

OVERVIEW OF THE APPROVAL AND MONITORING PROCESSES FOR TEACHING PARTNERSHIPS

**An overview of the approval and monitoring processes for
different types of partnerships**

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Structure and Typology of Teaching Partnerships

Memorandum of Understanding

3 year standard length
Normally a University to University agreement
Non-legally binding
Covers intended activities, not a commitment to undertake such activities

Memorandum of Agreement

Maximum of 6 years in length
Legally binding and not reliant on MoU (MoU generally in place initially, but can exist without an MoU after renewal)
Specific about the type of activity including student numbers, financial arrangements, legal framework
Used for Progression and Articulation arrangements, Dual Awards, Joint Awards, Off-campus Delivery, Validation, Franchise and recruitment arrangements (Double Masters and 4+1)

See also: [University's Typology for Academic Partnerships](#)
[Section 11 of the Guide to Policies and Procedures for Teaching and Learning](#)

**The following approval routes apply to all University of Reading activities, including branch campus provision.
All records of MoUs and MoAs should be held on the central data bases held by the International Partnerships Team or the Centre for Quality Support and development, as appropriate.**

Memorandum of Understanding – approval route

Proposer discusses proposal within School, with TLD (International) and TLD (for relevant School)



Proposer completes MoU request form with aid of the International Partnerships Team (IPT)
Requires signature of Head of School



Form is submitted to GESB or PVC in case of Chair's Action
GESB/Chair either:

1. Approve proposal
2. Ask for more information
3. Reject proposal



Where approved, the IPT organise for **drafting of MoU and signature**
At Branch Campuses, the Provost may be given delegated authority for the signing of a MoU, once the approval has been granted.



MoU is put onto Partnership spreadsheet (held by IPT)
Note is taken of expiration date
The IPT monitor and notify relevant parties a few months ahead of expiration to see if there is a desire to renew

Memorandum of Understanding – annual monitoring process

The IPT liaises with relevant School in **completion of Annual Partnership monitoring Form 2** also covers Double Masters and 4+1 arrangements



The IPT create an overview document for submission to GESB in March



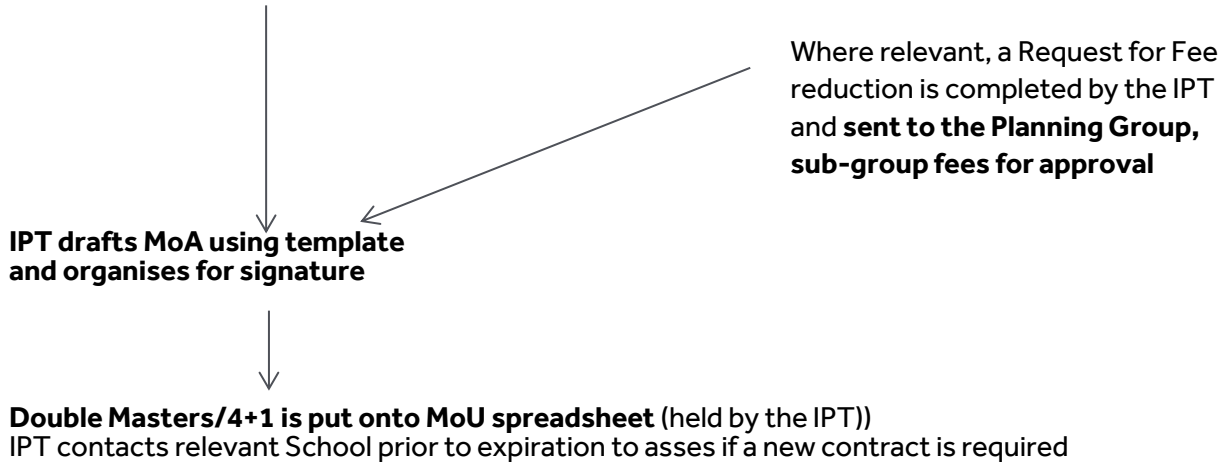
Overview considered at GESB and actions identified (e.g. termination, follow-up with School)

Double Masters and 4+1 – approval process

An MoU would normally exist (or be developed and signed at the same time)

Head of School signs off consent for development

(Form available from the IPT)



Double Masters and 4+1 – monitoring process

IPT liaises with relevant School on **completion of Annual Partnership monitoring Form 2**
also covers MoUs



IPT create an overview document for submission to GESB in March



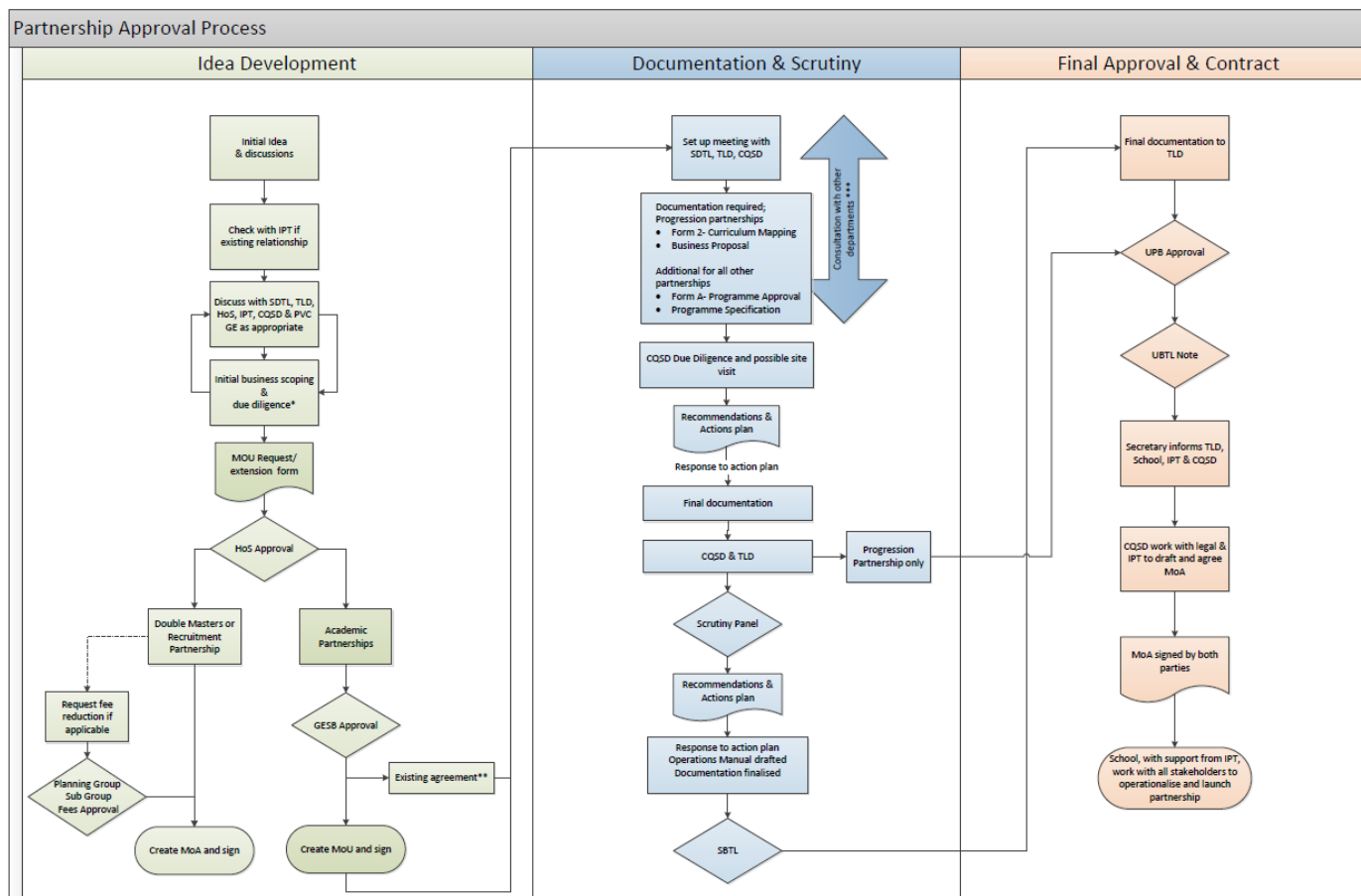
Overview considered at GESB and actions identified (e.g. termination, follow-up with School)

Memorandum of Agreement – approval process

Process is in line with the Approval Process for a New Programme with additional, partnership specific sections included. Full process document:

<http://www.reading.ac.uk/web/files/qualitysupport/Programme-Lifecycle-Policies.pdf>

Brief overview:



* A letter of intent or NDA may be signed at this point by the Head of Partnerships as required. Due diligence may include a prospective partner questionnaire and site visit as appropriate
 ** could include new teaching partnership or change in type of partnership
 *** Consultation will depend on the partnership, guidance is given in the documentation

Memorandum of Agreement – monitoring process

Partnerships programmes are monitored by the standard Annual Quality Assurance Review, carried out by Schools. In addition, there is tandem process for the review of partnerships. The forms are designed to reduce repetition where possible and ensure the teaching quality as well as the operational/financial aspects of partnerships are appropriately addressed.

Programme operates in academic year



Partner-Programme Sub report completed by partner – (Following Autumn term)
Submitted to UoR Programme Director



UoR Programme Director completes the relevant sections of the Annual Quality Assurance Review form (AQAR) to include partnership activity.
UoR Programme Director completes the Annual Monitoring Form 1 for partnership programmes and progression arrangements
Appended to the AQAR form is the Partner-Programme Sub report and the completed Form 1.
(The AQAR primarily covers teaching and learning issues whilst the Form 1 is designed to concentrate on the operational, financial, recruitment side of partnerships)



Discussion of AQAR at Board of Studies and SBTL – (Following Autumn term)



Submission of AQAR to CQSD – December /January



AQAR Overviews written by TLDs
and submitted to DELT – March
Collaborative Overview written by CQSD
and submitted to DELT – March



Form 1s circulated to PVC and TLD for
comment – February
CQSD summarises Form 1s for submission to
GESB – March



Any resulting actions followed up by CQSD