



The  
University  
Of  
Sheffield.

## Framework for the Management of Taught Collaborative Provision

August 2019

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For any comments or queries on this Framework please contact the [Partnerships Quality Team](#) in the Academic Programmes Office

Last updated August 2019

## 1. Introduction to Collaborative Provision

The University supports a wide range of learning and teaching collaborations which provide new opportunities for students and benefit academic departments.

This Framework sets out the University's policy and procedures for the approval and quality management of collaborative taught provision and serves as a "how to" guide.

Collaborative taught provision is defined by the University as provision (programmes or units):

- which are delivered and/or supported and/or assessed through an arrangement with another organization ("partner organization")
- which lead to the University granting credits or an award
- where achievement of the learning outcomes is dependent on the contribution of the other organisation.

The following partnership activities are **outside** the scope of this Framework:

- Student exchanges, placements and apprenticeships, for which there are other policies in place
- Arrangements where only teaching space is provided by another organisation (and which could be substituted with minimal disruption if necessary)
- Recruitment/progression arrangements for entry to the start of a University programme where students take a whole University of Sheffield programme at Sheffield, eg 1+1 (or similar) Masters recruitment arrangements (managed by Global Engagement)
- Embedded College (information on USIC available [here](#))

This Framework aligns with the [OfS Conditions of Registration](#) and the [Quality Assurance Agency's Quality Code](#), [Qualifications Involving More Than One Degree-Awarding Body Characteristics Statement](#) and takes into account other relevant guidance in the sector.

## 2. Types of Collaborative Arrangement

### Collaborative Programmes:

#### Dual (or Multiple) Degree Programme

A programme delivered jointly with one or more other universities which leads to dual or multiple degrees. Each of the partner universities is responsible for its own award on completion of its **own distinct criteria**.

Key features:

- Undergraduate or postgraduate level.
- May involve more than one partner university, but normally no more than three awarding universities in total
- Students usually register with and study at both/all universities.
- One university may take on a co-ordinating role.

#### Double (or Multiple) Degree Programme

A programme delivered jointly with one or more universities which leads to an award by each of the partner universities on completion of a shared set of criteria.

Key features:

- Postgraduate level only

- Usually undertaken with one partner university, but normally no more than three awarding universities in total
- Requires a high level of co-operation between the partner universities as the programme must be jointly designed, delivered and assessed.
- Students usually register with and study at both/all universities.
- One university may take on a co-ordinating role.
- Similar to a Joint Degree Programme, but with separate awards by each of the partner universities.

### **Joint Degree Programme**

A programme delivered jointly with one or two other universities which leads to a joint award (in the form of a single certificate) awarded by the partner universities on completion of a shared set of criteria.

Key features:

- Postgraduate level only
- Usually undertaken with one partner university, but no more than three awarding universities in total
- Requires a high level of co-operation between the partner universities as the programme must be jointly designed, delivered and assessed.
- Students usually register with and study at both/all universities.
- One university may take on a co-ordinating role
- Similar to a Double (or Multiple) Degree Programme, but with a joint award rather than separate awards by each university.

### **Articulation Arrangements**

An arrangement allowing students who undertake a specified programme at a partner organisation to be admitted with advanced standing to a subsequent stage of an existing University of Sheffield programme. This is not regarded as a collaborative degree programme.

Key features:

- These arrangements are usually established to support student recruitment
- Often take the form of “1+2” or “2+2” arrangements, where a one or two-year programme at a partner organisation is taken before admission to the start of year 2 (FHEQ Level 5) of a Sheffield undergraduate degree
- Students normally have a contractual relationship with the partner organisation for their initial programme and subsequently with the University of Sheffield for the Sheffield degree programme
- The partner organisation’s programme is mapped for equivalence with the part of the University of Sheffield programme which it replaces
- The University of Sheffield specifies the requirements for admission to its programme, which normally consist of grades to be achieved in the partner organisation’s programme of study and English language requirements
- As new articulation arrangements do not normally involve the development of new collaborative programmes, there is a simpler approval and agreement process as outlined [here](#).
- See [section 9](#) for the role/responsibilities of the Departmental Articulation Arrangement Academic lead.

### **Off-Campus/Flying Faculty with Partner Organisation**

A University of Sheffield programme delivered at another location with premises/facilities provided by a partner organisation

Key features:

- All teaching delivery and assessment undertaken by University of Sheffield (or International Faculty staff)
- Delivered at another location (ie not at the University of Sheffield nor at the International Faculty's City College Campus inThessaloniki)
- A partner organization provides teaching premises and/or services or facilities which are essential for achievement of the learning outcomes, eg specialist IT facilities, library

### **Collaborative Models Not Supported by the University**

The following types of collaboration are not supported unless a strong strategic imperative can be demonstrated. In addition to the usual approvals, approval by Senate Learning and Teaching Committee and/or University Executive Board of the form of collaboration will be needed, as advised by the Vice-President for Education.

#### **Franchise/Teaching Services**

An arrangement in which the University authorises another organization to deliver part or all of one of the University's own programmes leading to a Sheffield award.

#### **Validation**

An arrangement where the University agrees to make an award for a programme designed and delivered by another organisation.

### **3. Issues to Consider and Key Professional Services Contacts**

In developing teaching partnerships with other organisations, Departments need to consider a number of key issues with support from Professional Services. In the first instance, please contact your Faculty's **Academic Programmes and Quality Adviser** in the Academic Programmes Office who will put you in touch with the Quality Manager (Partnerships) and the International Partnerships Team in Global Engagement (in the case of an international collaboration) to discuss and take forward, as appropriate. Depending on the type of collaboration, areas for consideration include some or all of the following:

- Strategic fit: how does the proposed collaboration contribute to the University's Internationalisation Strategy <https://www.sheffield.ac.uk/staff/internationalisation-strategy>, L&T Strategy <https://www.sheffield.ac.uk/staff/learning-teaching/our-approach/strategy2016-21> and relevant Faculty plans
- The collaborative model, including the programme/award(s) and which organization(s) will be responsible for delivering/awarding credits for which parts of the programme, ensuring adherence to University regulations on credit recognition
- Business case: market, fees, financial arrangements, tax, resources, costs, sustainability
- Suitability of the proposed partner organisation/location
- Operational/academic arrangements with partner organisation(s): recruitment, immigration/visa support, admissions, registration, student support, student engagement, student representation, assessment, exam boards, transcripts and certificates, graduation ceremonies, handling of appeals and complaints

- Appointment of external examiners and associated arrangements, ensuring adherence to the University's [Code of Practice on External Examining](#)
- Governance/management arrangements with partner organisation including responsibilities for programme quality management
- The overall quality and coherence of the collaborative degree programme
- The student experience and student support
- [Student engagement and student representation](#) arrangements
- Student evaluation, ensuring that the requirements of the University's [Policy on Student Evaluation of Programmes of Study](#) are met
- Curriculum intellectual property rights and students' IP rights
- Access to study facilities and services including library, IT, careers, student welfare, students' union or similar
- Staffing arrangements and any staff development needs related to the programme
- Health and safety
- Any risks associated with any aspect of the collaborative programme, partnership, location or arrangements. These should be captured in a risk assessment (see [Section 5](#)).

### Key Professional Services Contacts

Area	Contact
Support with: <ul style="list-style-type: none"> <li>- identifying the most appropriate model of collaboration</li> <li>- academic programme development</li> <li>- academic-related arrangements with the partner organisation (with other prof services as required)</li> <li>- academic approval</li> <li>- annual monitoring process</li> <li>- drawing up the academic agreement with the partner organisation (in most cases)</li> <li>- agreement renewal</li> </ul>	Partnerships Quality Team in the Academic Programmes Office  Key contacts: Karen Anderson <a href="mailto:k.h.anderson@sheffield.ac.uk">k.h.anderson@sheffield.ac.uk</a>  Lyes Bouakaz <a href="mailto:l.bouakaz@sheffield.ac.uk">l.bouakaz@sheffield.ac.uk</a>
For international collaborations: advice on strategic fit and choice of partner organisation(s)	International Partnerships and Global Opportunities, Global Engagement <a href="https://www.sheffield.ac.uk/internationalpartnerships">https://www.sheffield.ac.uk/internationalpartnerships</a>
Advice/support on recruitment/market research	Relevant Faculty support officer Recruitment Support Team
Business Planning	Relevant Faculty support officer Planning and Insight <a href="https://www.sheffield.ac.uk/planning-insight/team">https://www.sheffield.ac.uk/planning-insight/team</a>

HR related staff issues (working abroad)	Relevant Faculty HR Manager <a href="https://www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices">https://www.sheffield.ac.uk/hr/aboutus/whoweare/hrservices</a>
Travel insurance for staff teaching overseas	Insurance team <a href="https://www.sheffield.ac.uk/finance/staff-information/help/insurance/index">https://www.sheffield.ac.uk/finance/staff-information/help/insurance/index</a>
Financial arrangements with partner organisation, tax advice in relation to programmes delivered overseas and student fees	Relevant Faculty Finance Team <a href="https://www.sheffield.ac.uk/finance/staff/faculty/faculty">https://www.sheffield.ac.uk/finance/staff/faculty/faculty</a>  Tax team <a href="https://www.sheffield.ac.uk/finance/staff-information/help/tax/index">https://www.sheffield.ac.uk/finance/staff-information/help/tax/index</a>  Student Fees Team, Student Administration Service <a href="https://www.sheffield.ac.uk/ssid/contacts/fees">https://www.sheffield.ac.uk/ssid/contacts/fees</a>
Admissions arrangements with partner organisation(s)	Admissions Service Alternative Routes and Programmes <a href="https://www.sheffield.ac.uk/ssd/admissions/contact">https://www.sheffield.ac.uk/ssd/admissions/contact</a>
Visa compliance requirements and non-academic student support and experience	International Student Support Team <a href="https://www.sheffield.ac.uk/ssid/contacts/iss">https://www.sheffield.ac.uk/ssid/contacts/iss</a>
Arrangements for student registration processes, tuition fee payments and student records	Registry Services <a href="https://www.sheffield.ac.uk/registration/contacts">https://www.sheffield.ac.uk/registration/contacts</a>
Library provision	Faculty Engagement and Partnerships Officer <a href="https://www.sheffield.ac.uk/library/libstaff/libstafflist">https://www.sheffield.ac.uk/library/libstaff/libstafflist</a>

A number of other Professional Services departments may need to be involved. The Academic Programmes Office will be able to advise on the appropriate contacts.

#### 4. Key Principles and Requirements

Whatever the nature of the collaboration, the University is responsible for the quality and standards of all provision leading to an award or credits made in its name, wherever the delivery takes place.

Collaborative programmes should:

- be consistent with University, Faculty and Department strategies
- contribute positively to the University's national and international standing
- be with institutions that can demonstrate good standing and shared values
- be in accordance with the QAA Quality Code and relevant external accreditation requirements
- be in accordance with the University's legal and regulatory capacity and requirements
- apply standards that are equivalent to and consistent with those for programmes delivered entirely at/by the University
- deliver comparable quality of the student learning experience with equivalent student support arrangements
- demonstrate financial viability and sustainability

- ensure there is a good case for any case of double counting of credits towards a University of Sheffield degree: see [Policy on Double Counting](#)
- be delivered and assessed in the English language unless there are specific reasons to justify this not being the case (which will require additional consideration and approval)
- facilitate progression routes to study at the University
- enhance curricula and the student learning experience through internationalisation and partnership working
- ensure clarity for all parties in relation to student registration and the ownership of/responsibility for credits and awards

Also:

- Credit may not be awarded jointly. Other institutions may contribute credits to the award within the limits set out in University regulations but there must be a single institution that owns and awards the credits for each unit
- A risk assessment must be drawn up and maintained by the academic department (see [Section 6](#))
- A legally-binding agreement should be in place for all collaborative programmes, setting out the responsibilities and arrangements between the parties (see [Section 7](#)).

## 5. Development and Approval of New Collaborative Programmes

The process for development and approval of new collaborative programmes is similar in many respects to that of non-collaborative programmes, but with a number of additional elements covering the collaborative arrangements with the partner organisation. The key aspects of the development and approval process are set out in the diagram below

Support for the development of new collaborative programmes is provided by professional services contacts as set out in [Section 3](#).

The new programme notification form (including the section on Collaborative Programmes) can be found [here](#).

The following approvals are required for a new Collaborative Programme:

- Approval in Principle by Faculty (Part A)
- Academic Approval by the Faculty (Part B)
- Approval of the collaborative model and partnership arrangements by the Committee for Collaborative Provision (Collaborative Programmes Form)
- Approval by Senate Learning and Teaching Committee
- Final approval by Senate

See development and approval flowchart diagram below.

## Development and Approval Flowchart – Collaborative Programmes

Department contacts the [Partnerships Quality Team](#) in [the Academic Programmes Office \(APO\)](#) to discuss plans and receive advice from Professional Services

Department completes the [New Programme Notification form](#) and completes Part A of the New Programme Proposal (Approval in Principle) and risk assessment

The APO consults relevant Professional Services on Part A of the form

[Global Engagement](#), the APO and other relevant Professional Services carry out initial due diligence enquiries

Faculty considers Part A of the New Programme Notification form for Approval in Principle

Departments develop the programme and collaborative arrangements with the proposed partner organisation with advice from the APO and other Professional Services

Department completes Part B of the New Programme Proposal Form

The APO coordinates academic due diligence and risk assessment activities and drafts an agreement for consultation and approval

Department approves the programme at a departmental Learning and Teaching Committee

Approval of the new programme and partnership arrangements by the Faculty Learning and Teaching Committee and the Committee for Collaborative Provision (a joint meeting is usually convened for this purpose)

Approval of programme and partnership by [Learning and Teaching Committee](#) then by Senate

Final draft of collaborative agreement negotiated with partner organisation

Collaborative agreement approved by Vice-President for Education and signed by the Chief Financial Officer or delegated authority on behalf of the University (with support from APO)

### Key

Academic Department

Faculty

Academic Programmes Office (APO)

Professional Services

## 6. Risk Management and Due Diligence

A risk assessment will be required for all proposed new collaborative programmes. This will be considered during the process of approval by the Faculty (at the approval in principle and programme approval stages) and by the Committee for Collaborative Provision. The University's generic [guidance and template](#) is used for this purpose. The Academic Programmes Office will be able to provide you with information on the most common risks specific for each type of collaboration which should be addressed within the risk assessment.

In order to help ensure that any risks to the quality of the provision and student experience associated with collaborations are identified, considered and managed, due diligence enquiries are undertaken in respect of proposed new partner organisations. These enquiries are carried out by the relevant professional services including the Academic Programmes Office and Global Engagement. Depending on the nature of the collaboration, a visit to the proposed partner institution by staff representing the Committee for Collaborative Provision may be required as a part of due diligence activity. Risk assessments are reviewed and updated each year during annual monitoring.

## 7. Agreements for Collaborative Programmes

An agreement should be in place with the partner organisation(s) before the start of a new programme. Support for the drafting of agreements is provided by the Academic Programmes Office, who hold agreement templates for the main models of collaboration. An academic department may be asked to cover the cost of any external legal advice which is required.

Agreements for collaborative taught programmes must be signed by the Authorised Financial Officer or delegated authority. Prior to signature, the agreements must have been approved by the Vice-President for Education.

Areas covered by the agreement usually include:

- Period of agreement and number of student intakes (normally to cover up to three intakes for new agreements)
- Obligations of the University of Sheffield and the partner organisation
- Quality management responsibilities and academic standards
- Programme information
- Programme recruitment, admissions, delivery and assessment responsibilities and arrangements
- Programme management responsibilities and arrangements
- Student engagement, representation and evaluation arrangements
- Student support, student discipline, complaints and appeals arrangements
- Learning facilities, resources, teaching accommodation
- Details of awards, transcripts and graduation arrangements
- Intellectual property rights
- Student registration status and contractual relationship with the collaborating institutions
- Student numbers
- Programme/contract review arrangements
- Financial arrangement
- Insurance
- Liability
- Termination arrangements;
- Consequences of termination;
- Dispute resolution procedures;

- Governing law and jurisdiction;
- Compliance with legislation including the Bribery Act, Data Protection Act and Freedom of Information Act

### **Memorandum of Understanding**

In advance of a binding agreement, a Memorandum of Understanding, expressing a general convergence of good will between the parties and indicating a common line of action, may be drawn up, with support from Global Engagement for international collaborations.

### **Renewal of agreements**

Prior to the renewal of an agreement, the business case, collaborative arrangements and programme should be reviewed and approved. The Academic Programmes Office will be able to provide support with this process.

### **Termination of agreements**

On very rare occasions, an agreement may be terminated early. In such cases, the parties should ensure that students on the programme(s) are not disadvantaged and that suitable winding down arrangements are agreed. The Academic Programmes Office will be able to provide support with this process.

**8. University, Faculty and Departmental Responsibilities for Quality Management of Collaborative Programmes and Articulation Arrangements**

**Collaborative Programmes (Dual, Double and Joint Degree Programmes)**

Area of Work	University Oversight	Faculty Responsibility	Departmental Responsibility
Approval of new collaborative programmes and review/extension of existing collaborative programmes	<p>Committee for Collaborative Provision (CCP), which reports to the Senate Learning and Teaching Committee:</p> <ul style="list-style-type: none"> <li>• Academic policies and processes relating to collaborative provision</li> <li>• Approval of permitted types of collaboration</li> <li>• Approval of proposed new collaborative arrangements and extensions (in liaison with Faculty) including risk assessment and due diligence processes</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of business case for proposed new arrangements/extensions following professional services consultation</li> <li>• Academic approval by Faculty Learning and Teaching Committee of programme of study and arrangements related to the student experience for new arrangements and extensions</li> <li>• Consideration by Faculty Learning and Teaching Committee of outcomes of Annual Monitoring as part of Annual Reflection</li> </ul>	<p>Departmental Learning and Teaching Committee:</p> <ul style="list-style-type: none"> <li>• Departmental approval of proposed new programme (or renewal)</li> </ul>
Management of the delivery of the collaborative programme(s)	N/A	N/A	<p>Collaborative Programme Leader appointed by the Head of Department to oversee:</p> <ul style="list-style-type: none"> <li>• Liaison with partner organisation(s)</li> </ul>

Area of Work	University Oversight	Faculty Responsibility	Departmental Responsibility
			<ul style="list-style-type: none"> <li>• Arrangements for the delivery of the programme and student experience</li> </ul> <p>See Section 9 for detail of role and responsibilities.</p>
Annual Monitoring of Collaborative Programmes	The Committee for Collaborative Provision receives and considers an overall summary of the Annual Monitoring of Collaborative Programmes. Key outcomes are reported to the Senate Learning and Teaching Committee	FLTC ensures that Annual Monitoring is considered as part of Faculty Annual Reflection which is reported to the Quality and Scrutiny Committee (which reports to the Senate Learning and Teaching Committee)	<p>Collaborative Programme Leader completes Annual Monitoring of the Collaborative Programme</p> <p>Department considers the outcomes of Annual Monitoring as a part of Annual Reflection/Review</p>
Periodic Review	Issues arising from Periodic Reviews are reported through central committees (Quality and Scrutiny Committee and Senate Learning and Teaching Committee)	Input into and follow up from Periodic Review	Include collaborative programme(s) in the information provided for the Periodic Review of Department's provision and taking any follow-up action in accordance with report

Area of Work	University Oversight	Faculty Responsibility	Departmental Responsibility
Collaborative Agreement	<p>Final academic approval by Vice-President for Education</p> <p>Signed by Chief Financial Officer (or delegated authority)</p>	<p>The agreement sets out details of the programme and associated academic arrangements which have been approved by Faculty during the approval process.</p> <p>Faculty Finance Manager checks financial aspects of draft agreement before it proceeds to signature.</p>	<p>Collaborative Programme Leader checks the draft agreement.</p> <p>Head of Department approves the draft agreement prior to signature.</p>

### Articulation Arrangements

Area of Work	University Oversight	Faculty Responsibility	Departmental Responsibility
Approval of new articulation agreements	<p>Committee for Collaborative Provision (CCP) reporting to Senate Learning and Teaching Committee:</p> <ul style="list-style-type: none"> <li>Academic policies and processes relating to collaborative provision</li> </ul>	<p>Faculty Learning and Teaching Committee</p> <ul style="list-style-type: none"> <li>Faculty academic approval of the (equivalence of the partner institution's programme, liaison and student transition arrangements)</li> </ul>	<p>Departmental Learning and Teaching Committee:</p> <ul style="list-style-type: none"> <li>Departmental approval of equivalence of the partner institution's programme (based on mapping exercise), liaison and student transition arrangements</li> </ul>
Liaison with the partner organization and management of student transition arrangements	N/A	N/A	Articulation Arrangement Academic Lead appointed by the Head of Department to oversee:

Area of Work	University Oversight	Faculty Responsibility	Departmental Responsibility
			<ul style="list-style-type: none"> <li>• Continued suitability of the partner institution's programme</li> <li>• Liaison with partner institution</li> <li>• Student transition arrangements</li> </ul> <p>See Section 9 for detail of role and responsibilities.</p>
Annual Monitoring of Collaborative Programmes	The Committee for Collaborative Provision receives and considers an overall summary of the Annual Monitoring of Collaborative Programmes. Key outcomes are reported to the Senate Learning and Teaching Committee	FLTC ensures that Annual Monitoring is considered as part of Faculty Annual Reflection which is reported to the Quality and Scrutiny Committee (which reports to the Learning and Teaching Committee)	<p>Articulation Arrangement Academic Lead completes Annual Monitoring of the Collaborative Programme</p> <p>Department considers the outcomes of Annual Monitoring as a part of Annual Reflection/Review</p>
Periodic Review	Issues arising from Periodic Reviews are reported through central committees (Quality and Scrutiny Committee and Senate Learning and Teaching Committee)	Input into and follow up from Periodic Review	Including articulation arrangements in the information provided for the Periodic Review of Department's provision and taking any relevant follow-up action in accordance with report

Area of Work	University Oversight	Faculty Responsibility	Departmental Responsibility
Articulation Agreement	<p>Final academic approval by Vice-President for Education</p> <p>Signed by Chief Financial Officer (or delegated authority)</p>	<p>The agreement sets out details of the programme and associated academic arrangements which have been approved by Faculty during the approval process.</p> <p>Faculty Finance Manager checks financial aspects of draft agreement before it proceeds to signature.</p>	<p>Articulation Arrangement Academic Lead checks the draft agreement.</p> <p>Head of Department approves the draft agreement prior to signature.</p>

## 9. Role of the Collaborative Programme Leader and Articulation Arrangement Academic Lead

The **Collaborative Programme Leader** (for dual, double and joint degree programmes) appointed by the Head of Department will be the University's key contact regarding the collaborative programme and will also be the first point of contact for the partner organisation. The Collaborative Programme Leader plays an important role in managing the quality of the collaborative programme and communicating with the Department, Faculty and other parts of the University on issues relating to the collaborative programme. Key academic responsibilities are as follows:

- Liaison with the key academic contact and other relevant staff at the partner organisation, visiting annually or having alternative arrangements in place depending on the nature of the programme and partner organisation
- Leading on programme management and delivery, ensuring that arrangements are in accordance with the agreement
- Overseeing the assessment arrangements between the partner organisations
- Ensuring that the external examiner arrangements meet the requirements of the University's [Code of Practice on External Examining](#) and briefing the external examiner on the programme
- Leading on quality management of the programme.
- Ensuring that joint programme committee meetings or similar are held as per the agreement
- Ensuring the continued suitability facilities and learning resources at the partner institution, raising any potential issues with the partner organisation and/or the Academic Programmes Office, as required
- Complete an Annual Monitoring on the collaborative programme and update the Risk Register annually. This will feed into the Department's Annual Reflection and into overall University Annual Monitoring of Collaborative Programmes by the Committee for Collaborative Provision.
- Ensuring that the admissions and L&T related arrangements in the agreement are adhered to
- For double and joint degree programmes only, ensuring that the joint programme regulations for the award are operating appropriately and bring any required changes to the attention of the relevant professional services.

The Articulation Arrangement Academic Lead appointed by the Head of Department will be the University's key contact regarding the articulation arrangement and will also be the first point of contact for the partner organization. Key academic responsibilities of the Articulation Arrangement Academic Lead are as follows:

- Liaison with the key academic contact and other relevant staff at the partner organisation, visiting annually or having alternative regular means of communication in place to ensure the continued suitability and equivalence of the partner organisation's programme
- In the case of any changes to the partner organisation's programme, considering the potential implications on equivalence and preparation for study at the University of Sheffield and dealing with this as appropriate
- Student transition arrangements, including admission to the University of Sheffield and induction
- Monitoring the academic performance of articulation students at the University of Sheffield
- Ensuring that the admissions and programme-related arrangements in the

- agreement are adhered to
- Ensuring that any marketing information published by the partner organisation is accurate
- Completing an annual monitoring form and updating the risk assessment provided by the Academic Programmes Office

## 10. Review of Collaborative Programmes and Articulation Arrangements

The **annual monitoring** of collaborative programmes and articulation arrangements is a key part of the University's processes for the assurance of standards and quality and risk management of its collaborative provision.

Annual monitoring forms are provided each year (usually in early Summer) to Academic Leads for completion.

The completed forms contribute to Departmental/Faculty Annual Reflection and feed into an overall University summary of collaborative provision provided to the Committee for Collaborative Provision to help inform the development and quality management of collaborative provision.

The University conducts five yearly Periodic Reviews of the taught provision of academic departments. Collaborative programmes will normally be considered within these Reviews. A separate Review may be needed in some cases, depending on the nature of the collaboration. As indicated above (in [Section 6](#)), prior to the extension of agreements, collaborative programmes should be reviewed.

The outcomes of articulation annual monitoring will be provided to [Global Engagement](#) to review recruitment numbers and partnership arrangements.

## 11. Providing Information for Students

Collaborative Programme Leaders/Academic Leads are responsible for ensuring that students have clear information on the collaborative programme or articulation arrangement.

As a part of the annual monitoring exercise, Collaborative Programme Leaders/Academic Leads will also be prompted to check the accuracy of partner organization websites and recruitment information.

In addition to the usual information requirements for all students which are set out [here](#), Academic Leads of collaborative programmes need to ensure that students are also provided with the following information on the arrangements with the partner organisation:

### **Student Information on collaborative (dual, double, joint programmes):**

- Information on student registration with the University and partner organisation
- Services and facilities provided by each institution, including student support
- Programme information, including programme specification, programme regulations, unit outlines, assessment arrangements
- Key contacts at each institution
- Complaints and appeals procedures for the collaboration
- Transition arrangements
- Student engagement and representation arrangements

- Graduation arrangements

**Student Information on Articulation Arrangements:**

- Transition arrangements and induction to the University of Sheffield
- Key contacts for any queries/comments with regards to the articulation arrangement

The above lists are not exhaustive and the information needed by students will vary depending on the particular type of arrangement and programme. The Academic Lead should liaise with the partner organization, professional services contacts and the programme team in order to assemble the appropriate information.