

ROLE OF THE COLLABORATIVE PARTNER REPRESENTATIVE

The School managing the collaborative link on behalf of the University will appoint a Collaborative Partner Representative (CPR) for each partner organisation or for each validated programme of study. A single CPR may act for more than one programme and across subject areas depending on the nature and scale of the partnership.

A CPR will be identified and approved following approval of the Partner Proposal.

The CPR should be the first point of contact between the PO and the University for matters relating to academic standards and quality of the student experience on collaborative programmes. The CPR will involve other University academic staff and those in the Academic Quality Support (AQS) team within Registry as necessary.

The duties of the CPR are:

- to interpret for the partner, as necessary, the University's Regulatory Framework as it applies to the collaborative provision;
 - to advise the PO, as appropriate, on the content and presentation of proposals to the University for programme approval;
 - to advise the PO, as appropriate, on proposals for Academic Delivery Frameworks or Schemes relating to proposed collaborative provision with the University;
 - to work closely with AQS on all matters relating to approval, monitoring, and review procedures for the collaborative provision;
 - to maintain regular contact with the PO so as to exercise appropriate oversight, on behalf of the University, of the organisation of learning, teaching and assessment and the quality of the overall student experience on the approved programme(s);
 - to undertake site visits, as appropriate and with others if necessary, during the initial programme approval stages and to report to the University on the adequacy of facilities for delivery of the proposed programme(s);
 - to advise the University, after consultation with other academic staff as necessary, on the nomination of External Examiner(s) for the programme(s), and to liaise with the External Examiner(s) regarding the academic standards of the programme(s);
 - to attend Assessment Panel(s) relating to the collaborative provision at the PO and at the University so as to exercise oversight, on behalf of the University, of processes and procedures relating to the assessment of students;
 - to be advised by, and to advise as necessary, the PO regarding student appeals, complaints, and academic misconduct relating to the collaborative provision;
 - to be formally consulted by the PO about the acceptability to the University of proposed publicity materials produced by the partner relating to the collaborative provision, seeking advice from Admissions and Marketing and the Registry at the University as appropriate;
 - to be consulted by, and to advise as appropriate, the PO regarding the Annual Monitoring Report written by the partner for submission to the University;
 - to keep the relevant School Management Group regularly updated on progress with the collaborative arrangements;
 - to report annually to the University's QSC via the CPR Report Form.
-