Chapter 8 is UCL

1 UCL Policy and Regulations for the Quality Assurance of Academic Partnerships

1.1 Introduction

1. Academic partnerships, as defined in Section 2.2 of this Framework, can offer many

    academic networks both nationally and internationally. All academic partnerships should be considered in terms of their alignment with   -year strategy. International academic partnerships are also a key part of the UCL Global Engagement Strategy

2. UCL academic partnerships with other organisations which contribute or lead to UCL credit and/or qualifications should enrich both our reputation and our contribution to

    the

the academic standards of all UCL qualifications involving collaboration

2 Types of Academic Partnership

2.1 Further Terms Used in this Document

Award:	Definition:
Academic partnership	A partnership between UCL and a partner institution(s) set up to

certificates can be found in *Annex 8.1 Forms of Academic Partnerships.*

The programme leads to one award conferred by UCL. The level of contribution from the other institution(s) can vary from teaching a number of modules for a programme designed by UCL to providing facilities to a part of the programme or contributing to marketing and recruitment of the programme. Oversight of the programme and the activities provided with contribution from the partner institution is always maintained by UCL.

Any teaching delivered by another institution as part of a UCL degree must be delivered in the English language, unless the aim of the module(s) is to teach and assess the students in a language other than English.

Split-site PhD

subsidiary supervisor comes from another institution than the degree-awarding university, which always provides the primary supervisor. The student spends time working on their research tution and the other university. Split-site normally concern individual students, and are therefore not covered by all provisions of the Academic Partnerships Framework. For more details, see Section 2.3: Split-site PhD

UCL to sign must, however, be reviewed and approved by the Academic Policy and Quality Assurance team and/or Legal Services, and signed by the Vice-Provost, Education and Student Affairs on behalf of UCL.

2.3 Split-Site PhD

1. A split-
   comes from an institution other than UCL and the student spends time working on their research at that institution. In practice, a split-site PhD is a combination of the UCL Co-Supervision and Study Leave for Postgraduate Research provisions. The programme will only lead to a UCL PhD award   if a joint award is proposed, all the provisions relating to joint awards in this Academic Partnerships Framework will apply.
2. A PhD student who is already registered or is applying for a place on a PhD programme at UCL may apply for their PhD to be conducted through a split-site
   primary supervisor support the proposal, they should complete *Annex 8.7: Split-site PhD Proposal Form* in the first instance. The form should be signed off at both Department and Faculty level. After that it should be submitted to the Academic Policy and Quality Assurance team, who will provide a template Memorandum of Agreement relating to Split-site PhD arrangements for the Department and/or Faculty to complete, negotiate and finally sign with the proposed partner institution. A scanned copy of the fully signed agreement needs to be sent back to the Academic Policy and Quality Assurance team for their records.
3. Split-site PhD co-supervision arrangements must comply with the standard provisions relating to co-supervision. In addition, the student and the UCL Department must follow the standard UCL Study Leave registration procedure for the period when the student undertakes research at the collaborating institution as part of the split-site PhD. The standard Study Leave for Postgraduate Research Students timeframes apply to Split-site PhD arrangements.
4. All the UCL Postgraduate Research Degree regulations and Doctoral School policy and guidance documents apply to the Split-site PhD programme.

3 Roles, Responsibilities and Governance

3.1 Governance at UCL Level

1. Although in practical terms academic partnerships normally involve UCL Faculties and Departments, they are a formal relationship between the University and the partner organisation. Hence governance of academic partnerships, in terms of mandating and decision-making, sits at the highest appropriate level of authority in UCL once the relevant Head of Department/Director of Division/Institute and Dean of Faculty has approved any such proposal.
2. Academic Committee delegates responsibility for oversight of learning and teaching, including the maintenance of standards and quality management, of accredited taught programmes to the Education Committee. It also delegates responsibility for oversight of research degree provision, including the maintenance of standards and quality management, to the Research Degrees Committee.
3. Academic partnerships involving the award of credit and/or qualifications relating to taught degree programmes are therefore considered under the terms of the Education Committee; academic partnerships involving the award of research degrees are therefore considered under the terms of the Research Degrees Committee.
4. In the case of potential international academic partnerships involving accredited taught programmes/modules or research degrees, in the first instance partner organisations must be considered by the Global Engagement Office (GEO) GEO must endorse the potential international partner in the first instance and ensure that they are in-keeping with the UCL Global Engagement Strategy.

5. The Global Engagement Office (GEO) may wish to strengthen an initial international partnership proposal which has the Vice-

3. The processes for supporting academic partnerships beyond inception are situated in the Academic Policy and Quality Assurance team. This team is the first point of contact for any member of UCL wishing to propose entering into an academic partnership.

4. The Academic Policy and Quality Assurance team provides expertise and guidance in evaluating and developing partnerships for academic Departments and other stakeholders during all phases of the partnership, from initial approval through to implementation, operation, review and termination.

5. The Academic Policy and Quality Assurance team coordinates communication with other UCL stakeholders who may need to be consulted with regard to each partnership (e.g. GEO, Legal Services).

6. The Academic Policy and Quality Assurance team also develops and services the Academic Partnership Review Group described in Section 3.1 and other cross-UCL teams and working groups to share good practice and resolve common issues which may occur. The team also works directly with relevant areas across UCL to resolve more specific issues.

4 The Lifecycle of an Academic Partnership

4.1 Overview

1. There are four main stages to the lifecycle of an academic partnership:
   Inception and approval;

agreement will be shared with the academic lead for the partnership activity and negotiated with the partner organisation.

8. Approval for new programmes or modules delivered in partnership must be undertaken in parallel to the academic partnership approval process as per the relevant UCL procedures (see the Programme and Module Approval Framework). Programme approval is required for all joint and double award programmes as well as dual degree programmes where the UCL award is contingent on the partner institution award. Teaching contribution partnerships will normally also require a level of programme or module approval. Flying Faculty partnerships require approval as a new route to an existing programme, or the full programme approval if the programme is new. The Academic Policy and Quality Assurance team

	Evidence of the *equivalence of the level of the partner programme* to the FHEQ level of the UCL degree (through e.g. an analysis of the assessment methods and/or learning outcomes); and
	Comparative analysis of the content of the partner programme and the UCL degree to ensure the students possess the relevant skills and knowledge when joining the UCL programme with advanced standing

4.5 Operational and Regulatory Considerations

1. The following operational and regulatory issues must be considered when developing a proposal for an academic partnership.
    a) Marketing and recruitment:
        how the programme will be marketed and students recruited;
        what mechanisms are in place to approve any marketing and publicity material produced by either institution.
    b) Admissions and entry requirements:
        clarify the process for dealing with applications;
        clarify any delegation of responsibility to the partner organisation;

        criteria and regulations as well as any PSRB requirements, or joint entry criteria may need to be developed. The entry criteria for partnership programmes should not be lower than for programmes delivered entirely at and by UCL. Any changes proposed to the standard UCL entry requirements, including overseas equivalence of entry qualifications, must be approved by the Programme and Module Approval Panel and documented in the Programme Summary of the relevant programme. English language requirements can never be lower than the standard UCL require712.42 Tm751633o53ETQq42.36 :

clarify where, when and how tuition fee income or any other income will be paid and by whom;

clarify any invoicing arrangements.

f) Learning resources:

consider what access to learning resources students require from each partner, e.g. online resources provided by the partner, and how these will be accessed;

consider whether staff from each partner organisation will need to access any resources at the other, e.g. library.

g) Legal framework:

all academic partnerships must be subject to a legally-binding agreement based on approved UCL templates setting out the responsibilities of each party;

all legally-binding agreements must be time-limited and undergo review prior to renewal.

h) Management arrangements:

partnership programmes must be managed in the same way as any other UCL degree programme;

an academic lead must be responsible for the management of the programme including liaison with the partner organisation;

clarify how the programme will be managed, e.g. by a joint programme committee involving staff from the partner organisation if appropriate, and how this relates to UCL management structures.

i) Monitoring arrangements:

Departments/Institutes and Faculties must monitor and review academic partnerships within the UCL Quality Review Framework.

j) Quality management:

as UCL is responsible for the learning experience of students registered on its qualifications, the UCL Quality Review Framework must apply to academic partnerships programmes.

k) Award details/certification:

in the case of joint or multiple awards:

o arrangements for the production and content of degree certificates and transcripts must be defined;

o arrangements relating to graduation processes and/or ceremonies must be clearly laid out.

l) Classification:

Where the UCL qualification is contingent on credit obtained at the partner institution, the formula for calculating the classification for the programme must be agreed.

If

o the number of credit taught by the partner institution constitutes a maximum of 1/2 of the credits required for the

clarify the staffing resources required, including the academic lead, from both organisations;

consider the implications for UCL estates and facilities where relevant.

n) Registration and induction:

clarify who is responsible for registering and inducting students on the partnership programme, including the registration status of students;

in the case of joint or multiple programmes, students must remain registered at UCL during any periods of time spent at the partner institution;

clarify whether students will remain registered at both institutions for the duration of the programme;

consider any visa requirements and any requirements relating to Tier 4 responsibilities;

information on the partnership programme must be made available to students, particularly around regulations and procedures, access to learning resources within both institutions, student support and assessment, and any transfer of data between the partners, e.g. personal details, transcripts.

o) Student support:

students registered at UCL on a partnership programme should be entitled to the same student support services, e.g. for disability, as students on other UCL degrees;

clarify how students moving between organisations will access these services and how support will be configured;

data protection issues need to addressed in the Memorandum of Agreement as advised by the Academic Policy and Quality Assurance team;

how student feedback is collected, shared and acted upon by the partner institutions.

2. When developing the proposal in liaison with the partner institutions, the proposer should consult with colleagues who might contribute to the development and operation of the programme. As a guide, these may include:
   i. Faculty Tutor
   ii. Academic staff involved in the programme
   iii. Faculty manager
   iv. Departmental learning and teaching manager
   v. Departmental/ Institute manager/finance officer (for operational and financial advice, administrative resourcing issues)
   vi. Central UCL colleagues (e.g. the GEO; Academic Services, Admissions)

5. Failure to consult adequately may result in aspects of the proposed partnership programme not working effectively, e.g. students not being registered correctly, or degree certificates not being produced with the correct details.

6. If staff are unclear as to who they should consult with, they should speak to the Academic Policy and Quality Assurance team for advice.

4.6 Memorandum of Agreement

1. Once a proposed academic partnership has been fully approved by the Academic Partnership Review Group (and any associated programme approval completed), the proposer must ensure that a Memorandum of Agreement (MOA) is adapted and signed by both UCL and the partner organisation(s) prior to the activity commencing. The Academic Policy and Quality Assurance team will support this process and draft the MoA in liaison with the academic Departments.

2. It is the responsibility of the UCL academic lead for the academic partnership to ensure s/he is familiar with the content of the MOA and for ensuring that both UCL and the partner organisation adhere to the responsibilities set out in the agreement.

3. Advice on the template to be used and finalising of the MOA is available at any time from the Academic Policy and Quality Assurance team.
4. All MOA for partnerships involving taught programmes must be signed by the Vice-Provost (Education and Student Affairs) as Chair of the Education Committee; all

ensuring external examiner(s) are appointed to the programme, and liaising with the external examiner(s) as appropriate;

ensuring that all information published and made available to students and other stakeholders through both institutions is accurate, up to date and reliable;

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