

Nottingham Trent University

School-based collaborative provision

Collaborative academic lead handbook 2019/20

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1. Introduction

- 1.1 School-based collaborations are those which are managed by the School on a day to day basis. School-based provision is divided in to five categories, as follows:
- a. Franchise
 - b. Joint delivery
 - c. Joint/double degree
 - d. Dual degree
 - e. Joint/double PhD

Definitions for each category can be found in the NTU Quality Handbook, [Section 10B](#)

- 1.2 The School appoints a collaborative academic lead to oversee all school-based collaborative partnerships. The primary responsibility of the collaborative academic lead is academic relationship management and ongoing oversight of the operation and quality of the collaboration.
- 1.3 As a newly appointed, or current collaborative academic lead, this handbook provides you with the information you need to be able to undertake the role. It should be read in conjunction with the following documents which can be found on the [CADQ webpages](#):
- a. Quality Handbook Section 10B: School-based collaborative provision
 - b. Quality Handbook Supplement SB5: Collaborative academic lead role requirements

2. Appointment

- 2.1 A collaborative academic lead is identified at the start of the process of developing a collaborative arrangement. The appointment is for the duration of the academic approval period, and during this time you will report directly to your Head of Department.
- 2.2 At the end of your tenure, the School may opt for you to continue for the next academic approval period, or seek a replacement. You should be advised of this in advance of the periodic collaborative review. If you are unsure you should discuss this with your Head of Department.
- 2.3 You should be given sufficient time to undertake the duties associated with the role. This will vary according to the nature and size of the role, and the type of collaboration. This should have been agreed with your Head of Department on appointment and included within the Management of Academic Workload. The time allowance is reviewed and agreed annually with your Head of Department.
- 2.4 In addition to this handbook, you should have the following documentation to support you in the role:
- a. The approved course documentation, including the Course and Module Specifications;
 - b. The Collaborative Operational Document;
 - c. Assessment Regulations in use for the collaboration (where these deviate from the common assessment regulations).

3. Minimum expectations of the role

- 3.1 The scale and nature of your role will vary according to the category and size of the collaboration.
- 3.2 Full details of the minimum expectations are set out in [Quality Handbook Supplement SB5](#), and you should refer to these from time to time to ensure you understand what is required of you.
- 3.3 Any specific requirements of your role are set out in the approved Collaborative Operational Document. You should use this document as a guide to the day to day operation of the collaboration and to understand the responsibilities of the university and the partner. It is your responsibility to ensure that this document is kept up to date and that any changes are approved through your School Academic Standards and Quality Committee.
- 3.4 You should work closely with your administrator and any other key stakeholders listed in the Collaborative Operational Document to ensure that collaboration operates effectively.

4. Visits

- 4.1 The number and nature of any visits to the partner are set out in the approved Collaborative Operational Document.

5. Reporting

- 5.1 The purpose of the annual report is to summarise your engagement with the partner during the reporting year, and to reflect on the overall health of the collaboration.

Report content

- 5.2 Reports should be completed using the NTU template, and cover the following (where applicable):
 - a. **Basic details** about the collaboration and any visits that took place;
 - b. **Summary of engagement with the partner** – a brief summary of your main interactions with the partner during the reporting year which may include visits, skype meetings, significant discussions. This draws together information recorded in the engagement log during the course of the year.
 - c. **General observations** – comment on the overall health of the collaboration, how it is operating generally, and any significant developments over the reporting year.
 - d. **Notable areas of good practice** – summarise areas of good practice that might be shareable across other collaborations or provision in the School. This section might include details of any significant achievements.
 - e. **Areas of concern** – details of any significant areas of concern which cannot be directly resolved in discussion with the partner and therefore need to be brought to the attention of the School. This might relate to concerns about academic standards, the quality of student learning opportunities or the operation of the collaboration which pose a risk to the University, and therefore warrant escalation.
 - f. **Confirmation** – in this section you are asked to confirm a number of key areas of the operation of the collaboration by answering yes or no. Where you answer negatively you should provide a rationale for this.

- g. **Agreed actions** – details of agreed actions arising from discussions with the partner. This section should indicate who is responsible for progressing the action, and the timeframe for completion.
- 5.3 It is recommended that you also keep an ongoing engagement log throughout the year. The purpose of this is for you to record any significant streams of work, themes and discussions with the partner.
- 5.4 The engagement log provides the basis for the annual report, supplies evidence for periodic review, and supports partnership continuity when a new collaborative academic lead is appointed. Collaborative academic leads are therefore strongly advised to maintain the engagement log throughout their tenure.
- 5.5 CADQ provides a platform for you to keep an engagement log in Microsoft Teams. Further details of this will be provided in your induction and at annual workshops.
- 5.6 If you wish to raise significant concerns about standards, quality or student learning opportunities you do not need to wait to submit a report to do this. Please contact **Hannah Kingman on 82547** or **Victoria Fanning on 88187** to discuss. We will determine an appropriate course of action.

6. Travel arrangements and expenses

- 6.1 Any travel or expenses associated with your role are arranged and paid for by your School. You should contact the administrative lead for the appropriate budget code.

7. Support arrangements

- 7.1 CADQ maintains oversight of the quality of all collaborative provision, and supports Schools to manage and review this provision. The following support is provided as standard:
 - a. Induction
 - b. Annual development workshops
 - c. Collaborative academic lead handbook
 - d. General advice and guidance
- 7.2 Please feel free to contact [Hannah Kingman](#) or [Victoria Fanning](#) for any advice, guidance or support.
- 7.3 For international collaborations, NTU Global also provides support, in particular with business evaluation and day to day operational matters. Please feel free to contact this department.