PROCEEDURE FOR THE APPROVAL OF COLLABORATIONS LEADING TO AN AWARD (SINGLE, DUAL OR JOINT) OR CREDIT OF THE UNIVERSITY
(see Section 10.3 and Appendices 10.4, 10.5 and 10.6)

1. Proposals for all collaborations leading to an award (single, dual or joint) or credit of the University, including renewals of existing collaborations, should be submitted using the University’s Proposal Forms (see Appendix 10.5).

2. The forms should be completed by the proposing School/College and should not be sent to the proposed partner.

Proposers (Schools/Colleges) should:

3. Complete the relevant forms following the Guidelines for Completion (see Appendix 10.6).

4. If the proposal involves a new programme, a position statement should be included with the proposal establishing the academic and business justification for the new programme, evidence of market demand, together with a fully costed business plan. Draft SENAS forms of the new programme and courses should also be attached.

5. The forms should be approved and signed by the Head of School and Head of College.

6. Scan the signed forms and email to collaborative@abdn.ac.uk.

Registry will then:

7. Log in the forms, assign a reference number to the proposal, and send an acknowledgement to the Proposer, Head of School and Head of College.

8. Send the forms to the relevant Committees for consideration. The Committees normally make a decision within 10 working days. (For detail of which Committees the proposals are sent to, see the Flowchart in Appendix 10.4.)

9. Inform the Proposer, School and College of the Committee(s) decision, together with information about the next steps.

Next steps:

10. Where relevant, the School/College and prospective partner will be required to submit course and programme proposal forms through the University SENAS system for approval through the normal route.

11. For proposals that are medium or high risk, if the proposal is given initial approval by the relevant Committees following the process outlined above, proposers will be required to complete and submit Part C of the proposal forms for consideration (see Appendix 10.4).
For accreditations, validations and joint degrees, the Quality Assurance Committee may require further documentation from the partner and a panel visit to the prospective partner before giving final approval that the collaboration may proceed (see 10.3.20 below).

Following this:

Once the collaboration is fully approved, Registry/SRAS will liaise with Research & Innovation, School, College, and others as necessary, to draft an Agreement document and complete signing by the legally authorised signatories of both parties/institutions.

On signing of the Agreement document, students may be admitted to the collaborative programme.

A Flowchart of the procedure can be found in Appendix 10.4, the Proposal Forms on which proposals should be submitted can be found in Appendix 10.5 and Guidelines for Completion can be found in Appendix 10.6.

Procedure for the scrutiny of proposals for collaborative arrangements leading to accreditation, validation and joint degrees

When approval in principle is given by the Quality Assurance Committee permitting the further investigation of a proposed collaborative arrangement, the Quality Assurance Committee will appoint a Panel as appropriate to scrutinise the documentation submitted by the prospective partner (see Appendices 10.7 and 10.8).

The Panel will normally consist of the Convener of the Quality Assurance Committee and at least three other members of academic staff, the latter to include experts in the subject area of the courses/programmes and a student representative. The Panel should also include at least one member external to the University (eg an expert from industry).

No member of a Panel should have a close association with the programme to be validated/joint degree, for example, as a prospective or current external examiner.

Members of the Panel should normally visit the prospective partner institution when an institution is to be accredited, a programme validated, when a joint degree is to be set up, and for existing partnerships on each occasion a new programme is to be validated. Guidelines on the Panel visit can be found in Appendix 10.9.

Following the visit, a report from the Panel, together with a report summary form (available from the Registry) will be submitted to the Quality Assurance Committee for consideration.

If the Quality Assurance Committee decides that a collaborative arrangement should be approved, a recommendation will go from the Committee to the Senate. The Quality Assurance Committee has the delegated authority of the Senate to decide that a proposed collaborative arrangement should not proceed.

Following a recommendation by the Quality Assurance Committee that a proposed collaborative arrangement should be approved, the Senate will receive a brief paper outlining the nature and duration of the proposal and the Quality Assurance Committee recommendation together with a draft collaborative agreement and draft degree regulations.

If the Quality Assurance Committee recommendation is approved by the Senate, the University Court will receive a brief paper outlining the nature and duration of the proposal and the Senate recommendation together with a draft collaborative agreement and draft degree regulations.
If a recommendation that a proposed collaborative arrangement should be approved is endorsed by the Quality Assurance Committee, a formal collaborative agreement document will be drafted for consideration by the University’s solicitors where applicable, the Senate and the University Court.

The agreement will be drafted by the Registry in consultation with the relevant School(s) and College(s) and Research & Innovation, Finance, SRAS, as appropriate.

Formal approval by the University is subject to any necessary minor changes that may be agreed subsequently with the collaborating institution, the College and, where appropriate, the Vice-Principal Learning & Teaching.

Following approval by the University Court, the agreement will be signed by the Principal of the University or nominee and the head of the partner institution.