

Collaborative Programmes Officer: Role and Responsibilities

1. Introduction

- 1.1 The University has collaborative provision arrangements with a range of organisations, both within and outside the United Kingdom. The nature of these collaborative provision arrangements varies, but normally the collaborative organisation delivers and assesses some or all of the programme of study leading to an award of the University.

2. Role

- 2.1 A Collaborative Programmes Officer (CPO) is an academic member of staff with suitable seniority (at least at the level of Lecturer – Grade 8), who is responsible for acting as a key link between the University and a collaborative organisation. The principal function of the CPO is to facilitate an effective working relationship between the University and a collaborative organisation and to be the main point of contact from an academic perspective. The role of the CPO is essential in helping the University to assure itself that the quality and standards at the collaborative organisations are appropriate and that the students' experience is equivalent to that provided by the University.

It is expected that the nature of the role of a CPO will vary according to the type and nature of each arrangement and collaborative organisation.

- 2.2 The Head of School, on the advice of the School Head of Quality/Research, or equivalent, nominates a Collaborative Programmes Officer (CPO) to a collaborative programme, or group of programmes, or to those collaborative organisations where University registered postgraduate researchers are supervised by staff from the collaborative organisation who have been awarded the title of Recognised Supervisor, where appropriate. The nomination is sent for approval by the Collaborative Provision Committee on behalf of the University. The CPO nomination for a new collaborative programme(s) should be submitted at the same time as the Approval in Principal.
- 2.3 The CPO will have academic experience relevant to the programme(s) being delivered as well as knowledge of the University's guidance on quality assurance and related matters, admissions, programme approval and some experience of collaborative provision arrangements.
CPOs appointed to those collaborative organisations where University registered postgraduate researchers are supervised by staff from collaborative organisations will also have knowledge of University Regulations and Codes of Practice relevant to postgraduate researcher and experience as supervisor, internal/external examiner and/or Chair of Viva for research degree theses.
- 2.4 The normal term of office will be until the next renewal of the legal agreement.
- 2.5 The CPO should be permitted sufficient time (5% fte) in order to perform this role at the same time as their other University duties, and acknowledged in workload planning.

3. Responsibilities

- 3.1 *Monitoring of Collaborative Arrangement*
- monitors compliance with any conditions of initial approval and reports to their

School Head of Quality/Research or equivalent and Head of School;

- oversees compliance with the legal agreement throughout its duration;
- assists the University in ensuring the maintenance and enhancement of academic quality and standards;
- attends meetings of the relevant Programme/Management Committee as required.

3.2 *Publicity*

- assists in the annual review of all publicity materials (including the web), programme descriptions and student handbook, to ensure that they are accurate and factually correct, especially the University's role in the programme and the nature of the link between the collaborative organisation and the University, in conjunction with the Collaborative Provision Office.

3.3 *Academic Environment*

- where applicable, does not act as a supervisor/adviser/mentor of a University postgraduate researcher being supervised by Recognised Supervisors of the collaborative organisation;
- reports on the resources and staffing to ensure that they remain of an appropriate quality and quantity to deliver the programme;
- discusses any proposed changes to entry requirements, modules and assessment, location, language of delivery or assessment with the collaborative organisation, the Collaborative Provision Office and the relevant College Academic Policy Partner, and ensures approval through University programme approval mechanisms;
- reviews the Programme Specifications on a yearly basis;
- provides support for and ensure adherence to University's legislation;
- ensure adherence to the University's expectations with regard to placements and work-based experiences;
- contributes to annual programme review and other reviews of the arrangement, including professional, statutory and regulatory accreditation reviews, and provides updates on progression of recommended actions, as required by the Collaborative Provision Office.

3.4 *Assessment of Taught Elements*

- does not normally undertake any teaching or assessment of the programme;
- ensures that the examination processes, including the appointment of the external examiner, are conducted in accordance with the University Legislation:
<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>
- is a member of the Boards of Examiners in the collaborative organisation where the University award will be considered, providing advice and guidance on University student assessment procedures;
- ensures that the signed mark sheets (including progress decisions for each student) and minutes of the Boards of Examiners are submitted to the relevant School Board of Examiners;
- attends the School Board of Examiners, commenting as appropriate, on the results, any issues and on processes for handling extenuating circumstances.

3.5 *Assessment: Theses*

- does not act as an internal or external examiner or chair of a viva.
- ensures that the Recognised Supervisors know and understands the examination and appointment of the external examiner processes as specified in

the Code of Practice for Assessment of Research Degree Theses
<http://www.birmingham.ac.uk/Documents/university/legal/assess-research-degree-theses.pdf> and other related documentation;

- may provide guidance on the nomination of the external examiner.

3.5 *Visits*

- makes formal visits in addition to attending Boards of Examiners.
- Visits to include:
 - follow up of any reviews, including Annual Programme Review, together with compliance with the legal agreement;
 - general review of resources;
 - follow up responses to External Examiners' reports;
 - modifications to programmes;
 - meeting with staff;
 - approval of student information and publicity for the forthcoming academic year;
 - preparation for the Annual Programme Review;
 - meeting with students to elicit information concerning the student experience, visiting students on placements, and review of student questionnaires;
 - any other items.
- attendance at Boards of Examiners
 - representing the University
 - meeting the External Examiner
 - ensuring that the results and progress decisions are reported to the relevant School/College Board of Examiners

Note:

It is the responsibility of the School to ensure University representation if the CPO is unable to attend these meetings.

3.6 *Approved Absences*

- ensures that the Head of School appoints a temporary CPO to cover approved absences etc., so providing continuity.

3.7 *Successor*

- provides, with the Collaborative Provision Office, a briefing for their successor.

3.8 *Termination of Agreement*

- ensures that the University's residual duties to the students and provision for the completion of their programme are in place in cases of proposals to withdraw from a collaborative provision arrangement.

3.9 Normally, the CPO should attend the induction/annual meeting organised by the Collaborative Provision Office.