Review of Collaborative Provision Arrangements

**1.** Introduction

The review will comprise of the submission of a review form and supportive documentation. The supportive documentation should be utilised as the evidence basis for a reflective and self-critical analysis of the collaborative arrangement.

Collaborative Provision will be pleased to provide assistance at any stage of the Review process.

**2.** Timing of Review

All collaborative provision arrangements are the subject of time-delimited legal agreements, normally with a review some 12-18 months before the expiry of the agreement.

At the start of each academic year, Collaborative Provision will consult with Colleges and Schools to agree a timeframe for the reviews that are due to take place in that year.

# 3. Purpose of the Review

The purpose of the Collaborative Provision Review is to:

* monitor the efficacy of the arrangements set out in the legal agreement;
* review a range of documentation, including Annual Programme Review data, to ensure academic quality and standards are maintained and enhanced;
* consider the strategic direction of the arrangement and the programme(s) involved;
* determine, in the light of the above, whether or not the arrangement should be renewed for a further period, and, if so, on what basis.

**4.** Financial Arrangements for the Review

Any costs incurred in the review process, including a fee and reasonable expenses for the external reviewer, together with the re-accreditation or re-validation fee, where appropriate, will be borne by:

 a. the collaborative organisation for accreditation/validation arrangements;

 b. the University School or College for other collaborative provision arrangements.

**5.** Review Process

On notification that a review is due, the School should initiate completion of the review form and submit a completed nomination form for the External Reviewer to Collaborative Provision. The External Reviewer should be an expert in the relevant discipline from another institution, professional body or industry, within the UK, and should not be the current or recent (last two years) external examiner for the programme.

Completed forms, which should include the comments required by a variety of colleagues at School, College and University level, all the supporting documentation that has been used to inform the review and a draft action plan to address any identified issues, should be submitted to Collaborative Provision by the agreed deadline. Two 'expert reviewers', members of the Collaborative Provision Committee (CPC), will review the documentation in advance of the next appropriate Committee meeting where the renewal of the arrangement will be discussed. Clarifications and amendments to the form may be required prior to submission to the Committee.

At least one representative from the School and/or the collaborative organisation will be required to attend the Committee meeting.

CPC may request a site visit before approving the renewal of the arrangement. Further information on what a site visit may entail can be found in Appendix A.

The recommendations of the Committee regarding the arrangement will be communicated by Collaborative Provision. If applicable, the School will be required to update the action plan.

Memoranda of Understanding and legal agreements covering arrangements that are ‘low risk’ and do not involve awarding of credits will be reviewed following a less onerous and more proportionate procedure, according to the level of risk.

Schools will be asked to provide an account of the activities undertaken since the start of the agreement and to state a case for the continued progression of the arrangement.

6. Legal Agreement

 If the arrangement is to be renewed, Collaborative Provision will oversee the drawing up of the new legal agreement.

The College and School will have opportunities to comment on the draft agreement before submission to the University’s Legal Services for approval. The draft legal agreement must **not** be made available outside the University until approved by Legal Services. The collaborative organisation will have an opportunity to comment on the draft agreement before proceeding to final signature.

Collaborative Provision will arrange for the agreement to be signed by the Provost and Vice-Principal of the University and the designated signatory of the collaborative organisation. The Provost and Vice-Principal is the University’s designated signatory for such agreements, which must **not** be signed by Heads of Colleges, Schools or Departments or any other member of the University.

One original signed copy will be retained by the Collaborative Provision Office (on behalf of the University); the other by the collaborative organisation. A copy will be forwarded to the relevant School, Legal Services, Finance Office or other offices, where appropriate.

# 7. Progress Report

 The action plan based on the outcome of the review, as approved by the Collaborative Provision Committee, will be added to the action plan of the next Annual Review form completed in that year, with a progress against all actions (from the Collaborative Provision Review and the Annual Review) provided the following year.

# Appendix A – Site Visit

A site visit to the collaborative organisation will be organised by the CP Office. The visit enables face-to-face meetings with key personnel and current students, together with a tour of the collaborative organisation’s premises and resources available to the students.

The purpose of the site visit is to review the operation of the collaborative provision arrangement including programme(s), and the student arrangements and experience rather than resolve any points relating to the details of the financial and administrative arrangements, which are handled separately.

The visit would be conducted by two members of the CP Committee and a member of staff of the CP Office.

A draft programme might comprise:

1. an initial meeting with the head of the organisation or other appropriate person, e.g. Head of School or equivalent;
2. a meeting with the key programme personnel (*circa* one hour) responsible for learning and teaching and student support, including the Collaborative Programmes Officer, if applicable;
3. a tour/review of premises which may include teaching rooms, library provision, IT resources, social spaces (*circa* one hour);
4. a meeting with students (*circa* half an hour, or longer if over lunch);
5. a brief meeting with support and/or technical staff;

A site-visit report will be prepared by the CP Officer and be considered, in conjunction with the review form, at the CP Committee.