

SENATE REGULATION 7: COLLABORATIVE PROVISION

Collaborative provision

7.1 Senate is responsible for the academic standard of all awards granted in the name of the University. The academic standard of all awards made under a collaborative arrangement must be equivalent to that of any comparable awards for programmes delivered at or by the University. The Learning and Teaching Committee shall issue guidance to Schools on procedures for seeking approval of such arrangements.

7.2 Senate may approve arrangements for the delivery in whole or in part of a programme designed and assessed in the University by staff of another institution at that institution.

7.3 Senate may approve arrangements for students of the University to undertake part of their studies towards an award of the University at another institution within or outside the UK. The relevant School Board should consider proposals for exchange arrangements.

Formal Requirements for any collaborative arrangement

7.4 The establishment of any collaborative arrangement requires the designated working-group or individual(s) to assess and report on in respect of the proposed partner institution:

- a** the financial health of the institution and the adequacy of its governance arrangements, resources and facilities;
- b** the suitability of programme(s) for the proposed collaborative arrangement;
- c** the suitability of the staff employed by the institution to teach and examine the programmes concerned;
- d** the adequacy of the institution's arrangements for staff appointment, appraisal, probation, mentoring and development;
- e** the arrangements for student support and guidance at the institution;
- f** the adequacy of examination and assessment arrangements in the institution;
- g** the conditions governing the appointment of External Examiners and their term of office;
- h** procedures to be adopted for the monitoring and periodic review of programmes of study;
- i** and any other matters relating to the institution which may be relevant.

7.5 Unless Senate resolves otherwise, the partner institution shall comply with all Senate Regulations that may apply to programmes of study leading to an award of the University.

7.6 Unless Senate resolves otherwise, partner institutions shall comply with such requirements for quality assurance, including arrangements for annual monitoring and periodic review and for student support and guidance, as Senate shall from time to time approve.

7.7 The Director of Finance of the University must approve financial arrangements for the collaboration.

7.8 The Head of Registry must approve administrative arrangements for the collaboration. Certificates of awards to individual students shall be issued by the University. Arrangements for the issue of transcripts of study shall be subject to approval by the Head of Registry.

7.9 The Head of Publications must approve arrangements for the use of the Brunel name or logo by collaborative partners in such advertising as may be deemed appropriate for the collaboration.

Memorandum of Agreement

7.10 The proposed arrangements for a collaboration must be presented to Senate for ratification in a 'Memorandum of Agreement' (which has the status of a legally-binding document and shall be subject to approval by the University's solicitors) and should include procedures for:

- a the establishment of the collaboration;
- b the operation of the collaboration, including the respective responsibilities of the University and the institution for quality and standards, and procedures for liaison between the institution and the University;
- c the termination of the collaboration; and
- d the review and renewal of the Agreement at regular intervals.

7.11 The Memorandum of Agreement shall make provision for the termination of the collaboration by any party by setting out:

- a the period of notice required;
- b transitional arrangements for students, including counselling arrangements. New student registrations shall not be accepted following the issue of a notice for withdrawal of collaboration;
- c financial arrangements.

7.12 The Memorandum of Agreement shall be signed and dated on behalf of each institution by the Vice-Chancellor and the Principal/Director or other fully empowered designated representatives of the institution(s) involved.

Recognised Teacher or Supervisor Status

7.13 On the recommendation of the Chair of the Learning and Teaching Committee, the University may appoint, as Recognised Teaching Staff, individuals from associated institutions or individuals engaged to assist in the delivery of a programme delivered in collaboration with another institution.

7.14 Appointment as a Recognised Teacher shall require the submission of a full CV and, if deemed appropriate, an interview. The CV shall be considered by the Head of the appropriate School, and forwarded for consideration by the Chair of the Learning and Teaching Committee, who may consult further if appropriate.

7.15 Appointment as a Recognised Teacher shall be for a maximum period of 5 years in the first instance and all such appointments shall be reported to Senate through the minutes of the Learning and Teaching Committee.

7.16 On the recommendation of the Chair of SCPGRD, the University may appoint as Recognised Supervisors:

- a** teachers, people in professional employment or actively engaged in research who are appointed to assist in the supervision of postgraduate students;
- b** former members of the academic staff of the University, or current or former members of the associate institutions who assist in the supervision of postgraduate students.

7.17 The period of appointment as a Recognised Supervisor will normally be for the period of registration of the student(s) concerned, but shall be reported to Senate through the minutes of SCPGRD and shall be reviewed at least every five years.