

Policy on 'recognising/endorsing' qualifications and training from other institutions.

Introduction and General Principles

1. There are cases where the University may wish to endorse or recognise the teaching and learning of another institution or training provider for various reasons including recruitment and marketing, credit transfer or to enhance a partnership.
2. The University must protect its reputation and its awarding powers and as such this will only be undertaken with trusted partners and when appropriate due diligence has taken place.
3. This policy relate to partnerships which do not lead to an award of the University; the University will not make any form of Award or credit to participants, but it will allow the Partner to use its name and brand in literature associated with the teaching or training programme.
4. Usually the Partner will be allowed to state that '*The University of Reading considers the learning outcomes of xxx course to be consistent with xxx Level/credits/entry requirements*'
5. Recent examples include the Met Office Training Course, who may state:

The University of Reading has reviewed the course content of the Met Office Foundation Meteorologist Initial Forecasting Course and considers the learning outcomes of the course to be consistent with Level X and equivalent to X credits

And an extension of the University's partnership with MGIMO (Russia), who may state:

The University of Reading considers the International Foundation Programme (International Relations) delivered by MGIMO to be consistent with the level of learning outcomes of the UoR Foundation Degree and consistent with the entry requirements for the UoR BSc in International Relations programme

6. Usually the Partner will not be allowed to use University's logo or name on certificates, but may mention the recognition on transcripts.
7. Schools or individuals with proposals of this kind should consult with CQSD in the first instance. CQSD will liaise with the International Partnerships Team and the Legal Service Team as relevant.

Implementation of Policy

8. In order for any arrangements such as this to be put in place a series of due diligence processes will take place, both initially and on-going. The level of due diligence will be commensurate to the identified risk of the proposal.
9. All proposals will be considered by UPB for approval.

10. Any such arrangements will be formalised in an Agreement between the University and the Partner and will usually have a 6 year duration.

Initial due diligence

11. Initial due diligence should include the following:
 - a. Relevant academic staff should undertake a review of the training/programme to satisfy the University of the level and content of the provision and that students will reach the expected learning outcomes as stated by the provider, or that which is being recognised. This may include consideration of:
 - i. the curriculum,
 - ii. teaching materials,
 - iii. teaching staff,
 - iv. the facilities available,
 - v. modes of assessment and,
 - vi. examples of assessed work, where available.
 - b. CQSD and the International Partnerships Team will undertake due diligence on the provider, in regards to reputation, governance and stability.
12. A combined due diligence report will be submitted to UPB for consideration and approval.

Ongoing due diligence

13. In addition to the initial due diligence exercise, it is expected that a schedule of on-going due diligence is put in place and outlined in the Agreement between the Parties. On-going due diligence activities should be established in proportion to risk and may include the following:
 - a. Annual review of the curriculum and course materials,
 - b. Annual peer review and observations of teaching,
 - c. Annual review of assessed work,
 - d. Annual review of facilities,
 - e. Clear guidance on communicating to the University any changes to the programme/training content
14. Any concerns raised during the on-going due diligence processes should be communicated to CQSD in the first instance. CQSD will discuss any actions required to mitigate the risk with relevant stakeholders. Actions could include assurances from the partner, further guidance and follow up with the partner, or terminating the endorsement and Agreement.
15. CQSD will keep a record of such arrangements and will periodically check the webpages of the Partner to ensure compliance with the Agreement.
16. When the Agreement is due to be renewed, CQSD will liaise with the International Partnership Team, Legal Services and relevant School staff to discuss the desire to renew the Agreement with the Partner.