



UCL Academic Manual 2020-21

Chapter 8: Academic Partnerships Framework

Chapter 8 is UCL's regulatory framework for the management of all UCL learning opportunities delivered in collaboration with external organisations leading or contributing to the award of UCL academic credit or a UCL qualification.

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

1.1 Introduction

1. Academ

1.3 Policy

1. UCL is responsible for the quality and standards of all academic qualifications made in its name. Consequently, its academic partnerships should be based on the premise that:
 - the academic standards of all UCL qualifications involving collaboration with partner organisations must be compatible with UCL's regulations, policies and procedures, and with external reference points including those set out by the QAA's UK Quality Code for Higher Education,
 - the quality of student learning opportunities and experiences on collaborative programmes should be equivalent to those of comparable qualifications delivered and supported solely by UCL, and adequate to enable students to achieve the appropriate academic standards.
2. As UCL is responsible for the academic standards of all of its qualifications, UCL will only consider entering into partnerships with other organisations:
 - which will support the achievement of UCL's mission and 20-year strategy;
 - which have the academic standing to deliver collaborative programmes to appropriate academic standards (where relevant); the human, physical and financial standing to sustain them; and the legal standing to contract to their delivery;
 - which will enable UCL to effectively to meet its responsibilities for the quality and standards of its qualifications;
 - which will enable UCL to discharge its responsibilities to any professional, statutory or regulatory body (PSRB) that has approved or recognised the relevant programme;
 - which are able to enter into a written and legally binding agreement or contract setting out details of the collaboration and the rights and obligations of the parties, which is signed by the authorised representatives of both UCL and the partner organisation.
3. All proposals for academic partnerships must only be considered according to the policies and procedures approved by UCL to ensure that the potential partner meets all of the requirements of paragraph 2 above. No academic partnerships shall be permitted to progress unless approval has been granted via these processes. No agreements relating to academic partnership activity are signed unless the processes outlined in this Framework have been followed.
4. Once a partnership with another organisation has been approved and a formal, legally-binding agreement signed, the details of the partnership and the programme(s) offered through it shall be entered on the University's Register of Academic Partnerships. This is a comprehensive list of all UCL academic partnerships which meet the definition given in Section 2.2 and which is maintained by UCL Academic Services.

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*.

	<p>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.</p> <p>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.</p>
Split-site PhD	<p>An arrangement whereby a PhD student's 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 at both their 'home' institution and the other university. Split-site PhD's are 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.</p>
Joint PhD	<p>A joint research degree programme is jointly designed, delivered and assessed by two institutions. The programme leads to a joint award with a single, joint degree certificate issued by the institutions. The regulatory requirements, including the examination requirements of both institutions apply to the programme. Where there is discrepancy between the regulations of the institutions, joint requirements that satisfy both institutions must be created separately for each programme by the proposing UCL Department and the partner institution, approved by the appropriate Committee(s) of each institution.</p> <p>Joint PhD's cannot be set up for individual students (so called 'co-tutelle' arrangements), but must be developed with the aim of recruiting several students over a number of years.</p>
Double PhD	<p>A double research degree programme is jointly designed, delivered and assessed by two institutions, but leads to two separate degree certificates, one issued by each institution. The degree certificate of UCL, at least, mentions that the degree is awarded for one double research degree programme. As the only difference between a joint and a double research degree is the issuance of degree certificates, joint regulations.</p>

partnerships will come under the terms of this framework and must be developed accordingly.

3. Student exchanges and study abroad arrangements are managed via the Study Abroad team in liaison with the Global Engagement Office (GEO) in line with *Annex 8.11 Principles for the Management of Study Abroad and Student Exchange Partnerships*. The Study Abroad team is the main point of contact for these activities.
4. Placements relating to degree programmes are managed with within the relevant academic Department who are the main point of contact for these activities. Departments should comply with the provisions in *Annex 8.14 Principles for the Management of Placements at UCL* and use the due diligence documentation and placement agreement templates provided.
5. Some UCL Departments engage in intercollegiate module sharing activity with other University of London Colleges and Institutes. The specific provisions that apply to elective intercollegiate module sharing are set out in *Annex 8.12: Intercollegiate Module Sharing with other University of London colleges – Student Policy* and the related *Annex 8.13: Principles for the Management of Intercollegiate Module Sharing with other University of London Colleges*.
6. UCL does not engage in validating (including ‘endorsement’ and ‘accreditation’) other institutions’ degree programmes or in franchising UCL degree programmes to be fully delivered by other institutions.
7. UCL Departments may contribute a module(s) to a programme(s) leading to an award of another university. These collaborations do not lead to UCL credit or award and are therefore not defined as academic partnerships for the purposes of this framework. Any agreements for these collaborations drafted by the degree-awarding body for 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-site PhD is an arrangement whereby a PhD student’s subsidiary supervisor 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.

through the Academic Programme Director, who has been appointed to the academic partnership and who is responsible for the day-to-day running of the partnership programme/activity and for ensuring that the partnership adheres to UCL's systems and procedures.

4. Management of academic partnerships must be included in the terms of reference of Departmental committees to ensure that this is embedded and this in turn reflected in the terms of Faculty committees to ensure consistency between organisational layers of UCL. The Department Teaching Committee, or equivalent, should receive the minutes of Joint Management Committees.

3.3 Professional Support and Oversight

1. The Academic Policy and Quality Assurance team provides a central point of contact at UCL regarding academic partnerships which lead to or involve the award of UCL credit and/or qualifications. This central team acts as an advisory and 8/F1 11.04 Tf1 0

7. Approved proposals will be formally approved by the Education Committee or the Research Degrees Committee as appropriate.
8. Once a proposal has been approved, the production of a Memorandum of Agreement will be co-ordinated by the Academic Policy and Quality Assurance team. The draft agreement will be shared with the academic lead for the partnership activity and the Faculty Tutor or Faculty Graduate Tutor, and negotiated with the partner organisation.
9. 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, dual degree programmes where the UCL award is contingent on the partner institution award and double and joint research degrees. 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 will advise the Faculties and Departments on which level of programme or module approval is required for a proposed academic partnership.

4.4 Full Proposal Documentation

1. Different types of academic partnerships will incur different levels of risk. The following process is intended to cover all types of partnership.
2. Once initial approval to develop an academic partnership has been given, the following documents must be completed and signed by the relevant parties depending on the type of partnership. The following table is intended as a guide as to what is required, although the Academic Policy and Quality Assurance team will always advise the Departments as to which documents are required for specific partnership:

<p>Academic Partnership Proposal form (Annex 8.2)</p>	<p>This must be completed for all proposals by the proposer. Once completed it should be scrutinised by the Departmental Teaching Committee and Faculty Teaching Committee. The partner institution should also confirm its agreement to certain sections of the form as indicated.</p>
<p>Additional Due Diligence Checklist (Annex 8.3)</p>	<p>This must be completed if required by the Academic Policy and Quality Assurance team based on their initial risk assessment of the proposed partnership. Some parts of it may not require completion, depending on the nature and risk level of the intended</p>

examination scripts from the partner institution in order to have full oversight of the academic standards for the whole programme; a joint Board of Examiners with representation from both/all institutions should be set up for joint and double/multiple award programmes.

- e) Financial processes:
 - 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-l

classification scheme must be approved by PMAP as part of the programme approval process.

The classification scheme for each academic partnership programme that does not use the standard UCL classification scheme must be set out in the programme summary for that programme.

- m) Resources:
clarify the staffing resources required,

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).
 2. The Academic Policy and Quality Assurance team will support this process and draft the MoA in liaison with the academic Departments.
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intake to that programme or module (if the module is not compulsory) must be suspended until the Memorandum of Agreement has been fully signed.

10. If a change is proposed to an academic partnership during the term of the Memorandum of Agreement (e.g. a programme amendment), advice should be sought from the Academic Policy and Quality Assurance team to determine whether the Memorandum of Agreement requires amendment. Should an amendment to the Memorandum of Agreement be required, the Academic Policy and Quality Assurance team will draft a Variation of Agreement letter to reflect the change and ensure that this is signed by UCL and the partner organisation(s) in liaison with the relevant Faculty.

4.7 Operation and Monitoring of an Academic Partnership

1. The academic Departments are responsible for managing the academic partnerships they have, with support from the Faculty and any relevant professional service departments. The Department appoints an Academic Programme Director for the partnership, who is the first point of contact for all matters relating to the partnership and programme.
2. Departments should also appoint a dedicated member of administrative support staff to assist the Academic Programme Director in fulfilling their responsibilities.
3. The specific key responsibilities of the Academic Programme Director are set out in the Memorandum of Agreement relating to the partnership. The responsibilities can vary depending of the type of academic partnership, but the following responsibilities normally apply to taught degrees:
 - acting as the first point of contact for the partner institution at UCL;
 - having an oversight of marketing and recruitment of students as well as admissions and registration of students on the programme at UCL;
 - ensuring that the teaching and assessment processes are carried out as per respective institutional requirements;
 - assuring the academic standards and quality management of the programme in line with institutional and external national requirements, including student engagement and feedback processes for all parts of the programme;
 - the day to day management of students registered on the programme;
 - liaison with academic and professional services staff at UCL and partner institution as appropriate;
 - 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;
 - ensuring that information on the students' achievement, performance and registration on the programme while they are based at the partner institution is obtained and processed by UCL as necessary for the purposes t17.79 261.65 Tm

