**Taught Collaborative Activity requiring discussion at Faculty of Humanities Quality, Standards Design and Enhancement Committee 2022-2023**

This table sets out the forms of taught collaboration that require discussion at QSDE before Faculty approval is given.

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| **Collaboration**  | **Definition** | **Documentation required** | **Issues for QSDE to consider** | **Approvals required** | **Notes from past experience** |
| 1. Progression Agreements aka Articulation aka [(Non-guaranteed)](http://www.tlso.manchester.ac.uk/quality-framework/collaborative/section2-approvalofnewcollaborations/approvalprocessfornon-guaranteedprogression/) | Students on a particular programme(s) at a partner institution may apply to us for entry to a defined programme of study at UoM with “advanced standing”, i.e. into year 2 of a Bachelors degree, or onto a Masters degree, for a UoM award. Note that the agreement offers a guarantee that students will be considered for entry, subject to the specified entry criteria (e.g. specific marks in Year 1 and Year 2 and English language level). Interested students have to apply to us from the partner institution with a transcript. | * Approval to Proceed Coversheet and accompanying risk assessment.
* Email from the International Office about the standing and suitability of the partner
* Evidence of the costing exercise carried out by School and Faculty Finance
* Evidence of curriculum mapping
* Draft Progression Agreement (the contracts office have produced a standard Template Progression Agreement + Guidance for Schools)
* If applicable: [Dispensation from the Regulations form.](https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/variation-forms/)
 | 1. Are all the necessary documents and approvals provided?
2. Is QSDE happy with the feedback from the International Office on the standing and suitability of the partner?
3. Is QSDE satisfied that the HoFF is in agreement with the costing exercise
4. Does the Draft Progression Agreement include:
* Appropriate Entry Requirements and pre-requisites (S.3)
* Financial Considerations (S.4)
1. Is the application process clear, both for applicants and for staff here at UoM?
2. Is there evidence of curriculum mapping, e.g. email from an appropriate academic that the partner’s Unit Specifications have been scrutinised and sufficiently match our own?
3. Does the proposal raise any question about Degree Regulations, e.g. Our Guide to the Regulations says, NB:  "The title “X and Y” signifies that the distinct subjects X and Y each comprise more than one third of the credits of the programme and of the credits in the final year" (UoM UG Regs 2018).  Will articulating students have fulfilled this requirement? If not, does it matter?
 | Approval to Proceed/Renew: * Head of School
* Director of International Development
* Faculty (VD TL&S/AD through QSDE)
* Dean of Faculty

Progression Agreement: * Head of School
* Director of International Development
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| 2. Progression Agreements aka Articulation(Guaranteed) | As above but partner students are **guaranteed** progression to an agreed programme of study at UoM.  | Stage 1* Approval to Proceed/Renew Coversheet and accompanying risk assessment..
* Email from the International Office about the standing and suitability of the partner
* Evidence of the costing exercise carried out by School and Faculty Finance
* Evidence of curriculum mapping
* Draft Progression Agreement
* (If applicable: [Dispensation from the Regulations form](https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/degree-regulations/variation-forms/)).

Stage 2 (post approval to proceed/renew confirmed)* Confirmation of Site Visit and TLD agreement on partner (TLD). A copy of the report should be sent to the Faculty TLO for QA trail.

Stage 3 (post site visit)Memorandum of Agreement (drawn up by the Contracts Office, in liaison with TLD’s Collaborations Adviser). | 1. Are all the necessary documents and approvals provided?
2. Is QSDE happy with the feedback from the International Office on the standing and suitability of the partner?
3. Is QSDE satisfied that the HoFF is in agreement with the costing exercise
4. Does the Draft Progression Agreement include:
5. Appropriate Entry Requirements and pre-requisites (S.3)
6. Financial Considerations (S.4)
7. Is the application process clear, both for applicants and for staff here at UoM?
8. Is there evidence of curriculum mapping, e.g. email from an appropriate academic that the partner’s Unit Specifications have been scrutinised and sufficiently match our own?

Memorandum of AgreementThis should not require discussion by QSDE. Final approval should be reported to QSDE/Faculty for the QA trail via email to members. | Approval to Proceed/Renew: * Head of School
* Director of International Development
* Faculty (VD TL&S/AD through QSDE)
* Dean of Faculty

Site Visit Report: * Head of School
* VD (TL&S)
* Dean of Faculty
* TLSG

Progression Agreement: * Contracts Office to advise, working with the TLD

The Contracts Office will advise on the appropriate signatory. |  |

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| **Collaboration**  | **Definition** | **Documentation required** | **Issues for QSDE to consider** | **Approvals required** | **Notes from past experience** |
| 3. Double/Dual Award | A single programme to which two HEIs contribute and which results in two separate awards, one from each institution. | N/A  | At present (Nov 2022) the University of Manchester does **NOT** enter into dual/double awards\*  | No Approvals of double/dual awards as defined by UoM. Other HEIs may refer to what we call an “Articulation Agreement” or a “Joint Award” as a Dual or Double award. They may also mean an award from a professional/ accrediting body in addition to a UoM degree, all of which we can enter into providing that the terminology is clarified. |  |
| 4. [Joint **Delivery**](http://www.tlso.manchester.ac.uk/quality-framework/collaborative/section2-approvalofnewcollaborations/approvalprocessforconsortiumarrangementsandjointdelivery/) | The process by which two or more institutions collectively provide units on a programme, resulting in a single award from the registering Institution. | Institutional approval – Stage 1* Approval to Proceed/Renew and accompanying risk assessment
* Full costing exercise

Institutional approval – Stage 2 (post approval to proceed/renew)Site Visit ReportConfirmation of the site visit report and agreement from TLD on partner suitability should be sent to the Faculty TLO for QA trail in advance of any approvals Programme approval* NPP1: QSDE (standard process)
* NPP2: Faculty Approval Panel (standard process)
 | 1. Are all the necessary documents and approvals provided?
2. Is QSDE happy with the feedback from the International Office on the standing and suitability of the partner?
3. Is QSDE happy with the results of the costing exercise
4. Is QSDE happy with the nature of the proposal and the student experience/benefit to the school/university
5. Are any other Schools working with the proposed partner, or another in that country? Are there any conflicts of interest or areas for potential cooperation?

Memorandum of AgreementThis does not need to be considered by QSDE but the draft should be sent to the Faculty TLO for input.Final approval should be reported to Faculty for QA trailProgramme approval* NPP1: QSDE (standard process)

NPP2: Faculty Approval Panel (standard process) | School and Faculty approved Approval to Proceed (AtP)/Approval to Renew must also go to TLSG or VP (TL&S)Programme approval* Director of T&L
* VD (TL&S)/AD through QSDE
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| 5. [Joint **Award**](http://www.tlso.manchester.ac.uk/quality-framework/collaborative/section2-approvalofnewcollaborations/approvalprocessforjointawards/) | Two or more awarding institutions collectively deliver a programme, resulting in a single degree certificate bearing the insignia of both partners. | Institutional approval – Stage 1* Approval to Proceed
* Initial costing

Institutional approval – Stage 2 (post approval to proceed)Site Visit ReportConfirmation of the site visit report and agreement from TLD on partner suitability should be sent to the Faculty TLO for QA trail in advance of any approvalsProgramme approval* NPP1: QSDE (standard process)
* NPP2: Faculty Approval Panel (standard process)
 | Memorandum of AgreementThis should not require discussion by QSDE but Faculty TLO should be involved in discussions. Final approval should be reported to QSD/Faculty for the QA trail via email to members.Programme approval * NPP1: QSDE (standard process)
* NPP2: Faculty Approval Panel (standard process)
 | Programme approval* Director of T&L
* VD (TL&S)/AD through QSDE
* The VP (TL&S) will consider whether due process has been followed at every stage and whether the relevant criteria have been met. If satisfied that this is the case, final approval will be given.
* The final decision to approve the collaboration will be taken by the Vice-President (TL&S).
 | *Renewals of collaborative partnerships offering a joint award are managed through the university Institutional Review Process with a recommendation made to renew. Faculty input to the review is managed in this way. Advice should be sought from TLD if the school/faculty no longer wish to continue with the collaboration* |
| 6. [Distance Delivery / Flying Faculty](http://www.tlso.manchester.ac.uk/quality-framework/collaborative/section2-approvalofnewcollaborations/approvalprocessforflyingfacultyarrangements/) | External Delivery of UoM programmes, taught by UoM Staff.Often require a level of support or services/facilities to be provided for students by the partner institution when University staff are not present. May also involve a partner institution making a contribution to teaching and assessment of students. | Institutional approval – Stage 1* Approval to Proceed/Renew
* Initial costing

Institutional approval – Stage 2 (post approval to proceed/renew)* Confirmation of Site Visit Report and suitability (arranged by TLD with School representation)
 | Are responsibilities clear for: * Publicity and Marketing and, where appropriate, agreed procedures for University approval
* Entry standards, Recruitment and selection
* Registration
* Regulations
* Complaints and Appeals
* Programme design and amendment
* Delivery
* Quality of the student learning experience
* Financial matters
 | Contact your Faculty Teaching and Learning Officer (EDPPP) for confirmation of the approvals required. |  |
| 7. [Licensing](http://www.tlso.manchester.ac.uk/quality-framework/collaborative/section2-approvalofnewcollaborations/approvalprocessforlicensing/) | Programmes owned by, and delivered at The University of Manchester, are made available for use by another institution or organisation for a fee, where no award is given by Manchester. No accreditation or validation is done on behalf of Manchester. |  |  | Contact your Faculty Teaching and Learning Officer (EDPPP) for confirmation of the approvals required. |  |

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| **Collaboration**  | **Definition** | **Documentation required** | **Issues for PASC to consider** | **Approvals required** | **Notes from past experience** |
| Memorandum of Understanding | A Memorandum of Understanding is not legally binding.It is the equivalent of a “statement of intent” and signals, “let’s be friends”. There should be no financial commitment in an MoU. | Approval to Proceed/Renew: * Approval to Proceed Proforma and accompanying risk assessment
* Draft Memorandum of Understanding
 | The best practice will be to follow the faculty shepherding process where applicable. (VD and Dean not required to attend).This should not require discussion by QSDE Final approval should be reported to Faculty for QA trail  | Approval to Proceed: * Head of School
* Head of International Relations (if Overseas)
* VD (TL&S)
* Dean of Faculty

The development should be reported to QSDE via the collaborations database.Memorandum:* Seek advice from Contracts Office on suitable signatory - Heads of School can usually sign the actual MoU on condition that the Dean has signed the associated Approval to Proceed form.

The Contracts Office should also confirm that the wording of the MoU is appropriate, i.e. is not drafted in such a way that it is legally-binding, does not include financial commitments, etc.  |  |
| Memorandum of Agreement or Contract | A Memorandum of Agreement or a Contract is legally binding. | Approval to Proceed/Renew: * Approval to Proceed/Renew Proforma and accompanying risk assessment
* Draft Memorandum of Agreement
 | The best practice will be to follow the faculty shepherding process where applicable This should require oversight from QSDE. Final approval should be reported to Faculty for the QA trail  | Approval to Proceed: * Head of School
* Head of International Relations (if Overseas)
* VD (TL&S)
* Dean of Faculty

The development should be reported to QSDE via the collaborations database Memorandum:* Seek advice from Contracts Office on suitable signatory – at a minimum no one below the Dean should sign a legally-binding agreement such as an MoA.

Some types of contract may only be signed by ‘authorised signatories’ of the University e.g. the Head of the Contracts Office, the Director of Research and Business Engagement Support Services, the General Counsel or the Registrar and Secretary.  |  |

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V2 November 2022

Refer to the TLSO website for [“Collaborations and Partnerships”](http://www.tlso.manchester.ac.uk/map/collaborationsandpartnerships/) for the fullest and most up to date guidance.