**UCL Academic Partnerships**

**Renewal form for taught/research student provision**

This form is to be completed when renewing a Memorandum of Agreement (MoA) for a collaborative partnership involving (i) taught provision where a UCL qualification or credit is involved or (ii) postgraduate research provision, apart from in the case of student exchanges/study abroad/student placements.

Once the renewal of the academic partnership has been approved at Departmental and Faculty levels, this form together with the due diligence checklist, risk assessment and will be submitted to the Academic Partnership Review Group for consideration.

Advice on any aspect of this process is available from the Senior Policy Advisor (Academic Partnerships) in the Academic Policy, Quality and Standards team ([academic.partnerships@ucl.ac.uk](mailto:academic.partnerships@ucl.ac.uk)).

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| **1. UCL contact** |
| * 1. Name of the academic contact at UCL   2. Role   3. Department/Division   4. Faculty   5. Email address and telephone number   6. Name of UCL staff who manages the collaboration:   Academic lead (name and role)  Professional services lead (name and role) |
| **2. Partner institution** |
| 2.1 Name and full address of the partner institution  2.2 Name of key contact person at the partner institution  2.3 Role of key contact at the partner institution  2.4 Email address and telephone number of contact person  2.5 Evidence that the partner remains committed to continuing the partnership (e.g. confirmation email) |
| **3. Rationale for the renewal of the partnership** |
| * 1. Give a brief rationale for the renewal of the partnership.   (Why do you wish to continue the partnership)   * 1. State how the partnership continues to fit with relevant UCL Strategies (such as [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)   2. Give student numbers for the previous three cohorts on the partnership programme OR partnership module(s) OR number of applicants from a Progression Agreement partner (as appropriate).   3. Give student achievement data for the previous three years (completion rates and degree classifications) for the partnership programme OR module marks for partnership module(s) OR student achievement data only for students who have arrived because of a Progression Agreement (as appropriate). |
| **4. Review of partnership activities** |
| 4.1 Briefly describe the responsibilities of UCL and the partner institution(s) in the delivery of the partnership programme and/or module(s) OR execution of a Progression Agreement.  4.2 Outline any successes and/or issues (and how they have been overcome) in the partnership since its establishment/last review.  4.3 Marketing   1. Describe how the programme and/or module(s) is advertised and promoted. 2. If any advertising or promotion is carried out by the partner institution, state the controls in place for UCL marketing and publicity materials that the partner institution uses to promote and recruit to any programmes and/or module(s) which carry UCL awards. How is control over the use of UCL’s reputation, logo and brand managed?   4.4 How does the communication work between UCL and the partner institution (include the arrangements for joint steering group meetings, regular one-to-one meetings, visits etc)?  4.5 Student feedback   1. How is student feedback collected and monitored for the programme and/or module(s)? 2. Please provide copies of student feedback from the previous three academic years (e.g. module or programme feedback/survey results).   4.6 External Examiners   1. State the External Examiner arrangements for the programme(s) and/or module(s)? 2. Please provide copies of the External Examiner feedback from the previous three academic years (these are only required to be submitted if specifically requested by APQC)   4.7 Complaints  Please provide details of any complaints received in relation to the programme (s) and/or module(s) which relate to the partnership in the last three-years, e.g. number of and type of complaint (these are only required to be submitted for those complaints resolved locally/by the partner as all other complaints information will be requested by APQS via the Casework team).  4.8 State how the continuing appropriateness of resources and facilities at the partner institution is ensured.  4.9 Summarise any other measures which the department has in place to review the operation and quality of the partnership. |

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| **5. Sign off and approval** |
| 5.1 Academic lead for the collaborative partnership  Signature ……………………………………………………………. Date ……………………  Print name …………………………………………………….. Role ………………………….  5.2 Approval by Head of Department/Director of Division/Institute  Signature ………………………………………………………….. Date …………………………  Print name ………………………………….. Academic Department …………………………..  5.3 Approval by Dean of Faculty/Faculty Tutor  Signature …………………………………………………………. Date ……………………….  Print Name ………………………………………………………. |

*Please return the completed form with all signatures (e-signatures or confirmatory emails are accepted) and other documentation to the Senior Policy Advisor (Academic Partnerships),* [*academic.partnerships@ucl.ac.uk*](mailto:academic.partnerships@ucl.ac.uk)*.*