

COLLABORATIVE PROVISION COMMITTEE

A meeting of the Collaborative Provision Committee was held on Thursday 19 September 2013 in John Usher Conference Room, Northcote House.

Present: Professor Mark Overton (Chair)  
Professor Stephen Rippon (Co-Chair)  
Neil Abel (Business School)  
Juliette Stephenson (Business School)  
Victoria Wilson (CEMPS)  
Dr Mike Dobson (FCH)  
Rob Freathy (CSSIS)  
Dr Andrew McGowan (CLES)  
Dr David Mabin (UEMS)  
James Mitchell (UEMS)  
Richard Foord (International Office)  
Rachel King (International Office)  
Catherine Dawson (CSSIS)  
Dr Lucy Ryder (RKT)  
Christine Hazell (Legal Office)  
Derfel Owen (Academic Policy and Standards)

In Attendance: Katy Griffiths (CLES - on behalf of Helen Pisarska)  
Dr Lisa Gould (Academic Partnerships, Secretary)  
Kendra Brown (Graduate Research Faculty Office)  
Roz Pardee (Academic Partnerships)  
Caroline Cook (Academic Partnerships, GPO)

Apologies: Alex Louch (Guild)  
Helen Pisarska (CLES)  
Dr Esther Reed (CHUM)  
Hannah Rundle (CHUM)  
Dr Stephen Childe (CEMPS)  
Clare Mackenzie-Ross (UEMS)  
Dr Lindy Ford (APS)  
Suzanne Byrch (APS)

13.84 Welcome and Introductions

The Chair welcomed new members to the Committee.

13.85 Minutes

The minutes of the meeting held on the 20<sup>th</sup> of June 2013 were approved (CPC/13/81).

### 13.86 Matters Arising

(a) *Minute 13.29a: Partnership Quality Coordinator for the LFS*

It was noted that a PQC is not required for 2013/14 as there is no student intake on the LFS PGT programme for this year.

(b) *Minute 13.29b: PGR QA Working Party*

It was noted that the following actions will be progressed during the Autumn Term (**action LG**):

- amend membership to include PGT representation
- agree the partnership terminology

With regards to updating the partnerships terminology located in the TQA Manual, a full overhaul of the TQA manual covering partnerships activity is due to take place during 2013/14. This will incorporate changes from the new Academic Partnerships Policy and those changes required following implementation of the new QAA Code “Managing Higher Education Provision with Others”. Revisions will be published for the commencement of the new academic year 2014/15 (**action LG**).

(c) *Minute 13.32: Partnerships list*

The partnerships list is currently being updated and revised. Once complete, LG will be meeting with College administrative staff to discuss the current status of all their partnerships (**action LG**).

### 13.87 Draft Academic Partnerships Policy

The Committee considered the draft Academic Partnerships Policy (CPC/13/82), and the following points were made:

- There had previously been no partnerships policy document, and it was agreed there is a need for such a policy to govern the strategic direction of partnership work across the whole institution.
- Partnerships are high risk and appropriate processes should be introduced to mitigate these risks.
- Initial discussions outlining the need to introduce a partnerships policy took place at VCEG in June 2013.
- The new QAA quality code (“Managing Higher Education Provision with Others”) makes it clear that any partnership work should be linked to institutional strategic aims, and that processes should be proportionate to the level of risk involved. Both of these aspects are addressed in the draft policy document. The document also contains a clear outline of processes and governance with regard to establishing new partnerships, and the approach for monitoring and review of existing partnerships.
- Wide consultation has already been carried out on the draft policy document (including RKT, the International Office, College Deans, College Professional Services staff, Faculty Deans, DVCs, etc.). The policy will also be submitted to both of the forthcoming Faculty Boards, the ADEs meeting in early October. It will then be submitted to VCEG on 14<sup>th</sup> October 2013 (with College Deans attending) for final approval. Feedback and views from members of CPC are being sought as part of this consultation process.
- The quality of proposed programmes will continue to be monitored through the Quality Review Group.

CPC members strongly supported the draft policy document, in particular making reference to:

- The need for a strategic approach to partnership work.
- A requirement to rationalise partnerships that are no longer considered important.
- A recognition that having a risk-based approach may reduce workload in some areas, but increase it in others.
- Different approaches may be taken by Colleges in relation to partnership work – some partnerships may be based on increasing student numbers whilst others may result in developing research relationships. It was noted that Colleges may require varying numbers of partnerships, but they will need to allocate sufficient resources in their business plans for each partnership that they wish to pursue.
- The 2-stage approval process for new partnerships was considered useful and would enable inappropriate partnership proposals to be halted at either stage in the approval process.
- Establishing a single point of contact in each College for partnership work was considered to be a positive step.
- Clarity is required around the different partnerships that are available. It was noted that a taxonomy of different types of partnerships is being produced and detailed discussions about any new proposals will be carried out at a very early stage between Academic Policy and Standards (APS) staff, College staff, and other Professional Services staff as required.
- Due to the different membership of the proposed Academic Partnerships Strategy Group (APSG) which will replace CPC, it was thought that a forum for sharing good practice amongst staff with ‘hands-on’ experience of partnership work would be helpful. The introduction of a partnership Operations Group would fulfil this requirement.
- The Committee recognised that in order to deliver the changes outlined in the policy document, then central staffing resource in APS will need to be expanded.

It was agreed that the policy document will be amended to incorporate changes discussed at the meeting (**action RP**), and submitted for onwards approval to VCEG on 14<sup>th</sup> October 2013.

### 13.88 DTPs

#### a) *DTP developments*

- AHRC: the result of the bid is expected within the next couple of weeks. Work is currently being carried out on recruitment and it is expected that the Hub will be ready by the time the result is announced.
- NERC: the result of the bid is expected on 4<sup>th</sup> November 2013. A positive management meeting was recently held. 5 studentships will be initially available, with bidding to follow for the remaining studentships. The arrangement will be via a split-site agreement, and the student will follow the regulations of their ‘home’ institution.
- BBSRC: An internal audit of the BBSRC DTPs had recently been carried out. In addition, the timetable for re-submission had been outlined, with the call expected in January 2013, and a deadline for submission of April 2013. This is an extremely tight timescale.
- EPSRC: mock interviews are due to be carried out next week.

#### b) *DTP Operations Group Handbook (minutes 13.36 & 13.37 refer)*

Following discussions at the DTP Management Group, it had been agreed that a Toolkit would be a more useful approach. Discussions would take place at the next DTP Operations Group regarding development of the Toolkit.

- c) *Monies owed from the University of Bristol in respect of SWDTC and SWDTP (minute 13.29d refers)*  
A payment schedule is now in place and Exeter had been assured that there would be no further hold-up relating to the payments from Bristol.
- d) *Minutes from the DTP Management Group 18/06/13 (PH) (CPC/13/83)*  
It was noted that Sonja Ho is now the ESRC Manager, replacing Lisa L'Homme.

### 13.89 Academic Partnerships

The Committee received an update on the following recent partnership developments:

- a) INTO Exeter: the first INTO Academic Board met in July 2013, and the new governance structure was approved at that meeting. Changes to programme specs have been approved. Alignment of the TQA manual is underway.
- b) South West Ministry Training Course (SWMTC): due to the decision by the Church of England to move validation of ministerial awards to Durham University, no new students had been enrolled on these courses at Exeter for 2013/14. Arrangements for the teach-out of existing students will be made when further details regarding the Church's and Durham's timescales/plans are known.
- c) PGR Joint Awards with Bristol: the partnership agreement for the joint awards covering a cohort of 3 students had been drafted and it is anticipated that the agreement will be signed in the near future.
- d) The Learning Institute South West (TLISW): the partnership agreement had expired and will be extended for one more year to enable the College to review the partnership before making the decision whether or not to extend for a longer period of time.
- e) Exeter College: currently only the BA in Business Management course is running. It was noted that some difficulties had been experienced by Exeter College students transferring on to the additional year of study at UoE in order to top up for the Honours degree. LG to arrange a meeting with JS to discuss further (**action LG**). It was noted that the registration process for students at partners would be moved from a paper format to online registration for 2014/15.
- f) Grenoble PGT double degree: the partnership agreement is with Grenoble for the final stage of approval.
- g) EBS PGT double degree: the letter of amendment to the original agreement has now been signed.
- h) EBS UG dual degree: business approval had been obtained and work is now being carried out on academic approval.
- i) College of St Mark and St John (Marjon): the termination agreement for PGT students had been signed, but the arrangement for PGR students will continue.
- j) Peking University MA in Translation: the original plan of a double degree with PKU had been revised, and a progression agreement is in the process of being approved. It is anticipated that this will be signed during the VC's visit to China in November 2013.

- k) National Institute of Advanced Studies (NIAS), India, PGR split-site: the partnership agreement has been drafted and forwarded to NIAS for consideration.

13.90 Business Proposal Forms (BPFs)

The Committee received Business Proposal Forms for:

- a) AHRC DTP (CPC/13/84)
- b) National Institute for Advanced Studies (NIAS) (CPC/13/85)
- c) EPSRC CDT STREAM (CPC/13/86)
- d) EPSRC CDT WISE (CPC/13/87)
- e) EPSRC CDT MAMBO (CPC/13/88)
- f) EPSRC CDT Weather, Oceans and Climate (CPC/13/89)
- g) EPSRC CDT Materials and Manufacturing(CPC/13/90)

It was noted that a review of the Business Proposal Form template was underway, and that tailored BPFs would be produced for different types of partnerships.

13.91 Next Meeting

The next meeting of the Committee is scheduled for 12 December 2013. However, if the draft partnerships policy is approved at VCEG on 14th October 2013, then CPC will be disbanded and replaced with the Academic Partnerships Strategy Group (APSG). The Chair thanked the Committee for their work and attendance, in advance of the forthcoming discussions at VCEG.