

PARTNERSHIP COMMITTEE – TERMS OF REFERENCE

Purpose and scope

The Partnership Committee is a subcommittee of Academic Board with responsibility for assessing and monitoring UK and international partnerships. Depending on the proposal and level of associated risk, the Partnership Committee will either formally note, approve or recommend for approval to the Admissions Committee or Academic Board the following partnership arrangements:

Recruitment and marketing based arrangements

- Agent
- Referrer (approved in exceptional circumstances)
- Memorandum of Agreement

Academic based arrangements

- Articulation Agreement
- Support Service Provider
- Academic Delivery Partner
- Franchise
- Validation

Terms of Reference

1. To note all *agent* approvals and ensure monitoring of existing arrangements for extensions and terminations.
2. To evaluate and approve all *memorandum of agreement* and *articulation agreement* proposals and due diligence and recommend to Admissions Committee further curriculum consideration. The Partnership Committee will also monitor extensions and terminations of existing arrangements.
3. To evaluate proposals, due diligence and site visit (where required) of all *support service provider* arrangements and recommend for approval to Academic Board. The Partnership Committee will also recommend to Academic Board terminations and extensions via periodic reviews of existing arrangements.
4. To evaluate proposals, due diligence and site visit of all *academic delivery partners* arrangements and recommend for approval to Academic Board. The Partnership Committee will monitor and update agreements in accordance with internal and external requirements, as well as recommend to Academic Board terminations and extensions via periodic reviews of existing arrangements.
5. To evaluate proposals, due diligence and site visits of all *franchise* and *validation* partnerships and recommend for approval to Academic Board. The Partnership Committee will also monitor and recommend to Academic Board extensions and terminations via periodic reviews of existing arrangements.

6. To undertake oversight of any termination arrangements and ensure minimal impact of exit strategy on students.
7. To report annually to Academic Board on the standards and effectiveness of all partnership arrangements and advise on policy and strategic direction.
8. To develop and manage the Partnership Risk Register, Collaborative and Partnership Register and Agent Register.
9. To ensure appropriate monitoring mechanisms for quality assurance and risk management are undertaken in accordance with the QAA, ESFA, UKVI and any other external requirements.
10. To consider and approve updates to partnership operational manuals and procedures.
11. To safeguard the overall student experience of partnership arrangements and liaise with relevant committees across the University.

Composition

- Registrar (Chair)
- Chief Finance Officer
- Pro Vice-Chancellor (or nominee)
- International Director
- Director of Student Experience
- Head of Marketing (or nominee)
- Head of Admissions
- Business Development Director
- General Legal Counsel
- Corporate Development Director
- Head of International Students and Compliance
- Senior Quality Manager

Staff members proposing new partnerships will normally be invited to attend to present their proposal.

The Chair will nominate a Secretary for Partnership Committee.

Frequency of Meetings

Meetings will be held scheduled monthly, in case needed, but will meet a minimum of three times per annum.

Quorum

The quorum will be a minimum of six attendees.

Approved by Academic Board: 23rd September 2020