****

**PARTNERSHIPS PROPOSAL FORM (PPF) – DOUBLE DEGREE PROGRAMMES**

This form is to be completed by staff when setting up a new collaborative partnership where a University of Exeter qualification or credit is involved.

Double Degree partnerships consist of one programme with **two** awards. The programme consists of elements from the University of Exeter and elements from the partner institution. Each award is **independent** from the other and based on credit from the respective institution.

Before completing the form you are advised to read the Academic Partnerships Handbook which provides further guidance on the approval process.

The form has two sections and both parts should be completed. Part 1 relates to the strategic fit of the partnership being proposed and part 2 relates to the quality assurance aspects of the partnership.

Advice on any aspect of this process is available by contacting [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) (UG/PGT) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) (PGR). Note, single student PGR Double Awards are not permitted.

|  |  |  |
| --- | --- | --- |
| **PART 1: FOR STRATEGIC APPROVAL To be completed by the Faculty**  **This section will be considered by the relevant group giving strategic approval to the partnership** | | |
| 1. **University of Exeter Contact** | | |
|  | What form of partnership is proposed? | *DOUBLE DEGREE PROGRAMME* |
|  | Faculty proposing partnership |  |
|  | Department proposing partnership |  |
|  | Proposer of partnership / Programme Lead in Faculty (including job title and email) |  |
|  | Faculty administration contact |  |
| 1. **Proposed Partner** | | |
|  | Is the partner based in the UK or overseas (if overseas please specify where)? |  |
|  | Name and full address of the proposed partner |  |
|  | Name and contact details of key contact at the proposed partner organisation |  |
|  | Partner organisation web address |  |
|  | League table rankings or equivalent for partner |  |
|  | Is the proposed partnership supported in principle at the appropriate level in the partner organisation(s)? Please provide details. |  |
| 1. **Rationale for the Proposed Partnership** | | |
|  | Full description of proposed arrangement ( i.e. level, programme(s) and modules involved; market (closed cohort, industrial, local, part time, international); study pattern, form of support provided by partner – teaching, supervision, equipment, learning resources, etc.) As much detail as possible here please. |  |
| 3.2 | State how the proposed collaboration fits with University of Exeter’s strategic objectives |  |
| 3.3 | If an International Partnership, does this partnership fit with the University of Exeter’s list of key institutional partners? If not, or if this is a UK partnership, please explain the rationale for the partnership e.g. widening participation; student recruitment etc. |  |
| 1. **Proposed Partnership Activities** | | |
| 4.1 | Planned start date and duration of the partnership |  |
| 4.2 | Planned student numbers - per annum or single intake (minimum/maximum, if relevant) and any evidence of demand |  |
| 4.3 | Proposed number of annual intakes of students (normally 3, for multiple intakes) |  |
| 4.4 | How will research methodologies and the spirit of enquiry be incorporated into this partnership? |  |
| 1. **Operational/Financial Issues** | | |
| 5.1 | What are the financial arrangements with the Partner:   * What will the Partner contribute and/or receive? * What will the Faculty contribute and/or receive? * What will the University contribute and/or receive? |  |
| 5.2 | Have you discussed this proposal with the University of Exeter Finance team and if so who did you contact and what was their advice? |  |
| 5.3 | What are the resource implications (academic and professional service staff, learning resources, teaching rooms etc.) |  |

|  |  |  |
| --- | --- | --- |
| **PART 2: FOR QUALITY ASSURANCE APPROVAL:**    **This section will be considered by the relevant group giving quality assurance approval to the partnership.**  **It contains additional information specifically relating to the quality assurance elements of the partnership.** | | |
| 1. **Quality of Provision at HEI Partner Institution** | | |
| 6.1 | Outline the proposed partner’s quality assurance system for managing academic standards and the quality of the student learning experience |  |
| 6.2 | Describe in detail how the partner’s provision is equivalent to UoE. |  |
| 6.3 | Does the proposed partner have the legal capacity, permits and licenses needed to collaborate with the University of Exeter to operate the proposed collaborative programme? |  |
| 6.3 | Describe the education environment at the partner, what are the facilities and teaching spaces available? |  |
| 6.4 | Explain how the following will be managed between University of Exeter and the proposed partner:   * Recruitment (how will the opportunity be marketed) * Admissions (whose responsibility, how entry criteria will be decided) * Teaching (which partner will provide this, how will University of Exeter manage the quality of teaching provided by non-University of Exeter staff) * Assessment (which partner will undertake this; how will University of Exeter manage the quality of assessment undertaken by non-University of Exeter staff) |  |
| 6.5 | Provide information about partnership staff including CVs: do they have sufficient knowledge, expertise and experience to teach, supervise, and assess students in accordance with Exeter expectations? |  |
| 1. **Policies and Procedures** | | |
| 7.1 | Is this a new programme? If so please indicate the date by which it would be ready to be considered for programme and module approval as per the University of Exeter’s ‘Procedures and Requirements for Approving New Modules and Non-award Programmes’ as outlined in the TQA Manual |  |
| 7.2 | In March 2015, the Competition and Markets Authority (CMA) published guidance for universities on the application of Consumer Rights Legislation and how they engage with students. The CMA has advised universities that they should ensure they meet the following requirements of the legislation:   * Students are given up front, clear, timely, accurate and comprehensive information; * Terms and conditions between higher education providers and students are fair; * Complaint handling processes and practices are accessible, clear and fair to students.   Clarify how each of these will be addressed for this particular partnership. |  |
| 7.3 | What are the risks that may arise from this partnership and what is your procedure for mitigating them? |  |
| 7.4 | State the external examiner arrangements for the programme. Where a taught programme is already offered at the University of Exeter, will the same external examiner be used for the collaborative partnership? |  |
| 7.5 | Do Exeter’s standard regulations, policies, and procedures apply while students are at the partner institution? If not, please summarise the difference. |  |
| 7.6 | Provide details of any Professional, Statutory, Regulatory Bodies (PSRBs) involved and confirm that they been consulted and approve of the proposed arrangements. Who will arrange the application/review process? |  |
| 7.7 | What will the procedure be for assessing if this partnership has been successful? |  |
| 7.8 | What will be the procedure for managing any issues in relation to intellectual property rights (IPR) in relation to this partnership? |  |
| 7.9 | State the procedure for ensuring that University of Exeter maintains control over its marketing materials in relation to this partnership e.g. the use of its reputation, logo and brand |  |
| 7.10 | **PGR Double Degrees ONLY**  Outline any specific policies and procedures that will apply if this is a PGR Double Degree e.g. use of MyPGR; form of thesis submission; structure of viva; choosing examiners, location of viva, possible outcomes of viva, award requirements for a doctorate or MPhil; monitoring requirements; interruptions/extensions; handling admissions including progression etc. |  |
| 1. **Student Support** | | |
| 8.1 | Describe the support mechanisms (i.e. pastoral, advice and guidance), that will be provided to student(s) while studying at the partner institution, and will they be provided by UE or the partner? |  |
| 8.2 | Describe the academic/research support for students at the partner |  |
| 8.3 | Will the partnership allow students the opportunity to undertake their own investigation-based project work and incorporate findings from latest research? |  |
| 8.4 | Any further specific information to include in the formal Legal Agreement |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval Process Once Form is Complete…** | | | |
| **Stage 1 - Faculty** | **Stage 2 - Strategic** | **Stage 3 - Quality** | **Legal Agreement** |
| The Faculty submits the completed PPF to the relevant Faculty Approval Group for stage 1 approval  The Faculty should contact [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) (for UG/PGT partnerships) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) (for PGR) for any quality and standards related queries. | The Faculty submits the PPF to the relevant strategy group for Stage 2 approval:   * International (UG/PGT/PGR) go to Global Engagement Committee * Domestic (UG & PGT) go to Education and Student Experience Executive Committee * Domestic (PGR) go to Research and Impact Executive Committee (RIEC)   The Faculty must email [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) a copy of the stage 1 and stage 2 approvals prior to stage 3 approval. | [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) review the PPF  [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) to submit the PPF to the relevant group/person for stage 3 approval:   * UG/PGT: Associate Dean for Taught Students * PGR: Dean of Graduate Research | [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) OR [PGRqualityandstandards@exeter.ac.uk](mailto:PGRqualityandstandards@exeter.ac.uk) send the final fully approved PPF to the legal team who use the information contained within it to start drafting the legal agreement for signature by both institutions  A first draft will be sent to the Faculty for comment before it goes to the partner.  Signatories:   * UG & PGT: VC or DVC * PGR: Dean of Graduate Research or DVC or VC as appropriate |