UCL Academic Manual
2019-20

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. Academic partnerships, as defined in Section 2.2 of this Framework, can offer many benefits to UCL, including opportunities to enhance our reputation and promote UCL's academic networks both nationally and internationally. All academic partnerships should be considered in terms of their alignment with UCL's mission and 20-year strategy. International academic partnerships are also a key part of the UCL Global Engagement Strategy and our mission as London's Global University.
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 society as London's Global University. This applies to academic partnerships both in the UK and beyond. Similarly, UCL needs to ensure that when delivering education with other institutions it complies with all relevant national requirements and legislation, and that the student experience is enhanced, not compromised, by academic partnership arrangements.
3. The purpose of this framework is to provide information and guidance on for UCL's policy for the inception, approval, operation and contractual framework of academic partnerships with other institutions, leading to UCL credit and/or qualifications (whether as sole, joint and multiple awards).
4. This chapter of the Academic Manual is intended to provide a regulatory framework for staff with regard to UCL's requirements for the management of academic partnerships to deliver education with other institutions.
5. The processes set out ensure academic partnerships adhere to the requirements of the Quality Assurance Agency for Higher Education (QAA) Quality Code, as well as other external regulatory and legislative requirements and best practice.

1.2 Definitions

1. Across the higher education sector, there is varied terminology in use which refers to academic partnerships: 'collaborative provision' or 'collaborative programmes' have the same meaning.
2. This definition covers a wide range of provision from Teaching Contribution arrangements, where another institution delivers, or contributes to the delivery of, one or more modules on a UCL degree programme, to jointly delivered and awarded degrees with other institutions. An extensive list of types is provided in *Annex 8.*

1.3 Policy

1. UCL is responsible for the quality and standards of all academic qualifications made

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

	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

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 8.10 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 8.13 Principles for the Management of Placements at UCL* and use the due diligence

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

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;
   Operation and monitoring;
   Review and renewal;
   Termination.
2. The process for management of the lifecycle is situated in Academic Services apart from in the case of student exchange/study abroad programmes, which are managed by the Study Abroad team, and placements and medical electives which are managed by the relevant academic Department.

4.2 Initial Inception

1. In the first instance, a UCL staff member seeking to instigate an academic partnership must seek initial endorsement to proceed from his/her Head of Department/ Director of Division/Institute and Dean of Faculty. Such partnerships must be considered in

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

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;

4.8 Termination of an Academic Partnership

1. Termination of a collaborative partnership may be categorised in one of three main ways as follows:
   i. Termination of the partnership by UCL before the term of the Memorandum of Agreement has finished;
   ii. Non-renewal of the Memorandum of Agreement when its term has expired. This may be by mutual agreement of both institutions or by one institution or the other not wishing to continue the collaboration;
   iii. Termination by the partner organisation before the Memorandum of Agreement has reached its full term.
2. Termination of a partnership by UCL may be for a number of reasons, for example,

Withdrawal Questionnaire will be also approved by the Academic Partnerships Review Group where it includes a termination of an academic partnership.

10. The Academic Policy and Quality Assurance team can offer advice and guidance on matters to do with termination, exit strategy and duty of care to students if required.