

## Amendments to UPR AS17 (Schedule of Awards) for 2018/19

This paper summarises the amendments to UPR AS17 for the 2018/19 academic year.

### 1. Definition of franchised and validated provision

The University currently defines its franchised and externally validated collaborative provision in terms of who had developed that provision (i.e. who owns the intellectual property rights for the provision). However, the Office for Students (OfS) use definitions which also stipulate who the students would be expected to register with (and so who returns those students numbers to HESA in any statutory returns). The OfS definitions are as follows:

**Sub-contractual arrangement** (sometimes described as a **franchise arrangement**): *A relationship, based on a formal contract, in which a body with degree awarding powers (the lead provider) allows another provider (the delivery provider) to deliver all, or part, of a programme which has been designed, approved and owned by the degree awarding body. The lead provider or subcontracting provider retains overall control of the programme's content, delivery, assessment and quality assurance arrangements. The lead provider registers the students and retains full contractual responsibility for them;*

**Validation arrangement:** *A validated course is a module or programme which a degree awarding body approves to contribute, or lead, to one of its awards. The validated course is delivered by the provider that designed it and students on the course normally register with and have a direct contractual relationship with that provider and not the validating provider. The validating provider remains responsible for the academic standards of the award granted in its name.*

It has therefore been agreed that UH amends its definitions to conform to OfS's definitions. The following amendments to UPR AS17, section D2.1.1 have been approved:

#### D2.1 Types of collaboration

D2.1.1 The University engages in four (4) main types of collaboration with regard to taught provision that lead to its qualifications or credit:

##### i **Franchising**

The University defines a 'Franchise' as follows:

The process by which the University agrees to authorise the provision of the whole or part of one or more of its own approved programmes by a Partner Organisation. In doing so, the University retains overall responsibility for the standard of the award, including the programme's content, delivery, assessment and quality assurance arrangements. *The University registers the students and retains full contractual responsibility for them. The Office for Students define these arrangements as sub-contractual arrangements.*

A 'franchised' programme will be the same as a programme offered at the University, in terms of the modules of which it is composed, module structure and pattern of assessment. Some limited variation may be permitted to take account of differences in relevant cultural, legal and/or business and industry practices.

##### ii **University Validation**

*The University defines 'University Validation' as follows:*

*The process by which the University judges whether the quality and standard of a programme delivered by another organisation (but developed by the University of*

*Hertfordshire and/or the other institution) is comparable to that of an award of the University of Hertfordshire. In doing so, the University retains overall responsibility for the standard of the award, including the programme's content, delivery, assessment and quality assurance arrangements. The University registers the students and retains full contractual responsibility for them. The Office for Students define these arrangements as sub-contractual arrangements.*

iii **External Validation**

The University defines 'External Validation' as follows:

The process by which the University judges whether the quality and standard of a programme delivered by another organisation (but developed by the University of Hertfordshire *and/or* the other institution) is comparable to that of an award of the University of Hertfordshire. *Students on the course register with and have a direct contractual relationship with that provider and not the University. The Office for Students define these arrangements as validation arrangements.*

The University will not, typically, externally validate a programme that is in a subject area outside its broad area of expertise.

~~iii **Hertfordshire Higher Education Consortium Provision**~~

~~The University defines the provision in the HHEC as follows:~~

~~The process by which the University engages with the Colleges which are members of the HHEC to develop programmes leading to University of Hertfordshire awards and authorises the Colleges to deliver those programmes. In doing so, the University retains overall responsibility for the standard of the award, including the programme's content, delivery, assessment and quality assurance arrangements. Normally, these programmes will not be delivered at the University but will articulate with other University programmes.~~

iv **Accreditation of Externally-Provided Short Courses**

The University defines the.....

## **2. Removal of core terms of reference for Collaborative Partnership Leaders (formerly Link Tutors)**

The 30 January 2018 meeting of the Academic Standards and Audit Committee approved updated guidelines on the role of the Collaborative Partnership Leader (previously referred to as the Link Tutor), in recognition of the developing and varied nature of the role. It was also agreed that these guidelines should replace the core terms of reference for Collaborative Partnership Leaders in UPR AS17. The following amendments to UPR AS17, section D7 have been approved:

**D ACADEMIC QUALITY POLICIES AND PROCEDURES IN RELATION TO COLLABORATIVE PROVISION** *(formerly AQPR 8.5)*

**D7 Collaborative Partnership Leader** *(formerly AQPR 8.5.7)*

**D7.1 General**

D7.1.1 Unless otherwise agreed between Schools and AS, a Collaborative Partnership Leader will be appointed to oversee each separate collaboration with a Partner Organisation. It is the responsibility of the Dean of School to appoint a Collaborative Partnership Leader.

D7.1.2 At the commencement of each Academic Year, the Dean of School (or nominee) will inform the Collaborative Partnerships Unit (CPU) of Collaborative Partnership Leaders for each collaboration in which the School is engaged.

D7.1.3 *Guidelines on the role of the Collaborative Partnership Leader can be found on the Centre for Academic Quality StudyNet pages at:*  
<http://www.studynet2.herts.ac.uk/ptl/common/ago.nsf/Homepage?readform>

~~D7.1.4 The Collaborative Partnership Leader has the following core terms of reference. The responsibilities identified in these guidelines may be added to by the School, if this is deemed appropriate, and the activities of the Collaborative Partnership Leader will be agreed by the Dean of School (or nominee). For Partner Organisations where a Quality Liaison Manager has been appointed, the Collaborative Partnership Leader will work closely with him or her. The terms of reference should be read in conjunction with the Collaborative Partnerships Handbook elaborates on the activities associated with the role are elaborated.~~

#### ~~D7.2 Core Terms of Reference~~

- ~~i To monitor the 'health' of a collaborative programme (for example, through visits or other communications) and to report to the Dean of School (or nominee) any actions that need to be taken to support the collaboration or on any other matters relevant to the partnership.~~
- ~~ii To be the main academic point of contact for communications between the School and the collaborative Partner.~~
- ~~iii To report to SAC on the outcomes of visits to the Partner.~~
- ~~iv To support the Partner in its preparation of the Annual Monitoring and Evaluation Report (including the preparation by the Collaborative Partnership Leader of one section of the report) and to present it to the SAC or, where established, by the SAC working group  
with responsibility for scrutinising Annual Monitoring and Evaluation Reports, (or, in the case of Academic Support Partnerships, to prepare an annual report for each partner to be appended to the AMER).~~
- ~~v To be an ex officio member of the relevant Programme Committee at the Partner Organisation.~~
- ~~vi To co-ordinate the review and moderation of the assessment process. When this involves the review by the University of in-course assessments or examination papers, the role of Collaborative Partnership Leader gives authority to make requests of Deans of relevant Schools to provide subject staff to carry out this task.~~
- ~~vii To act with the Dean of School (or nominee) and the University's Marketing and Communications Department to ensure that all necessary administrative procedures, including the approval of promotional material, are carried out at the required time.~~

~~The Collaborative Partnership Leader is not permitted to act as the Chairman of Boards of Examiners for the collaborative partnership for which they are Collaborative Partnership Leader.~~