

Guidance for proposers: Review and Renewal of an existing Educational Partnership

Partnership Review and Renewal

Before any existing collaboration agreement with a partner organisation comes to the end of its term, the educational collaborative arrangement will be subject to periodic review. The purpose of the review process is to review the functioning of the collaborative arrangement itself and to check whether any factors have changed since initial approval which might have an impact on the decision to continue with the partnership.

This document is intended to provide guidance on the review and renewal process and indicate who is responsible for each step. The same process will apply to all collaborative arrangements, though the level of scrutiny applied may vary, depending on the nature and complexity of the partnership and any associated risk. Please consult the Academic Quality and Partnerships Office (AQPO) for advice for further information on this.

Study abroad and Erasmus arrangements are reviewed via a separate process and review form. Details are available from the Study and Work Abroad team in the International Office.

1. Initiation

Responsibility of: The Academic Lead

Each educational partnership in place at the University of Bristol will already have a nominated Academic Lead, who will be responsible for leading the development and submission of the partnership review proposal and any associated paperwork. The Academic Lead should contact AQPO no later than 12 months before the agreement for the collaboration reaches the end of its term to initiate the review process. AQPO will be able to provide further guidance about the review and renewal and will advise upon the likely timescales.

The first formal stage in the process is for the Academic Lead to complete the '[Partnership Review and Reassessment Form](#)'. The information provided on the form will enable an overview of the educational collaborative arrangement to be taken and will inform the precise nature and extent of the review process to be followed. If there are any specific areas that the School would like to be covered during the review, these should be identified on the form at this stage. The information provided on the form will be used as the basis for the panel review documentation and will be supplemented as appropriate.

2. Review

Responsibility of: Academic Lead (with the Faculty Education Team)

School and Faculty Review: Once completed, the form will need to be reviewed by the School and Faculty (if multiple schools/faculties have an interest in the proposal, it will need to be reviewed by all of them). At a minimum, the proposal must be reviewed by the Head of School, the relevant

Faculty Education Director/Graduate Education Director, Faculty Financial Controller and the Faculty Dean. The Faculty Education Manager will be able to provide advice and support as to how best to coordinate the review process within the Faculty.

Evidence of School and Faculty support should be gathered, either via email or via hard copy signature on the '[signature sheet](#)' provided by AQPO. Once School and Faculty support has been secured, please email the completed form and evidence of support to AQPO at educational-partnerships@bristol.ac.uk.

3. Reapproval

➤ **PART 1: RISK RE-ASSESSMENT**

Responsibility of: Academic Quality and Partnerships Office

Refreshed Due Diligence Checks: Upon receiving the proposal, AQPO will coordinate refreshed due diligence checks on the partner organisation, so that the University can assure itself of the continued suitability of the proposed partner.

Risk Re-assessment: AQPO will review the review form submitted by the Faculty and the refreshed due diligence information and assess the risk of the proposed partnership renewal to the University. A risk level (low, medium or high) will be assigned to the proposal, which will be endorsed by the relevant Academic Director of Studies.

- Arrangements deemed to be **low risk** can move to renegotiation with the partner(s) and the creation of a new written agreement, subject to any conditions identified.
- Arrangements deemed to be **medium/high risk** will require a great level of scrutiny and University level approval. Approval at this level is the Educational Partnerships Evaluation Group (EPG), or a subgroup of this. **High risk** proposals may also require approval by the PVC Education and Students.

AQPO will confirm the outcome of the risk assessment with the Academic Lead and confirm next steps. They will also advise the Academic Lead of any additional information / paperwork that may be required for University level approval and can provide guidance on the likely timescales of the approval process. The Academic Lead should ensure that any additional paperwork required is provided to AQPO by the deadline provided, to ensure that the review process can progress to the agreed schedule.

➤ **PART 2: UNIVERSITY LEVEL APPROVAL**

Responsibility of: Academic Quality and Partnerships Office (working with the Academic Lead)

As noted above, the precise nature of the approval process will be determined as an outcome of the risk assessment. The process will normally involve a review by a subgroup of the Educational Partnerships Evaluation Group (EPG), which will take place either electronically or via a face to face meeting – depending on the complexity of the issues to be considered. A Chair of the Panel will be appointed.

Review Preparation

The Secretary to the Panel will liaise with the Academic Lead regarding the requirements for the review, including the provision of the supporting documentation, the scheduling of any face to face meetings required and any site visits (if applicable). The review will always take account of the current partnership agreement and the outcomes from any internal and/or external quality reviews.

The Academic Lead is responsible for liaising with counterparts at the partner organisation(s), to gather all of the requested paperwork, ensure that they are fully informed and involved in the preparations in the lead-up to the review and notified of the outcomes.

Review Panel

The review panel will be coordinated by AQPO, who will also provide a Secretary to the Panel. As noted above, the panel will meet electronically or face to face to consider the review documentation. The Secretary to the Panel will draft a brief outcomes report which will be approved by the Chair of the Panel. The report will include a clear recommendation as to whether the arrangement should be renewed, any conditions that must be met before a new written agreement can be finalised and any additional issues which need to be addressed within the ongoing delivery of the collaborative arrangement. In some cases relating to higher risk arrangements, EPEG may consider it necessary to refer the review outcomes report with a recommendation to the PVC Education for a final decision as to whether the arrangement should be renewed.

The outcome of the review will be communicated with the Academic Lead and relevant Head of School(s) by AQPO as soon as possible. The outcome of the review will be reported via EPEG to the University Academic Quality and Standards Committee and University Education Committee.

4. Contract

Responsibility of: Academic Quality and Partnerships Office

A draft new agreement for the educational partnership will be prepared. The process will be overseen by AQPO and the [University Secretary's Office](#) (responsible for supporting legal and compliance matters at UoB) will have a lead role in developing formal documents. The Academic Lead will provide input to and comment on the Agreement as appropriate and help facilitate its negotiation with the partner(s). If the partner institution has initiated the form of agreement, AQPO and the Secretary's Office will need to review this to ensure that it reflects the agreed outcomes of the period review process.

The final signed copy of the agreement must be in place **before** the collaborative activity commences, and this copy must be stored in the appropriate designated location – AQPO will provide advice on this.