

**Academic Partnership Proposal Form**

This form is to be completed when setting up a new academic partnership. Advice and guidance is provided and should be sought from the the Academic Policy, Quality and Standards team (academic.partnerships@ucl.ac.uk) for the completion of this form. The form should also be completed in liaison with the Faculty Tutor or equivalent in the relevant Faculty.

Once this proposal has been approved at Departmental and Faculty levels the form and any attachments should be submitted to the Academic Partnership Review Group via academic.partnerships@ucl.ac.uk for consideration and approval.

A summary list of attachments is below (if all attachments are required as per the guidance on the form):

* Partner institution’s anti-bribery policy, or a link to it
* Partner institution’s equal opportunities policy or equivalent, or a link to it
* Partner institution’s data protection/privacy policy or statement, or a link to it
* Partner institution’s terms and conditions that apply to the students, or a link to them
* Relevant regulations of the partner institution where UCL regulations do not apply
* Joint degree certificate template for joint awards
* E-mail confirmation from partner institution for sections 2 and 4: A-E

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| **APPROVALS***Please complete before submitting the final proposal to the Academic Partnerships Panel.* |
| Date the proposal was approved at the Department Teaching Committee |  |
| Date the proposal was approved at the Faculty Teaching Committee: |  |

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| **1. UCL contact** |
| * 1. Name and role of the proposer of the new academic partnership
 |  |
| * 1. Department/Division and Faculty
 |  |
| * 1. Email address and telephone number
 |  |
| * 1. Name of UCL staff who will manage the collaboration once approved:
* Academic lead (name and role) *(if different to 1.1)*
* Professional services lead (name and role)
 |  |
| **2. Summary of the proposed partnership programme*****Section 2 below must be agreed with the partner institution prior to submission of this form. The partner institution’s confirmation must be provided as an e-mail when this form is submitted.***  |
| * 1. Type of the proposed academic partnership

*(please refer to* Annex *[8.1 “Table Summarising Forms](https://www.ucl.ac.uk/academic-manual/chapters/chapter-8-academic-partnerships-framework)* *[of Academic Partnerships” of the Academic Manual)](https://www.ucl.ac.uk/academic-manual/chapters/chapter-8-academic-partnerships-framework)*  | [ ]  Progression agreement [ ]  Articulation agreement[ ]  Dual degree (UCL award non-contingent) [ ]  Dual degree (Transfer)[ ]  Joint delivery[ ]  Teaching contribution [ ]  Dual degree (UCL award contingent) [ ]  Joint award [ ]  Double/multiple award [ ]  Flying faculty/off-site |
| * 1. Programme and award title

If the proposed partnership is a dual degree, please include the programme and award title for the relevant programmes of each institution.  |  |
| * 1. Programme duration

If the proposed partnership is a dual degree, please include 1. the standard programme duration for the relevant programmes of each institution; and
2. the proposed duration of the dual degree/award programme.
 |  |
| * 1. Outline programme structure indicating when the students are attendance at UCL and when at the proposed partner institution.
 |  |
| * 1. Mode(s) of study
 |  |
| * 1. Expected student numbers
 |  |
| * 1. If this is a new programme or route, please indicate the dates when the programme proposal (outline and final) or amendment will be considered by the Programme and Module Approval Panel.

*If the partnership is a* ***flying faculty/off-site****, a new route must be added on the programme (if there are changes to the programme content, the flying faculty programme may need to be created as a new programme).* *See* [*Chapter 7 of the Academic Manual*](https://www.ucl.ac.uk/srs/academic-manual/c3/c3-intro#top) *for further information.*  |  |
| **3. Partner institution** ***This section should be completed in liaison with the proposed partner institution..*** *(Please note that the Academic Policy, Quality and Standards team will complete a Due Diligence checklist and a Risk Assessment on the Partner in addition to the requirements here. The Academic Policy, Quality and Standards team will share their Due Diligence and Risk Assessment with the proposers)* |
| * 1. Name and full address of the proposed partner institution
 |  |
| * 1. Name of key contact person at the proposed partner institution
 |  |
| * 1. Role of key contact at the proposed partner institution
 |  |
| * 1. Email address and telephone number of contact person
 |  |
| * 1. What is the legal status of the proposed partner institution? Is the partner institution legally able to contract with UCL, or will the contracting party be a different legal entity? If a different entity, what is the relationship between the partner institution and that entity?
 |  |
| * 1. Is the proposed partner institution
1. privately funded higher education institution;
2. publicly funded higher education institution;
3. a charity/not-for-profit institution;
4. a publicly funded (government) organisation or agency;
5. a private company;
6. a foreign government (or part of a foreign government); or
7. other type of institution (please describe)?
 |  |
| * 1. If the proposed partner is a higher education institution, provide a description of the partner’s academic reputation, referring to university rankings and other relevant evidence.
 |  |
| * 1. Is there an approval process for the programme, module, partnership and/or agreement at the partner institution? If so, please describe the process and UCL’s involvement in it.
 |  |
| * 1. Are there any Student Visa implications of the proposed partnership?

*Confirm that you have Discussed this with the Senior Policy Adviser (Academic Partnerships) or the Head of Student Immigration in the first instance.* |  |
| * 1. Are there, or has there recently been, any other education collaborations between UCL and the partner institution?
 |  |
| * 1. If the proposed partner is a higher education institution, provide information on and links to the proposed partner institution’s student support services, including:
* Disability services and accessibility
* Library and learning resources
* Academic writing and English language support (if applicable)
* IT
* Health and wellbeing services
 |  |
| * 1. Does the partner institution hold an appropriate
* Employer Liability Insurance;
* Public Liability Insurance;
* Professional Indemnity Insurance?

*The relevant insurances UCL holds are available* [*here*](http://www.ucl.ac.uk/finance/insurance) *together with a brief description of what each insurance should cover.* |  |
| * 1. If the proposed partner is a higher education institution, provide a description of their quality assurance system in comparison to [UCL’s Academic Manual](https://www.ucl.ac.uk/academic-manual/), especially in relation to
* the external examiner system;
* programme and module approval;
* annual programme monitoring;
* periodic programme review; and
* any specific academic partnership/collaboration review or monitoring.
 |  |
| * 1. Attach or provide a link to the partner institution’s data protection/privacy policy or statement that applies to the students.

*Here is a link to the* [*UCL General Student Privacy Notice.*](https://www.ucl.ac.uk/legal-services/privacy/ucl-student-privacy)  |  |
| **Questions 3.15-3.17 below apply to overseas partner institutions only.** |
| * 1. Is in-country government approval required for the partnership and programme in the country of the proposed partner (such as approval by the local Ministry of Education)? If so, what is the in-country approval process and timeframe?

*Please note that the UCL Department has to cover the costs of any local legal advice that may need to be sought for any agreements that are not subject to English law if so advised by Legal Services.* |  |
| * 1. Does the partner institution have, or has it had, academic partnerships with any other UK universities? If so, which?
 |  |
| * 1. Has the Global Engagement team been consulted on this academic partnership proposal?

*Please insert any comments from Global Engagement in relation to the proposal and the name and title of the colleague who has been consulted in the Global Engagement team.* |  |
| **4. Proposed academic partnership activity** |
| **Questions 4.1 - 4.9 below apply to all academic partnership types unless otherwise indicated.**  |
| * 1. Provide
1. a summary description; and
2. a rationale (the benefits to UCL of the proposed partnership)

for the proposed academic partnership activity. |  |
| * 1. State how the proposed collaboration fits with [UCL’s 20-year strategy, UCL-2034](http://www.ucl.ac.uk/2034) and (if international) the [UCL Global Engagement Strategy](http://www.ucl.ac.uk/global/strategy).
 |  |
| * 1. For a dual degree/double/multiple award, provide the exact name of the partner institution’s qualification.
 |  |
| * 1. For a joint award, confirm that the qualification title given in section 2.2 has been agreed with the partner institution as the joint award title that will appear on the students’ degree certificate.
 |  |
| * 1. State any additional resource implications for UCL as a consequence of the academic partnership (academic and professional service staffing, learning resources, teaching rooms, etc.)
 |  |
| * 1. For a flying faculty partnership, confirm whether advice has been sought from
* UCL Legal Services
* UCL Head of Taxation; and
* UCL HR

*Local legal advice through UCL Legal Services must be sought for all flying faculty partnerships at the UCL Department’s cost. Discuss this with the Senior Policy Adviser (Academic Partnerships) in the first instance.* |  |
| * 1. there be any financial transactions between UCL and the partner institution?

*For overseas partner institutions:** Will there be VAT implications in the UK, or any other taxation implications in the country of the partner institution, for the financial transactions?
* Are there any controls on capital or currency entering or exiting the partner institution’s country?
* provide links to, or attach, the proposed partner institution’s anti-bribery policy, or equivalent.

*Advice on VAT should be sought from the UCL Head of Taxation.**For information, UCL’s Anti-corruption and Bribery Policy is available* [*here*](https://www.ucl.ac.uk/finance/policies-corporate-info/ucl-anti-corruption-and-bribery-policy)*.* |  |
| * 1. Intellectual Property
1. Will any intellectual property (IP) be developed jointly by UCL and the partner institution for the purposes of the programme?
2. Who will own the rights for any such jointly developed IP?
 |  |
| * 1. What student-related data will be shared between UCL and the partner institution during the collaboration? *(Refer to sections A-E below)*
 |  |
| * 1. For a joint award, please confirm which institution will be the administrative Lead Institution?
 |  |
| **Sections A-E below must be agreed with the Faculty and then the partner institution prior to submission of this form. The partner institution’s confirmation must be provided as an e-mail when this form is submitted.** **For Articulation and Progression agreements, only sections A-B apply.** |
| 1. **MARKETING, RECRUITMENT AND FEES**
 |
| * 1. Marketing and recruitment activities
1. Will both/all institution be undertaking marketing and recruitment activities for the programme/module or is only one institutions responsible for marketing and recruitment? If so, which?
2. If both institutions are marketing the module/programme, what is the process at each institution to review and approve the marketing materials and any other publicity issued by the other institution prior to publication?
3. Will the partner institution be using the UCL logo and vice versa?

*Please see information on third party use of the UCL logo* [*here*](http://www.ucl.ac.uk/cam/brand/resources/legal-information)*.*  |  |
| * 1. Student numbers
1. What is the maximum number of students that will be recruited for each cohort?
2. Will there be a minimum number of students that have to be recruited per cohort for the programme to run that year? *Note that prospective students will have to be notified that the delivery of the programme will be subject a minimum number of students prior to and on application as per CMA guidance.*
 |  |
| * 1. Tuition fees
1. Which institution will the student pay tuition fees to and in what currency?
2. How will the tuition fee rates be agreed between UCL and the partner institution and by when each year?
3. What is the agreed tuition fee rate for the first cohort?
 |  |
| * 1. Are there any other financial arrangements relating to students as part of the partnership (scholarships, bursaries etc.)?
 |  |
| * 1. Are there additional costs to tuition fees that the students are expected to cover to participate in the programme (such travel costs between two or more countries)?
 |  |
| 1. **ADMISSIONS AND INDUCTION**

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| * 1. How will the admissions decisions be made between the institutions for the programme or module (by UCL, by partner institution or jointly)?

If admissions decisions are made jointly:* 1. Which institution will students apply to in the first instance?
	2. How will the students’ applications be shared between the institutions?
	3. How will overseas degree equivalence be determined for the programme?
	4. Please provide a link to, or attach, the partner institution’s Equal Opportunities Policy.

If admissions decisions are made by the partner institution:1. How will UCL maintain oversight that the agreed entry requirements are adhered to by the partner institution?
2. Are there any Student Visa implications of the arrangements if UCL needs to sponsor a student visa?
3. Please provide a link to, or attach, the partner institution’s Equal Opportunities Policy.

*The UCL Equal Opportunities Policy is available* [*here*](https://www.ucl.ac.uk/human-resources/policies/2017/dec/equal-opportunities)*.* |  |
| * 1. Entry requirements
1. How are the entry requirements set for the programme or module (jointly or by UCL)?
2. If entry requirements are set jointly, how is overseas degree equivalence to UK degrees determined between the institutions?
3. If entry requirements are set jointly, please provide them here.
 |  |
| * 1. If the partner institution is a higher education institution, how and by which institution will the offer letter(s) be issued to students?
 |  |
| * 1. Students’ status
		1. What will the registration status of the students be at each institution for the duration of the programme or module?
		2. What partner institution terms and conditions will apply to the student while they are registered with that institution?
 |  |
| * 1. How will UCL and the partner institution collaborate in organising the induction to the programme for the students?
 |  |
| 1. **ACADEMIC REGULATIONS**
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| * 1. If the partner institution is a higher education institution, please indicate whether UCL’s or the partner institution’s regulations will be applied in relation to
1. [student registration](http://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/period)
2. [progression and award](http://www.ucl.ac.uk/srs/academic-manual/c4/progression-award)
3. [consequences of failure](http://www.ucl.ac.uk/srs/academic-manual/c4/failure)
4. [classification](https://www.ucl.ac.uk/srs/academic-manual/c4/classification)
5. [extenuating circumstances](https://www.ucl.ac.uk/academic-manual/chapters/chapter-2-student-support-framework)
6. [examination irregularities and plagiarism](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
7. [academic and non-academic complaints](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)
8. [student discipline](https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework)

*(the links above direct to the relevant UCL regulations)*If UCL’s regulations will **not** be used for any of the above circumstances, please attach or provide a link to the relevant regulations of the partner institution and indicate how the partner institution’s regulations differ from the equivalent UCL regulations.If it’s proposed that UCL regulations are used but with **any variations** that are allowed at programme-level in the regulations, please indicate that here. Please note that the relevant programme amendment approval processes may apply.*The Academic Policy, Quality and Standards team can be contacted for help with this section.*  |  |
| * 1. Will UCL’s or the partner institution’s student IP policy apply to the students’ work on each module?

*Normally the student IP policy is determined based on the student IP policy in place at the institution who delivers the module in question. If the partner institution does not have a student IP policy, the UCL policy should apply.*  |  |
| * 1. Programme amendments
	2. How will any programme or module amendments be agreed and made for the programme between UCL and the partner institution?
	3. Does UCL and the partner institution need to consult each other when making changes to the programme or any module, or vice versa?
 |  |
| * 1. If the partner institution is a higher education institution, how will the quality assurance mechanisms described in section 3.13 of both UCL and the partner institution be applied to the programme?
 |  |
| * 1. If the partner institution is a higher education institution
1. Will UCL or the partner institution be responsible for the production and printing of the degree certificate and transcript?
2. For joint award, has the joint degree certificate been designed yet? If so, please attach it in Word-format.

*Please note that any joint award certificate templates need to be approved by the UCL Registrar via the Academic Policy, Quality and Standards team. If UCL will produce and print the joint certificate, please confirm that the Student Records team has been informed.* |  |
| 1. **STUDENT SUPPORT AND LEARNING RESOURCES**
 |
| * 1. If the partner institution is a higher education institution, will the students have access to all standard student support services from both institutions for the whole duration of the programme?
 |  |
| * 1. Are both institutions committed to implementing any reasonable adjustments (relating to both learning difficulties and physical disabilities) the student is entitled to, to a standard equivalent to what is required under English law?
 |  |
| * 1. Which institution Virtual Learning Environment (VLE) will be used for the programme and how will relevant staff from the other institution have access to that VLE?
 |  |
| * 1. How will the programme handbook (or equivalent programme information) be produced and provided to the students by UCL and the partner institution?
 |  |
| 1. **PROGRAMME DESIGN AND DELIVERY**

*Dual degrees where the UCL award is non-contingent on partner credit/contribution: Only questions 4.31-4.32, 4.34 and 4.37 below are required.* |
| * 1. How will UCL and the partner institution collaborate in programme or module design and development?
 |  |
| * 1. Exams and reassessment
	2. Will the students be assessed by any exams on the programme?
	3. If so, how will the exam resit opportunities be organised for the students?
	4. How will reassessment be dealt with for coursework?
 |  |
| * 1. Placements
1. Will the partnership programme include placements?
2. If so, how will placements be sourced and monitored (including appropriate placement agreements) and by which institution?

  |  |
| * 1. PSRB
1. Is the programme(s) accredited by a Professional, Statutory or Regulatory Body in the UK and/or in the country of the partner institution?
2. If so, confirm whether the partnership arrangement will affect the accreditation in either country, and that the relevant PSRB has been made aware of the partnership if relevant.
 |  |
| * 1. Teaching and assessment
1. List each module on the programme and indicate for each module whether it is
2. taught and/or supervised by the partner institution, by UCL or jointly (if jointly, indicate how teaching/supervision on the module is shared);
3. first marked by the partner institution or by UCL;
4. moderated/second marked the partner institution or by UCL;
5. subject to the UCL or partner institution marking scheme.
6. If both UCL and partner institution’s marking schemes are used, do grades need to be translated between UCL and the partner institution’s marking schemes?
7. If grades need to be translated between the institutions, please include the grade conversion table that will be used here.
 |  |
| * 1. Board of Examiners
1. Who will be responsible for appointing an External Examiner for the programme, or for each module?
2. How will the Board of Examiners be managed and organised between UCL and the partner institution, both at module and award level?
 |  |
| * 1. How will the Joint Management Committee operate for the partnership (how often will it meet, who will chair, and who will service the Committee)?

*Please see a brief description and sample agenda for Joint Management Committees* [*here*](http://www.ucl.ac.uk/srs/academic-manual/c7/annexes) *(Annex 8.8).* |  |
| * 1. How will a student-staff consultative committee, or equivalent, be managed and organised for the duration of the programme between UCL and the partner institution?
 |  |
| * 1. How will student feedback be collected, shared and reviewed for each module between UCL and the partner institution?
 |  |