

**Process for Termination of Collaborative Partnerships**

*General Information*

As part of the development of a new collaborative partnership, the University gives consideration to the potential withdrawal or closure of that partnership in the future. Memoranda of Agreement with collaborative partner institutions include the procedures that must be followed in the event that the University or a partner institution wishes to withdraw from a partnership, and the steps that must be taken when a partnership is terminating.

In considering whether or not to terminate a collaborative partnership, or to allow a collaborative partnership to expire, the University has due regard for the educational experience of its students registered with the partner institution. Due regard is also given to the University’s legal obligations to registered students and applicants who have formally been accepted on to a collaborative programme at the time of notice of termination . It will develop an exit strategy designed to ensure that those legal obligations are addressed and that academic quality and standards are protected until all students have completed their programmes of study. Where appropriate, the University will also consider issues of business continuity for the collaborative partner.

Decisions to terminate collaborative partnerships are made by Senate, normally on the recommendation of IACPC. IACPC may make such a recommendation following an interim or periodic review of a partner institution, or under other circumstances where it has reason to believe that the continuation of the partnership may not be in the best interests of the University or the partner institution.

Where such circumstances relate to matters of academic standards and quality, IACPC normally supports a plan of remedial action prior to making a recommendation that the partnership be terminated, such as the introduction of measures to provide additional support for the partner and/or a moratorium on recruitment. These measures are monitored via the IACPC until such a time as the difficulties have been resolved or it becomes necessary to recommend that the partnership, or programme(s), is terminated.

*Proposal for Termination*

Recommendations to Senate to terminate a collaborative partnership will include all or some of the following information, as appropriate:

* Any relevant issues relating to standards or delivery
* Any relevant issues relating to financial viability or legal standing
* Any relevant issues relating to strategic planning
* Any relevant issues relating to reputational risk to the university
* Overall performance of the partner institution and any action taken in response to conditions or recommendations imposed by the university
* Details of university students registered with the partner institution
* Details of admission offers
* Information regarding how the students will be affected, how they will be supported to complete their award (in relation to teaching, resources, academic and pastoral supervision), and whether there are any perceived differences in impact for students on different stages of the programme
* Any prior or planned consultation with students/applicants
* Where the programme is accredited by a professional, statutory or regulatory body, consultation and communication with that body.

*Plan for Termination*

In the event that a decision is taken to terminate a collaborative partnership, Senate charges the Collaborative Partnerships Office with responsibility for liaising with the relevant Institute(s) and preparing a plan for termination with a particular focus on one or more of the following, as appropriate:

* Confirming the date(s) of the last intake(s)
* Agreeing any further permissible intakes to be considered within the notice period to allow for business continuity
* Collecting all outstanding monies owed
* A plan for supporting students towards completion of their programmes of study which might include transfer of students to another location at which the programme(s) are being delivered; electronic support requirements; additional staffing requirements
* Identifying the costs associated with supporting the remaining students, including those who are resitting
* Details of the supervisory arrangements for dissertation students, projects, work placements etc.
* Ensuring that the university has a full record of student achievement, including obtaining marks for work which have been assessed but that have not yet been presented to an examining board, and any approved RPL entitlement and the associated transcripts
* Any other relevant information which will potentially impact on the ability of students to complete their programmes and of the university to maintain the academic standards and quality of the awards
* Arrangements for communicating the termination of the partnership to the affected students, clearly outlining any consequences in relation to progression or completion of their award.

The Collaborative Partnerships Office determines the arrangements to be followed based on the information provided, clearly identifying the risks at each stage, together with the processes for:

* Completion of studies by any students whose award extends beyond the expiry date of the partnership, including those students with failed modules outstanding and communication of this to the students. Specific reference is made to the options available for such students.
* The withdrawal of marketing material, including web references, by the partner institution.
* Notification to relevant organisations including, where appropriate, national government agencies.
* Any requirements for settling outstanding debts
* The mechanism for communicating possible options available to continuing students
* Any proposed arrangements for visiting the partner institution to meet with students;

The Vice-Chancellor notifies the collaborative partner institution in writing of the decision of Senate to terminate the partnership. The communication from the Vice-Chancellor confirms:

* The period of notice for the termination
* Where required, the immediate suspension of student recruitment
* The quality assurance and assessment arrangements that will apply
* Any limitations or restrictions regarding communicating the termination to students

Senate is responsible for monitoring the effective withdrawal from the collaborative partnership, including determining whether the exit arrangements have been implemented appropriately.

The University writes to students at a time when it is deemed appropriate, communicating the termination of the partnership and clearly outlining any consequences in relation to progression or completion of their award.

At the point of termination, the University’s Register of Collaborative Partnerships is updated accordingly.

Termination or expiration of any collaborative partnership in accordance with the procedures specified above is deemed to be a permanent withdrawal. Any proposal to resume a partnership must follow the procedures for new partnership approval set out Appendix CP2.