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1 UCL Policy and Regulations for the Quality Assurance of Academic Partnerships

1.1 Introduction

1. Academic partnerships, as defined in Section 2.2 of this Framework, can offer many benefits to UCL, including opportunities to enhance our reputation and promote UCL's academic networks both nationally and internationally. All academic partnerships should be considered in terms of their alignment with [UCL's mission and 20-year strategy](#). International academic partnerships are also a key part of the [UCL Global Engagement Strategy](#) and our mission as London's Global University.
2. UCL academic partnerships with other organisations which contribute or lead to UCL credit and/or qualifications should enrich both our reputation and our contribution to society as London's Global University. This applies to academic partnerships both in the UK and beyond. Similarly, UCL needs to ensure that when delivering education with other institutions it complies with all relevant national requirements and legislation, and that the student experience is enhanced, not compromised, by academic partnership arrangements.
- 3.

2 Types of Academic Partnership

2.1

programme. The principles for the specific wording on the certificates can be found in [Annex 7.1: Forms of Academic Partnerships](#).

Dual Degree

Students undertake the major part of a UCL programme and of a partner institution programme with overlapping curricula allowing for the programmes to be taken together in a shorter time than it would take to complete the two programmes separately, but longer time than it would take to complete just one of the awards (to preclude full double-counting of credit for two awards)¹. Each instituti0.53 5o43.944 re7

Flying Faculty	The whole programme, or a major part of a programme, are delivered in a location away from UCL campus by UCL staff, who also carry out all aspects of assessment. Flying Faculty partnerships may be combined with Teaching Contribution from the partner institution.
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2. UCL has a number of Doctoral Training Partnerships/Centres (DTP/DTC) which are initiated, developed and approved via UCL Research Services. Any specific arrangements within DTPs/DTCs which come under the definition of academic partnerships will come under the terms of this framework and must be developed accordingly.
3. Student exchanges and study abroad arrangements are managed via the Study Abroad team in liaison with the Global Engagement Office (GEO) in line with [Annex 7.12: Principles for the Management of Study Abroad and Student Exchange Partnerships](#). The Study Abroad team is the main point of contact for these activities.
4. Placements and medical electives relating to degree programmes are managed with within the relevant academic Department who are the main point of contact for these activities. UCL Careers offer advice and guidance for the Departments on the set up of placements (see also [Annex 7.11](#)).
5. Some UCL Departments engage in intercollegiate

is devolved to Directors from Council via Deans of Faculties, Vice-Provost (Health) and ultimately the Provost.

3. With paragraphs 3.2.1 and 3.2.2 in mind, the day-to-day management of academic partnerships sits at local (departmental, divisional or institutional) level, normally through the Academic Programme Director, who has been appointed to the academic partnership and who is responsible for the day-to-day running of the partnership programme/activity and for ensuring that the partnership adheres to UCL's systems and procedures.
4. Management of academic partnerships must be included in the terms of reference of Departmental committees to ensure that this is embedded and this in turn reflected in the terms of Faculty committees to ensure consistency between organisational layers of UCL. The Department Teaching Committee, or equivalent, should receive the minutes of Joint Management Committees (see Section 4.6).

3.3 Professional Support and Oversight

1. UCL Academic Services provide a central point of contact at UCL regarding academic partnerships which lead to or involve the award of UCL credit and/or qualifications. This central team acts as an advisory and co-ordinating body for the approval, development and management of academic partnerships, linking up the relevant UCL stakeholders and ensuring oversight at institutional level.
2. The instigation and academic development of academic partnerships is undertaken within academic Departments and Faculties, always in liaison with the Global Engagement Office (GEO) (for international partnerships).
3. The processes for supporting academic partnerships beyond inception are situated in UCL's Academic Services. This team is the first point of contact for any member of UCL wishing to propose entering into an academic partnership.
4. The Academic Services team provides expertise and guidance in evaluating and developing partnerships for academic Departments and other stakeholders during all phases of the partnership, from initial approval through to implementation, operation, review and termination.
5. The Academic Services team coordinates communication with other UCL stakeholders who may need to be consulted with regard to each partnership (e.g. GEO, Legal Services).
6. Academic Services also develops and services the Academic Partnership Review Group described in Section 3.1 and other cross-UCL teams and working groups to share good practice and resolve common issues which may occur. The team also works directly with relevant areas across UCL to resolve more specific issues.

<p>Flying Faculty Programme Statement</p>	<p>This paper is required for Flying Faculty arrangements only. The statement should include an overview of any proposed changes to the existing on campus programme specification/programme summary that will be made to the programme when delivered as Flying Faculty. The statement will inform the Academic Partnerships Review Group to decide whether the Programme Amendment process, as outlined in Chapter 3 of the Academic Manual, is required.</p> <p>The statement should consider issues such as:</p> <ul style="list-style-type: none"> Timing of assessment in relation to the on-campus programme; External Examiner workload; Localisation of programme content; and Mode of delivery
<p>Articulation Agreement Curriculum Mapping</p>	<p>The mapping is required for Articulation agreement proposals where UCL will count credits from the partner institution as part of the UCL degree by admitting the students to the UCL programme with advanced standing. The mapping should include:</p> <ul style="list-style-type: none"> Evidence of the <i>equivalence of the study workload</i> undertaken at the partner university to the relevant years of the UCL programme (using e.g. credit conversion or learning hours); Evidence of the <i>equivalence of the level of the partner programme</i> to the FHEQ level of the UCL degree (through e.g. an analysis of the assessment methods and/or learning outcomes); and <i>Comparative analysis of the content of the partner programme and the UCL degree</i> to ensure the students possess the relevant skills and knowledge when joining the UCL programme with advanced standing

3. The following operational issues must be considered when developing a proposal for an academic partnership:

Marketing and recruitment:

how the programme will be marketed and students recruited;
 what mechanisms are in place to approve any marketing and publicity material produced by either institution.

who will be responsible for the assessment of students and how will the equivalence of marking practices be guaranteed;
the language of instruction will normally be in English (except for language degrees, where relevant).

External examiner arrangements:

the External Examiner arrangements for the partnership programme must be consistent with [Chapter 6: Quality Review Framework](#);
External Examiner(s) have to be appointed for all joint and double/multiple award programmes and the External Examiner(s) need to, on request, have access to samples of assessed work or examination scripts from the partner institution in order to have full oversight of the academic standards for the whole programme;

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(Doctoral School). All international partnership MoA are also signed by the Vice-
Provost, International.

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institution is obtained and processed by UCL as necessary for the purposes of managing students' records and awarding the degree;

ensuring that the conditions and terms stated in the Memorandum of Agreement are adhered to within UCL.

4. Most academic partnerships (as set out in the Memorandum of Agreement) will require a Joint Management Committee, which includes representatives from both/all institutions and meets at least annually to discuss developments and issues relating to the partnership and programme. A template agenda for a Joint Management Committee can be found in [Annex 7.9](#). Further terms of reference and operation for each Joint Management Committee are set out in the relevant Memorandum of Agreement.

Approval

7. The Termination of an Academic Partnership Form ([Annex 7.8](#)) should be completed and signed as indicated. When complete, this should be submitted to Academic Services for report to the Academic Partnership Review Group (APRG).
8. The arrangements for termination, duty of care to students and the exit strategy as set out in the termination form must be approved by the Head of the Academic Department and then signed off by the Dean of Faculty. If the partnership is a non-UK partnership, the form must also be approved by the Head of the Global Engagement Office.
9. Academic Services can offer advice and guidance on matters to do with termination, exit strategy and duty of care to students if required.