**UEA Academic Partnerships Governance and Oversight Principles**

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**SUMMARY:**

Key principles in relation to oversight of UEA’s academic partnerships. This includes approval processes and naming conventions for key documents.

**VERSION LOG:**

|  |  |  |  |  |
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# Introduction

This document sets out a number of key principles in relation to governance and oversight of UEA Academic Partnership arrangements. These include:

* Approval processes for key academic partnership events such as new partnerships, new programmes and updating of regulations, policies and procedures
* Definitions of terms for key documents
* Clarification around ‘ownership’ of certain key documents and what this means in relation to approval processes.

# This document does not currently include detail on how annual reporting on partnership activity will be incorporated into UEA governance processes to meet conditions of ongoing OFS registration. Work is currently underway on this and relevant documentation will be updated in due course to reflect this.

# Nomenclature

All documents governing UEA Academic Partnerships will follow the below naming conventions:

**1) Regulations-** A set of rules or directive mandates that state what is required, allowable or disallowed.  It is mandatory to comply with a Regulation. (e.g., award regulations).

**2) Policy-** This is a statement of position and/or intention. Policies set out a mandatory series of principles or expectations.

**3) Process-** A mandatory set of procedures that that details how a specific policy or regulation should be implemented or applied.

**4) Guidance-** Not mandatory but intended to provide direction and help with completing certain tasks (e.g. completing annual programme review and chairing a validation event)

# Ownership of Oversight Documentation

UEA academic partnerships arrangements are subject to a number of governance documents. Ownership of these documents will be split between UEA and the partner institution. Ownership is defined as having responsibility for reviewing, updating and approving the documentation on a regular basis.

The institution responsible for owning individual documents will be determined based on the following principles:

* Documents relating to academic decisions or practices will be owned by UEA
* Documents relating to non-academic matters will be owned by the partner institution
* Documents applicable to all student studying at a partner institution (not just HE students studying towards UEA awards) will be owned by the partner institution.

The below table lists examples of documents owned by each institution

|  |  |
| --- | --- |
| **UEA**  | **Partner Institution** |
| * Award Regulations
* Academic Appeals and Complaints Regulations
* External Examiner Policy
* Recruitment and Admissions Appeals and Complaints Procedure
* Concessions Approval Framework
* Remarking Policy
* Professional Misconduct and Unsuitability
* Plagiarism and Collusion Policy
* Moderation and Marking
* Extenuating Circumstances Policy
* RPL Policy
* Attendance and Engagement Policy
* Fitness to Study
* Placement and Practice Policies
 | * General Regulations
* Admissions Policy
* Non Academic Complaints Policy
* Behaviour and Disciplinary Policy
* Terms and Conditions
 |

# Approval of Key Partnership Events

The below table sets out the role of the UEA Academic Governance Committees in approval of key academic partnership events.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **JBOS** | **LTC** | **Senate** | **Notes** |
| Approval of new partner institution |  | Considered, under Section B of agenda, for recommendation for approval to Senate based on report from Institutional Approval Panel | Approves, under Section B of agenda, based on LTC recommendation | * Senate able to approve subject to Institutional Approval Conditions, Requirements and Recommendations responses being signed off by Institutional Approval Panel Chair.
 |
| Re- approval of existing partner institution | Receives for information | Approves based on recommendation of Institutional Review Panel. Normally considered under section B of the agenda. |  | * LTC able to approve subject to Institutional Review Panel Conditions, Requirements and Recommendations responses beings signed off by Institutional Review Panel Chair.
 |
| Approval for new programmes to be marketed and proceed to consideration by a Programme Validation Panel | Approves based on consideration of Initial Course Proposal form |  |  | * Following approval for marketing, the programme can be advertised by the partner institution with clear ‘subject to validation’ caveats
* Offers can also be made to students at this stage but all communications to applicants and offer holders must make clear that the programme is subject to validation.
* See appendix A for more detail
 |
| Approval of new programme (following a Programme Validation Panel). | Approves based on recommendation of Programme Validation Panel. |  |  | * JBOS able to approve subject to Programme Validation Panel Conditions, Requirements and Recommendations responses beings signed off by Validation Panel Chair.
* See appendix A for more detail
 |
| Re- approval of existing programme | Approves based on recommendation of Programme Reapproval Panel. |  |  | * JBOS able to approve subject to Programme Validation Panel Conditions, Requirements and Recommendations responses beings signed off by Validation Panel Chair.
 |
| Updates/ changes to UEA owned Regulation | Makes recommendation to LTC for approval | Approved, under Section B of agenda based on JBOS recommendation |  |  |
| Updates/ changes to UEA owned Policy, Process or Guidance | Approves |  |  |  |
| Updates/ changes to partner owned Regulations, Policy, Process or Guidance impacting UEA students | Reported to JBOS for information. |  |  |  |
| Appointment of External Examiners | Approves |  |  |  |
| Response to External Examiner Reports | Approves |  |  |  |

# Appendix A: Flow chart for new programme approval

Partner completes initial course proposal form

Initial course proposal approved by JBOS

Programme can be advertised and offers made to applicants, but all marketing and communication must include clear caveats regarding programme being subject to validation

Programme Validation Panel held

Programme Validation outcome report considered by JBOS for programme approval, subject to any conditions, requirements and recommendations being met

Validation Panel Chair signs off responses to any conditions

‘Subject to Validation’ caveat no longer required in marketing and communications

Validation Panel Chair signs of requirements and recommendations

Programme commences