

# Partner Approval or Re-approval

The University engages with partners in a number of different ways and applies the following processes to approve and review partners and courses that are delivered collaboratively.

There are **5 types of arrangements** for delivery of collaborative provision:

- **Franchise delivery** – our course delivered and assessed by a Partner
- **Validated delivery** – a Partner's course which we approve and validate for delivery by a Partner
- **Distributed delivery** - our course delivered and assessed at a Partner's premises or via distance learning or a combination of both by University staff.
- **Shared delivery** - our course delivered and assessed by both Partners or by University staff.
- **Credit Rating** - University credit, no more than 20 credits aligned to curriculum developed and delivered by the partner with support from University staff.

There are **two types of Partnerships** arrangements:

- **Memorandum of Understanding (MoU)** – is a non-binding, non-exclusive agreement with a partner institution. This sets out a statement of intent but does not commit either body to specific outcomes. Any programme-level arrangements subsequently approved will require an appropriate agreement.
- **Memorandum of Articulation (MoArt)** - a non-binding, non-exclusive agreement with a partner institution whereby a programme of study at that institution is recognised for direct entry to a university programme of study after the normal point of entry.

For all types of arrangements defined in the University's Taxonomy, a Partner Proposal Form, Initial due diligence (Section A) and signed Memorandum of Understanding is required.

The Memorandum of Understanding is the initial step in establishing the partnership.

Quality Assurance Services (QAS) will work closely with Schools to ensure the University can respond flexibly and promptly to prospective partner institutions

## Process for Approval and Re-approval

### Partner Proposal Form

- Potential Partner identified
- Partner Proposal form completed by lead academic within the School(s)
- Partner Proposal form signed by Dean of School(s)
- Partner Proposal form submitted to QAS for approval.

### Initial Due Diligence (Section A)

- Initial Due Diligence form completed by QAS
- Initial Due Diligence signed off by Dean of Quality
- Electronic copy sent to School(s).

### Intelligence Report (if required)

- QAS populates the Intelligence Report produced for collaborative provision outside the UK.

### University Executive Team (UET) Approval

- Initial Due Diligence accompanies the Partner Proposal Form (and Intelligence Report if required) which are submitted to QAS
- DVC (Academic) to approve on behalf of the University Executive Team (UET).

### Memorandum of Understanding (MoU)

- QAS drafts MoU and endorsed by School
- MoU signed by Vice Chancellor or nominee.

Once QAS are in receipt of a signed MoU, enhanced due diligence can be undertaken to check the Partner's reputation and its capability to enter into a contractual relationship with our University.

In addition, QAS will undertake some detailed checks on the partner institution's relationships with other collaborative partners, academic and financial matters.

A partner institution must have approved partner status and courses in validation before the process to Approve the Collaborative Delivery can commence.

Approval and Re-approval of Collaborative Delivery is essentially a 'resources check' (both physical and human) carried out by our University when approving the delivery of a validated course(s) of study to take place at a partner institution or site of delivery other than one of our campuses.

Any proposals for delivery of a course by an approved partner institution alone or jointly with the University is subject to Due Diligence (Section A and B), a Venue Visit (if required), a new Course Proposal, Validation (if required) and Approval of Collaborative Delivery

### Enhanced Due Diligence (Section B)

- Enhanced Due Diligence Form completed by QAS
- Enhanced Due Diligence Form approved and signed off by the Dean of Quality
- Submitted to APCG for partner approval
- Electronic copy sent to School(s).

### Venue Visit Form

- Venue Visit Form completed by QAS and assisted by the School(s).

### New Course Proposal (NCP)

- New Course Proposal approved by Dean of School
- APCG approve of New Course Proposals.

### Validation and Re-validation (if required)

- A new collaborative course is subject to validation on campus
- An existing course proposed for collaborative delivery which requires significant modification will also need to be validated
- Contextualisation of the proposed course will be achieved during delivery.

### Approval and Re-approval of Collaborative Delivery

- Plan Approval of Collaborative Delivery event at Partner premises
- QAS will arrange the Approval of Collaborative Delivery event in conjunction with the School and Partner
- Submission of documentation by School to QAS at least 4 weeks in advance of event
- Outcome reported to Academic Quality and Standards Committee.

## Contacts and further information/Fact Sheets

Academic Regulations

Staff Development

Guidance and Templates

Validations and Re-validations

Contact your QAS School partner or email [qas@leedsbeckett.ac.uk](mailto:qas@leedsbeckett.ac.uk)

Articulations

[Quality Assurance Services](https://www.leedsbeckett.ac.uk/staffsite/services/quality-assurance-services/)

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Quality Assurance Services

