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**PARTNERSHIPS PROPOSAL FORM (PPF) – SPLIT SITE 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.

Spilt Site partnerships involve one programme and one award, but with a significant contribution e.g. teaching, facilities, knowledge etc. made by the partner organisation (not necessarily a HEI).

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 (2a is for partnerships with HEI partners and 2b is for partnerships with non-HEI partners).

Advice on any aspect of this process is available by contacting Academic Partnerships on [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk)

There is a separate PPF for PGR Split-site agreements for **single** student arrangements.

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| **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? | *SPLIT SITE PROGRAMME* |
|  | Faculty proposing partnership |  |
|  | Department proposing partnership |  |
|  | Proposer of partnership / Programme Lead in Faculty (including job title and email) |  |
|  | College 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 |  |
|  | Type of organisation (e.g. education institution, research institute, company) |  |
|  | 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 | Any progression requirements, and what would happen if a student did not reach the stated progression requirements |  |
| 4.5 | 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.) |  |

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| **PART 2A: FOR QUALITY ASSURANCE APPROVAL: HEI Partners only**  **For non-HEI Partners, go to PART 2B**  **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 Review 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 |  |
| 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 |  |

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| **PART 2B: FOR QUALITY ASSURANCE APPROVAL: non-HEI Partners only**  **For HEI Partners, go to PART 2A**    **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 Non-HEI Partner Institution** | | |
| 9.1 | How long has this organisation been operating? |  |
| 9.2 | Relevant registration number |  |
| 9.3 | Who regulates this organisation? |  |
| 9.4 | How many employees does the organisation have and of those, how many will be involved in the partnership? |  |
| 9.5 | What quality marks do they have? (i.e. Investors in People, ISO 9001) |  |
| 9.6 | Which professional bodies are they members of? |  |
| 9.7 | Is this organisation subject to regular review? If so, by whom and when is the next review? |  |
| 9.8 | 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** | | |
| 10.1 | 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 |  |
| 10.2 | What are the risks that may arise from this partnership and what is your procedure for mitigating them? |  |
| 10.3 | What insurance policy cover does the partner hold and who is their insurer? |  |
| 10.4 | The name of the person in University of Exeter’s Procurement team with whom you discussed this proposal, and their advice to you: |  |
| 10.5 | Do Exeter’s standard regulations, policies, and procedures apply while students are at the partner entity? |  |
| 10.6 | What will be the procedure for managing any issues in relation to intellectual property rights (IPR) in relation to this partnership? |  |
| 10.7 | 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 |  |
| 10.8 | What will the procedure be for assessing if this partnership has been successful? |  |
| 1. **Student Support** | | |
| 11.1 | Detail the quality and level of student experience that is expected from the partner. |  |
| 11.2 | Describe the support mechanisms (i.e. pastoral, advice and guidance), that will be provided to student(s) while at the partner entity, and will they be provided by UE or the partner? |  |
| 11.3 | Describe the learning environment at the partner. |  |
| 11.4 | How will this partner incorporate research methodologies into their component of the programme? |  |
| 11.5 | What investigation-based work will the students be doing while they are based at this partner? |  |
| 11.6 | Any further specific information to include in the formal Agreement |  |

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| **Approval Process Once Form is Complete…** | | | |
| **Stage 1** | **Stage 2** | **Stage 3** | **Legal Agreement** |
| 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) OR [PGRQualityandStandards@exeter.ac.uk](mailto:PGRQualityandStandards@exeter.ac.uk) (for PGR) for any quality and standards related queries. | The Faculty to submits the PPF for Stage 2 approval:   * International 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     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) review the PPF.  [partnerships@exeter.ac.uk](mailto:partnerships@exeter.ac.uk) submit the PPF to the relevant group/person:   * 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 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:   * Multiple students: VC/DVC * Single student: Associate Dean for Taught Students. |