



University of
Salford
MANCHESTER

**Collaborative Provision Policy and Procedure
Version Number 1.5**

Effective from December 2018

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1.0 Purpose

- 1.1 This document outlines the University of Salford (UoS) policy and procedures for the approval, management, monitoring and withdrawal of all forms of Collaborative Provision, both in the UK and overseas, so as to enable the University to fulfil its responsibilities as defined by the UK [Quality Code for Higher Education](#).
- 1.2 The fundamental principle underlying this policy is that the University has ultimate responsibility for the academic standards and quality of learning opportunities of all awards made in its name, regardless of where these opportunities are delivered and who is delivering them.
- 1.3 The policy is designed to protect the experience of our students, regardless of their location of study, and to encourage and facilitate enhanced practice within our own institution and those of our partners.

2.0 Scope

- 2.1 This policy applies to all learning opportunities leading or contributing to the award of University of Salford's academic credit or qualification that are delivered, assessed or supported through an arrangement with one or more organisations other than the University.
- 2.2 This policy does not apply to non-credit bearing continuing professional development, non-credit bearing student exchanges, work-based or placement learning, programmes fully delivered (100%) by online learning, consultancy or commercial activities. Whilst falling under the definition of collaborative provision, approval of placements and work-based learning is covered by the University's programme approval process.

3.0 Policy Statements

- 3.1 The Academic Development and Partnership Committee (ADPC) has authority from Senate for institutional oversight of the strategic and business case(s) for all proposed collaborative provision activity to ensure consistency with University strategy.
- 3.2 The Academic Standards and Quality Assurance Committee (ASQAC) has authority from Senate for institutional oversight of the academic standards and quality assurance mechanisms for all proposed collaborative provision activity to ensure consistency with University policy.
- 3.3 A collaborative arrangement is normally approved for a five-year period and will require re-approval prior to expiry of this period.
- 3.4 A full risk assessment and due diligence of any proposed collaborative arrangement will be undertaken as part of the initial approval and will be reviewed at appropriate intervals as determined by the relevant professional service e.g. finance, legal etc. This will include a detailed analysis of all the financial implications inherent in the proposal, risk management, continuity and contingency planning, legal and policy compliance and the partner's alignment with the University's culture, ethics and values. The

University must also satisfy itself that staff engaged in the delivery of the programme are appropriately qualified and trained for their role.

- 3.5 Financial and/or legal due diligence may also be carried out on existing partners where there have been material/significant changes or where the Partner or local environment has previously been designated as high risk. Academic due diligence may also be carried out on existing partners where there has been material/significant changes.
- 3.6 The University has a proportionate approach to approving Collaborative Provision depending on the status, size and location of the partner, in addition to the language, level and amount of academic credit involved.
- 3.7 The University does not permit the advertisement of any programme involving Collaborative Provision until ADPC has approved the partner. At this point the programme can be advertised as 'subject to approval'. When the programme(s) have been approved, full advertisement can take place.
- 3.8 The University does not permit recruitment to any programme involving Collaborative Provision until the partner and programme(s) have been approved and the agreement has been formally signed by both parties.
- 3.9 The University expressly prohibits the practice of 'serial' or 'sub' franchising - i.e. the practice whereby provision franchised to a partner is, in turn, franchised to a third party – except with its express written permission.
- 3.10 English Language is the sole permitted medium for the delivery and assessment of Collaborative Provision except where, in limited circumstances, the learning outcomes are explicitly related to competence in languages other than English.
- 3.11 The following types of arrangement that are covered by UK Quality Code are outlined below
- Franchise;
 - Validation;
 - Dual awards;
 - Joint award (both taught and PhD);
 - Articulation;
 - Progression;
 - Off- campus delivery of a taught programme (including flying faculty and online learning with elements of partner support);
 - PhD Without Residence (Off-site PhD) or other postgraduate research awards;
 - Split- site PhD or other postgraduate research awards;

The University has grouped the arrangements into two types: Collaborative Partnerships and Academic Partnerships. Section 4 provides a typology of these different types of arrangements, together with the key characteristics of each.

- 3.12 There may also be other activities, not specifically mentioned here, that need careful consideration under this procedure, as there may be implied responsibility for standards and/or learning opportunities.
- 3.13 The Quality and Enhancement Office (QEO) will maintain an accurate and up-to-date register of all collaborative provision that is covered by this procedure.
- 3.14 The School will appoint an appropriately qualified link tutor for every programme or discipline area of Collaborative Provision.

- 3.15 Visits to and from the partner are an important feature of the University's management of Collaborative Provision. Normally there would be two visits in the first year of operation and then minimum of one annual visit. The frequency of the visits may vary according to the nature of the collaboration. The nature of the visits will cover areas outlined in the visit template report which will also capture actions to be followed up through the Programme Monitoring and Enhancement Procedure (PMEP) (see section 11).

4.0 Typology

4.1 Collaborative Partnerships

- 4.1.1 **Franchise:** Is an arrangement by which the University approves a partner to deliver part or all of one (or more) of its approved programmes. The University retains responsibility for the programme content and assessment. There may be instances where part of the programme is franchised to a partner and the remaining part is delivered by the University (e.g. 1+2 or 2+1 arrangements).
- 4.1.2 **Validation:** Is an arrangement by which the University of Salford approves a module or programme developed and delivered by another organisation and approves it as being of an appropriate standard and quality to contribute, or lead, to one of its awards. The University will only validate programmes in a subject that the University itself offers or in which the University has expertise.
- 4.1.3 **Dual award:** Is an arrangement under which two institutions together provide programmes leading to separate awards (which may be at different levels) being granted by both. Each award has its own set of criteria and learning outcomes and the student does not therefore have to satisfy the requirements of all degree-awarding bodies. The student may receive only one qualification if they do not meet the separate criteria or learning outcomes for the second qualification.
- 4.1.4 **Joint award:** Is an arrangement under which two or more awarding institutions jointly approve and deliver a programme leading to a single award granted by both, or all, institutions.
- 4.1.5 **Jointly delivered programme:** Is a programme delivered or provided jointly by two or more organisations, irrespective of the award (whether single, joint, dual/double or multiple). It refers to the education provided rather than the nature of the award.

4.2 Academic Partnerships

- 4.2.1 **Articulation:** Is an arrangement where the University approves all, or part of, an external award from another institution as providing specific credits towards a UoS programme. Guaranteed entry to UoS with advanced standing will be granted to applicants who demonstrate appropriate successful achievement on the external programme. In entering into an articulation agreement, the University does not underwrite the quality of the external award but has verified that the curriculum and standards will prepare students for entry with advanced standing.

- 4.2.2 **Progression:** Is an arrangement with another provider which allows individual applications to be considered for direct entry to a named progression route. In entering into a progression agreement, the University does not underwrite the quality of the external award but has verified that the curriculum and standards will prepare students for entry (with advanced standing where appropriate).
- 4.2.3 **Off Campus Delivery of taught programme:** Is an arrangement which involves use of an external organisation's premises and facilities to support the delivery of a UoS taught programme by UoS staff who retain responsibility for teaching and assessment. Staff from the external organisation may be appointed to provide, technical or pastoral support to students This may include support for blended or online delivery.
- 4.2.4 **PhD Without Residence (Off-Site PhD):** Is an arrangement that may involve the use of another institution's premises and facilities to support the delivery of a UoS PhD programme by UoS staff who retain responsibility for assessment, evaluation and examination of the thesis. A local supervisor may be appointed to provide support to candidates who will be briefed on UoS regulations and requirements.
- 4.2.5 **Split Site PhD or other postgraduate research award:** Is an arrangement is where an individual candidate or a cohort may register for a UoS PhD award or other postgraduate research award and undertake study at both UoS and another approved location of study. A split site candidate should normally spend the equivalent of at least one third of the minimum duration of this period of study at UoS. A local advisor will be appointed to support candidates studying through a split site arrangement.
- 4.2.6 **Erasmus+ Inter-Institutional Agreement:** Is the EU's flagship education and training programme, enabling student study and traineeship opportunities within the European Union or European Economic Area. Erasmus+ also promotes transnational cooperation projects amongst universities and enterprises. Study placements are reciprocal and are based on the principle of credit transfer. Erasmus+ also offers opportunities for staff mobility to both teaching and professional services staff.
- 4.2.7 **International Exchange:** Is the opportunity offered to students to study outside Europe. Study is on a reciprocal basis. Attachment may be to standard or bespoke programmes and results in credit transfer.
- 4.2.8 **Study Abroad:** Is the opportunity offered to EU and international students to study at UoS for either one semester or a full year programmes.
- 4.2.9 Further guidance is available in related documentation listed in Section 14 and Section 15 Appendix 2 Typology Table and approval routes.

5.0 Collaborative Provision Procedure – Approving a partnership

- 5.1 The procedure and guidance recognises the diverse nature of Collaborative Provision and the need for a proportionate and tailored approach towards the assessment and management of risk. For example, approval involving larger amounts of credit, at higher levels, will be considered as greater risk. Collaborative Provision with institutions outside the UK and outside of the HE sector will also be considered greater risks.

- 5.2 The Collaborative Provision Procedure has two stages which are designed to ensure that the University adopts a strategic approach to Collaborative Provision and that appropriate levels of resource are committed to such activities.

Stage 1: Initiating a new Partnership proposal

- 5.3 Collaborative and Academic Partnerships as defined in Section 4.0 must obtain Stage 1 approval from the relevant School Executive (SE), confirming that the proposal aligns with the School's strategic and operational plans and that there are resources available to develop the proposal and progress it through the approval procedure. (see Related Documentation for the Stage 1 form and initial risk assessment form).
- 5.4 The International Operations Group will review international proposals where stage 1 has been considered for initial assessment against the University's strategic priorities and approval to undertake due diligence and site visit (if required). IOG will also consider student numbers and costings agreed with the partner prior to submission to ADPC. The International and Regional Development Directorate (IRDD) will consider initial UK proposals and provide advice to Schools.

Stage 2: Business Case Approval (Strategic fit, Due Diligence including academic due diligence of the proposal)

- 5.5 The Business Case approval procedure (See Related Documentation for Stage 2 form) takes into consideration the institutional strategic fit and business case within the context of the University's Strategic Plan and ensures that due diligence has been completed and signed off prior to consideration of the academic case.
- 5.6 Due diligence will be undertaken to inform Stage 2 and includes the financial, academic quality, legal and ethical due diligence as a minimum. In addition to completion of the initial risk assessment proforma, the due diligence procedure will ensure that appropriate safeguards are put in place to manage risk.
- 5.7 Due diligence will consider academic quality of the proposed partner including its quality processes, management and organisational structures, physical and learning resources. It will also ensure that the appropriate quality assurance processes are in place between the School and the proposed partner to safeguard the University's academic standards as well as the experience of students on a programme leading to University award or credit.
- 5.8 As part of the due diligence, consideration a partnership site visit may be required which will take the form of an independent assessment of the proposed partner (see criteria in 5.11).
- 5.9 The site visit (which is part of the University's due diligence process) is intended to ensure that the partner is aligned with the University's Vision and Mission and has in place appropriate learning resource, including student support, and appropriate quality systems.
- 5.10 The site visit will be conducted by a minimum of two members of staff and will normally include a member of QEO or IRDD. If appropriate, additional professional service staff may be in attendance.
- 5.11 Criteria to be considered in establishing whether a site visit is required or not include:

- the status of the proposed partner institution (for example, whether the partner is publicly or privately funded, whether it is a degree awarding body),
- whether it is a new or existing partner,
- its experience of HE Collaborative Provision and
- the risk level of the proposed provision.

- 5.12 Student Exchanges, off campus delivery of a taught programme (including flying faculty provision) and articulation/progression agreements do not require formal partnership site visits.
- 5.13 ADPC approves a new partner and grants Stage 2: Business Case (Strategic fit and due diligence) approval. This is done without prejudice to the outcome of the later quality assurance stages of approval.
- 5.14 ADPC may identify areas for discussion at the forthcoming PARP.
- 5.15 ADPC approval applies to the collaborative partner in its entirety or as specified in the Memorandum of Agreement (e.g. where the collaborative partner has a multiple locations).

6.0 Collaborative Programme Approval

- 6.1 Following Stage 2 approval by ADPC, the home School(s) is responsible for bringing the Collaborative Provision Programme(s) through the approval process in accordance with the University's Programme Design, Approval, Amendment, Review and Withdrawal Policy.
- 6.2 The Programme Approval Review Panel will normally be held at the partner and would be held in line with the Programme Design, Approval, Amendment, Review and Withdrawal policy. The panel will normally involve an external member; this could be the external examiner for an existing programme or an external advisor for a new or validated programme.

7.0 Formal Agreement

- 7.1 An appropriate Agreement (wherever possible using a Legal Services template) must be prepared for each proposal, including one which is being renewed or extended, at the start of Stage 2 of the approval process. All significant areas should have been agreed with the Partner prior to the Stage 2 submission to ADPC.
- 7.2 A final draft should be agreed with the partner and made available as part of the academic case documentation for the Programme Approval and Review Panel (PARP) and should only be signed after the academic case approval process is complete.
- 7.3 Prior to signing on behalf of the University, and in parallel with the approval process, the Agreement(s) must be approved and signed off by Legal Services.
- 7.4 The authorised signatories of Agreement(s) must be the Vice Chancellor (or nominee) on behalf of the University and the Principal or other duly authorised Officer, on behalf of the partner institution.
- 7.5 Students must not be registered or enrolled on any programmes offered through Collaborative Provision until after the agreement has been approved and signed by both parties.
- 7.6 Signed agreements are held by Legal Services.

8.0 Collaborative Provision - Extension

- 8.1 Where a School wishes to extend an existing collaborative partnership by, for example, approving delivery of another programme, they must complete the two-stage process i.e. stage 1 - sign-off by the relevant School Executive for consideration at the next IOG (for international only) and then stage 2 approval by ADPC.
- 8.2 Following approval of the Collaborative Provision Extension by ADPC, the home School(s) is responsible for bringing the Collaborative Provision Programme through the approval process in accordance with the University's Programme Design, Approval, Amendment, Review and Withdrawal Policy.
- 8.3 Where a School is seeking to extend an existing collaborative arrangement with a higher qualification level, a new area of study or a specialised and complex area of study, it is anticipated that a visit would be required for the programme approval stage.

9.0 Certificates and Records of Study

- 9.1 The University retains authority for the awarding of certificates and issuing of transcripts.
- 9.2 The transcript will normally record the name and location of the collaborative partner involved in the delivery of the programme. Any exceptions approved will be reflected in the formal agreement with the partner.
- 9.3 In the case of dual, multiple or double awards, the University certificate and transcript will refer to the existence of the other partner(s) and make it clear that they refer to the completion of a single, jointly conceived programme.

10.0 Withdrawal/Termination and Contingency of Agreement

- 10.1 The University is responsible for ensuring that students registered on a Collaborative Provision programme are enabled to complete their studies in the event that the University or a partner withdraws from an agreement or is no longer able to fulfil their responsibilities as stipulated in the Memorandum of Agreement.
- 10.2 Contingency costings and arrangements must be included in the proposal and the Memorandum of Agreement.
- 10.3 Programme withdrawal is governed by the Programme Design, Approval, Amendment, Review and Withdrawal Policy. (see related docs)
- 10.4 Where a partnership is to be withdrawn/terminated, the appropriate documentation should be completed by IRDD, in liaison with the UoS School, to ensure academic standards and the quality of experience are maintained for remaining students.

11.0 Collaborative Provision Monitoring and Review

- 11.1 The University is responsible for the ongoing monitoring and review of all Collaborative Provision.
- 11.2 Collaborative Provision will be monitored and reviewed through processes that are consistent with, or comparable to those used for the University's own provision.

- 11.3 Annual Monitoring will be undertaken for all taught and research collaborative programmes (see related documentation - Programme Monitoring and Enhancement policy (PMEP) which will facilitate the identification and sharing of best practice.
- 11.4 For taught programmes, a Periodic Programme Review and Reapproval (PPRR) will be undertaken on a five year cyclical basis following original approval of the programmes.
- 11.5 For taught programmes, a Joint Board of Study (JBoS) will be established to cover collaborative programmes that will oversee the ongoing quality assurance and management of the provision. The constitution and Terms of Reference of Joint Boards of Study are detailed in the Scheme of Academic Governance (see Related Documentation).
- 11.6 The operation and management of external examiners for collaborative programmes is governed by the University's External Examining for all Taught Programmes Policy and through the Code of Practice for PGR Programmes.(See Related Documentation).
- 11.7 An interim review of programmes offered at a collaborative partner may be instigated based on outcomes from PMEP and would normally take place in the first or second year of operation.

12.0 Collaborative Provision – Review and Re-approval

- 12.1 A formal review and re-approval of the partnership will be undertaken in the year prior to the renewal of the formal partnership agreement
- 12.2 The review and re-approval process will ensure that:
- The collaborative provision continues to have the support of the School;
 - The rationale for the collaboration remains valid;
 - The collaboration remains appropriate in the context of the University's strategic plan;
 - The partner institution retains the appropriate academic, financial and legal status;
 - The business case remains valid;
 - The collaborative provision continues to deliver appropriate quality, standards and learning opportunities.
- 12.3 The process for the re-approval of a collaborative partner will follow the two stage processes of School Executive and Business Case approval to reconfirm the intention to continue with the partnership and will refresh the business case and due diligence accordingly.
- 12.4 The review of the academic programme(s) is subject to the University's Programme Design, Approval, Amendment, Review and Withdrawal Policy.

13.0 Approval and Monitoring of Information and Publicity Materials

- 13.1 It is the University's responsibility to maintain control over the accuracy of all public information and publicity relating to Collaborative Provision.
- 13.2 Information for students and stakeholders must be clear, accurate, fit for purpose and trustworthy.

13.3 All promotional materials for Collaborative Provision devised and used by the partner institution must be designed in keeping with the University's corporate identity and approved by the Directorate of Marketing and Student Recruitment prior to their use.

14.0 Related Documentation

The following documents can be found on the Quality and Enhancement Office website

<https://www.salford.ac.uk/qeo/academichandbook>

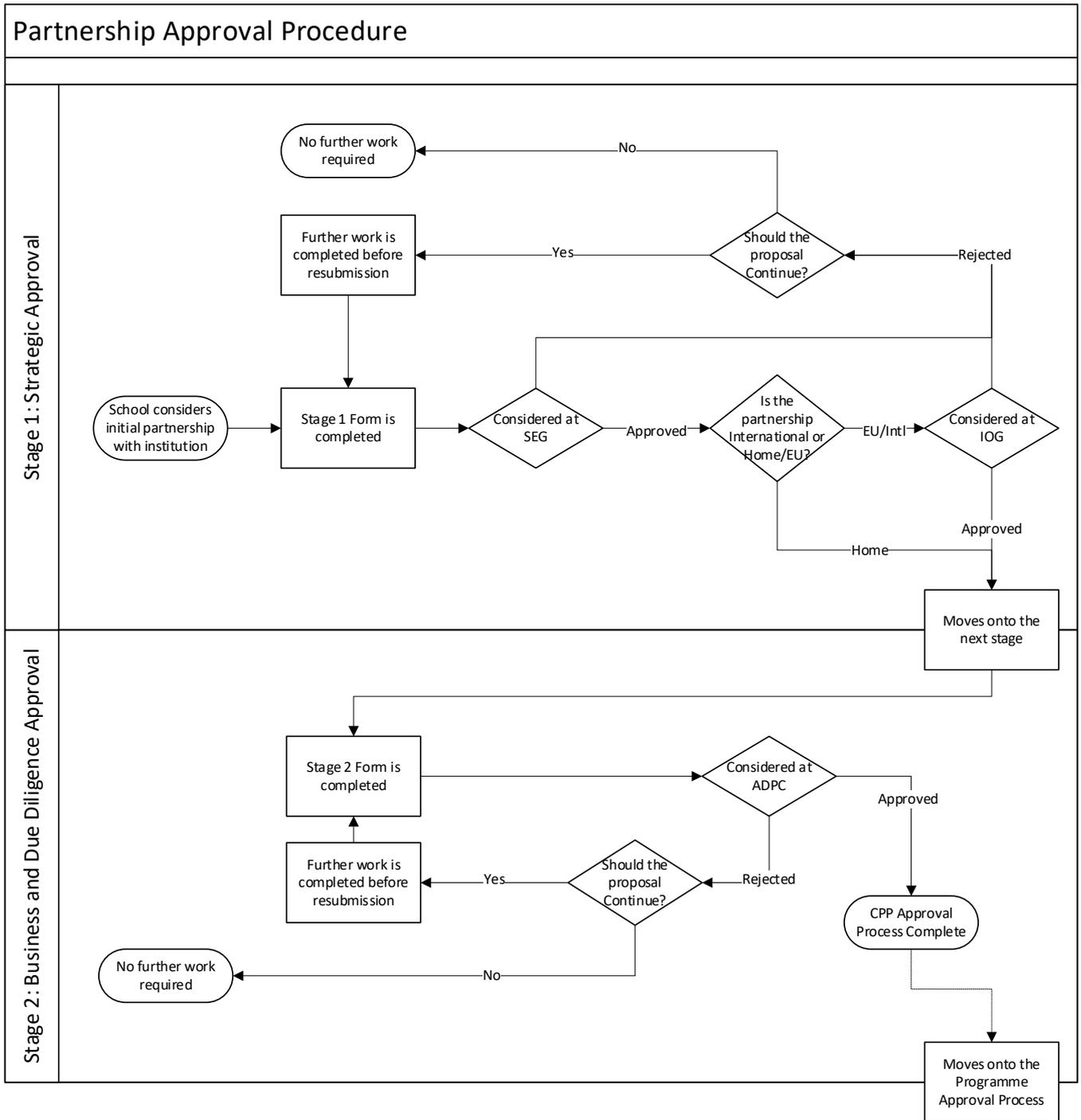
- Programme Design, Approval, Amendment, Review and Withdrawal Policy
- Research Award Regulations.
- External Examining for all Taught Programmes Policy
- Scheme of Academic Governance
- Code of Practice for PGR Programmes

15.0 Appendices

Appendix 1: Flowchart of partnership approval procedure

Appendix 2: Typology table and approval routes

Appendix 1: Flowchart of Partnership Approval Procedure



Appendix 2: Typology table and approval routes

Collaborative Partnerships				
	Business Case Approval			Academic Approval
Typology	Stage 1 SE	Stage 1 IOG	Stage 2 ADPC	Programme/ Research
Franchise: Is an arrangement by which the University approves a partner to deliver part or all of one (or more) of its approved programmes. The University retains responsibility for the programme content and assessment. There may be instances where all or part of the course is franchised.	Stage 1 form	Stage 1 form	Stage 2 form	PARP
Validation: Is an arrangement by which the University of Salford approves a module or programme developed and delivered by another organisation and approves it as being of an appropriate standard and quality to contribute, or lead, to one of its awards. The University will only validate programmes in a subject that the University itself offers or in which the University has expertise.	Stage 1 form	Stage 1 form	Stage 2 form	PARP
Dual award: Is an arrangement under which two institutions together provide programmes leading to separate awards (which may be at different levels) being granted by both. Each award has its own set of criteria and learning outcomes and the student does not therefore have to satisfy the requirements of all degree-awarding bodies. The student may receive only one qualification if they do not meet the separate criteria or learning outcomes for the second qualification.	Stage 1 form	Stage 1 form	Stage 2 form	PARP
Joint award: Is an arrangement under which two or more awarding institutions jointly approve and deliver a programme leading to a single award granted by both, or all, institutions.	Stage 1 form	Stage 1 form	Stage 2 form	PARP /REC
Jointly delivered programme: Is a programme delivered or provided jointly by two or more organisations, irrespective of the award (whether single, joint, dual/double or multiple). It refers to the education provided rather than the nature of the award.	Stage 1 form	Stage 1 form	Stage 2 form	PARP/REC
Academic Partnerships				
	Business Case Approval			Academic Approval
Typology	Stage 1 SE	Stage 1 IOG	Stage 2 ADPC	Programme /Research
Articulation: Is an arrangement where the University approves all, or part of, an external award from another institution as providing specific credits towards a UoS programme. Guaranteed entry to UoS with advanced standing will be granted to applicants who demonstrate appropriate successful achievement on the external programme. In entering into an articulation agreement, the University does not underwrite the quality of the external award but has verified that the curriculum and standards will prepare students for entry with advanced standing.	Stage 1 form	Stage 1 form	Stage 1 form plus mapping	N/A

Academic Partnerships				
	Business Case Approval			Academic Approval
Typology	Stage 1 SE	Stage 1 IOG	Stage 2 ADPC	Programme /Research
Progression: Is an arrangement with another provider which allows individual applications to be considered for direct entry to a named progression route. In entering into a progression agreement, the University does not underwrite the quality of the external award but has verified that the curriculum and standards will prepare students for entry (with advanced standing where appropriate).	Noted at SE	Noted at IOG	Noted in annual report to ADPC	N/A
Off Campus Delivery of taught programme: Is an arrangement which involves use of an external organisation's premises and facilities to support the delivery of a UoS taught programme by UoS staff who retain responsibility for teaching and assessment. Staff from the external organisation may be appointed to provide, technical or pastoral support to students This may include support for blended or online delivery.	Stage 1 form	Stage 1 form	Stage 2 completed in relation to risk of off-campus site and scale of provision	School Sign off
PhD Without Residence (Off-Site PhD) or other postgraduate research awards: Is an arrangement that may involve the use of another institution's premises and facilities to support the delivery of the PhD programme by UoS staff who retain responsibility for assessment, evaluation and examination of the thesis. A local supervisor may be appointed to provide support to candidates who will be briefed on UoS regulations and requirements.	Stage 1 form (Cohort only)	Stage 1 form (Cohort only)	Stage 2 completed in relation to risk of off-campus site and scale of provision (cohort only)	School Sign off/ REC to Note
Split Site PhD or other postgraduate research awards: Is an arrangement is where an individual candidate or a cohort may register for a PhD study at both UoS and another approved location of study. A split site candidate should normally spend the equivalent of at least one third of the minimum duration of this period of study at UoS. A local adviser will be appointed to support candidates studying through a split site arrangement.	Stage 1 form (Cohort only)	Stage 1 form (Cohort only)	Stage 2 completed in relation to risk of off-campus site and scale of provision (cohort only)	School Sign off/ REC to Note
Erasmus+ Inter-Institutional Agreement: Is the EU's flagship education and training programme, enabling student study and traineeship opportunities within the European Union or European Economic Area. Erasmus+ also promotes transnational cooperation projects amongst universities and enterprises. Study placements are reciprocal and are based on the principle of credit transfer. Erasmus+ also offers opportunities for staff mobility to both teaching and professional services staff.	Noted at SE	Noted at IOG	Noted in annual report to ADPC	Appropriate Mapping is undertaken for individual students
International Exchange: Is the opportunity offered to students to study outside Europe. Study is on a reciprocal basis. Attachment may be to standard or bespoke programmes and results in credit transfer.	Noted at SE	Noted at IOG	Noted in annual report to ADPC	Appropriate Mapping is undertaken for individual students
Study Abroad: Is the opportunity offered to EU and international students to study at UoS for either one semester or a full year programmes.	Noted at SE	Noted at IOG	Noted in annual report to ADPC	N/A

Document Control Information			
Revision History incl. Authorisation:(most recent first)			
Author	Summary of changes	Version	Authorised & Date
A Jones J Langlands	Updates following changes to Scheme of Academic Governance	1.5	ASQAC: 18/12/18
J Langlands	Updates following PWC internal audit plus 12 month operational experience	1.4	ASQAC: 07/06/2017
J. Allan	Final updates following approval at ASQAC	1.3	ASQAC: 13/01/2016
J. Langlands	Transferred into policy template and updated in line with review and CH B10	1.1	ASQAC: 12/10/2015 Further work to be undertaken
J. Langlands	General principles presented to APPC following CP review	1.0	APPC: 8/07/2015 Principles accepted.
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the Quality and Enhancement Office (QEO). The QEO has the authority to issue and communicate policy on Collaborative Provision and has delegated day to day management and communication of the policy to the QE Manager. All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	1. <i>Completed EA attached at Appendix 3</i>		
Legal implications (LPG)	2. <i>Discussions held April 2017</i>		
Information Governance (LPG)	3. <i>Support to transfer into Policy template June 2016</i>		
Student facing procedures (QEO)	4. <i>Throughout development and revision of procedure</i>		
UKVI Compliance (Student Admin)	5. <i>Discussion held May 2017</i>		
Consultation:			
Staff Trades Unions via HR/ Students via USSU Relevant external bodies	1. N/A		
Review:			
Review due:	by June 2020		
Document location:	University Policy & Procedure Pages		
http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures			