Collaborative Operational Document template

1. Collaborative Operational Document

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| Section One: Details of the collaboration | | |
| NTU School: |  | |
| Collaborative Partner: |  | |
| Course(s): |  | |
| Dual Degree awards: | **Course Title Awarded by NTU:** |  |
| **Course Title Awarded by the Partner:** |  |
| Interim awards: | Please indicate any interim awards available to NTU and partner students | |
| Type of collaboration: | Please select from the list below:   * Franchise * Joint Delivery * Joint Degree * Dual Degree   See Quality Handbook Section 10B for definitions of the different types of collaborations. | |
| Delivery Model: | Joint delivery, joint degree and dual degree only:  Specify how many of the credits are to be delivered by NTU and the partner respectively, and the total number of credits and the duration of the course(s) in total.  For Joint and Dual Degrees, the School should indicate at which Centre delivery takes places at different points in the course. | |

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| Section Two: Operation of the collaboration | | |
| Admissions *(Delete sections as required to suit the type of collaboration)* | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for admissions:   * List the key contacts for managing admissions, including contact details. | | Key contacts for admissions:   * List the key contacts for managing admissions, including contact details. |
| Franchise collaborations:   1. Variations to the approved NTU entry requirements to suit the local context. 2. Mechanisms for communication of changes to NTU entry requirements to the partner. 3. Mechanisms for approving non-standard admissions. 4. Arrangements for monitoring admissions at the partner, including ensuring NTU admissions requirements are complied with. 5. Arrangements for Accreditation of Prior Learning (APL) / Accreditation of Prior Experiential Learning (APEL). | | Franchise collaborations:   1. Mechanisms for seeking approval of changes to entry requirements from NTU. 2. Details of the operation of the admissions process, including any interview requirements. 3. Arrangements for Accreditation of Prior Learning (APL) / Accreditation of Prior Experiential Learning (APEL). |
| Joint delivery collaborations: (if the partner has responsibility for admissions please follow the requirements for a franchise listed above):   1. Responsibility of the University for operation of the admissions process. | | Joint delivery collaborations: (if the partner has responsibility for admissions please follow the requirements for a franchise listed above):   1. Responsibility of the partner for operation of the admissions process. |
| Joint / dual degree collaborations:   1. Clarify which admissions criteria will apply, and any joint admissions criteria. 2. Location of decisions about admissions (NTU and / or partner). 3. Mechanisms for any joint decisions about admissions. 4. Mechanisms for informing the partner about admissions decisions, where appropriate. 5. Mechanisms for informing the partner about changes to admissions criteria which impact the upon partner’s award. 6. Mechanisms for agreeing changes to jointly approved admissions criteria, where applicable. | | Joint / dual degree collaborations:   1. Clarify which admissions criteria will apply, and any joint admissions criteria. 2. Location of decisions about admissions (partner and / or NTU). 3. Mechanisms for joint decisions about admissions. 4. Requirements for informing NTU about admissions decisions, where appropriate. 5. Mechanisms for informing NTU about changes to admissions criteria which impact upon the NTU award. 6. Mechanisms for agreeing changes to jointly approved admissions criteria, where applicable. |
| Enrolment and registration | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for enrolments and registrations:   * List the key contacts for managing enrolments, including contact details. | | Key contacts for enrolments and registrations:   * List the key contacts for managing enrolments, including contact details. |
| 1. Is the University responsible for the enrolment and registration of students? 2. Arrangements for enrolment and registration, where applicable. | | 1. Is the partner responsible for the enrolment and registration of students? 2. Arrangements for enrolment and registration, where applicable. |
| Course variations | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| 1. Details of any variation to an existing NTU course required for the collaboration, including local contextualisation, if appropriate. 2. Mechanisms for formal communication of changes to an NTU course to the partner. | | 1. Details of any variation to the partner’s course required for the collaboration, if appropriate. 2. Mechanism for formal communication of changes to a partner course to NTU. |
| Communication of changes | | |
| Nottingham Trent University | **Partner (insert partner name)** | |
| 1. Arrangements for informing the partner about changes to NTU policies and processes. 2. Arrangements for informing the partner about changes to the NTU course(s). | 1. Arrangements for informing NTU about changes to partner policies and processes. 2. Arrangements for informing NTU about changes to courses (joint and dual degrees only). | |
| Teaching and learning | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for teaching and learning:   * List the key contacts for teaching and learning, including contact details. | | Key contacts for teaching and learning:   * List the key contacts for teaching and learning, including contact details. |
| 1. Responsibility for delivery of the course, or part of the course (if any) 2. Language of delivery at NTU. 3. Mechanisms for provision of course materials to the partner, where applicable. 4. Teaching and learning materials to be provided to the partner, if any, and when these need to be provided by each year. 5. Use of NTU Online Workspace (NOW), where applicable. 6. Access to NTU electronic library. | | 1. Responsibility for delivery of the course, or part of the course (if any). 2. Language of delivery at the partner. 3. Use of partners own Virtual Learning Environment (VLE). 4. Mechanisms for provision of course, teaching and learning materials to the University, where applicable, and when these need to be provided by each year. |
| Assessment | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for assessment:   * List the key contacts for assessments, including contact details. | | Key contacts for assessment:   * List the key contacts for assessments, including contact details. |
| 1. Responsibility for assessment (if any). 2. Language of assessment undertaken at the University. 3. Arrangements for moderation of assessment, where this is being undertaken by NTU, and when this needs to be completed by each year. 4. Arrangements for moderation where the language of assessment is not English. 5. Mechanisms for providing assessment details to the partner, where applicable, and when this needs to be completed by each year. 6. Mechanisms for approving details of assessment, where this is different to the NTU assessment, and when this needs to be completed by each year. 7. Mechanisms for consideration of notification of extenuating circumstances and academic irregularities, where this is being undertaken by NTU. To include details of where NTU processes apply or otherwise. | | 1. Responsibility for assessment (if any) 2. Language of assessment undertaken at the partner. 3. Arrangements for moderation of assessment, where this is being undertaken by the partner, and when this needs to be completed by each year. 4. Mechanisms for agreeing details of assessment where this is different to the NTU assessment (for example in the case of contextualisation of assessment), and when this needs to be completed by each year. 5. Mechanisms for consideration of notification of extenuating circumstances and academic irregularities. |
| Transition | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Joint / dual degree collaborations:   1. The point at which students transfer to the partner. 2. Arrangements for transfer to the partner, and timescales. 3. Support for transition to the partner, including contact details. 4. Any requirements for progression, for example, having passed all NTU modules. 5. Any visa / immigration requirements. | | Joint / dual degree collaborations:   1. The point at which students transfer to NTU. 2. Arrangements for transfer to NTU, and timescales. 3. Support for transition to NTU, including contact details. 4. Any requirements for progression, for example, having passed all modules at the partner. 5. Any visa / immigration requirements. |
| Student Support | | |
| Nottingham Trent University | **Partner (insert partner name)** | |
| Key contacts for student support:   * List the key contacts for student support, including contact details. | | Key contacts for student support:   * List the key contacts for student support, including contact details |
| 1. Arrangements and timescales for student induction, where this is undertaken by NTU. 2. Details of whether student support is undertaken by NTU or the partner. 3. Details of any language support available to students both incoming and outgoing. 4. Timescales for targeted support arrangements. | 1. Arrangements and timescales for student induction, where this is undertaken by the partner. 2. Arrangements for academic and pastoral support. 3. Arrangements for careers advice and guidance. 4. Details of any language support available to students. 5. Timescales for targeted support arrangements. | |
| External examining | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for external examining:   * List the key contacts for external examining, including contact details. | | Key contacts for external examining:   * List the key contacts for external examining, including contact details. |
| 1. Will an existing external examine the provision, or will a new external be appointed? 2. Mechanisms for operation of the external examining arrangements, including potential visits to the partner to scrutinise assessed work. 3. Responsibility for the nomination, appointment and induction of external examiners. 4. Is a separate external examiner report required? 5. Mechanisms for providing a copy of the report to the partner, and when this needs to be completed each year. | | 1. Mechanisms for the operation of the external examining arrangements, including facilitation of a site visit, or provision of samples of work to NTU. 2. Arrangements for consideration of the external examiner report. 3. Processes for quality enhancement as a result of external examiner feedback. |
| Board of Examiners | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for the Board of Examiners:   * List the key contacts for exam boards, including contact details. | | Key contacts for the Board of Examiners:   * List the key contacts for external examining, including contact details |
| 1. Principles of attendance at the partner Boards of Examiners, if applicable. 2. Responsibility for production of marks and spreadsheets, if applicable, and when this need to be completed each year. 3. Principles / process for converting grades/marks. 4. Mechanisms for the provision of student grades to the partner, where appropriate. 5. Arrangements for the production of degree certificates, including notification to Academic Office, and when this needs to be completed by each year. 6. Arrangements for the production of transcripts and/or diploma supplements, and when this needs to be completed by each year. 7. Details of the common assessment regulations to be used for the award, where NTU regulations are being used in full a reference to the appropriate regulations is sufficient. | | 1. Principles of attendance at the NTU Boards of Examiners, if applicable. 2. Responsibility for production of marks and results spreadsheets, if applicable, and when this needs to be completed each year. 3. Mechanisms for the provision of student grades and / or degree results to NTU, where appropriate. 4. Details of the common assessment regulations to be used for the award. 5. Arrangements for the production of degree certificates, if applicable, and when this needs to be completed by each year. 6. Arrangements for the production of transcripts and / or diploma supplements and when this needs to be completed by each year. |
| Award ceremonies | | |
| Nottingham Trent University | | **Partner (insert partner name)** |
| Key contacts for the award ceremony:   * List the key contacts for award ceremonies, including contact details. | | Key contacts for the award ceremony:   * List the key contacts for award ceremonies, including contact details. |
| 1. Award ceremony dates. 2. Details of where students are able to attend the NTU award ceremony. 3. Principles of attendance of NTU staff at award ceremonies held by the partner. | | 1. Award ceremony dates. 2. Arrangements for award ceremonies, where these are arranged by the partner, including whether NTU students on joint and dual degrees have the right to attend the partner’s ceremony. 3. Principles of attendance of partner staff at NTU award ceremonies, where applicable. |
| Collaborative Academic Lead  Applicable to all categories:   1. Name of the current or proposed collaborative academic lead(s). 2. Number and nature of any proposed visits to the partner in each academic year. 3. Arrangements for production and consideration of the course coordinator report. 4. Principles and arrangements for communication with the partner. | | **Collaborative Academic Lead (or equivalent role)**  Applicable to all categories:   1. Name of the current or proposed collaborative academic lead (or equivalent role). 2. Number and nature of any visits by the partner to Nottingham Trent University in each academic year. 3. Arrangements for receipt and consideration of the NTU course coordinator report. 4. Principles and arrangements for communication with the NTU course coordinator. |

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| Section Three: Standards and quality management | |
| Governance | |
| Nottingham Trent University | **Partner (insert partner name)** |
| * + - * 1. Responsibility for oversight of the collaboration in the School, for example, through School Academic Standards and Quality Committee (SASQC) or other School specific committees.         2. Arrangements for consideration of collaborative academic lead and external examiner reports.         3. Any joint governance arrangements.         4. Operation of the NTU course committee, if applicable.         5. Dates of key meetings. | Governance arrangements for oversight of the collaboration.  Arrangements for consideration of NTU collaborative academic lead and external examiner reports.  Any joint governance arrangements.  Composition and operation of the course committee (or equivalent), if applicable.  Relationship to the NTU course committee, where applicable.  Dates of key meetings. |
| Annual Monitoring and reporting | |
| Nottingham Trent University | **Partner (insert partner name)** |
| * + - * 1. Details of what is required for annual monitoring and reporting, including timescales and contact details.         2. Mechanisms for providing feedback to the partner on the outcomes of monitoring.         3. Arrangements for monitoring the comparability of standards. | Arrangements for undertaking or contributing to annual monitoring and reporting according to NTU requirements, where applicable. Timescales and contact details for monitoring and reporting.  Mechanisms for enhancing the provision as a result of annual monitoring. |
| Analysis of Student achievement | |
| 1. Responsibility for statistical analysis of student achievement, including comparison of achievement of NTU and partner students, and equality and diversity data, where applicable. Include contact information and details about where the outcomes of analysis are considered. 2. Timescales for undertaking analysis. 3. Mechanisms for using the results of analysis to enhance the provision. | 1. Responsibility for statistical analysis of student achievement, including comparison of achievement of NTU and partner students, and equality and diversity data, where applicable. Include contact information and details about where the outcomes of analysis are considered. 2. Timescales for undertaking analysis. 3. Mechanisms for using the results of analysis to enhance the provision. |
| Student engagement | |
| Nottingham Trent University | **Partner (insert partner name)** |
| 1. Arrangements for obtaining and responding to feedback from students and whether this is to be undertaken by NTU, or the partner, or both. 2. Arrangements for utilising student feedback to enhance the provision. 3. Arrangements for sharing feedback from students with the partner. | 1. Arrangements for obtaining and responding to feedback from students, where this is undertaken by the partner. 2. Mechanisms for student representation. 3. Arrangements for utilising student feedback to enhance the provision. 4. Arrangements for sharing feedback from students with the University. |
| Staff development | |
| Nottingham Trent University | **Partner (insert partner name)** |
| 1. Details of reasonable expectations of staff development to be provided for both NTU and partner staff (or jointly) on an annual basis. | 1. Details of reasonable expectations of staff development to be provided for both NTU and partner staff (or jointly) on an annual basis. |
| Academic appeals and complaints | |
| Nottingham Trent University | **Partner (insert partner name)** |
| 1. Arrangements for the management of student academic appeals and complaints, including whether these are managed by NTU or the partner for the whole or parts of courses. 2. Contact details and timescales for management of appeals and complaints. 3. Arrangements for sharing details of appeals and complaints with the partner. | 1. Arrangements for the management of student academic appeals and complaints, including whether these are managed by NTU or the partner for the whole or parts of courses. 2. Contact details and timescales for management of appeals and complaints. 3. Arrangements for sharing details of appeals and complaints with the University. |
| Marketing and promotion | |
| Nottingham Trent University | **Partner (insert partner name)** |
| 1. Responsibility for the production of marketing and promotional materials for the collaboration, if any. Include key contacts. 2. Arrangements for the use of the NTU logo by the partner, including sign-off of appropriate use of the logo. 3. Arrangements for approval of marketing and promotional materials produced by the partner, including contact details. 4. Arrangements for monitoring of marketing and promotional materials produced by the partner, including web pages. | 1. Responsibility for the production of marketing and promotional materials for the collaboration, if any. Include key contacts. 2. Arrangements for the provision of marketing and promotional materials for NTU for approval. 3. Arrangements for the use of the partner logo by NTU, if applicable. |

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| **Policy owner** | |  |  |
| CADQ | |  |  |
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| **Change history** | | |  |
| *Version:* | *Approval date:* | *Implementation date:* | *Nature of significant revisions:* |
| Sept 2016 | 30.09.16 | 01.10.16 | Change of document title, re-ordering of information, and refinement of requirements. |
| Sept 2017 | 12.09.17 | 01.10.17 | No major changes. |
| Sept 2018 | 12.09.18 | 01.10.18 | None |
| Sept 2019 | 11.09.18 | 01.10.19 | None |
| Sept 2020 | 16.09.20 | 01.10.20 | None |
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| **Equality Analysis** | | |  |
| *Version:* | *EA date:* | *Completed by:* |  |
| Sept 2016 | 01.09.16 | CADQ |  |
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