

Educational Partnerships Policy

Academic Governance arrangements for Transnational Education and Partnership activity which results in taught awards

Scope

- Partnership with Singapore Institute of Technology
- Newcastle University Medicine Malaysia
- INTO Newcastle University
- Newcastle University London (with INTO University Partnerships)
- MA Writing Poetry with the Poetry School
- Any future partnerships as determined by the Educational Partnerships Sub-Committee

Principles

1. The University has ultimate responsibility for the quality, academic standards and student experience for all provision delivered transnationally and through partnership activity.
2. Academic ownership of UG and PGT degree programmes delivered transnationally and through partnership activity rests with the Newcastle-based academic unit.¹

Degree Programme Director

3. For UG & PGT programmes delivered in multiple locations one Degree Programme Director based in Newcastle will be appointed to have strategic oversight and responsibility for the programme. A deputy DPD may be appointed by the Newcastle-based academic unit to undertake responsibility for the programme(s) at a non-Newcastle location.

Board of Studies

4. Where a UG or PGT programme is delivered in multiple locations this will be the responsibility of a single Newcastle-based Board of Studies. The Board of Studies should meet at least three times per year. Staff and students based at all locations in which the programme is offered should be represented (meetings may be conducted via video-conference or Skype). Board of Studies meetings should be scheduled so that whenever possible this is within the normal working day for all staff and students. A sub-committee structure may be established locally to consider day to day issues. Where multiple Newcastle University Schools operate in the same partnership e.g. SIT, local arrangements should be harmonised.

Board of Examiners

5. Where a UG or PGT programme is delivered in multiple locations this will be the responsibility of a single Newcastle-based Board of Examiners which will be responsible for considering progression and award recommendations for all students wherever they are located.

Staff based at all locations in which the programme is offered must be represented at all Board of Examiners meetings. To be quorate at least one member of staff from each location must attend (in person or virtually).

¹ For the MBBS programme in Malaysia responsibility for delivery rests with NUMed, however, academic oversight is undertaken through a single Newcastle based Board of Studies.

Pathway programmes

6. Where a pathway programme is delivered at more than one location, this will be the responsibility of a shared Board of Studies and a Board of Examiners for which Newcastle University is responsible and which is chaired by a Newcastle University Dean (UG or PG) or other senior academic appointed by the Pro-Vice Chancellor (Learning and Teaching). Members of staff from each location will have an equal membership on the Board. Any issues which the Board of Studies is unable to resolve will be considered by the Pro-Vice Chancellor (Learning and Teaching) for decision.
7. The Board(s) of Studies should meet at least three times per year. Staff and students based at all locations in which the programme is offered should be represented. A sub-committee structure may be established locally to consider day to day issues.
8. The Board(s) of Examiners will be responsible for considering progression and award recommendations for all students wherever they are located. Staff based at all locations in which the programme is offered must be represented at all Board of Examiners meetings.
To be quorate at least one member of staff from each location must attend (in person or virtually) Programme Managers will be appointed in each location reporting to the relevant Centre Director.

Note: All the following principles apply to all UG, PGT and Pathway programmes

Student representation

9. A Student-Staff Committee should be established in each location in which a programme is delivered. Issues identified which can be resolved locally need not be referred to the Board of Studies, but may be considered by any sub-committee established by the School under the provision in section 4 above.
10. Major concerns should be reported through to the Newcastle-based Board of Studies. Examples of major concerns may include academic quality issues or resource issues which require Newcastle University input and cannot be resolved at a local level.
Newcastle University Student Union (NUSU) will provide training for student representatives in all locations.

Visits

11. Reciprocal visits should take place, including at least one visit by the Newcastle DPD (or designated deputy) to the locations where their programme is delivered per year.
Members of staff should complete a visit report for review at the Board of Studies and Educational Partnerships Sub-Committee.

Quality Management

12. All transnational and partnership activity follows the University's regulations, policies and procedures as set out in the Quality and Standards Handbook and the University Calendar and Regulations. As is standard University practice minor variations from the norm to meet local requirements may be considered for approval through the relevant body, normally the Faculty Learning, Teaching and Student Experience Committee (FLTSEC) or Cross FLTSEC.
13. Faculty and Cross Faculty Learning, Teaching and Student Experience Committees
A standing item on the agenda should be a report from the TNE or partnership activity.
In addition to the standard monitoring of the partnership provision, it is expected that videoconference links at least two FLTSECs per annum should be held with Newcastle staff and students from each partnership location.

14. External Examining

External examiner(s) should be appointed to cover the programme in each location in which it is delivered to enable the External to ensure the comparability of standards across provision.

External examiner(s) should normally visit the TNE or partner provision twice during their period of appointment, and in no circumstances should visit less than once during their period of appointment.

15. Programme Regulations and modules

Minor variations to programmes and modules to reflect the local context are permitted. These must be approved through the University's standard module and programme approval processes.

16. Annual Monitoring and Review (AMR)

All programmes delivered transnationally and in partnership must complete the AMR, where appropriate, in collaboration with the partner. Responsibility and ownership of the process resides with the staff delivering the transnational/partnership programme. This will be considered by the Board of Studies prior to submission to the relevant FLTSEC.

17. Learning and Teaching Review (LTR)

All provision will be reviewed on a six yearly basis through the owning academic unit's Learning and Teaching Review.

Meetings will be undertaken via videoconference to ensure that staff and students based outside Newcastle have an input in the process.

18. Professional, Statutory and Regulatory Bodies (PSRBs)

For programmes with professional accreditation additional quality mechanisms may be put in place by the relevant PSRB in addition to Newcastle's requirements.

19. New partnership one-year on review

All new partnerships will be subject to a review after one year of operation which will aim to highlight any particular issues the partnership faced and how these were addressed in order to share practice and enhance the University's understanding of such issues. This will be incorporated into the AMR.

20. Review of Branch Campus Provision (RBCP)

All provision defined under the scope of these guidelines will undergo a RBCP in a six year cycle. RBCP will focus upon the overall student and staff experience rather than academic matters which will be considered during Learning and Teaching Review.

University oversight

21. University Internationalisation Committee

UIC is responsible for considering the University's strategic direction for all international activities.

It provides a central focal point for discussion on enhancing links and priorities across all activities.

22. Educational Partnerships Sub-Committee (EPSC)

EPSC undertakes University oversight of academic aspects of TNE and partnership activity on behalf of ULTSEC.

To obtain this oversight EPSC regularly considers the following:

- a. External Examiner reports
- b. Annual and periodic review reports
- c. Publicity information
- d. Student survey results
- e. Data relating to recruitment, progression and award

23. University Learning, Teaching and Student Experience Committee

ULTSEC is responsible to Senate for the strategic oversight of the learning, teaching and student experience for all programmes of study which lead to an award of the University.

ULTSEC will receive regular reports from EPSC and UIC on relevant matters.

Arrangements should be made to have at least two ULTSEC meetings per year held via videoconference with staff and students located outside Newcastle.

Policy owned and maintained by LTDS. Amended and approved by ULTSEC 14 January 2015	
Intended for use by:	Proposers of new partnerships Degree Programme Directors of existing partnerships School Administrators Faculty Learning and Teaching Support Teams Research and Enterprise Services International Relations
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