

UNIVERSITY OF PLYMOUTH

SENATE

AGREEMENTS COVERING ACADEMIC COLLABORATION BETWEEN THE UNIVERSITY OF PLYMOUTH AND OTHER ORGANISATIONS

Indicator 7 of the QAA Quality Code*, Chapter B10 (Managing higher education provision with others) states that for all collaborative activities where learning opportunities are delivered with others:

“There is a written and legally binding agreement, or other document, setting out the rights and obligations of the parties, which is regularly monitored and reviewed. It is signed by the authorised representatives of the degree-awarding body before the relevant activity commences”.

The Chapter goes on to state that:

*“Degree-awarding bodies ensure that they have a clear and well-publicised central policy on who is authorised to sign different types of agreements or documents on their behalf”.**

[The Quality Code itself has been revised from March 2018 but QAA is due (in November 2018) to provide advice and guidance on various aspects of the Code. For the moment the above is included for illustrative purposes but will be reviewed in due course]

To support the University in this area, Academic Partnerships has, in liaison with the University Solicitor, developed a set of collaborative agreement templates which may be adapted for use as required. These are available via the University Solicitor, with Academic Partnerships able to provide advice and support to colleagues in tailoring agreements to the particular nature of the collaboration.

The following outlines the **minimum** level of signatory to academic collaborative partnership agreements between the University and other organisations (as listed in the University’s Register of Collaborative Provision). The University recognises that there may, in certain circumstances, be exceptions to these protocols - for example, when a collaborating body requires signature by an individual with specific status within the University.

- **Institutional level Academic Collaboration Agreement (for all partnerships, whether managed by Academic Partnerships or by Faculties)**

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New partner or major revision to existing agreement: Vice-Chancellor or Deputy Vice-Chancellor (International and Planning)

Other revision of agreement with existing partner: Director of Academic Partnerships or Deputy Vice-Chancellor (International and Planning)

Addition of provision following initial approval (i.e. amendment to agreement Schedule listing programme provision): Director of Academic Partnerships or Deputy Vice-Chancellor (International and Planning)

- **Articulation Agreement**

New partner/Revision to agreement with existing partner: Director of Academic Partnerships (following recommendation by Dean of Faculty)

- **Memorandum of Understanding**

New partner/Revision to agreement with existing partner: Dean of Faculty and Deputy Vice-Chancellor (International and Planning)* [except in the case of Memoranda of Understanding for Academic Partnerships when the Deputy Vice Chancellor (following recommendation by Director of Academic Partnerships) will sign]

- **Agreement with student placement provider**

New partner/revision to agreement with existing partner:

For all non-statutory placements/work-based learning and work experience placements: Head of School **

For all statutory placements: Dean of Faculty (or Head of School/other nominee as identified by the Dean)

- **Study Abroad or Exchange Arrangement (excluding ERASMUS – see below)**

New partner/revision to agreement with existing partner: Director of Academic Partnerships (following recommendation by Dean of Faculty)

- ERASMUS Agreements

New partner/revision to agreement with existing partner: ERASMUS Institutional Coordinator (International Partnerships) [currently Associate Dean – International (Plymouth Global) (following recommendation by Head of School)]

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- **Professional, Statutory and Regulatory Bodies**

Signatories to agreements between the University and Professional, Statutory and Regulatory Bodies (PSRBs) may depend on the expectations of the PSRB.

*it will be the normal procedure for the Deputy Vice-Chancellor (International and Planning) to co-sign Memoranda of Understanding with the Dean of Faculty. However, there may be occasions when the Deputy Vice-Chancellor (International and Planning) is unavailable – for example if a Memorandum is to be signed during a visit to the partner with which the Deputy Vice-Chancellor (International and Planning) is not involved, or during a visit to the University by partner staff – when a Head of School may serve as a proxy for the Deputy Vice-Chancellor (International and Planning). Arrangements for proxy signature must be agreed in writing between the Head of School and the Deputy Vice-Chancellor (International and Planning) in advance of signing.

** With the exception of Santander Work Experience Bursaries, which will be signed by Careers and Employability.

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