

Policy on Higher Education Provision with Others

Annex 3: Role of the Academic Lead (Partnership)

1. Main role purpose

Every educational partnership must have a nominated Academic Lead. Where a partnership covers more than one programme, the Academic Lead has overall responsibility for liaison with the partner(s) to ensure the successful running of the collaboration with respect to all the relevant programmes.

In summary, Academic Leads are responsible for:

1. leading on the proposal for a new educational partnership;
2. liaison with equivalent role-holder(s) at the partner institution(s) to ensure the successful development and maintenance of the partnership;
3. overseeing the management and regular monitoring of the educational partnership once established;
4. contributing as required to the periodic review/ renewal of the educational partnership;
5. overseeing the orderly termination of/ withdrawal from the educational partnership, if applicable.

2. Establishing the Partnership

2.1 Developing and submitting the proposal for a new partnership

The Academic Lead is responsible for the development of the initial proposal for the new educational collaborative arrangement, in order to secure strategic approval in principle for the partnership. This will involve seeking advice and support from relevant Professional Services, and particularly the Academic Quality and Partnerships Office (AQPO) in the first instance, as well as securing internal support from within the School/ Faculty for the proposal as required. The Academic Lead is responsible for completion of the initial proposal form, articulating the rationale for the proposal and assembling the necessary background information, with support from Professional Services.

2.2 Liaison with the partner(s)

The Academic Lead is responsible for confirming that the proposal has support at the appropriate level from the partner institution(s); putting colleagues in the respective institutions in contact with each other to negotiate aspects of the proposed arrangement in a timely fashion; and making prospective collaborating organisation(s) aware that educational partnerships are subject to the University's internal quality assurance procedures and regulations.

3. The Collaboration Agreement

Before an approved new partnership arrangement commences, the arrangement must be underpinned by a signed Collaboration Agreement. This Agreement will be developed by the Secretary's Office and the Academic Quality and Partnerships Office in consultation with other Professional Services (e.g., Finance) as required. The Academic Lead will provide input to and comment on the Agreement as appropriate and help facilitate its negotiation with the partner(s). Where the University of Bristol is not the lead partner, the Academic Lead will work with the above Professional Services teams in reviewing and negotiating on the lead partner's proposed Agreement in order to ensure that its contents conform with the requirements of the *Regulations and Code of Practice for Educational Collaborative Arrangements*.

4. Oversight and Review of the Partnership

The Academic Lead is responsible for:

- i) Overseeing the implementation of the partnership arrangement in accordance with the provisions set out in the signed Collaboration Agreement.
- ii) Ensuring effective ongoing communication channels with the partner(s) for the successful delivery of the partnership arrangement.
- iii) Developing appropriate ongoing engagement with the partnership within the University.
- iv) Ensuring that detailed operational records on the partnership arrangement are held locally and are accurate, complete and readily accessible. This will include the up-to-date Annual Operating Plan, where applicable.
- v) Ensuring that accurate and timely information on the partnership arrangement is provided to AQPO, for maintenance of the relevant entry in the University's Partnerships Register.
- vi) Ensuring that the partnership arrangement is subject to the University's quality assurance procedures (e.g., Annual Programme Review), and that collaborating partners are appropriately involved in these procedures.
- vii) Ensuring that information for current and prospective students, and general publicity material, with respect to the partnership arrangement is accurate and clear, and that where such information is produced by the partner it has been reviewed/ approved by the University as set out in the Collaboration Agreement.
- viii) Contributing as required to the periodic review process for the partnership arrangement. Depending on the precise nature of the review, this will involve completing the review/ renewal form, providing evidence on the operation of the partnership to date, attending any review meeting(s), and liaising with counterparts at the partner institution, staff and students

concerning participation in review meetings and any site visit as necessary.

- ix) Depending on the outcome of periodic review, contribute as required to the renegotiation of the partnership arrangement and development of a new Collaboration Agreement, working with the relevant Professional Services.
- x) If required, and working with the relevant Professional Services, oversee the orderly termination of/ withdrawal from the partnership arrangement, ensuring that the interests of students are safeguarded during this process.