

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

5 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 (can exist without an MoU)
Specific about 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
(Annexes were previously used for 1+1 Double Masters and 4+1 arrangements. From Autumn 2016, an MoA will be used)

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

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 Reading International Office (RIO)
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, CQSD organise for **drafting of MoU and signature**



MoU is put onto Partnership spreadsheet (held by CQSD)

Note is taken of expiration date

RIO notified a few months ahead of expiration to see if there is a desire to renew

Memorandum of Understanding – monitoring process

RIO liaises with relevant School in **completion of Form A: Partnership annual review**
Form A also covers Double Masters and 4+1 arrangements



CQSD create an overview document for submission to GESB in March



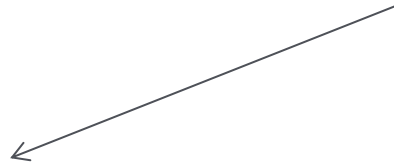
Overview considered at GESB and actions identified (e.g. termination, follow-up with School)

Double Masters and 4+1 – approval process

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

Head of School signs off consent for development

(Form available from CQSD)



Where relevant, **Request for Fee reduction** is completed and **sent to PVC for approval**

CQSD drafts MoA and organises for signature



Double Masters/4+1 is put onto Partnership spreadsheet (held by CQSD and available on Blackboard)

Information added to CQSD website:

<http://www.reading.ac.uk/cqsd/QualityAssurance/CollaborationWithOtherInstitutions/cqsd-othercollab.aspx>

CQSD contacts relevant School prior to expiration to assess if a new contract is required

Georgina Randall:

Double Masters and 4+1 – monitoring process

RIO liaises with relevant School on **completion of Form A: Partnership annual review**
Form A also covers MoUs



CQSD create an overview document for submission to GESB in March



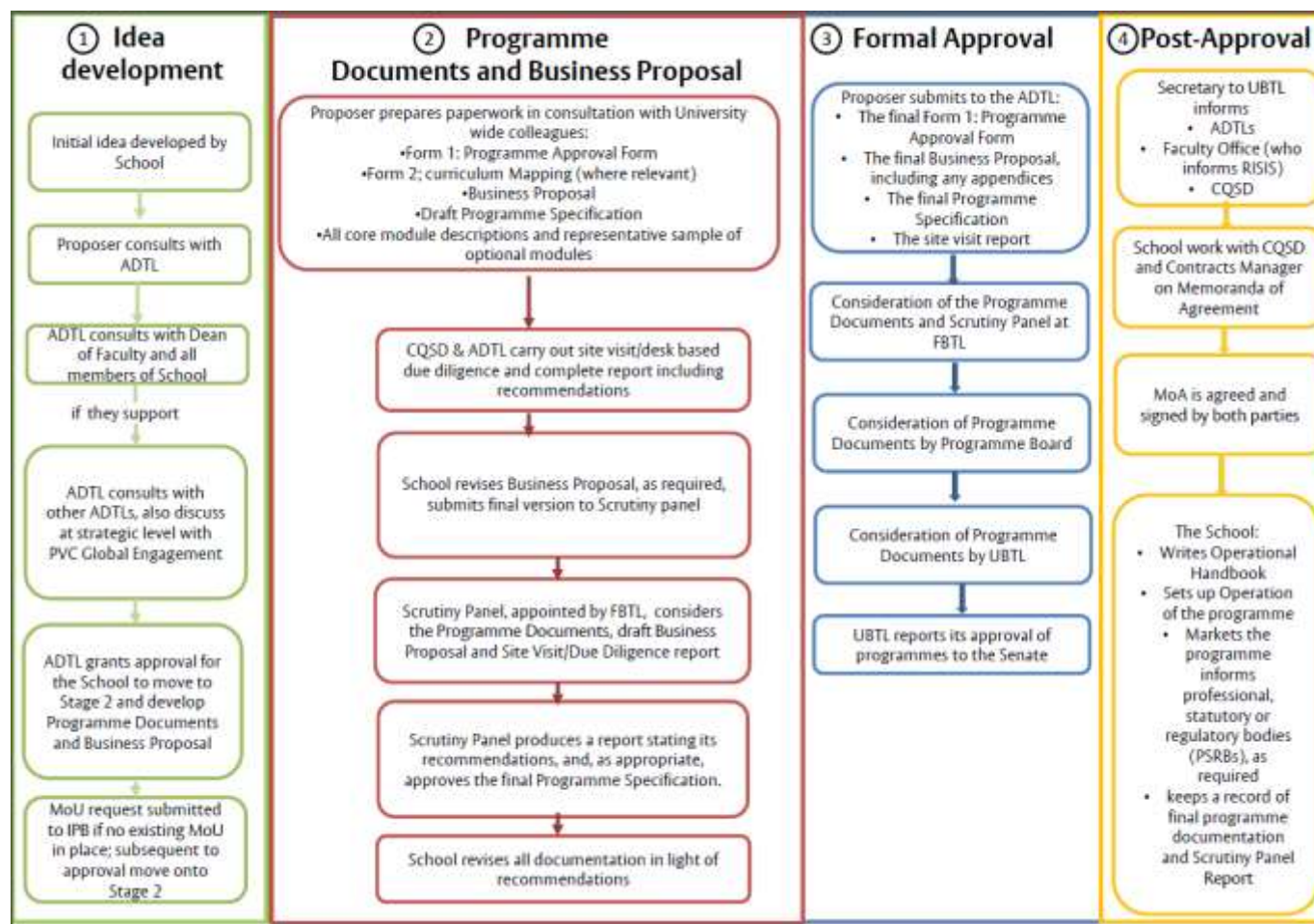
Overview considered at GESB and actions identified (e.g. termination, follow-up with School)

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/nmsruntime/saveasdialog.aspx?IID=72551&SID=87193>

Brief overview:



Memorandum of Agreement – monitoring process

Due to the requirement of partnerships programmes being monitored by the standard Annual Programme Report, there is tandem process for the review of partnerships. For 2014/15, the forms were amended to reduce repetition where possible and ensure the teaching quality as well as the operational/financial aspects of partnerships were appropriately addressed.

Programme operates in 2014/15



Partner-Programme Sub report completed by partner - Autumn 2015
Submitted to UoR Programme Director



UoR Programme Director completes Annual Programme Report (APR) (either for partnership programme only or as part of School APR)
UoR Programme Director completes Form B: Partnership Annual Review
Appended to the APR is the Partner-Programme Sub report and the complete Form B: Partnership Annual Review

(The APR primarily covers teaching and learning issues whilst the Form B is designed to concentrate on the operational, financial, recruitment side of partnerships)



Discussion of APR at Board of Studies – Autumn 2015



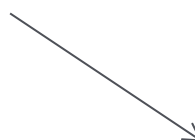
Submission of APR to Faculty Office – December 2015/January 2016



Faculty Overview written by ADTLs
and submitted to DELT – March 2016
Collaborative Overview written by CQSD
and submitted to DELT – April 2016



Form Bs circulated to PVC and ADTL for
comment – Feb 2016
CQSD summarises Form Bs for submission to
GESB – March 2016



Any resulting actions followed up by CQSD