

‘Collaborative Partner Proposal’ Guidance

Introduction

The partnership planning process is overseen by the Academic Strategy Committee (ASC), which may grant in-principle approval for the development of a collaborative partnership, whether new, or adding to the academic portfolio of an existing collaborative partner.

The ASC will also agree the SMT Lead for each proposal, usually the Faculty Dean.

Please consult with the collaborative development process flows on the [Quality and Standards Office webpage](#) for more detail of the planning and approval process.

Defining Collaborative Arrangements

The University uses the term ‘Collaborative’ to describe any partnership covered by the UK Quality Code for Higher Education.

A **Partnership** is an arrangement between two or more organisations to deliver aspects of teaching, learning, assessment and student support

A **Partner** is the provider delivering aspects of teaching, learning, assessment or student support under delegated authority of the University.

A collaborative arrangement leads to the award of University credit or an award of the University, where any of the following are provided, either in full or in part, by another organisation:

1. Recruitment and selection
2. Teaching
3. Assessment
4. Specialist learning materials or resources eg, workbooks, software, computer labs
5. Exchange or study abroad experiences
6. Academic credit incorporated into one of the University’s awards, eg articulation agreements

Proposals which include any of the above arrangements will require a *Planning Proposal Part 1* which sets out the course arrangements, and a *Collaborative Partner Proposal* form which details the partner organisation and commences initial due diligence activity.

The *Collaborative Partner Proposal* form may be used for any of the following arrangements:

- Placement or work-based provision
- Proposals to provide additional courses with existing collaborative partners
- Progression agreements
- Transactional arrangements, eg the hiring of a hotel room for the delivery of seminars or lectures

If you are in doubt as to whether your proposed partnership is collaborative, please contact Claire Anderson (claire.anderson@canterbury.ac.uk) in the Quality and Standards Office.

Submission of a collaborative proposal

All collaborative proposals are reviewed in Faculty prior to submission to the Academic Strategy Committee. The full process flow can be found on the [Quality and Standards Webpages](#).

All submissions must include:

- Planning Proposal Part 1 – detailing the course arrangements and rationale
- Collaborative Partner Proposal – Information about the partner, including a risk assessment and initial due diligence activity

Completion of the *Collaborative Partner Proposal* will include:

- consultation with key stakeholders including Governance and Legal Services, the relevant partnership office, Finance and the Quality and Standards Office
- the development of a course planning and approval timescale for the partnership arrangement
- engagement with the University's Standard Operating Model for Collaborative Partnerships
- partnership risk assessment

Once the Academic Strategy Committee has approved further partnership development to be undertaken, detailed course and partnership due diligence will take place through the Faculty Portfolio Planning Executive.