**TERMINATION / NON-RENEWAL OF A COLLABORATIVE PARTNERSHIP AGREEMENT**

**Partnership Agreement Termination**

Either partner may initiate the termination of a partnership and/or programme. Either partner shall be entitled to terminate the arrangement by written notice to the other if either party:

* commits a material breach of the agreement which cannot be remedied; or
* commits a breach that can be remedied and, having been notified of such a breach, has not remedied the situation within a further period specified by the notifying party (normally 28 days).

The following identifies examples of possible concerns, which may require the University to terminate a collaborative partnership:

* serious and repeated student complaint concerning the quality of delivery;
* breakdown of communications between the partners;
* the process of monitoring and review indicates a decline in the standard of the operation or delivery of the programme which cannot be sufficiently rectified within an appropriate timescale;
* extensive deviation from the agreed course and/or programme proposal;
* either the University or the partner institution fails to meet the requirements of the agreement in other ways.

The standard period of notice to terminate an agreement is twelve months, taking effect from the end of the academic year, although this may be varied according to the specific agreement. An individual programme may also be terminated by either party by giving not less than twelve months notice to take effect at the end of the academic year.

Upon the termination of the agreement, the partner will cease to operate the programme(s) except in respect of students already enrolled prior to the date of termination of the agreement. Any decision to terminate an agreement must therefore be subject to satisfactory arrangements being made for existing students to complete their programme and be assessed for the award for which they registered. Such arrangements will be determined by agreement between YSJU and the partner organisation.

**Procedure**

Schools should complete the termination form (see Appendix 1) giving details of the arrangements proposed to enable students studying on the partner’s programmes to complete their studies.

Proposals for the termination of a partnership and programme withdrawal plans will be considered by the Quality & Standards Committee for recommendation to Academic Board for final approval.

Decisions to terminate partnerships are notified to the Collaborative Provision Sub-Committee.

Termination letters should be signed by the Vice Chancellor or nominee.

**Non-Renewal of a Partnership Agreement Ending the University’s Relationship with a Partner:**

Where it is intended not to seek renewal of a collaborative arrangement at the time of the expiry of an existing agreement, and this constitutes the end of the University’s relationship with the partner organisation, the School is responsible for submitting a short report outlining the reasons for not seeking to renew the collaborative arrangement, while highlighting any lessons learned and good practice that has emerged from the partnership. The report should give details of the arrangements proposed to enable students studying on the partner’s programmes to complete their studies.

The report will be received and noted by the Quality & Standards Committee and Academic Board.

**Appendix 1**

**Proposal to Terminate a Collaborative Partnership**

|  |  |
| --- | --- |
| **Name of Collaborative Partner** |  |
| **YSJU School(s) involved in the collaboration** |  |
| **Termination notice sent to partner or received from Partner** | *Insert relevant date*  |
| **Date termination takes effect (end of notice period)**  | *Insert relevant date*  |
| **List Programme(s) delivered in collaboration with the partner**  |  |

**Grounds for Termination of Partnership:**

*Please provide a brief statement outlining the reasons for termination*

Signed on behalf of Executive Board by:

*Date:*

**Programme Withdrawal Plan:**

**Students**

|  |  |
| --- | --- |
| Indicate deadline agreed with partner for notifying students |  |
| How will the students on the Programme(s) be informed of the termination?  |  |
| List number of students on the different stages of the Programme(s) at the date of termination |  |

**Teaching and Assessment**

|  |  |
| --- | --- |
| Will the partner continue to be responsible for teaching and assessment until all students complete? If so, will additional monitoring or support be put in place? If alternative arrangements for the teaching and assessment of students are proposed, please provide details.  |  |
| What arrangements are in place to ensure the continuing quality of the student experience? Please provide details. |  |

**Assessment Panels**

|  |  |
| --- | --- |
| Clarify arrangements proposed for assessment panels to ensure that students can continue (dates should not exceed any maximum registration period) |  |
| Please provide confirmation that arrangements are in place to ensure that YJSU external examiners will still be under contract to cover the Programme(s)*E.g. if external’s contract is to expire before the final assessment board, is the external eligible for an extension to contract or will new externals be appointed to cover until the final board?* |  |

*Signed by Head of School(s):*

*Date:*