

## **Protocol for learning and teaching projects involving NUInternational Singapore Pte Ltd.**

### **Introduction**

The scope of this protocol applies to taught and research programmes that lead to Newcastle University credit or award, credit or award by another Institution, Continuing Professional Development, and projects aimed at developing resources to enhance the teaching environment, hereafter referred to as learning and teaching projects.

This protocol summarises the mechanisms for handling learning and teaching activities (as per the scope described above) which involve NUIS, with particular reference to which organisation(s) should be the contracting party and signatory to the contract(s).

It has been agreed by the PVC (Learning and Teaching) that an exemption to this Protocol may be applied in full or in part by the Head of Academic Operations at NUIS where an individual project is likely to result in income of less than £2,000 (SGD4000) in total. Where such an exemption is applied a brief outline of the rationale will be forwarded to the University contacts identified under Item 7.

The University has an inter-company agreement with NUIS, a Pte Ltd Company in Singapore, which is its wholly owned subsidiary. The NUIS Board of Directors are responsible for its sound operation and financial viability. There are no other shareholders in NUIS and therefore many of the decisions of the University can be enacted through the inter-company agreement although NUIS is unable to take responsibility for matters of an academic nature.

Where NUIS staff may undertake work for a customer based in Malaysia, advice must be sought from the NUIS CEO and Newcastle University's Executive Director of Finance before any commitment is made. In such cases, it may be more appropriate for NUMed to be the contracting party.

Where activities are undertaken jointly by UK staff and NUIS staff then the decision as to which body or bodies contracts will be determined primarily from a consideration of the academic obligations as well as from a consideration of the balance of risks and the flow of funds as determined by consultation between Finance and RES L&T.

### **Inter-company trading**

All financial transactions must go through the Financial Development Accountant (FDA), Finance and Planning who is responsible for all inter-company trading between NUIS and the University. As a member of Learning and Teaching Projects Operational Group (LATPOG), the FDA will be consulted through the mechanism of the Initial Proposal Template (IPT) at the conceptual stage of any proposed external project activity. Following approval of the IPT by the PVC (Learning and Teaching), as development of the project progresses, the FDA should be consulted about the proposed resource plan identifying the distribution of expenditure between the University and NUIS.

### **Procedures**

#### Principles

These procedures are set within a framework by which NUIS acknowledges ULTSEC as the senior University committee in relation to learning and teaching matters and which has authority over all educational activities conducted by NUIS.

Any University learning and teaching or PGR activity must go through the standard IPT process and relevant ULTSEC approval.

NUIS must follow all educational requirements of the University relating to, but not limited to matters of admission, academic quality, accreditation, award and the establishment of educational partnerships.

### Concept Approval

NUIS must follow the IPT process. Information on how to submit a teaching proposal is to be found at <http://www.ncl.ac.uk/res/teaching/how.htm> with a copy of the process flowchart at <http://www.ncl.ac.uk/res/teaching/flowchart/>. Approval of the IPT is required from the PVC (Learning and Teaching) or their specified delegate prior to project development.

### Project Development

1. Standard University processes should be followed, especially in regards to the quality of educational development and delivery.
2. Unless there is a specific local reason (e.g. Singaporean tax legislation) then all University policies and procedures shall be reflected on the ground in Singapore. For example, proposed Educational Partnerships will require the approval of the Educational Partnerships subcommittee of ULTSEC.
3. Learning and Teaching projects are regarded as University initiatives. Hence the key decision maker is the PVC (Learning and Teaching) with concurrence from RES L&T and the NUIS CEO in line with the University's delegation of authority.
4. In terms of costing and pricing, University processes should be followed by NUIS (including the use of MyProjects Proposals), applying University fee rates as appropriate and seeking approval for any proposed reduction in the established fee rates. The University's Fee Schedule may be found at <http://www.ncl.ac.uk/regulations/fees/>. Any variations from the University's established Fee Schedule or costing and pricing, as determined by the NUIS Board, will be reported to the Student Finance Committee.
5. CPD which is not credit bearing should be processed by the relevant Faculty Enterprise Team or Centre for Professional & Executive Development (CPED) under learning and teaching procedures and shall be consistent with the University's Institutional approach to CPD.
6. An IPT which relates to a learning and teaching project which originates from or involves Singapore, should be countersigned by the Head of Academic Operations at NUIS.
7. Alongside the IPT process, all new project activities, or proposed new areas of activity, which involve Schools in Singapore should be notified to the relevant Director of Faculty Operations. With advice from the FSG, the Director of Faculty Operations will determine whether the Faculty is content for development of the project to proceed. The Singapore Advisory Group will also be consulted where appropriate. The Director of Faculty Operations shall advise RES L&T of the outcome of the Faculty considerations to ensure that the IPT only proceeds with Faculty support.
8. Following Faculty in principle and IPT approvals all new learning and teaching projects will be processed by the Legal team in RES L&T and Finance Instructions and advice from either the Financial Development Accountant, Finance and Planning or the International Strategic Projects Manager, Research & Enterprise Services, or their successors, will be followed through the relevant negotiations.
9. RES L&T will provide a quarterly report on all Singapore L&T project activity to the NUIS Board and to the Singapore Advisory Group on a quarterly basis.

### Contract Approval

The Delegation of Authority Regulations state that “Projects relating to teaching of any type and value require the additional approval of the PVC (Learning and Teaching)”. Accordingly, all agreements, whether or not the University is a party, which relate to teaching of any type and value, thereby placing obligations of an academic nature upon the University, shall require PVC (Learning and Teaching) approval. This may take the form of signoff by the the PVC (Learning and Teaching) or specific delegation to a named person on a case by case basis.

Appendix A, Contract Formation and Authority for Approval Decision Tree, summarises the likely contracting party/ies and authorised person(s)

Following contract approval, ideally, original, signed, copies of contracts for both NUIS and the University should be sought regardless of whether both the University and NUIS are signatories.

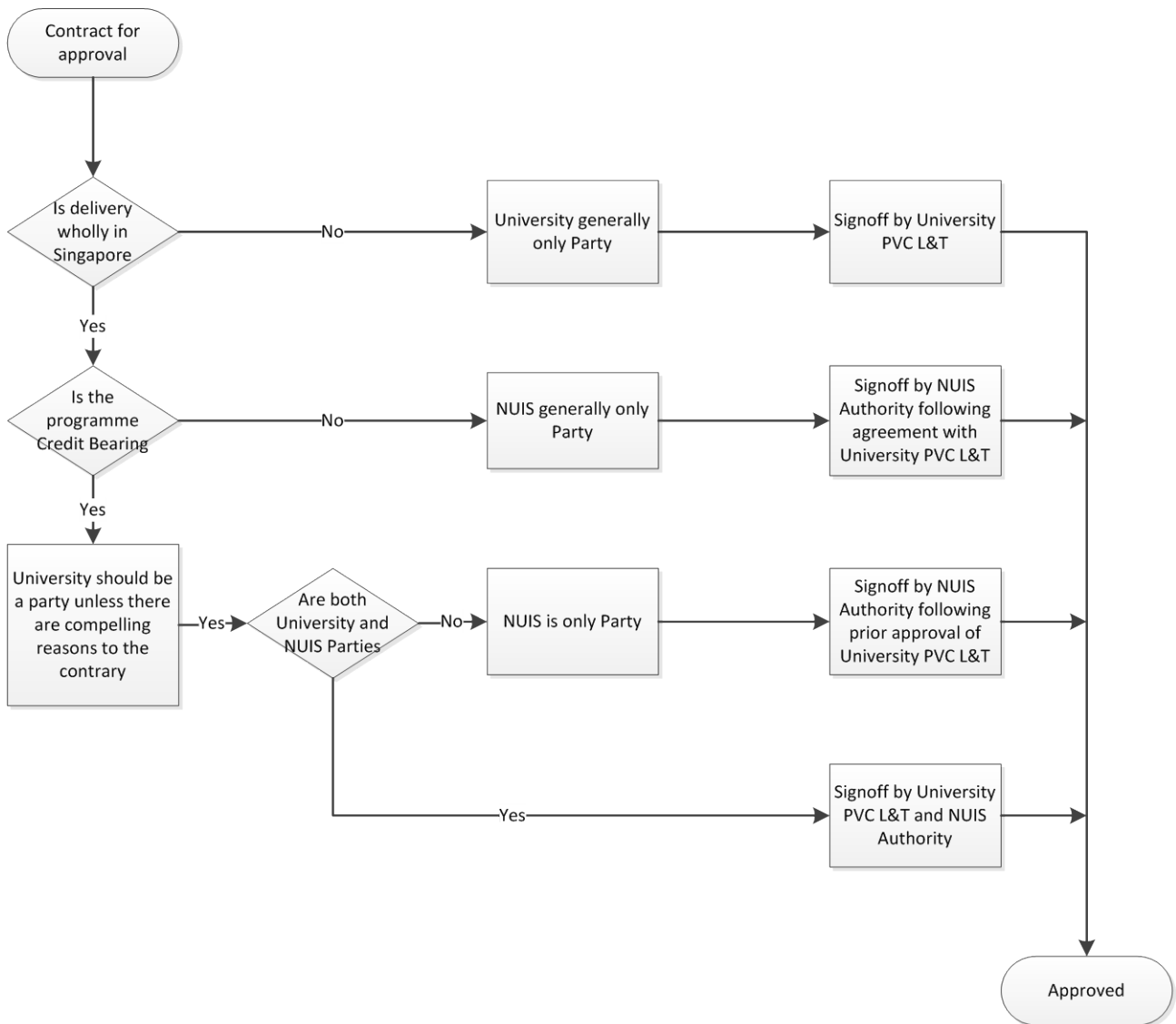
Should this not be possible, to address audit requirements the original of the signed copy shall be held as follows:

Key question		Original held by	Copy held by
Is the teaching credit bearing	Is delivery wholly in Singapore		
no	no	RES L&T or CPED on behalf of the University	NUIS
yes	no	RES L&T on behalf of the University	NUIS
no	yes	NUIS	RES or CPED on behalf of the University
yes	yes	RES L&T on behalf of the University	NUIS

Effective date	11 June 2014
Approval	ULTSEC
Approval	
Policy/Procedure owner	RES
Last Reviewed	

Appendix A

### Contract Formation and Authority for Approval Decision Tree



## Glossary of Terms

CPD	Continuing professional development
FDA	Financial Development Accountant
IPT	Initial Proposal Template
LATPOG	Learning and Teaching Projects Operations Group
NuMED	NUMed Malaysia Sdn Bhd
NUIS	NUInternational Singapore Pte Ltd
PGR	Post graduate research
RES	Research Enterprise Services
University	The University of Newcastle upon Tyne
ULTSEC	University Learning, Teaching and Student Experience Committee