****

**Academic Partnerships**

**Sample agenda for Joint Management Committee meetings**

*The membership and specific arrangements for each Joint Management Committee are recorded in the relevant Memorandum of Agreement for each academic partnership.*

*The individual items on this sample agenda may be amended to suit specific partnership arrangements, but the overall topics should be discussed by each Joint Management Committee at least annually, preferably during the UCL Summer term.*

*Minutes of the Joint Management Committees must be submitted to the relevant UCL Department Teaching Committee for consideration.*

1. **Welcome and introductions**
2. **Apologies**
3. **Matters arising or carried forward from previous meeting**
4. **Visits and communication**

* Updates on visits since the last meeting and proposed or agreed visits for the upcoming year
* Any issues with ongoing communication
* Any changes in staff involved in the management of the programme(s) at either party
* Faculty/University updates – any relevant developments within the institutions that may be useful to share with the other party

1. **Student progression and achievement**

* Review of each student’s profile (or final year students’ and a sample of others if too many) to identify any anomalies in their progression and achievement
* Review of each student’s status - discussion on any withdrawals or interruptions
* Updates on recent/upcoming graduation ceremonies at each institution/the lead institution
* Updates on recent/upcoming Boards of Examiners at each institution/the lead institution

1. **Student feedback**

* A summary of student feedback from the previous year for the cohorts currently based at each party
* Any issues raised by students and how those were resolved
* Updates on any changes to student feedback collection mechanisms at either party

1. **Marketing, recruitment and admissions**

* Approval of any new or updated marketing material of each party by the other party
* Updates on marketing and recruitment activities from each party
* Discussion on the current admissions cycle, any current applications if applicable and the entry requirements
* Updates on the planned induction process for the upcoming year from each institution

1. **Programme and partnership updates**

* Discussion on any planned changes to be made to the programmes or modules (by either party)
* Any updates on learning resources (virtual learning environment, libraries etc) at either party
* Any updates on teaching and other facilities at either party
* Any changes of teaching staff on the programme at either party
* Updates on external examining arrangements for the programme(s) and discussion on the most recent external examiner feedback for the programme(s)
* Discussion on the renewal of the Memorandum of Agreement if relevant
* *JOINT/DOUBLE awards:* Updates on the programme handbook from the lead institution and other student-facing programme material for the upcoming academic year
* *JOINT/DOUBLE awards:* discussion on financial and budgetary matters and tuition fees if required

1. **Date and location of the next meeting**

*[For the minutes: Date and location of the meeting (can be virtually) and list of attendees]*