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| University Code of Practice  Review, Renewal and Termination of Academic Partnerships | |
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| Department/Contact: | Quality Support Service - quality@hull.ac.uk |
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| Review, Renewal and Termination of Academic Partnerships |

# Scope

* 1. This Code of Practice applies to the review, renewal and termination of existing Academic Partnerships whether UK or international and **must** be used in conjunction with the Code of Practice for Approval of New Academic Partnerships.
  2. The aim of this code is to ensure that all Academic Partnerships are reviewed every five years and that such reviews embrace consideration of the Partnership and the activities being undertaken within the Partnership. The review **should** lead to recommendations about any changes either at Partnership level or in respect of individual activities. Such a review therefore provides the opportunity to bring to an end ineffective arrangements or, the opportunity to identify those arrangements which could be further developed for the benefit of both partners.
  3. This Code of Practice **must** also be used to terminate partnerships under the relevant clauses in the Partnership Agreement.

*Explanatory note:*

* See Code of Practice for Approval of New Academic Partnerships including the upgrading of partnership approval.
* Separate arrangements are in place for the review and renewal of Student Exchange and Partnerships - further advice can be obtained from Global Engagement (GE).

# Transitional arrangements

* 1. Where Academic Partnership approval was granted under the predecessor to this Code, that approval shall be deemed subject to this Code.
  2. Where a renewal or amendment to an existing activity agreement is sought, a Partnership Agreement (of the relevant level) **must** also be granted (please refer to Code of Practice for Approval of New Academic Partnerships).

# Review of a Partnership

* 1. All Academic Partnerships to which this Code applies, **should** be reviewed no later than the fifth anniversary of the approval of the partnership or previous review as applicable. Where the partnership was approved for a period shorter than five years, the review shall be conducted prior to the expiry of that shorter period.

**International Partnerships**

* 1. International partnership review at levels 1 and 2 may be conducted by Global Engagement (GE) and approved by the Director of Global Engagement.

Conduct of reviews

* 1. All other reviews **should** be conducted through submission of a report to Education Planning Committee (EPC), via Collaborative Provision Committee (CPC). This report will be produced by the faculty/department working with Quality Support Service and, for international partnerships, the Global Engagement Office in addition to the involvement of the partner institution.
  2. Each review **should** focus on the overall effectiveness of the Partnership bearing in mind the original expectations of both parties and taking into account any changing circumstances during the period under review. The review will also address each of the Academic Partnership Activities currently being undertaken within the partnership.
  3. EPC is empowered to:
* Approve renewal of the Partnership.
* Approve renewal of the Partnership subject to amendments.
* Approve termination the Partnership.

*Explanatory note:*

* EPC **may** recommend that changes be instituted to the Partnership (subject to the appropriate approval under this code), for example, to develop further/extend the partnership or specific activities; to terminate the Partnership or specific activities.
  1. Where a Partnership being reviewed includes Level 4 status, as defined in the New Academic Partnerships Code of Practice, the report and any outcomes identified in paragraph 3.5 **must** be reported to Senate and any decisions be subject to the approval of Senate.
  2. Following a review, or any required change to an Agreement, any amendments **must** be affected by the University Governance and Compliance Office.
  3. One signed copy of the renewed agreement **must** be held in the University’s Deed Store.
  4. Following a review, where EPC determines that a partnership be terminated, the procedure for Termination of a Partnership in Section 5 below **must** be followed.

Schedule of reviews

* 1. CPC, in consultation with the Global Engagement Office and the faculties, **should** establish a schedule for the review of the University’s Academic Partnerships for approval by EPC.

3.8 Details of the schedule and the outcome of reviews **must** be reported to EPC on a regular basis.

# Renewal of a Partnership

* 1. Where an Academic Partnership was granted approval on a time limited basis under a predecessor to this Code of Practice, an application to renew the Partnership for a further period of time **must** be made in accordance with that Code. The requirements of the Code of Practice for the Approval of New Academic Partnerships **should** be modified in so far as the information required is already available from the original application for approval and from the review (or reviews) conducted in accordance with paragraphs 3.1-3.8 above.

*Explanatory note:* Essentially the process is intended to be the same as that for applying for a new Partnership except that rather than having to provide new information, the existing information from the original approval, plus the information generated from the review(s) of the partnerships is intended provide sufficient information to decide whether to grant the further approval.

# Termination of a Partnership

* 1. Where the University, through the relevant Dean(s), determines that it wishes to bring to an end a partnership, an application **must** be made to the EPC, following consultation with CPC, QSS and, for international partnerships, the Global Engagement Office. Where the application relates to a Level 4 partnership the application **must** be determined by Senate on the recommendation of EPC, having first consulted with CPC.
  2. The application **must** identify all Academic Partnership activities that will be affected by the termination of the Partnership. Where the termination will affect current or potential students, the application **must** also include an Exit Strategy detailing how the interests of those students and potential applicants will be protected. An Exit Strategy template can be found in annex 1 of this Code.
  3. EPC, having consulted with CPC, **may** determine that an Exit Strategy Group be established to oversee the exit arrangements. The Group **should** be chaired by a member of CPC and include no less than one member of EPC.

*Explanatory note:*

* The above process is intended to be flexible given the potential variety of Partnership arrangements. These may range from one which involves a single Progression Agreement to a level 4 agreement involving dual awards, delivery of programmes etc. The Exit Strategy **should** ensure an effective overview of all relevant arrangements and that the interests of students are being properly considered. In some cases, the interests of potential applicants may be involved, e.g., where students have started a programme of study with a partner institution on the representation that, if successful, that would make them eligible to benefit from a Progression Agreement.
* An Exit Strategy is a document which sets out the steps required to bring the partnership (or specific activities) to an end, the timescales involved and, where applicable, the measures require to protect the interests of students likely to be affected by the termination.
* Contact **must** be made with the University Governance and Compliance Office in order to ensure that any Agreement is terminated effectively.
* Any amendment, renewal or termination of a MoA **must** be affected by the University Governance and Compliance Office.

***Exit Strategy***

Context (*Code of Practice: Suspension or withdrawal of a programme of study:* reg 7.11)

NOTE: **The importance of the decision to withdraw a programme with current students on it must not be underestimated.** The University owes a clear legally enforceable obligation to such students; therefore, the exit strategy is central to ensure that the obligation is addressed.

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| **Programme** |  |
| **Course Code** |  |
| **Faculty & School** |  |
| **Partner Institution** |  |
| **Date of last cohort** |  |

***Registered student numbers***

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| **Level (3,4,5,6 or 7)** | **Mode (PT/FT)** | **Student numbers** | **Date of graduation (MM/YY)** | **Suspended students\*** | **Additional comments** |
| e.g., Level 6 | FT | 26 | AUG 2023 | 1 student on suspension of studies due to return Sep 2023 |  |
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| **Area** | **Actions** | **Responsibility** | **Timeline** |
| --- | --- | --- | --- |
| 1. Communication with students (including opportunities for feedback) |  |  |  |
| 2. Academic support to the students |  |  |  |
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| 3. Publicity and marketing collaterals |  |  |  |
| 4. Graduation ceremony |  |  |  |
| 5. Pastoral Support |  |  |  |
| 6. Teaching Resources |  |  |  |
| \*7. Consideration/ arrangements for students on suspension of studies or those who may require reassessment after the antic pated date for final graduating students |  |  |  |

**Version Control**

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| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 1 01 | Lisa Tees, Quality Manager, Quality Support Service | Sept 2023, Housekeeping | Updated Committee Structure |
| 1 00 | Nichola Cooper, Quality Manager, Quality Support Service | Dec 2022, Education Committee | NEW. The Code ensures that all Academic Partnerships are reviewed every five years and that such reviews embrace consideration of the Partnership and the activities being undertaken within the Partnership. |