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2.1.3   The requirements of academic approval ensure the proposed partner organisation

- has in place an appropriate governance framework for maintaining academic standards and quality, with clearly defined roles and responsibilities to enable this;
- can provide the necessary resources and facilities to support the programme(s) to be delivered through the proposed collaborative arrangement;
- has in place a resource plan for ensuring the provision of a higher education learning environment ;
- has in place the ability to market the programme appropriately.

In addition, the requirements seek assurance that:

- staff at the partner organisation are appropriately qualified and have relevant subject expertise;
- proposed arrangement is appropriately aligned quality assurance policies and procedures;
- appropriate measures are in place to align operational processes between the University and the partner organisation for key elements of the student journey;
- a robust development plan is in place to ensure the successful and sustainable delivery of the programmes; and arrangements are in place to support any planned training activities to which partner staff are entitled.
- There is clarity over the regulatory requirements in relation to the partnership, particularly on the gathering and sharing of relevant data.

2.1.4

panel event may be conducted virtually with permission from the Chair of the Programme Approval Committee. Where the proposal involves delivery at more than one site, the location of the event will be agreed between the University and the partner organisation. Site visits to each delivery location must be undertaken to assess the learning resources; teaching accommodation and other relevant facilities at each site prior to the panel event. Reports from these site visits must be included in the submission for academic approval.

2.1.7 The process of assessing the partner organisation and the academic provision to be delivered will normally be undertaken at the same time. Where this is not possible, the panel event for evaluating govern and manage delivery of the proposed academic provision must take place prior to the evaluation of the academic provision to be delivered.

2.1.8 The panel will be convened through the authority of Programme Approval Committee. Its membership will be as follows:

- A senior member of academic or academic related staff from the University who will serve as Chair;
- At least one external expert from outside the University with relevant subject expertise and experience in managing academic quality assurance for collaborative arrangements;
-
- At least one University representative with no direct responsibility for the proposed partnership arrangement.
-

2.1.9

programmes and campuses. It must also satisfy itself that the partner organisation meets the requirements set out in 2.1.3 above.

2.1.10 Following its evaluation of the information presented in support of the proposal, the panel will make one of the following recommendations to Programme Approval Committee:

- **approval** of the partner organisation for the delivery of the proposed academic provision with or without recommendations for enhancement;
- approval of the partner organisation for the delivery of the proposed academic provision, subject to the meeting of **pre-approval conditions**;
- **referral** of the proposed collaborative arrangement for further refinement before it is considered by a re-convened panel;
- **rejection** of the proposed collaborative arrangement.

2.1.11

submission to the Programme Approval Committee for ratification.

2.2 Modification of existing programmes delivered through collaborative arrangements

2.2.1 Modifications to programmes delivered through collaborative arrangements may only be implemented

2.2.2 Typically, modifications to programmes leading to the same award but delivered by more than one partner (e.g. franchise) can only be permitted if they are approved for delivery by all parties and at all locations. Where the collaborative provision involve

2.3   Monitoring and Review

2.3.1   Programme Monitoring and Review Policy.

2.3.2

2.3.8

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Version history

Version	Amended by	Revision summary	Date

Appendix 1

PARTNER REVIEW DUE DILIGENCE REPORT

Name of Partner	
Location of Partner	
ULaw Lead Academic	
Partnership Model	Choose an item.
Type of Partner Organisation	Choose an item.

SUMMARY OF FINDINGS – To be completed by ULaw

OUTCOME OFREVIEW BY REGISTRY			
Date of Review		**Reviewer**	
Reviewer Comment	Issues/Risks:		
Will Further Information be required?			
(please give details)			
Recommendations			
OUTCOME OF REVIEW BY FINANCE			
Date of Review		**Reviewer**	
Reviewer Comment	Issues/Risks		
Recommendat			

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PARTNER REVIEW – INITIAL REPORT

Section 1: About the partnership

Name of Partner	
Institution Address	
Partnership Model	Choose an item.
Institution Type	Choose an item.
Programmes	

Partnership Protocols

Annex 1: Evidence reviewed for the Partner Review Initial Report

Typically, these will include:

From the Partner

- *Mission Statement*
- *Articles of Governance*
- *HE Strategy or equivalent*
- *Annual Accounts*
- *Relevant*

APPENDIX 4

INDICATIVE TIMELINE FOR STAGING A PARTNER REVIEW VISIT (PRV)

3 months before PRV	Academic Registry sets date for the Partner Review visit with the Partner and the internal Panel and informs relevant stakeholders. Academic Registry makes arrangements for an external Panel Member to join the Panel as appropriate
12 weeks before PRV	Planning meeting between Academic Registry and key staff at the Partner, to plan the visit, its timetable and to give guidance on preparation of briefing paper and other documentation to be provided
8 weeks before PRV	Academic Registry co-ordinates the collation of existing supporting evidence and provides the relevant University and Partner review members with access to the documentation
6 weeks before PRV	Academic teams/Professional Services submit contributions to briefing paper prepared by Academic Registry, as appropriate
3 weeks before PRV	Deadline for Briefing Papers. All documentation received by Academic Registry for distribution to Partner Review Panel and exchange of briefing papers between the Partner and relevant Faculties and Professional Services
2 weeks before PRV	Partner to provide details of staff and students attending meetings

Partner Review Visit

PRV + 2 weeks	Draft report sent to Partner, relevant ULaw academic and professional services teams for comments on matters of accuracy
PRV + 3 weeks	Draft report, taking into account any comments received, sent to Panel for comment and confirmation
PRV + 4 weeks	Confirmed report circulated
PRV + 6 weeks	Partner to prepare response and action plan with support from Academic Regiy2 84
PRV + 8 weeks	Response and action plan sent to Academic Regiy for submission to Partnershi1.92 16 282.53 Tm0 G[(P)4(artn)-11(ers)-8(hi)7.ps1.92 16 282.53 Tm0 G[(P)4(ar9592

Partnership Protocols

Partnership Review Process

University of Law	Partner

Planning and preparation

- Partnership Committee confirms scheduling of the review process.
- Confirm representatives from Partner and ULaw for this review.
- Initial discussion to identify timetable for review and key contributors for review documents.
- Timetable for review confirmed with partner.
- Confirm ULaw team for initial assessment of materials for preparation of Partner Review Initial Report
- Briefing for ULaw assessment team

Partner:
- Briefing for Partner to confirm process; document requirements and timetable for review
- ULaw academic lead for the partnership to work with Partner to complete Partner Review Due Diligence Form
- Partner Review Due Diligence Form and supporting evidence submitted to Head of Academic Partnership Governance

Initial evaluation

- Initial review of submission by ULaw assessment team Partner
- ULaw assessment team completes initial evaluation of submission and responses to queries to inform recommendations from this stage.
- Queries from initial review discussed with partner

Reporting and Review visit

- Partnerships Committee may sign off on review process subject to any specified conditions being met
- Is a review visit recommended?
  - No
  - Yes
- Draft Partner Review Initial Report shared with Partner for comment
- Input from Partner to the Initial Report. This may include a meeting to discuss recommendations.