

**ACADEMIC QUALITY HANDBOOK**

**SECTION 10**

**COLLABORATIVE PROVISION**

This section of the Academic Quality Handbook should be of interest to staff of Schools and Colleges that wish to participate in collaborative arrangements. It should also be of interest to staff appointed to scrutinise such proposals, to College Registrars and to staff of potential partner institutions

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## 10.1 Introduction

- 10.1.1 In December 2012, the Quality Assurance Agency (QAA) issued a revised version of its standards for collaborative arrangements: *'UK Quality Code for Higher Education, Chapter B10: Managing higher education provision with others'*. [www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B10.pdf](http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B10.pdf). The publication forms a Chapter of the QAA Quality Code and superseded the *'Code of practice for the assurance of academic quality and standards in higher education (Code of practice), Section 2: Collaborative Provision and flexible and distributed learning (amplified version 2010)'*.
- 10.1.2 The Chapter discusses what is expected of degree-awarding bodies when initiating and managing collaborative activities. Its focus is on the effective management and oversight of the arrangements rather than on the delivery of the learning. The expectation is that degree-awarding bodies will adopt a risk-based approach in developing and managing all forms of collaborative activity and will show appropriate due diligence during the negotiation process, ensuring that all collaboration aligns with strategic plans and academic portfolios.
- 10.1.3 The QAA definition of the term 'collaborative provision' is *'all learning opportunities leading or contributing to the award of academic credit or a qualification that are delivered, assessed or supported through an arrangement with one or more organisations other than the degree-awarding body.'*
- 10.1.4 The QAA Quality Code says further that, *'the fundamental principle underpinning all arrangements for delivering learning opportunities with others is that the degree-awarding body has ultimate responsibility for academic standards and the quality of learning opportunities, regardless of where these opportunities are delivered and who provides them.'*
- 10.1.5 The University is required to meet the expectations of all relevant Chapters of the QAA Quality Code when engaging in the delivery of collaborative arrangements. The *'UK Quality Code for Higher Education'* (The Quality Code) is available on the QAA website at: [www.qaa.ac.uk/assuringstandardsandquality/quality-code/Pages/default.aspx](http://www.qaa.ac.uk/assuringstandardsandquality/quality-code/Pages/default.aspx)
- 10.1.6 Section 10 of the Academic Quality Handbook (AQH) takes account of the revisions to the QAA Quality Code and changes in the University's procedure for approving collaborations leading to an award (single, dual or joint) or credit of the University (see Section 10.3).

## 10.2 Types of Collaboration

- 10.2.1 In terms of the types of collaboration that the University enters in to, the University may:
- enter into articulation arrangements to facilitate student entry to specific degree programmes at the University, usually with advanced standing;
  - collaborate in international student exchanges;
  - collaborate in Erasmus student exchanges;
  - collaborate in joint supervision of research students leading to a single or dual award;
  - collaborate to offer joint taught or research programmes;
  - collaborate to offer distance programmes;
  - validate taught programmes that complement the University's portfolio and that are of an appropriate standard.

- 10.2.2 It should be noted that the University:
- accredits other institutions only in exceptional circumstances;
  - does not normally approve joint awards for individual students;
  - does not normally approve dual awards for taught programmes;
  - does not normally approve any request to franchise Aberdeen degree programmes and other awards;
  - does not normally enter into serial agreements.

10.2.3 For definitions of the different types of collaboration see Appendix [10.1](#).

#### **Collaborations not involving students**

10.2.4 The AQH deals only with collaborations involving students and those leading to an award (single, dual or joint) or credit of the University. Collaborations that involve only staff (eg research collaborations, staff exchanges) have their own guidelines and follow separate procedures.

10.2.5 Information on collaborations that do not involve students can be provided by Research & Commercialisation.

<b>10.3</b>	<b>Procedure for the Approval of Collaborations Leading to an Award (Single, Dual or Joint) or Credit of the University</b>
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10.3.1 A new procedure for the approval of all collaborations that lead to an award (single, dual or joint) or credit of the University was approved by the Senate on 2 May 2012, following consultation and recommendation by the University Management Group and the University Committee for Teaching and Learning. The Procedure applies to all collaborations involving students, including postgraduate research students, where an award, qualification or academic credit of the University is delivered, assessed or supported through an arrangement with another (or more than one other) organisation or degree-awarding body.

10.3.2 The procedure was revised in order to comply with the requirements of the QAA Quality Code's indicators of sound practice, which include that an institution should be able to provide evidence that it has shown due diligence in selecting partner institutions, and that it is incumbent on institutions to have in place rigorous procedures that assess the strategic and academic fit and the legal and financial risks of all proposed partnerships.

10.3.3 It is recognised that, where agreements already exist, it may take time to implement changes to ensure that agreements accord with the new requirements. Where new agreements or renewals of existing agreements are being considered, the provision of this Section and the accompanying appendices should be applied with immediate effect.

#### **Initial discussions regarding a potential collaboration**

10.3.4 At an early stage, Schools and Colleges are strongly recommended to use the checklist given in Appendix [10.2](#). It is designed to highlight a range of issues that should be considered before proceeding with submitting any potential proposal.

10.3.5 It is imperative that Schools and Colleges who have initial discussion with potential partners make clear to the potential partner that the discussions do not constitute negotiations and that the proposal will require initial formal approval by the relevant University Committees before any negotiations can commence.

- 10.3.6 Any proposal regarding potential accreditations, validations and joint degrees should be discussed with the Registry at an early stage to consider the issues before a proposal is submitted. Schools and Colleges should note that proposals for such collaborations require additional supporting documentation (see 10.3.11 below).

**Procedure for submitting proposals for approval**

- 10.3.7 All proposals for a School or College to enter into a collaboration leading to an award (single, dual or joint) or credit of the University must be approved by the relevant Committees and should follow the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see Appendix [10.3](#)).
- 10.3.8 The procedural route followed for approving proposed collaborations depends both on the level of potential risk and the type of collaboration. It requires that Schools and Colleges have undertaken due diligence in ensuring that the proposed collaboration meets both academic and business prerequisites, is compliant with the requirements of the QAA Quality Code and is in line with the University's strategies and regulations.
- 10.3.9 All proposals are scrutinised for business and strategic fit by the Advisory Group for Student Recruitment and Admissions (AGSRA), and for academic quality, standards and regulations by the Quality Assurance Committee (QAC). Academic and business considerations are made separately to be compliant with the requirements of the QAA Quality Code.
- 10.3.10 Those proposals that are considered to be low risk are considered by QAC and AGSRA in a single stage before approval is given to progress the proposed collaboration and draft an agreement document. Those proposals that are medium or high risk go through a two-stage process whereby proposals that are given initial approval by QAC and AGSRA then require the submission and scrutiny of further documentation before approval is given by the Committees to progress the proposed collaboration and to draft an agreement document. All proposals for accreditation, validation and joint degrees also require the further final approval of the University Committee Teaching and Learning, the Senate and the University Court before an agreement can be signed. Proposals for joint supervision of a research student (leading to a single or dual award) are considered by QAC only before approval is given to progress the proposed collaboration and draft an agreement document.
- 10.3.11 It is important to note that no collaborative arrangements should be allowed to proceed until approved by the relevant Committees as detailed in the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University.
- 10.3.12 Full details of the procedure can be found in the following appendices: procedure (Appendix [10.3](#)), flowchart (Appendix [10.4](#)), proposal forms (Appendix [10.5](#)), and guidelines for completion (Appendix [10.6](#)).
- 10.3.13 The additional requirements for accreditations, validations and joint degrees can be found in the following appendices: procedure for approval (Appendix [10.3](#)), details of information required from Schools and Colleges (Appendix [10.7](#)), details of documentation required from prospective partners (Appendix [10.8](#)), and guidelines for panel members appointed to scrutinise proposals and make panel visits for accreditations, validations and joint degrees (Appendix [10.9](#)).

## **10.4 Memoranda of Understanding and Agreement Documents**

### **Memoranda of understanding**

- 10.4.1 Where Aberdeen and another institution intend to collaborate, the intention may be recognised initially through a simple memorandum of understanding (MoU). An MoU is not a legally enforceable document and should be used solely to outline the intentions of the parties to reach formal agreement at a later date.
- 10.4.2 An MoU or other equivalent type of understanding which outlines the University's intention to consider collaboration shall not include any financial or other obligation on the part of the University or other party.
- 10.4.3 It is important to note that no collaboration should be allowed to proceed on the basis of an MoU alone and partner institutions should be made aware of that in writing before an MoU is signed. An MoU shall state explicitly that it is a non-legally binding document.
- 10.4.4 In most cases, an MoU or equivalent must be signed by the University Secretary or the Vice-Principal (Learning & Teaching) and the Head of College. A signed master copy of all MoUs will be held centrally by Research & Commercialisation. Copies will be distributed to the parent College, and to Registry (MoU for validations; accreditations; joint degrees; dual degrees) or the Student Recruitment and Admissions Service (MoU for articulations; international and Erasmus student exchanges; visiting students).

### **Agreement documents**

- 10.4.5 All collaborations that lead to an award (single, dual or joint) or credit of the University must be governed by a formal written agreement signed by the Principal or the Vice-Principal (Learning & Teaching) or by the University Secretary and by the responsible person in the collaborating institution(s). Accreditations, validations and joint awards require the approval of the University Committee Teaching and Learning, the Senate and the University Court.
- 10.4.6 Details regarding the required content for agreement documents can be found in Appendix [10.10](#).
- 10.4.7 Details regarding the drafting, approval and signing of agreement documents can be found in Appendix [10.11](#).

### **Central register of collaborative agreements**

- 10.4.8 A signed master copy of all formal collaborative agreements will be held centrally by Research & Innovation in compliance with the requirements of the QAA Quality Code. Copies will be distributed to the parent College, and to Registry (validations, accreditations, joint degrees, dual degrees) or the Student Recruitment and Admissions Service (articulations; international and Erasmus student exchanges; visiting students). Details can be found in Appendix [10.11](#).

## **10.5 Duration, Review and Termination of Agreements**

- 10.5.1 Agreements shall be subject to periodic formal review as specified in the written agreement, with a normal maximum period for review of five years.

- 10.5.2 Colleges are responsible for annually reviewing the agreements for all collaborative arrangements in their area in order to identify any which are out-of-date and, if the arrangement is to be renewed, for putting a proposal for the renewal through the procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see Section 10.3).
- 10.5.3 Agreements may be terminated voluntarily by mutual agreement of the University and the partner institution(s) provided that an agreed minimum period of notice is given and that the interests of any students already studying under the terms of the agreement are safeguarded.
- 10.5.4 In addition, the University shall be permitted to terminate an agreement for any significant breach of the terms of that agreement, such as the following:
- where periodic review identifies a decline in the standard of the operation or delivery of the collaboration which it feels cannot be sufficiently rectified within an appropriate timescale;
  - deviation from the agreed course and/or programme proposal;
  - deviation from other matters detailed in the agreement (such as the use of the University's name in other contexts, financial irregularities, equal opportunities and health and safety).
- 10.5.5 Any decision to terminate an agreement will be subject to satisfactory arrangements being made for existing students to complete their course and be assessed for the award for which they registered. Such arrangements will be determined by agreement between the University and the partner institution(s).

#### **Review of accreditations, validations and joint degrees**

- 10.5.6 All collaborative courses and programmes approved by the University and delivered at a partner institution will be governed by the same quality assurance and enhancement procedures for review adopted by the University for in-house courses and programmes. The procedures are summarised in [Section 3](#) and details of these will be set out in the formal agreement.
- 10.5.7 All accreditation, validation and joint degree collaborative arrangements will include provision for annual reviews and panel visits to revalidate programmes, whether or not Aberdeen is the institution of primary registration. The format and timing of the reviews and revalidations will be set out in the formal agreement. (See also Appendices [10.10](#) and [10.11](#).)

<b>10.6</b>	<b>Joint Supervision of Research Students</b>
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#### **Joint Supervision leading to an award or dual award of the University**

- 10.6.1 All proposals for a School or College to collaborate with another institution/agency in jointly supervising a student or students on a research programme leading to an award or dual award of the University must be approved by the Quality Assurance Committee and should follow the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see Section 10.3).
- 10.6.2 For joint supervisions that are supported by funded studentships, it is important to note that the receipt or existence of such studentship funding does not replace the need for the joint supervision to be approved through the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see 10.3).

This is in compliance with the QAA Quality Code which requires that approval of any collaboration cannot be influenced by the receipt of funding and requires separate academic scrutiny.

#### **Requirements for joint supervision leading to a single award**

- 10.6.3 For joint supervision of a research student leading to a single award of the University, the University of Aberdeen will be the institution of primary registration. University of Aberdeen procedures, guidelines and regulations will apply. The student will be a student of the University of Aberdeen and will be bound by University of Aberdeen regulations. The student will be entitled to use the support services of either University. The appointment of examiners will be approved by the Quality Assurance Committee according to normal procedures.
- 10.6.4 For joint supervision of a research student leading to a single award of a partner institution, the partner will be the institution of primary registration. This option may be used only where the collaborating institution has powers to award research degrees and where the Quality Assurance Committee considers it appropriate. The partner university's procedures, guidelines and regulations will apply. The student will be a student of the partner university and will be bound by its regulations. The student will be entitled to use the support services of either university. In addition, the student shall be registered at Aberdeen as an individual subject student or registered as an associate postgraduate student as appropriate. The Quality Assurance Committee may nevertheless insist that appointment of examiners be approved by the Quality Assurance Committee.

#### **Requirements for joint supervision leading to a dual award**

- 10.6.5 For joint supervision of a research student leading to a dual award of the University and of the partner institution, the student will be registered at both institutions for the duration of their degree. This option may be used only where the collaborating institution has powers to award research degrees and where the Quality Assurance Committee considers it appropriate. The procedures, guidelines and regulations of both institutions will apply. The student will be a student of the University of Aberdeen and of the partner institution and will be bound by the regulations of both institutions. The student will be entitled to use the student support services of both institutions. The appointment of examiners will be approved by the Quality Assurance Committee according to normal procedures.

#### **External research students**

- 10.6.6 The University admits external research students only in exceptional circumstances and with the approval of the Quality Assurance Committee and the University Senate. Currently, the only category admitted is students registered at the University of the Highlands and Islands (UHI) whose research topics are in areas not validated under the accreditation agreement for the provision of research degrees currently in force between Aberdeen and UHI.
- 10.6.7 The arrangements for UHI research students admitted to Aberdeen as external research students will follow as far as possible the normal procedures for UHI research students admitted under validation agreements which come under the accreditation agreement between Aberdeen and UHI. Each application from a UHI external research student must include information about the relevant research area and the UHI academic partner(s) at which the student will be based. Each such student must also have an Aberdeen supervisor in addition to those appointed by UHI. The Aberdeen supervisor must as a minimum exercise a quality assurance function but may also give academic supervision if appropriate and agreed by all parties.

- 10.6.8 Any arrangement with another institution/agency to register a student as an external research student of the University must be approved by the Quality Assurance Committee and the University Senate. All such arrangements must be formalised in writing and signed by the appropriate head of College and the responsible person in the external agency.

<b>10.7</b>	<b>Student Exchanges (Undergraduate and Postgraduate Taught Exchanges, Erasmus Exchanges, Visiting Students and Study Abroad)</b>
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- 10.7.1 Student exchanges are defined as the process by which Aberdeen students undertake a period of study at another awarding institution and/or students of another awarding institution undertake a period of study at Aberdeen. Normally the students gain credit towards their programme or the one institution recognises the credit of the other. Exchange agreements can be two-way (Aberdeen sends students out and the partner institution sends students to Aberdeen) or just one way (Aberdeen either receives or sends out students). Aberdeen enters into Erasmus and various types of non-Erasmus exchanges with selected European and international institutions.
- 10.7.2 All proposals for the University, a College or School to enter into students exchanges should follow the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see Section 10.3).
- 10.7.3 Schools and Colleges wishing to participate in student exchanges should contact the International Partnerships Team, SRAS, or for Erasmus exchanges the Erasmus Unit, SRAS, in the first instance. This includes placement of students of modern languages who spend a year abroad to study language and culture as a compulsory part of their degree. Although such students may be exceptions to the procedure, Schools should first contact the Erasmus Unit, SRAS, before placing such students.
- 10.7.4 Schools and Colleges are expected to monitor their exchange arrangements to ensure that students participating in the exchanges: (a) take courses at partner institutions that dovetail with their Aberdeen degree programme; and (b) receive academic and pastoral support equivalent to that which they would receive at Aberdeen.

<b>10.8</b>	<b>Other Forms of Collaboration</b>
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**Shared Modules**

- 10.8.1 In particular cases, the University of Aberdeen may agree that its students may take courses offered by another University, normally within Scotland. This model may be adopted on the recommendation of the relevant College Teaching and Learning Committee and with the approval of the Undergraduate Committee.
- 10.8.2 Agreements will be made at School level and the School(s) concerned should agree on the courses to be made available to students in the collaborating university. Details can be found in Appendix [10.12](#).

### **Placements and Work-Based Learning**

- 10.8.3 A number of degree programmes include as part of the requirement for the degree a period of work placement. The regulations and guidelines covering placements and work-placed learning can be found in [Section 6.3](#) and in Appendix [6.1](#).

### **Flexible and Distributed Learning**

- 10.8.4 Flexible and distributed learning (FDL) is the term used to denote educational provision leading to an award or credit of an awarding institution delivered and/or supported and/or assessed through means that generally do not require the student to attend particular classes or events at particular times and particular locations (eg Distance Learning).
- 10.8.5 It is important that all students studying through the medium of FDL should understand the nature of their formal relationship with the University and, where appropriate, which organisation involved in the delivery of their course or programme is responsible for which part of their learning experience. Provision for students on FDL courses and programmes should be planned, delivered and monitored as rigorously as is that for on-campus students. More detailed guidance is given in Appendix [10.13](#).

### **Research collaborations and staff exchanges**

- 10.8.6 The AQH covers the regulations and procedures for collaborations involving students and those leading to an award (single, dual or joint) or credit of the University. Information on collaborations that involve only staff (eg research collaborations, staff exchanges) have their own guidelines and follow separate procedures. Information on such collaborations can be provided by Research & Innovation.

### **Administrative or Academic Services**

- 10.8.7 The University sometimes enters into contracts to supply administrative and/or academic services to support the University's off-campus programmes. Support contracts for the University's off-campus learning programmes are normally concerned primarily with recruitment of students, administration and provision of facilities. They may also include minor roles under the supervision of University staff in connection with the use of local tutors or counsellors and in providing advice to students on the conduct and progress of their studies.
- 10.8.8 Any arrangement with another institution/agency for the supply of administrative and/or academic services to support the University's collaborative off-campus programmes must be formalised in writing, approved by the Senate and signed by the University Secretary and the responsible person in the collaborating agency.

<b>10.9</b>	<b>Academic Standards and Quality Assurance of Collaborations Leading to an Award (Single, Dual or Joint) or Credit of the University</b>
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- 10.9.1 Quality assurance for collaborative arrangements must be at least as rigorous as those for the University's internal provision. As far as possible they should accord with the policies, procedures and guidelines set down in the AQH.
- 10.9.2 In agreeing a collaborative arrangement with a partner institution a range of considerations need to be taken into account in order to safeguard academic standards and to provide

continuing assurance of the quality of the student learning experience. Administrative procedures also need to be as clear and simple as possible for all concerned.

#### **Responsibility for assuring standards**

- 10.9.3 In the case of articulations and exchanges, the partner institution is responsible for the academic standards of provision and the quality of the student learning experience at their institution and the University of Aberdeen is responsible for the academic standards of provision and the quality of the student learning experience at Aberdeen and for the standard of the final award or credit.
- 10.9.4 In the case of dual awards (ie a degree awarded by the University of Aberdeen and by another degree-awarding institution), the regulations of both institutions must be adhered to throughout and the administration, academic standards of provision and quality of the student learning experience are the responsibility of both institutions.
- 10.9.5 In the case of joint awards (ie a degree awarded jointly by the University of Aberdeen together with another degree-awarding institution), one of the partner institutions may act as the institution of primary registration by formal agreement with the other partner institution(s). The institution of primary registration takes the lead in establishing collaborative arrangements and is responsible for all aspects of programme and student administration, including quality assurance and enhancement. However, both institutions have ultimate responsibility for the academic quality of the award.
- 10.9.6 In the case of validations, where Aberdeen validates a programme delivered in whole or in part by a partner institution, Aberdeen is responsible for the academic standards of the programme, which is monitored alongside its own programmes using the same standards and the same or similar structures and processes, and is also responsible for the quality of the student learning experience. Aberdeen and the partner institution each have responsibility for agreed aspects of the administration.

#### **Responsibility for management of collaborative arrangements**

- 10.9.7 It should be noted that it is the School and College who are responsible for ensuring that collaborations proceed in accordance with the agreement and for advising the Registry at the very earliest opportunity of any issues. In the case of Accreditations and Validations, annual reports are submitted by the partner institution to the Quality Assurance Committee.
- 10.9.8 In January each year, each College is required to provide the Registry with an update on all their collaborative arrangements and this information will be used to maintain the University's authoritative listing of collaborative arrangements as required by the QAA Quality Code (see Section 10.11.4).

#### **Ensuring equivalence of academic standards**

- 10.9.9 The academic standards of all collaborative awards must meet the expectations of the UK academic infrastructure and be appropriately located within the SCQF in terms of level and of credit. Any divergences from UK reference points (eg relevant subject benchmark statements) must be explicitly acknowledged and explained in any proposal and in agreement documents.
- 10.9.10 Where new or existing programmes and/or courses are part of a proposed collaboration, in addition to the proposal forms Schools are required to submit course and/or programme proposals. If the collaboration is approved, these will then be subject to the normal

procedures for the approval of courses and programmes following the University's SENAS procedure (see [Section 3.3](#)).

- 10.9.11 All joint awards must comply with the General Regulations for Awards Conferred Jointly with Other Degree Awarding Institutions approved by the University Court on 20 May 2008 ([www.abdn.ac.uk/registry/calendar/generalregulations.shtml](http://www.abdn.ac.uk/registry/calendar/generalregulations.shtml)).

#### **Monitoring and Progression, Assessment, External Examining and the Provision of Certificates and Transcripts**

- 10.9.12 Where the University is a party to a collaboration leading to an award or a joint award of the University (whether or not as the institution of primary registration for a joint award), it is essential that the partner institution(s) understand and agree to the University's requirements for monitoring and progression, assessment, external examining and the provision of certificates and transcripts (see Appendix [10.14](#)).

#### **Liaison with professional and statutory bodies**

- 10.9.13 Schools and Colleges are responsible for informing any professional, statutory or regulatory body (PSB) that has approved, recognised or accredited a programme of any possible or actual collaborative arrangement, and for ensuring that the status of the programme with reference to PSB accreditation is made clear to prospective students. This applies equally to programmes for which significant collaborative arrangements are developed after the programme has been approved, recognised or accredited by a PSB.
- 10.9.14 Schools and Colleges should ensure that any change in a collaborative programme is reported to the relevant PSB as soon as possible. It is advisable to inform PSBs of proposed changes to ensure that they fulfil professional or statutory accreditation requirements.
- 10.9.15 All reports from Professional & Statutory Bodies should be considered by the Quality Assurance Committee to enable any issues to be addressed and any aspects of good practice to be identified for wider dissemination.

#### **Financial arrangements**

- 10.9.16 All collaborative arrangements should be fully costed (including overheads) and accounted for accurately and fully, and should be of clear benefit to the University.
- 10.9.17 Adequate safeguards must be in place against financial or other irregularities that might compromise academic standards or the quality of learning opportunities.
- 10.9.18 For collaborations that will be supported by or contingent upon funding, it is important to note that the receipt or existence of such funding does not replace the need for the collaboration to be approved through the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see 10.3). This is in compliance with the QAA Quality Code which requires that approval of any collaboration cannot be influenced by the receipt of funding and requires separate academic scrutiny.

#### **Registration and reporting**

- 10.9.19 The University is required to register Students on collaborative programmes in such a way that the collaboration and related 'student load' is clear and accurate in any statutory reports (for example to the Higher Education Statistical Agency, HESA). It is therefore important that

students are not admitted to collaborative programmes until a signed agreement is in place and advice sought from the Student Information Systems Team in Registry as to how such students should be registered.

<b>10.10</b>	<b>Information for Students</b>
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- 10.10.1 Provision for students on collaborative programmes should be planned, delivered and monitored as rigorously as is that for on-campus students.
- 10.10.2 It is important that all students understand the nature of their formal relationship with the University and which organisation is responsible for which part of their learning experience.
- 10.10.39 All students registered on a collaborative programme should, as a minimum, have a copy of the programme prescription approved by the awarding institution. Research students who are being jointly supervised should have a copy of the agreement document, which they should also sign.
- 10.10.4 Information available to students and prospective students on a collaborative programme must include information about the appropriate channels for particular concerns, complaints and appeals.
- 10.10.51 The University requires that information given by the partner organisation to students and prospective students on collaborative programmes be monitored regularly to ensure that it is accurate, complete and up-to-date. Responsibility for monitoring such issues is as indicated below.

<b>Type of collaborative agreement:</b>	<b>Responsibility:</b>
Accreditation	Registry
Articulation	SRAS
Student exchanges (undergraduate and taught postgraduate exchanges, Erasmus exchanges, visiting students and study abroad)	School/College with advice from SRAS
Joint Degree	Registry
Joint supervision of research student leading to single or dual degree	School/College with advice from Registry
Validation	Registry

<b>10.11</b>	<b>Publicity, Marketing and Public Information</b>
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**Publicity and marketing**

- 10.11.1 In order to ensure that there is no opportunity for misunderstanding about the nature and standing of the programmes and awards provided under a particular collaborative arrangement, partner institutions must agree that the name of the University of Aberdeen shall only be associated with the courses and/or programmes that are detailed in the collaboration agreement. The name of the University of Aberdeen should not be associated with the partner institution in any other connection.

- 10.11.2 All publications concerning courses and/or programmes that are the subject of collaboration arrangements should be presented to the University for formal approval before they are published or used. Publicity should not take place until a formal agreement has been signed.

#### **Public information on the University's collaborative arrangements**

- 10.11.3 In line with the requirements of the QAA Quality Code, the University is required to maintain an authoritative listing of its collaborative arrangements and to make these available as part of the University's publicly available information<sup>1</sup>.
- 10.11.4 In January each year, each College will supply the Registry with a list of collaborative arrangements that are still active, identifying for each the responsible School, partner institution(s), programme title(s), number of students and expiry date of the agreement. Using this information the Registry will maintain an up-to-date and authoritative listing of collaborative arrangements that will be accessible via the University's StaffNet web pages ([www.abdn.ac.uk/staffnet/teaching/collaborative-provision-403.php](http://www.abdn.ac.uk/staffnet/teaching/collaborative-provision-403.php)). Individual agreement documents will be available to University staff only.

<b>10.12</b>	<b>Procedure for Prospective Partners Wishing to Enter Into a Collaboration with the University</b>
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- 10.12.1 Prospective partners wishing to enter into a collaboration with the University should approach the relevant School or College in the first instance.
- 10.12.2 All proposals from prospective partners will require formal approval by the University following the University's procedure for the approval of collaborations leading to an award (single, dual or joint) or credit of the University (see Section 10.3).
- 10.12.3 For accreditations, validations, and for joint awards, whether or not Aberdeen is to be the institution of primary registration, prospective partners will be required to submit documentation to Aberdeen following the requirements of the QAA Quality Code for higher education (see Appendix [10.8](#)).
- 10.12.4 It should be remembered that, where a joint degree is proposed, either by the University or by a prospective partner, Aberdeen will be required to be assured of the quality assurance and enhancement procedures in force at the other institution(s) and the partner institution's ability to enter into joint degrees before any agreement is approved.

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<sup>1</sup> [www.abdn.ac.uk/staffnet/teaching/university-of-aberdeen-register-of-collaborative-provision-2171.php](http://www.abdn.ac.uk/staffnet/teaching/university-of-aberdeen-register-of-collaborative-provision-2171.php)