

# Collaborative Academic Partnerships

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## 1. Scope and principles

This section of the Hartpury Quality Enhancement Framework (HQEF) outlines the types of collaborative academic agreement that might be entered into and the process of quality assurance and monitoring such an agreement is subject to. The partnership is formalised in a memorandum of agreement, which sets out the nature of the agreement between the organisations.

This section outlines the processes for:

- Approval of new collaborative academic partners
- Extension of collaborative academic arrangements with existing collaborative academic partners
- Quality assurance processes for collaborative academic arrangements
- Collaborative agreement review and re-approval
- Closure of a collaborative academic agreement

The partnership approval process aims to ensure that all new academic partners align with Hartpury's strategic goals, its market position, aspirations, meet national requirements on standards using relevant key reference points, make a positive contribution to financial sustainability and risk, and are academically robust. Hartpury assesses a potential academic partnership through a due diligence process which enables an analysis to be made of the risks involved.

A Hartpury University validated programme is usually written, taught and assessed in English. English will be the language of communication between Hartpury and all other organisations. English must be used for all key documentation, and institutional approval, review, validation and revalidation panel discussions.

Hartpury University recognises the following types of partnership activity (see table 1).

Table 1: Taxonomy of types of collaborative academic partnership activities

<b>Partnership Activity</b>	<b>Partnership Agreement Required</b>	<b>Typical Risk Score</b>
<p><b>Progression entry</b></p> <p>Applicants who have completed a specific programme of study to an agreed threshold standard, are recognised as satisfying the entry requirements for entry at a validated entry point of a Hartpury programme.</p>	No	Low
<p><b>Articulation entry</b></p> <p>Applicants who have completed a specific programme of study to an agreed threshold standard, are recognised as satisfying the entry requirements for entry with advanced standing to a Hartpury programme.</p>	No	Low
<p><b>Support providers</b></p> <p>Long term provision of resources (which could include specialist facilities) by an external organisation (termed the support provider) as part of credit bearing modules.</p>	Yes	Medium
<p><b>Credit bearing study abroad</b></p> <p>These include exchanges and student mobility programmes such as ERASMUS that result in the award of academic credit.</p>	Yes	Medium
<p><b>Provider of off-site credit bearing learning opportunity</b></p> <p>The provider provides learning opportunities off-site, (which may include long term provision of an annual quota of work placements), where the partner is providing the primary delivery of that learning.</p>	Yes	Medium
<p><b>Validated programme</b></p> <p>A programme is developed by an external institution (who retains intellectual ownership of the programme) and is validated as a Hartpury award. Students normally only have a direct contractual relationship with the delivery organisation.</p>	Yes	Medium
<p><b>Franchised programme</b></p> <p>Hartpury authorises a delivery organisation to deliver (and sometimes assess) part or all of a Hartpury programme (for which Hartpury retains intellectual ownership). Students may have a direct contractual relationship with Hartpury.</p>	Yes	High
<p><b>Dual / Joint awards</b></p> <p>Two or more awarding bodies together provide a <b>single jointly delivered programme</b> leading to separate awards and separate certification (for one body of work).</p> <p>The regulations governing the programme and the methodology for calculating each award must be explicitly agreed during the approval process.</p>	Yes	High

Whilst the provision of work placement learning opportunities (including placements) involves collaborative academic provision, the Academic Standards and Enhancement Committee has oversight of these and unless it relies on formulating a long-term partnership agreement with an external organisation it will not be covered within this section.

## 3. Key roles and responsibilities

### Key individuals

- a) The **Chief Operating Officer** is responsible for overseeing due diligence and agreeing the financial arrangements which will support the proposed partnership.
- b) The **Academic Registrar** is the primary source of advice on the processes governing the curriculum approval, monitoring and review processes, and is responsible for ensuring those processes encompass collaborative partnerships. They co-ordinate academic input into a proposed and established partnership. They are also responsible for maintaining this HQEF section.
- c) The **Deputy Academic Registrar** oversees academic administration supporting active partnerships and is a source of advice about administrative implications of establishing, extending or re-approving an academic partnership.
- d) The **Lead Proposer** is a Hartpury employee responsible for establishing an initial link with a proposed partner organisation.
- e) The **Hartpury Link Manager** is responsible for working closely with the partner to oversee and implement identified aspects of the partnership agreement.

### Committees

- a) **Corporation** has responsibility for the final approval of new high-risk affiliated academic partner organisations.
- b) **Quality Enhancement and Standards Committee** is responsible for receiving proposals for new medium-risk academic partnerships, and scrutinising proposals and making recommendations to Corporation about new high-risk academic partnerships.
- c) **Academic Board** has responsibility for the approval of new medium-risk academic partnerships (see table 1), the scrutiny of proposed high-risk collaborative partnerships, and approval of extensions to existing partnerships that include new partnership types. It will notify the Quality Enhancement and Standards Committee of proposed new medium-risk academic partnerships.
- d) **Academic Standards and Enhancement Committee (ASEC)** is responsible for setting and monitoring mechanisms to assure academic standards and quality enhancement activities within collaborative academic partnerships. It delegates operational oversight of this to the Collaborative Academic Partnership Management Group. It reports to Academic Board any issues of concern, and any updates to the low-risk academic partnerships the institution has.

- e) **Higher Education Executive** is responsible for endorsing ideas for new, or extensions to existing, collaborative academic partnerships in line with Hartpury's strategic goals.
- f) **Collaborative Academic Partnership Management Committee (CAPMC)** has reports to ASEC and oversees Hartpury University's interaction with its Institutional Academic Partner Organisations. It has responsibility for considering whether low-risk partnerships (see table 1) should proceed, and reports these to ASEC. It monitors adherence to the Institutional Academic Partnership Memorandum of Agreement (MoA) and the implementation of quality enhancement activities as they relate to collaborative academic partners (including international partners). It produces an annual report for ASEC about the academic standards, quality and implementation of collaborative partnerships, particularly in relation to the Hartpury Quality Enhancement Framework. It also monitors re-approval activities.
- g) **New Academic Partnership Development Group (NAPDG)** has responsibility to oversee the due diligence stage of the approval process for approving (or re-approving) new or extended collaborative academic partnerships and producing the Institutional Academic Partnership MoA. It is therefore responsible for ensuring that all proposals for working with a prospective partner institution have undergone due legal, financial, strategic and reputational scrutiny. This group will be convened by Hartpury's Chief Operating Officer as required, and reports to Academic Board.

## 4. Approval of new collaborative academic partners

Low-risk academic partnership proposals (see Table 1) can be made by Collaborative Academic Partnership Management Committee, which reports to ASEC, which includes this information in the report from ASEC to Academic Board. Low-risk academic partnerships do not require an Institutional Academic Partnership Memorandum of Agreement, and usually have a letter of recognition to record their approval. The approval of all proposed medium- and high-risk academic partnerships follows the same principles, regulations and requirements regardless of location. The steps involved in approving a new partnership are:

1. Consideration of a prospective partnership to ensure there are no objections to it, and then typically production of a Memorandum of Understanding, including agreement of a development fee and a confidentiality agreement as required.
2. Due diligence, overseen by NAPDG, and including legal and financial aspects (led by Chief Operating Officer) and academic aspects (led by Academic Registrar).
3. Development of a proposed Academic Partnership Memorandum of Agreement (MoA).
4. Scrutiny and approval of the Academic Partnership Memorandum of Agreement (MoA).

The approval activity can cease at any stage in this process at the request of either partner.

Once agreed, the proposed partner organisation becomes an Affiliated Academic Partner Organisation and will enter the official register of such organisations, publically available through Hartpury University's website. The Collaborative Academic Partnership

Management Group will be informed of the completion of the MoA and will have oversight of the active partnership.

#### **4.1 Initial consideration of prospective partnerships**

Opportunities for forming new collaborative academic partnerships can arise through many different areas of the Institution. The Institution recognises that partnerships may take many forms and will use the taxonomy described in table 1 to describe them.

The lead proposer from Hartpury will present to Higher Education Executive a rationale for the proposed partnership. Higher Education Executive will make an informed decision on whether a proposed partnership should proceed to the Hartpury Senior Management Team (SMT) to ensure there are no objections before proceeding into development. The reputation of the proposed partner, the potential impact of the partnership on the reputation of the Institution and the experience of its students will be at the forefront of this consideration. Whether the proposed partner shares the values and strategic vision of the Institution is also a key consideration.

Should approval to proceed be granted then the Chief Operating Officer will convene a NAPDG, who will usually produce a Memorandum of Understanding with the proposed partner organisation to clarify expectations of both parties. This typically includes a confidentiality agreement if the nature of the proposed partnership is particularly sensitive and the cost of establishing the initial partnership agreement for consideration, prior to the start of the development process. Any additional costs that the Institution incurs in sustaining an overseas partnership must be met, directly or indirectly, by the partner organisation.

Upon completion of the Memorandum of Understanding by both parties, including signatures of legal representatives from both parties, the due diligence process will be started. If at any point the recommendation is to cease development then Higher Education Executive and Corporation must be notified.

#### **4.2 Legal and financial due diligence**

The NAPDG will oversee the due diligence stages of the approval, utilising external experts as appropriate. Due diligence involves a detailed appraisal of the proposed partner's capacity and capability to provide a high quality collaborative academic partnership.

##### **Financial and legal due diligence**

Financial and legal due diligence will be led by the Chief Operating Officer, through NAPDG, and involves an evidence-based risk assessment process to ensure that the partner is financially stable, a cost benefit analysis of the proposed partnership, and a realistic business plan and exit strategy exists for the partnership. It will also involve legal consultation to ensure that the partnership is in both Hartpury's interest and the learners affected by it. Additionally it will consider any issues for the partnership relating to

information exchange and IT, including ability to comply with legal requirements for data protection, retention and disposal, IT support, backup and disaster recovery.

The awarding institution and proposed partner organisation will provide documents for consideration by the other party, which will be influenced by the type of partnership involved but will typically include the following (adapted from the Council of Validating Universities' Handbook 2012).

From the awarding institution:

- a) The procedure that will be followed in establishing the collaboration and any associated regulations, policies and procedures
- b) The awarding institution's regulations relating to collaborative provision, including those associated with the operation of collaborative programmes

From the proposed partner organisation:

- a) Financial and legal information sufficient to provide evidence of the stability of the partner organisation (for example the last three years' audited accounts)
- b) Information on the managerial structure of the partner organisation and responsibilities of key postholders, including those authorised to sign agreements for and on behalf of the organisation and any specific approval processes
- c) Evidence of the standing of the partner organisation in the UK, determined in the light of experience of other UK collaborations and from public documents such as QAA reports; and for international collaborations in the country concerned, determined in the light of advice from organisations such as the British Council and the British Foreign and Commonwealth Office
- d) Institutions that are located outside the UK will need to provide written evidence that the partnership with the Institution has the approval of the relevant governmental authorities and is not contrary to any national laws. The proposed partner will be responsible for consulting these authorities and securing any legal approvals at its own expense.

Additional documents and information will be requested as required to ensure an effective due diligence process is possible. A meeting may be organised to clarify any points required, at the request of either organisation.

The NAPDG will consider all the evidence within the legal and financial due diligence process and will then decide to (with supporting report including risk register):

- Proceed to academic due diligence as proposed.
- Proceed to academic due diligence as proposed but with a restricted set of agreement types only.
- Not proceed to academic due diligence.

## **Academic due diligence**

The NAPDG will make careful consideration of the type of agreement(s) proposed. The exact information required to ensure that a robust, evidence-based due diligence process can be undertaken will vary between each proposed partnership.

Academic due diligence is likely to include information and scrutiny of the proposed partner's:

- a. Quality assurance infrastructure (i.e. the committees and/or posts) and how they will interact with that of the awarding institution. This will include internal programme approval, monitoring and review; assessment; and the collection and evaluation of student feedback, and their relationship to / separation from institutional management.
- b. Management, staffing and administration of the relevant stages of assessment processes and the student journey, including ability to maintain appropriate information within student record system.
- c. Policies and procedures which relate to the student experience, sufficient to ensure that students on higher education programmes at the partner organisation would have comparable rights and responsibilities to their peers at the awarding institution.
- d. The appropriateness of the academic organisation to support/ pedagogic and academic development for staff, including relationships with a wider academic community, and consideration of any effects on staffing at the Institution.
- e. Estates and facilities for learning (including website and VLE) and the wider student experience.
- f. Procedure for the development and publication of information pertaining to associated programmes, resources etc.
- g. Independence of ownership from academic leadership.

During the due diligence process information will be reviewed to consider the organisational, management and administrative needs in support of the partnership (utilising CAPMC as required), involving external expertise from both a subject and collaborative perspective. Information will usually include a report from a visit to the proposed partner (which must have occurred for partnerships involving medium or significant risk in Table 1)

A key question is whether there are appropriate and embedded processes/ procedures to meet Hartpury's obligations for OfS Registration, taking into consideration the type(s) of academic partnership(s) proposed.

The NAPDG will consider all the evidence within the academic due diligence process and will then decide to:

- Continue with the development of the proposed academic partnership in all the types of partnership proposed.
- Continue with the development of the proposed academic partnership in a restricted range of partnership types.
- Not continue with the development of the proposed academic partnership.

## **4.3 Development of the academic partnership agreement**

### **Financial model**

Whilst the cost of the initial partnership agreement should have been established and agreed at the point at which the Memorandum of Understanding was agreed to start this development process, it is likely that there will be costs associated with the ongoing partnership arrangement. At this point the content of the Finance Annex of the MoA should be produced. This will include the financial arrangements that will support the proposed partnership, including any agreed constraints on that partnership and its financial model (e.g. student numbers or hours of access to resources). Any agreed minimum annual charge should form part of this annex as will fees, costs and a schedule of payments. It is usual that this annex is reviewed on a biennial basis, however either organisation can request it be reviewed annually unless this right is explicitly written out of the agreement.

### **The allocation of responsibilities and development of underpinning resources**

The Responsibilities Annex will detail which partner has responsibility for particular aspects of the partnership, including key contacts. Each partnership will involve different materials, from a schedule of access to resources (e.g. in a support provider agreement), a staffing plan, to the development of a new programme.

The Institution will work with the proposed partner institution in developing the materials and resources required to underpin the type(s) of partnership proposed. The Academic Partnership Development Panel will co-ordinate consideration of aspects of the partnership through any of the Institution's processes that are appropriate. The most likely one of these is if the partnership involves either dual/ joint awards, a franchise agreement or a validation agreement. It will then involve the Curriculum Development process, including external consultation with an external with collaborative provision expertise. An operational calendar highlighting any academic or administrative support required to support the partnership should be developed. The outcome of these activities, including identification of key academic contacts, will be captured in the Academic Annex.

Once the Academic Partnership Development Panel has assured itself that the materials and resources have been prepared and approved then an Institutional Academic Partnership Approval Meeting can be convened.

## **4.4 Consideration of the academic partnership agreement**

### **The Institutional Academic Partnership Review Meeting**

The Institutional Academic Partnership Review Meeting is an opportunity for both prospective partner organisations to explore any outstanding queries about the proposed collaborative academic partnership.

Prior to the meeting, the Chair of the meeting (who will be a member of Hartpury's Senior Management Team) will provide the prospective partner with guidance notes that set out the purpose of both processes and the indicative lines of enquiry that the panel

of assessors may wish to explore further over the course of the visit. From this the Chair and a senior representative of the prospective partner will agree the agenda for the meeting.

The composition of Hartpury's representatives at the meeting will be decided depending on the experience and expertise required, but will include representatives from the NAPDG, and the CAPMC. The Institutional Academic Partnership Review Meeting will usually include student representation to gain a student's perspective on the worth of the proposed learning experience and be located at the proposed partner organisation. External representation will also be usually requested to provide third-party specialist advice where appropriate.

The outcome of this meeting is a recommendation that:

- the prospective partner has the capacity and capability to deliver the academic partnership (and programme(s) as appropriate) under consideration; or
- the prospective partner does not have the capacity and capability to deliver the academic partnership (and programme(s) as appropriate) under consideration.

Should further documentation and/or discussions be required before a recommendation can be made, a nominated Hartpury member of staff will be responsible for working closely with the prospective partner until the issues outstanding have been resolved to the satisfaction of the Chair of the meeting. Recommendations may be made to enhance the partnership and these will be reviewed in subsequent annual reviews.

The report of the meeting should be scrutinised along with the MoA, by the appropriate Hartpury forum (see below) and the central authority of the proposed partner organisation to ensure that they support the partnership going forward.

Should the partnership involve validation of curriculum, provided both organisations still support the proposed partnership, the curriculum can be scrutinised following the usual Curriculum Approval process (see HQEF section Curriculum Development).

### **The Institutional Academic Partnership Memorandum of Agreement**

The MoA forms a binding contract and is signed by legal representatives of both organisations.

Included within the agreement is a clear articulation of which type of partnership activity the partnership can engage in, sets out the principles underpinning the partnership and the division of responsibilities. It will also state what students are eligible to receive from each organisation and aspects as recommended by the CVU handbook for practitioners, *Managing Quality and Standards in Collaborative Provision* and the QAA Quality Code. It is supported by a Responsibilities Annex (normally reviewed biennially), a Finance Annex (normally reviewed biennially), Committees Annex (normally reviewed annually), and an Academic Annex for each type of partnership included within the agreement (normally reviewed annually). The MoA is normally for a period of five years and includes provision for review of the agreement and mechanisms for its termination, subject to satisfactory provision being made for completion of learning and programmes by existing students.

For medium-risk academic partnerships (see Table 1) the MoA and report from the Institutional Academic Partnership Review Meeting shall be scrutinised and approved by Academic Board (who notifies Quality Enhancement and Standards Committee). For high-risk academic partnerships (see Table 1) the MoA and report from the Institutional Academic Partnership Review Meeting shall be scrutinised by Academic Board and referred (with their recommendation) to Quality Enhancement and Standards Committee which reports to Corporation. Corporation can approve a high-risk Institutional Academic Partnership and its associated MoA. Once approved the MoA will be signed by a designated Hartpury University signatory.

Once agreed, the proposed partner institution becomes an Affiliated Academic Partner Organisation and will enter the official register of such organisations, publically available through the Hartpury University website. The Collaborative Academic Partnership Management Group will be informed of the completion of the MoA and will have oversight of the active partnership.

All agreements with a partner institution will be governed in accordance with UK law. All disputes arising from such agreements, or in relation to them, will be subject to the non-exclusive jurisdiction of the UK courts. Notwithstanding this, in the event of a dispute, both parties would be expected to negotiate in good faith and endeavour to resolve the matter amicably.

## 5. Quality assurance processes for collaborative academic partnerships

Operational activity with Affiliated Academic Partner Organisations will be overseen by the Collaborative Academic Partnership Management Group. Partnership activity will be expected to be reviewed following the expectations of the HQEF Continuous Monitoring for Enhancement. The exact form of this review will be determined by Collaborative Academic Partnership Management Group dependent on the type of partnership activity included within the MoA (Table 1). Responsibility for this engagement will be allocated within the schedules of the MoA and will include a named Hartpury Link Manager with responsibility for operational co-ordination of the partnership. This individual will provide an annual report to the Collaborative Academic Partnership Management Group of the operational status of the partnership, including an enhancement action plan and consideration of areas where administrative support could be improved.

## 6. Extension of collaboration with Affiliated Academic Partner Organisations

If an extension of the partnership arrangement is requested by either partner then the Hartpury Link Manager will rate the risk of the proposed extension and make a clear statement as to whether the extension involves additional partnership activity types. This will be submitted to Collaborative Academic Partnership Management Group for their scrutiny and commentary before proceeding.

The Hartpury Executive will make an informed decision on whether an extension to a proposed partnership should proceed into development. The reputation of the proposed partner and the potential impact of the partnership on Hartpury's reputation and the experience of its students will be at the forefront of this consideration.

Should approval to proceed be granted then a Memorandum of Understanding may be produced (as appropriate) including a confidentiality agreement if the nature of the proposed extension to the partnership is particularly sensitive and the cost of proceeding through the extension process, prior to the start of the development process. Any additional costs that the Institution incurs in sustaining an overseas partnership must be met, directly or indirectly, by the partner organisation.

### **Consideration of the proposed extension**

Hartpury's Chief Operating Officer will consider the proposed extension. If it involves additional partnership activity types then the extension process will involve the same stages as outlined for Approval of a New Academic Partnership (sub section 4). If the proposed extension does not include a new type of partnership activity, a risk-based and proportionate adaptation of the approval processes will be agreed by the Chief Operating Officer and the Hartpury Link Manager. This will include the key stages of the process to ensure appropriate scrutiny has occurred, including financial, legal and academic due diligence.

Feedback on the strengths and any potential issues relating to the proposed extension of the partnership will be invited from administrative and academic colleagues involved in the existing partnership. These will consider how the existing partnership has run and whether any developmental areas should be explored further as part of the extension approval process. It will also play a formative role in determining the content of the Institutional Academic Partnership Approval Meeting.

### **The Institutional Academic Partnership Agreement**

Once the ASEC approves the extension to the academic partnership then the MoA will be updated to reflect any changes in the principles underpinning the partnership and detailing the division of responsibilities. The MoA must be approved by Academic Board before signature.

On agreement of the MoA the official register of Affiliated Academic Partner Organisations will be updated to reflect the amendments to the partnership. The Collaborative Academic Partnership Management Group will be informed of the completion of the revised MoA and will have oversight of the revised partnership.

## **7. Collaborative agreement review and re-approval**

An institutional review is required in the academic year leading up the expiry of the previous approval, unless there are exceptional reasons for holding an earlier review. The process for

an institutional review is very similar to that for the institutional approval. The review process has been designed to support the academic partners in ensuring that the terms, conditions and expectations within and behind the original partnership and the MoA have been met. It also provides an opportunity for the partners to discuss possible future developments of the partnership. The review will be overseen by the Collaborative Academic Partnership Management Group.

### **Review documentation**

Supporting documentation for institutional review will reflect the type of partnership activity involved (see Table 1) and is likely to include:

- a. A self-evaluation document that is supported by documentation providing evidence that institutions continue to meet the terms, conditions and expectations within the MoA, including the legal and financial requirements.
- b. Financial and legal information sufficient to provide evidence of the stability of the partner organisation (for example the last three years' audited accounts)
- c. Information on the current managerial structure of the partner organisation and responsibilities of key postholders, highlighting any amendments since the previous agreement/review.
- d. Evidence of the current standing of the partner organisation in the UK, highlighting any amendments since the previous agreement/review.

In addition to the evidence listed for an institutional approval, documentation for institutional reviews may require (dependent on the type of partnership activity undertaken) the following:

- a year's series of minutes and papers of key committees that evidence effective engagement with Hartpury and the UK Quality Code, and that demonstrate a consistent attention to standards, quality assurance and enhancement.
- an evaluation of the outcomes or impact of all engagements with Hartpury, including the outcomes of annual monitoring in the last three years together with an overview of these.
- an account of the partner's response to any issues arising from external examiners reports or other feedback mechanisms, the attendance of representatives at Hartpury examination boards (if appropriate), and programme committees of the programmes involved in the partnership (either at Hartpury or the partner, as appropriate) in the year leading up to the institutional review.
- an evaluation of the outcomes of all external audits, including QAA engagements, accreditation, inspection, or reviews, either of the partner organisation or of its activities pertinent to the academic partnership.

The representative student body (which may be from Hartpury or from the partner organisation) should contribute towards the self-evaluation document or write a separate document reflecting on arrangements for teaching and learning and the student experience.

This should be included in the papers. If the representative student body declines to contribute, this should be recorded.

### **Due diligence**

The Chief Operating Officer (or nominee) will review the self-evaluation document and may convene an Academic Partnership Development Panel if significant changes have occurred since the previous agreement. This legal and financial due diligence will:

- confirm that continuing the partnership does not pose a significantly increased legal or financial risk to Hartpury and academic due diligence can begin; or;
- confirm that continuing the partnership poses a significantly increased legal or financial risk to Hartpury in a report to Hartpury Executive.

If the legal and financial due diligence identifies significantly increased risk then Hartpury (starting with discussion at Hartpury Executive) must decide whether it should terminate the partnership at this point or continue the partnership (with stated conditions) and proceed to academic due diligence.

The nature of the academic due diligence will depend on the type of partnership activity involved. Validation agreements including type 8 activity will typically involve the provision undertaking a Periodic Curriculum Review (as described in that section of the HQEF). For other types of partnership activity the Collaborative Academic Partnership Management Group will appoint a working group to undertake academic due diligence focussing on identifying the strengths and weaknesses of the current academic partnership, then reviewing actions identified by either partner as necessary or desirable to implement.

The Collaborative Academic Partnership Management Group will consider all the evidence within the academic due diligence process and will then make a recommendation (with supporting report) about the proposed partnership to the ASEC to:

- Support the continued recognition of the proposed organisation as an Affiliated Academic Partner Organisation as proposed.
- Support the continued recognition of the proposed organisation as an Affiliated Academic Partner Organisation but with a restricted set of agreement types only.
- Not support the continued recognition of the proposed organisation as an Affiliated Academic Partner Organisation.

### **The Institutional Academic Partnership Agreement**

Once the ASEC approves the extension to the academic partnership then the MoA will be updated to reflect any changes in the principles underpinning the partnership and detailing the division of responsibilities. The MoA must be approved by Academic Board before signature.

On agreement of the MoA the official register of Affiliated Academic Partner Organisations will be updated to reflect the amendments to the partnership. The Collaborative Academic Partnership Management Group will be informed of the completion of the revised MoA and will have oversight of the revised partnership.

## 8. Termination of a collaborative academic partnership

Should either organisation wish to terminate the partnership the mechanisms for its termination detailed in the MoA. The protection of the student experience should be at the forefront of any decisions made at this point, with the experience of applicants also protected as fully as possible. If required the Hartpury Student Protection Plan will be activated.

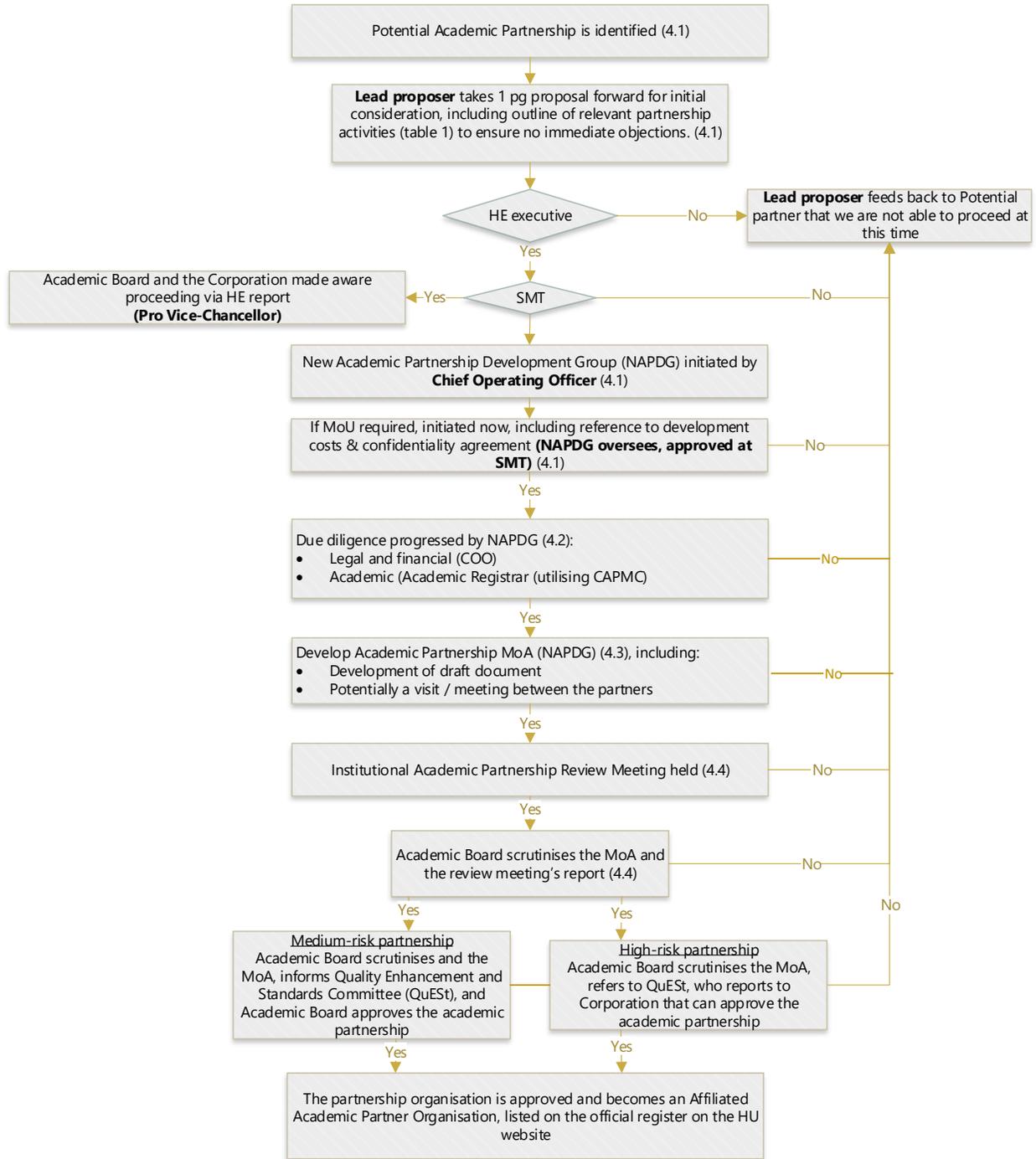
## 9. Annex

Log of operational changes made to HQEF Collaborative Academic Partnership Section

**Version Section Change**

## 10. Collaborative Academic Partnership documents and templates

Affiliated Academic Partner Organisation Register – webpage URL



## The process for approving a new medium- or high-risk collaborative academic partnership

(The numbers relate to the equivalent sub-sections of the HQEF)