

# Guidelines on the provision of information and IT learning resources for students on partnership programmes

## Background

1. The purpose of this document is to provide guidance for those developing a new partnership programme which involves delivery with a partner. This document should be consulted early in the process of development and should inform the writing of the Business Proposal. Proposers are required, as part of the development process, to discuss learning provisions with colleagues responsible for learning resources. It is recognised that each academic partnership is unique and therefore the arrangements outlined in this document should be used to facilitate detailed discussions.

Key areas for consideration	Contact
Library Resources – Variable access dependant on licence terms and conditions, student status, ability of the partners to provide resources, geographical location etc.	Sue Egleton
Blackboard – Number of students and potential impact on licence cost; Using Blackboard to support course delivery at partner institutions	Maria Papaefthimiou
IT – licences relating to software applications and network access	Steve Gough

2. This document should also support the management of expectations of the partner institution as to what the division of responsibility for providing information and IT learning resources is likely to be. Evaluation of the resources available at the partner and how these resources could be used on the proposed partnership programme should form part of the Business Plan and, where appropriate, the site visit.
3. The University of Reading (UoR) is required to ensure adequate learning resources are in place for students studying for a UoR award with a partner institution. However, this does not imply that UoR is, in all such cases, responsible for directly providing those learning resources as in many cases it will be appropriate for the partner institution to take on delegated responsibility for the provision of some or all resources.
4. It is therefore necessary to determine what type(s) of access to UoR's learning resources students following partnership programmes might be provided with, based on the nature of the partnership. It should be noted that none of the agreements with publishers for licenced e-resources allow access by students and staff at partner institutions by default. All extended access is subject to renegotiation of the licence and, if granted, may incur additional charges which the School will be responsible for. Schools should indicate these additional costs in the financial planning section of the Business Plan.
5. Students on progression, articulation or double Masters programmes which result in a UoR award are likely to receive the same level of access to learning resource during their time at UoR as students who study solely at UoR as long as they are included in the UoR HESA return, but this cannot be guaranteed.

## Working with the Library

6. The Library provides both physical learning resources and online access to a variety of e-resources. The Library is responsible for managing the licences governing the use of these collections and also liaises with colleagues to ensure UoR adheres to copyright licences.
7. Due to the variations relating to licences for materials, there are a number of factors proposers should consider;
  - a. What is the status of the students? (e.g. registered at UoR for the entirety or part of their programme)
  - b. Are the students included in the UoR's HESA return?
  - c. Who has academic responsibility for the programme?
  - d. What resources are available at the partner?
  - e. Will partnership staff teaching on the programme require access to the same resources?
  - f. Is the partner linked to or owned by UoR in some manner?
  - g. Will UoR received more than 50% of the revenue of the partnership?
8. Proposers should consider these factors and discuss the proposal with the Library as early as possible in the development process. The Library will support proposers to undergo an evaluation using the Jisc Collections Decision Toolkit and negotiations with resource publishers. The toolkit requires the input of information from a variety of sources across UoR and Centre for Quality Support and Development (CQSD) can provide support in signposting which colleagues to contact (CQSD contact; Gemma Greengemma.green@reading.ac.uk ext. 6767.)
9. Programme Directors must indicate on the Business Proposal which resources the partnership programme will use. In addition, an annex to the Form A should be included, indicating what resources UoR will provide and what resources the partner will provide. A representative of the Library must sign the Form A to indicate that categorisation has taken place in consultation with the Library and the Library has approved this categorisation.
10. Restrictions may apply to some resources and this should be considered as part of the Business Proposal;
  - a. Membership of the Library for borrowing **hard copy resources** will be automatic for UK based students who have been issued with a Student University Campus Card. Access may also be granted through reciprocal borrowing schemes at other UK academic libraries, such as SCOUNL Access, under the same terms as for UoR based programmes for UK resident students. It should be noted that Associate Campus Card holders are not automatically eligible for free library access, any requirements should be discussed with the Library. Associate Campus Card holders are not eligible for the SCOUNL Access Scheme.
  - b. For those programmes where students are registered with UoR but students are based outside of the UK, negotiations should take with the partner regarding access to hard copy resources.
  - c. For those programmes where students are not initially entitled to hard copy access but have students who may wish to access hard copy resources, negotiations need to take place with the Library to allocate funds to cover students' External Borrower status.
  - d. Reference only (i.e. non-borrowing) access to hard copy resources is available to all categories of student while they are physically present in the Library building. Similarly, while physically present, they are eligible to use those licenced resources which allow "Walk-in" access. Further information can be found on the Library website.
  - e. Some publishers may enforce restrictions on some geographical locations in which resources can be accessed. Any potential restrictions should be considered as part of completion of the Jisc toolkit.

- f. Restrictions apply to the provision of scanned material via Blackboard for courses run at a partner institution. All scanning requests must be handled by the Library in order to comply with UoR's CLA (Copyright Licensing Agency) licence. For programmes where students are based at the partner, the University's licence does not extend to the provision of scanned materials to these students from published print resources held by the Library on Whiteknights. The Library will endeavour to source alternative e-book options, but availability is not guaranteed.
- g. Students on programmes that involve a transfer element to UoR's UK based campuses will normally only receive full access to library resources once transfer and registration at UoR has taken place. For students to have access prior to transfer and registration at UoR, discussions must take place with the Library prior to submission of the Business Proposal. Extending resources to students prior to transfer may incur additional costs to the School.
- h. Joint awards with UK based partners may involve some negotiation on level of provision. This is governed by the factors outlined in point 7.

### Access by staff of the partner institution

11. Some licence agreements allow access by staff teaching at a partner institution, but only for the purpose of supporting students on a UoR programme and usually only to support UK-based students. Access may be limited to other resources which are subject to licence agreements negotiated directly with suppliers. This requirement should be considered as part of completion of the Jisc toolkit as it may need to be included in any renegotiation with Service Providers.
12. Partner institution staff can often be given access to the same resources where student access has been granted. Further discussions need to take place with the Library to organise this.
13. Training in relation to the Library may be required for partner staff. Training requests must be scheduled with the Library on an annual basis with a minimum of three months advance notice.

### Further planning

14. For advice on:
  - what resources are available to students through nationally negotiated licence arrangements
  - investigating the availability of other resources through negotiation with individual publishers or providers
  - how to address the resource needs of partner institution staff

Please contact Sue Egleton, Associate Director (Systems and User Services), [s.egleton@reading.ac.uk](mailto:s.egleton@reading.ac.uk), ext. 8781

## Working with Blackboard

15. New programme proposers need to consider, at the planning stage, if, why and in which ways the proposed programme might utilise UoR's Virtual Learning Environment Blackboard. The following elements should be considered in discussion with CQSD:
  - a. Ways in which Blackboard might be used to support the delivery of the curriculum and the students' learning;
  - b. If the partner uses an alternative Virtual Learning Environment platform which could be used for the programme;
  - c. Licence implications;
  - d. Usage by staff at the partner institution and authorised access;

- e. Timing of usage for students transferring from a partner to UoR.
16. Establishing if, why, and how Blackboard might be used for the delivery of the programme in the planning phase will ensure that central support and resources are in place for students to have a good excellent learning experience with the programme.
  17. UoR's licence for Blackboard might cover use by students at Partner Institutions. Blackboard is, however, priced according to the number of student number users as reflected in the HESA returns and any additional student numbers will need to be factored into UoR's Blackboard licence. Advice should therefore be sought from the Centre for Quality Support and Development at the planning stage. Please note that:
    - a. Only registered students of UoR are allowed access to Blackboard and therefore consideration must be given to the timing that access will be given to students if there is a transfer element to the programme. E.g. students are not enrolled at UoR until part 3.
    - b. Access for staff at the partner institution might or might not be covered by the licence
    - c. Access to Blackboard by staff and students at the Partner institution has to be authorised according to university user account processes (students need to be registered on RISIS and staff either on TRENT or manually), which may take time to set up.
  18. At the planning stage and before the approval of a partnership programme, CQSD must be informed of:
    - a. The intention to use Blackboard
    - b. Projected numbers of students for first three academic years, indicating which period of time students will be included on the HESA returns (e.g. Part 4 only). If projected student numbers subsequently change in either direction, CQSD must be informed.
    - c. Number of staff at the partner institution needing access to Blackboard.
    - d. Plans on how the VLE Blackboard is going to be used to support the delivery of the programme.
  19. Training in the use of Blackboard may be required for partner staff. Training requests must be scheduled with CQSD on an annual basis with a minimum of three months' advance notice.
  20. If Schools opt to use a different Virtual Learning platform, Schools will be responsible for ensuring licence compliance and for providing support for use of the platform.

Please contact Maria Papaefthimiou, Senior Technology Enhanced Learning Advisor, Centre for Quality Support and Development, [m.c.papaefthimiou@reading.ac.uk](mailto:m.c.papaefthimiou@reading.ac.uk), ext 7141.

## Working with IT

21. Any use of the University of Reading's IT facilities or systems by members of the partner institution will be subject to the University's Regulations (see [http://www.reading.ac.uk/web/files/its/Regulations\\_for\\_the\\_use\\_of\\_the\\_University's\\_IT\\_Facilities\\_and\\_Systems\\_v1.3.pdf](http://www.reading.ac.uk/web/files/its/Regulations_for_the_use_of_the_University's_IT_Facilities_and_Systems_v1.3.pdf)).
22. Software applications which are provided under a site/University-wide licence to UoR are restricted to use by staff and students of UoR. Such software must not be used by staff and students at partner institutions. IT can provide further advice on usage limitations.
23. Some software licences also have additional restrictions covering where the software can be used. For any new programme involving a partner institution, the proposer must identify which software is required and contact their IT Business Partner to check the usage limitations for any current site licence
24. If students in the partner institution need to use UoR Blackboard service or e-resources outside of the partner institution, local network restrictions may limit access.. It is best to seek advice from IT after determining which resources the students will be accessing.

Please contact your IT Business Partner or Steve Gough, Assistant Director, Information Technology, [s.m.gough@reading.ac.uk](mailto:s.m.gough@reading.ac.uk), ext. 6212.

## Monitoring of resources

25. Evaluation of learning resources provided by both UoR and the partner once the programme has commenced will take place in line with University policy through a combination of:
  - a. Student evaluations of modules
  - b. the Partner Programme Sub-Reports and Annual Programme Reports
  - c. Partnership annual review (Form 1)