of the partnership
11. Any other appropriate matters arising from the review

**4. Review process**

The partnership review is undertaken in four to five stages.

Stage 1 - The documentation is 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 meeting may take place in person or virtually through the means of video link.

The External Panel Member and the 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.

Stage 3 - Meeting with Collaborative Partner Staff and Students

The panel meets with representatives of the 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
* Meeting with any employers/stakeholders in relation to the UWTSD provision, where appropriate
* Review panel private meeting
* Final meeting and feedback

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

Stage 4 - The panel meets to draw its conclusions, identify attention to any examples of good practice, and suggest any recommendations for improvement (as per section 5). This may take place on the same day as the meeting with the partner institution staff and students, or separately.

Stage 5 - Final meeting of the Panel (if required)

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.

**5. Outcomes of the Review Available to the Panel**

The Panel may arrive at one of the following outcomes at the end of the review. To recommend to Senate:

* To approve the continuation of the partnership between the University and the collaborative partner
* To approve the partnership between the University and the collaborative partner, but noting concerns regarding the partnership and the need for urgent action
* Not to approve the continuation of the partnership between the University and the collaborative partner and, as a result of this, to consider how the completion of existing or agreed commitments to existing or accepted students can be met in all respects, following the University’s procedure for terminating partnerships

The Panel may suggest **recommendations** to the University and/or the collaborative partner, for confirmation by Senate. The Panel may also make **commendations,** relating to areas of good practice identified during the review process. Recommendations and commendations may relate to any aspect of the partnership raised during the review process.

Where appropriate, the Panel will also make an initial recommendation to Senate on the application or renewal of Associate College designation. Senate’s subsequent recommendation shall be made to Council.

The review is expected to lead to identification by the University of a Prioritised Action Plan for appropriate staff at the University or collaborative partner institution, to maintain and enhance the academic health and development of the partnership. Unless the outcome of the review is to discontinue a partnership, in which the University’s procedure for terminating partnerships will commence.

1. If a programme is already validated at the University, the programme may be due for revalidation earlier. [↑](#footnote-ref-1)