

## **COLLABORATIONS LEADING TO AN AWARD (SINGLE, DUAL OR JOINT) OR CREDIT OF THE UNIVERSITY:**

### **CONTENT OF AGREEMENT DOCUMENTS**

- 1 In accordance with requirements of the QAA Quality Code, Agreements will acknowledge the responsibilities of both institutions, and will include details of the following.
  - Scope and limits of the arrangement.
  - A statement of the arrangements through which compliance with statutory obligations including equality, data protection, freedom of information, health and safety, immigration, and environmental law, will be ensured.
  - Specification of the law applicable to the agreement and the legal jurisdiction under which any disputes would be resolved.
  - A statement that serial arrangements involving further sub-contracting are precluded without the explicit written permission of the University.
  - An obligation on the partner to notify the University of any change to its status (including legal or financial) or ownership.
  - Financial arrangements, including the fees students will pay.
  - Insurance and indemnity arrangements.
  - Arrangements for ownership of copyright and intellectual property rights.
  - Arrangements governing the use of the University's name and logo and provision for oversight by the University of all information relating to the collaboration and any associated promotional activity.
  
  - Procedures for amending the agreement and/or for agreeing additional appendices.
  - Provisions to enable either the University or the partner to suspend or withdraw from the agreement if the other fails to fulfil its obligations.
  - Termination and mediation provisions and financial arrangements to be followed if the arrangement ceases, including scope for compensation.
  - Specification of the residual obligations to students on termination of a collaborative arrangement, including the obligations of the University to enable students to complete their studies leading to one of its awards.
  - The consequences of a private partner changing ownership and what this might imply for establishing a revised agreement.
  
  - Date and mechanism for review of the agreement.
  - For accreditations, validations and joint degrees, a requirement that an annual report on the operation of the collaboration will be submitted to the Quality Assurance Committee and will include a summary of the performance of students whose registration for a joint award of the University is governed by the agreement.
  - A requirement that a review visit may be scheduled at any time if there is cause for concern relating to a collaboration leading to an award (single, dual or joint) or credit of the University.
  
  - A distinction between those aspects of the arrangement that relate to the collaboration in general, and those aspects that are particular to the delivery of programme(s) covered by the arrangement, which may be the subject of annexes to the agreement.

- The services and facilities to be provided by the University and by the partner, including a definition of the roles, responsibilities and obligations of each and of any powers delegated or shared.
  - Clarification as to which regulations and quality assurance procedures apply, including those for admission, monitoring and progression, assessment and examination (including external examining and PhD theses and vivas), transcripts and certificates.
  - Clarification of responsibility for the production of learning and assessment materials for students and provision for oversight by the University of all such materials.
  - Arrangements for complaints and appeals.
  - Arrangements for academic and non-academic support.
  - Clarification of responsibility for the administration of any quality related information or statistical data to be produced, for example for the SFC, HESA or for a PSRB.
  - Clarification of responsibility for the production of information for students about the collaboration and provision for oversight by the University of all such information.
- 2 Note that no collaborative Agreement prepared by the University will offer open access to the University Library's electronic resources. Senior Library staff should be consulted if an agreement includes any reference to the use of such facilities by members of other institutions.
- 3 Note that Aberdeen requires that all collaborative arrangements comply with the General Regulations of the University and with the AQH. If the use of supplementary regulations for a proposed collaboration are approved by the Quality Assurance Committee, the Registry will draft these.