

CCCU COLLABORATIVE PROVISION GUIDANCE

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List of Acronyms & Definitions

Agreement	The contractual agreement between CCCU and the partner, previously referred to as the Memorandum of Agreement or MoA
AL	Academic Lead
ALT	Academic Link Tutor
CCCU	Canterbury Christ Church University
CMT	Curriculum Management Tool
CPP	Course Performance Plans
FEPC	Faculty Executive Planning Sub-Committee
GLS	Governance and Legal Services, CCCU
H&S	Health and Safety
IPAD	International Partnerships and Development
OfS	Office for Students
POSC	Partnership Oversight Sub-Committee
PPPP	Partnership Portfolio Performance Plan
PPR	Periodic Partner Review
QSO	Quality and Standards Office, CCCU
SAPB	Strategic Academic Portfolio Board
SITS	Student Record System
SMT	Senior Management Team at CCCU
SOM	Standard Operating Model
UCPCAP	University Collaborative Partnership Course Approval Panel
UKPAU	UK Partnerships and Apprenticeships Delivery Unit
VC	CCCU Vice-Chancellor

1 Introduction and Taxonomy

1.1. Collaborative provision is an important component of the Canterbury Christ Church University (CCCU) strategic framework (Vision 2030). Collaborative provision is a type of partnership in which a partner organisation delivers teaching and assessment leading to CCCU awards.

- Collaborative provision arrangements are governed by contractual agreements between the University and the Partner, and there are formal mechanisms for their approval, management and termination.
- A Collaborative provision arrangement may be offered by one academic unit or across different academic units.

1.2. Collaborative provision activities fall under the following categories (also see [CCCU Taxonomy of Collaborative Provision](#)):

- **Franchise** – where existing University provision is delivered by a collaborative partner, leading to the award by the University.
- **Validation** – the University approves the course developed by the partner.
- **Articulation** – a collaborative agreement with an organisation to allow students to enter a University course with advanced standing.
- **Joint Degree** – where the University works with one or more degree awarding bodies for the purposes of course design, approval, delivery and assessment. Students successfully completing such a course gain a single award jointly awarded by the two institutions.
- **Dual Degree** – where the University works with one or more degree awarding bodies for jointly conceived courses, however, the student does not need to satisfy the requirements of all partners to receive an award.

1.3. As the awarding institution, CCCU is accountable for assuring the overall quality and academic standards of the provision, regardless of the type of partnerships. This document provides guidance and process covering all aspects of collaborative provision.

2 Development of a new collaborative provision partner

2.1. A prospective partner may be identified by SMT, the strategic lead for partners within the University's partnership office (IPAD/UKPAU) or CCCU academic units.

2.2. The partnership office (IPAD/UKPAU) will work in collaboration with a nominated senior academic, the AL, from the relevant academic Unit to support the partnership development.

2.3. In the development of a prospective collaborative provision partner, the University must be fully assured of:

- The proposed partner's ability to deliver all agreed aspects of approved courses (academic and operational).
- The University's capacity to support all required aspects of the partnership.
- The ability to meet any regulation and quality assurance requirements, for partnerships delivered outside of the UK.

2.4. There are three stages of the approval process, as outlined below.

2.5. Approval timelines.

- Agreement sign-off should normally be completed at least 3 months before the course start date to allow for SITS set-up and timely enrolment of students.
- Course approval must be signed off before the Agreement can be signed.
- Course approval event should be completed 4 months before the course start date.
- Extended timelines might be required for more complex partnerships, for example an international partnership which requires in-country approval by an overseas regulatory body.
- Shorter timelines can only be considered where there is a substantial business reason and there are clear plans for how late approval activity can be resourced and student experience be managed. SAPB will need to approve any such activity prior to commencement.

2.6. Approval reference document.

- The SOM for Collaborative Partnerships must be considered in any development.

3 Stage 1 – Application to explore a potential collaborative partner

3.1. This is the initial application to the CCCU to explore the potential partner.

- The exploration is based on publicly available data/information mainly from webpages.
- The application form will need to provide a high level but well-informed business case.
- This will need to include input from finance team to provide initial financial judgement based on the proposed student numbers.
- Approval at this stage only grants permission to proceed to due diligence not approval of a partner.

3.2. The AL and partnership office complete the document – [CCCU Application to explore a potential partner](#) – which is approved by the respective partnership office and the academic unit.

3.3. The document is submitted to QSO for the approval by the CCCU Strategic Academic Portfolio Board (SAPB).

3.4. Agreement of Deadlines

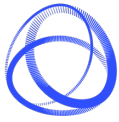
- If permission to enter due diligence is granted, then a full timeline of the key approval activities is agreed with the partnership office, AL and QSO.
- The development then proceeds to Stage 2.

4 Stage 2 – Development of full proposal with due diligence

4.1. This stage is made up of several activities with some running concurrently.

4.2. The [following documents](#) must be used:

- Partner Application form



- CCCU UK Partner Application Form
- CCCU International Partner Application Form
- CCCU Partner Venue Check Form
- Proposal for a new partner
 - CCCU UK Partner Proposal Form
 - CCCU International Partner Proposal Form

4.3. Obtaining and evaluating proposed partner information

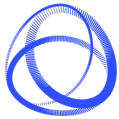
- Prospective partner is requested to complete the partner application form, providing essential information and documents.
- The AL and the respective partnership office review the information provided by the proposed partner for any risks and contractual / Agreement implications.
- AL and the respective partnership office complete section A of the new partner proposal form, confirming due diligence.
- Confirmation that the partner will have sufficient staff levels (both academic and professional) - in terms of qualifications and numbers - to enable the offering of the intended course(s) and provide student support.

4.4. Venue Check

- The purpose of the venue check is to gather information to enable assessing of the suitability of the venue of the proposed partner. The activity focuses on teaching facilities, physical resources, including the associated, health and safety, fire safety, and the standards of access and facilities for disabled students.
- A visit must only be undertaken after the SAPB has granted permission to proceed with due diligence and the partner has confirmed the readiness of the venue.
- The person nominated to complete the venue check, must be approved by QSO in collaboration with the respective partnership office.
- Prior to undertaking a venue check, nominees are to be trained by QSO in collaboration with the CCCU stakeholder experts (Facilities and H&S).
- The role of the person(s) completing the venue check is to gather information on the suitability of the venue.
- Any persons completing the venue check on behalf of CCCU do not provide advice of any kind to the partner and must always remain objective.
- On completion of the venue check, the person involved must sign off the venue check template and submit to QSO. If there are any issues observed during the venue check, these must be brought to the attention of QSO and the respective partnership office.

4.5. Completion of due diligence review

- The CCCU stakeholders – GLS, Finance, Insurance, H&S, etc – must review the documents provided by the partner and complete section B of the proposal for a new partner.
- The CCCU stakeholders confirm that there are no risks, or any risks can be addressed to enable approval of the partner to deliver CCCU courses.
- The partnership office coordinates the development of the operational handbook.



- The partnership office reviews all the documents, including the Venue Check and confirms readiness for submission.
- QSO must obtain references on the proposed partner.
- QSO reviews all the documents, references and confirms readiness to proceed to Partnership Oversight Sub-Committee (POSC) for approval.
- It should be noted that the scrutiny of due diligence may be iterative with further information required and resolution of potential issues completed before the readiness to proceed to POSC can be confirmed.

4.6. Course development for franchise

- Franchise course(s) must be developed based on the approved direct delivered course (s) documents.
- Where a collaborative provision partner franchises part of a course(s) with the intention of students completing part of a CCCU course and gaining an award, for example, franchising only a Level 6. In such cases, the admission will be through advanced standing using the proposed partner's awarded qualification. The arrangements for the advanced standing follow articulation mapping as explained in section 6. The AL will be responsible for the mapping process prior to approval by the academic unit. All mapping documents must be added to the proposed franchise course(s) within CMT, for these to be approved.
- The franchise course(s) arrangements must be approved by POSC, normally at the same time as approval of the partner.

4.7. Formal approval of collaborative provision partner by POSC

POSC must be provided with all the relevant documents to approve a partner. These include:

- The completed partner proposal form.
- The completed partner application form.
- The financial annexes.
- Franchise course proposal as available in CMT (where relevant).
- Confirmation of alignment to the Standard Operating Model.

Once POSC has granted approval, then the final stage can be completed including development of the Agreement.

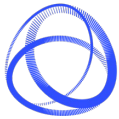
5 Stage 3 – Course Approval (where required) & Development of the Agreement

5.1. Course development for validated provision

- This is the collaborative provision where CCCU validates a partner's course for the partner to deliver and CCCU confers the award.
- Validated courses will be approved by a UCPCAP after POSC approval of the partner.
- All course(s) documents will be held in the CMT.

5.2. Development of the Agreement

- Once the partner and course are approved, QSO informs GLS of approval and the Agreement is developed to align with the approved documents.



- The Agreement will be completed on the standard template by GLS, coordinated by the respective partnership office and QSO.
- Once GLS confirms that the Agreement is ready, QSO arranges for the chair of POSC to approve prior to submission for the VC's signature.

5.3. SITS set up and student admission

- Once the Agreement has been signed by the VC and the partner, SITS set up can proceed.
- The set up, readiness for admission and enrolment of students must be completed no later than three months prior to the expected date of registration of students.

6 Articulation Arrangement Approval Process

6.1. An Articulation Agreement is where the University has an agreement with a partner recognising specific credit(s) gained from that institution to be used to allow any students who has achieved those credits to gain advance standing entry into a CCCU course.

6.2. Articulation also covers instances where a collaborative provision partner franchises part of course(s), for example only a Level 6 of a three-year course (s) and admission is through advanced standing (see 4.6).

6.3. The approval of articulation must include a complete curriculum mapping to ensure that the students awarded advanced standing (having completed the partner awards) are suitably qualified and duly prepared for entry into the agreed CCCU course.

6.4. The AL will prepare all articulation documents using the specified template (add link), accompanied by the specified evidence documents.

6.5. Where the documentation required for mapping is in a language other than English, the partner will be responsible for providing the University with certified translations.

6.6. Articulation mapping must be signed off by the current external examiner of the direct delivered course and approved by the academic unit.

6.7. Articulation mapping documents must be submitted to QSO through CMT as part of the franchise course approval documentation.

6.8. Where articulation agreement is separate (and not part of any other agreement), the articulation agreement must be developed to align with the approved documents. Once the partner and course are approved, QSO informs GLS of approval.

6.9. The Articulation Agreement will be completed on the standard template by the GLS coordinated by the respective partnership office and QSO.

6.10 Once GLS confirms that the Agreement is ready, QSO arranges for the Chair of POSC to approve prior to submission for the VC's signature.

7 Marketing and Promotion of collaborative courses

- 7.1. Collaborative provision course(s) must be supported by appropriate marketing. Collaborative courses may not be advertised 'subject to approval' until they have received POSC approval. To ensure this occurs during the drafting of the Agreement, the relevant partnership team will liaise with the partner to facilitate development of marketing material.
- 7.2. All promotional material for collaborative provision course (s) developed by the partner must be submitted to the University before dissemination and:
- approved by the University prior to their publication or release
 - designed in keeping with the guidelines for the correct use of the University's logo and corporate colours, as set out at:
<https://cccu.canterbury.ac.uk/marketing-and-communications/services/corporate-identity.aspx>
- 7.3. Promotional materials include advertisements, prospectuses, brochures, leaflets, folders, posters, web pages and any other form of printed or electronic communication which refer to the partner institution's connection with the University and are used to recruit students or staff or to attract funding or other support from public or private sector sources.

8 Management of a collaborative provision following Approval

- 8.1. Once a new collaborative provision partner has been approved, confirmed details of the partnership will be added to the University's definitive list of collaborative provision partners (Collaborative Provision Register).
- 8.2. The relevant partnership office (IPAD/UKPAU) working with the relevant SMT lead, AL and the academic unit, will ensure that an appropriate senior academic is appointed as an ALT, to take responsibility for coordinating the academic activities and communication, between the partner and the University.
- 8.3. The relevant partnership office (IPAD/UKPAU) representative, the AL and the ALT will be the core team responsible for all the operational processes of the partnership, as well as coordinating quality monitoring.
- 8.4. Each partnership will be subjected to quality reviews. Each partnership core team will conduct its own partner annual review with the report submitted to the POSC and QSO. QSO will coordinate the PPR which is undertaken prior to the renewal of the Agreement.
- 8.5. The relevant partnership office (IPAD/UKPAU) will in collaboration with GLS, continue to ensure that all collaborative legal requirements as contained in the Agreements are monitored, reviewed and refreshed, as necessary.

9 Quality monitoring of collaborative provision

- 9.1. Quality monitoring of collaborative provision is at both the course and partner level.

9.2. Annual CPPs must be developed for each course and monitored at partner Course Boards. The CPP follows the standard process as other direct delivered courses.

9.3. The PPPP is developed annually by each partner. The PPPP covers all of the partner's collaborative provision, they are presented at and monitored by POSC. The PPPP process is coordinated by the respective partnership office.

9.4. The PPR must be completed 18 months prior to renewal of the partner Agreement. The process is coordinated by QSO utilising an independent panel external to the collaborative provision partner. The outcome of PPR is presented at and monitored by POSC. The process and documents can be found [here](#).

10 Changes to existing partners

10.1 Changes to existing partners may include addition of courses, withdrawal/closure of courses, or venue changes.

- Any changes must be approved by POSC
- Any addition of course(s) will require SAPB initial approval before POSC approval
- Any venue check must follow the standard process.

10.2 Addition of new course(s)

- The AL develops a high-level business case, submitted to SAPB.
- Approval by SAPB grants permission to proceed to due diligence and POSC approval.

10.3 Due diligence and approval

- Updating of partner application with evidence to support expansion or change.
- The rest of the process must be followed as outlined for a new proposal.

10.4 Agreement Variation

- The Agreement will need to be updated to align with any changes which have been through the approval process.
- Information is normally added as annexure or schedule to the already developed Agreement by the GLS coordinated by the respective partnership office.
- Once GLS confirms that the updated Agreement is ready, QSO arranges for the Chair of POSC to approve prior to submission for the VC's signature.

11 Renewing collaborative provision

11.1 Agreements are generally signed for a period of 3 to 5 years and may be renewed. Details pertaining to renewal and templates are available [here](#).

11.2 Prior to the renewal of an Agreement, a PPR should be completed. Normally this is done 12-18 months prior to the end date of the existing Agreement to allow sufficient time for renewal if desired.

11.3 It is the responsibility of the respective partnership office (IPAD/UKPAU) in collaboration with the AL to initiate the renewal process and coordinate the

development of the renewal documents [[found here](#)] and tabling at the relevant CCCU committees.

11.4 As part of the renewal process, updated due diligence documents will have to be provided, and new venues checked.

11.5 Renewal documents are approved by the academic unit and POSC.

6.11 Once renewal is approved, GLS is requested to complete the final version of the Agreement. This is co-ordinated by the respective partnership and QSO.

11.6 Once the Agreement is ready, QSO must arrange for the Chair of POSC to sign off.

11.7 QSO must arrange for the approved Agreement to be submitted to the VC to sign off.

11.8 QSO must follow up with the respective partnership office to ensure that the Agreement is signed by both parties, update all stakeholders and ensure that the Agreement is appropriately filed.

12 Termination of a collaborative provision

12.1 Termination of a collaborative provision must take into consideration all elements of the provision – all the courses delivered and the contractual obligations of the Agreement.

12.2 Termination documents can be found [here](#).

12.3 The termination process is co-ordinated and managed by the respective partnership office (IPAD/UKPAU) and the AL, through a termination project team.

12.4 The AL must complete the initial request for course withdrawal form, providing high-level information of any implications to the portfolio and partnership. This initial application must be submitted to and approved by SAPB.

12.5 Once SAPB has approved the initial withdrawal request, the detailed Course Withdrawal form, which includes a teach-out plan, must be completed and approved by the Faculty Education and Portfolio Sub-Committee (FEPSC).

12.6 A termination agreement must be developed by GLS.

12.7 The course withdrawal document and termination agreement must be approved by POSC.

12.8 Following approval and sign-off, GLS is notified to report to OfS.

12.9 The teach-out plan for the students involved must be monitored, by the academic units and FEPSC, until all students have completed their studies.

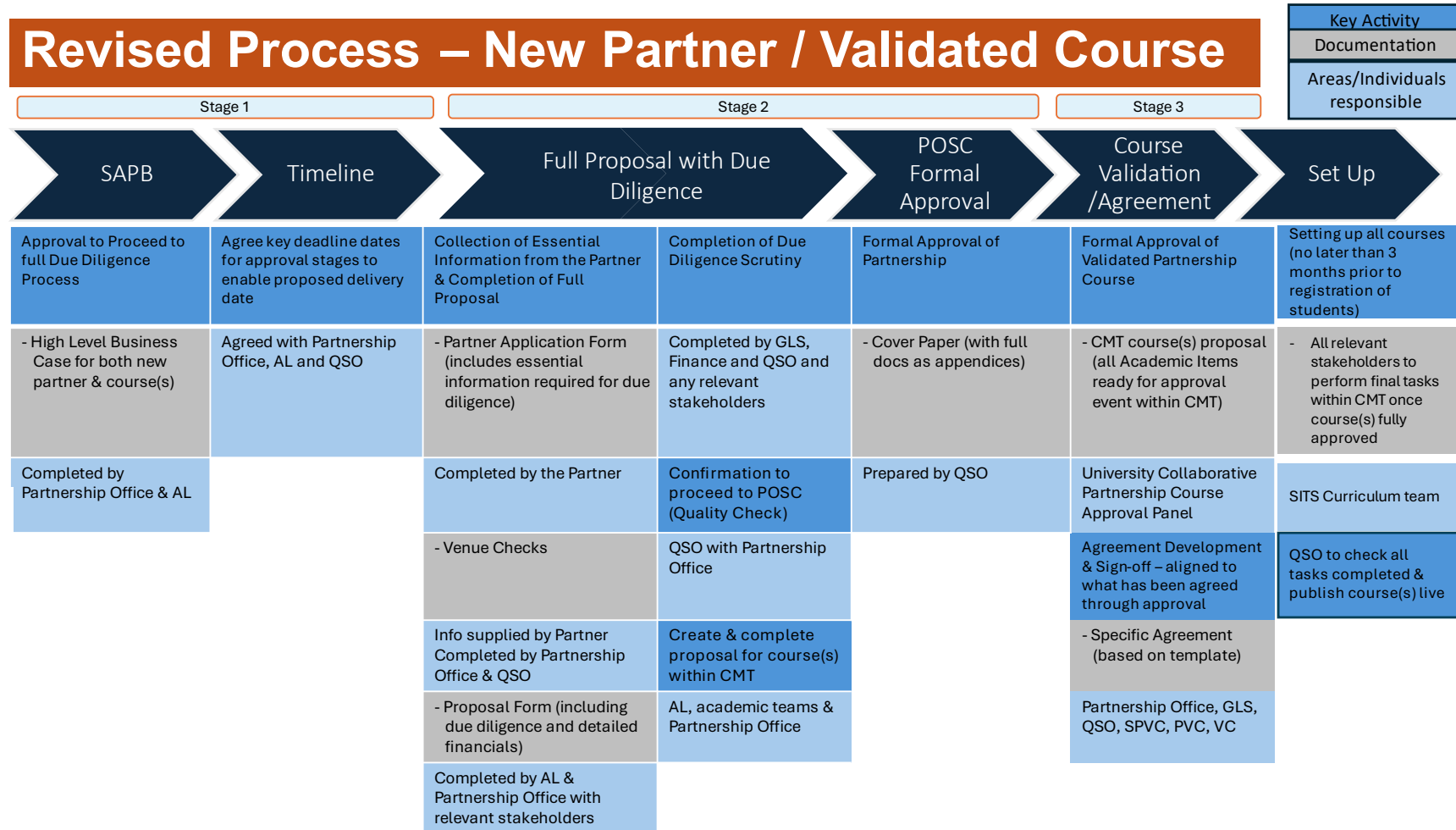
12.10 Monitoring of the teach-out plan must be reported to POSC annually until all students complete their studies.

12.11 The process for closure of a course following a teach-out period is the same as for University direct delivered courses offerings, which must be followed.

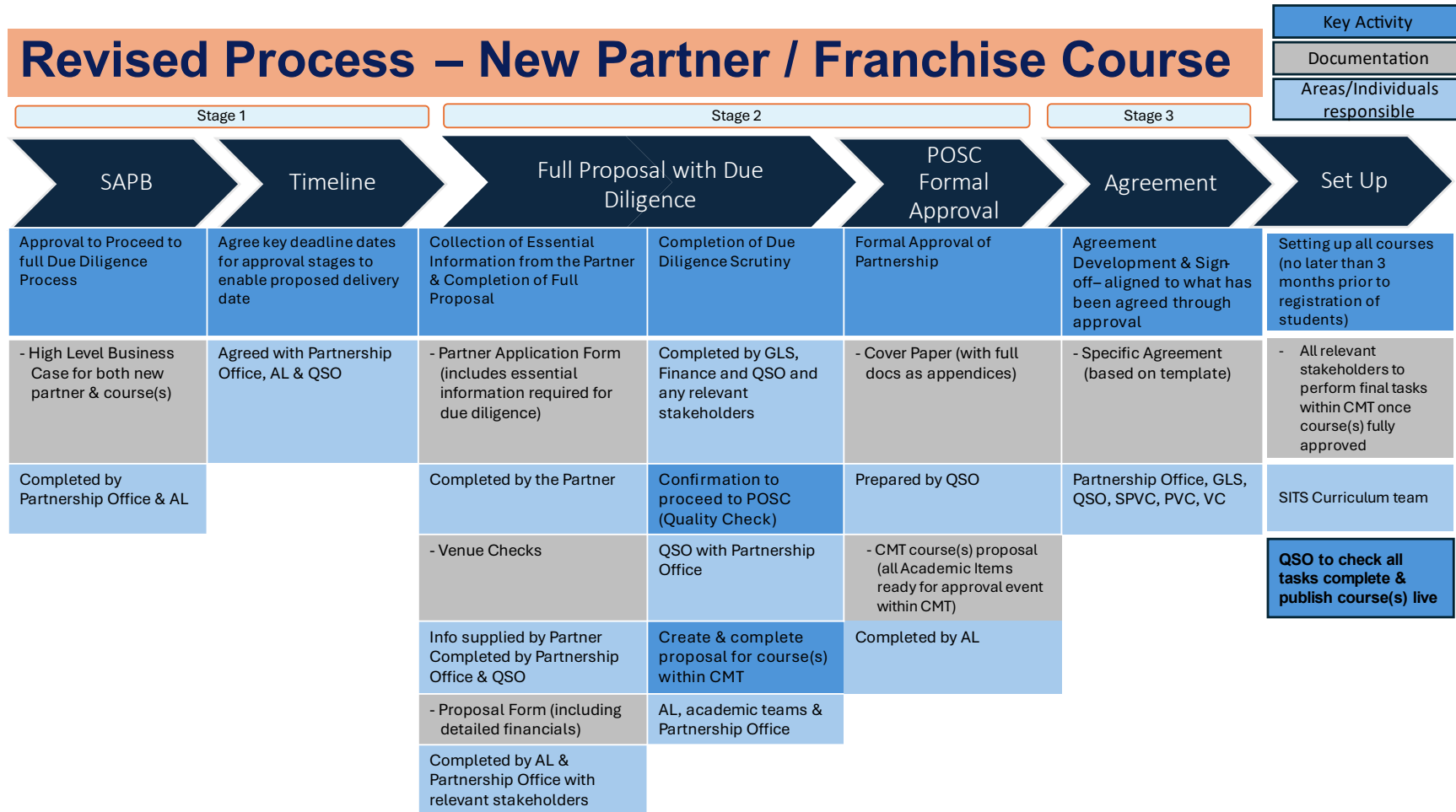
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Quality and Standards Office	15 November 2024	August 2025
Approved by POSC	05 November 2024	

13 Appendix: Approval process flow

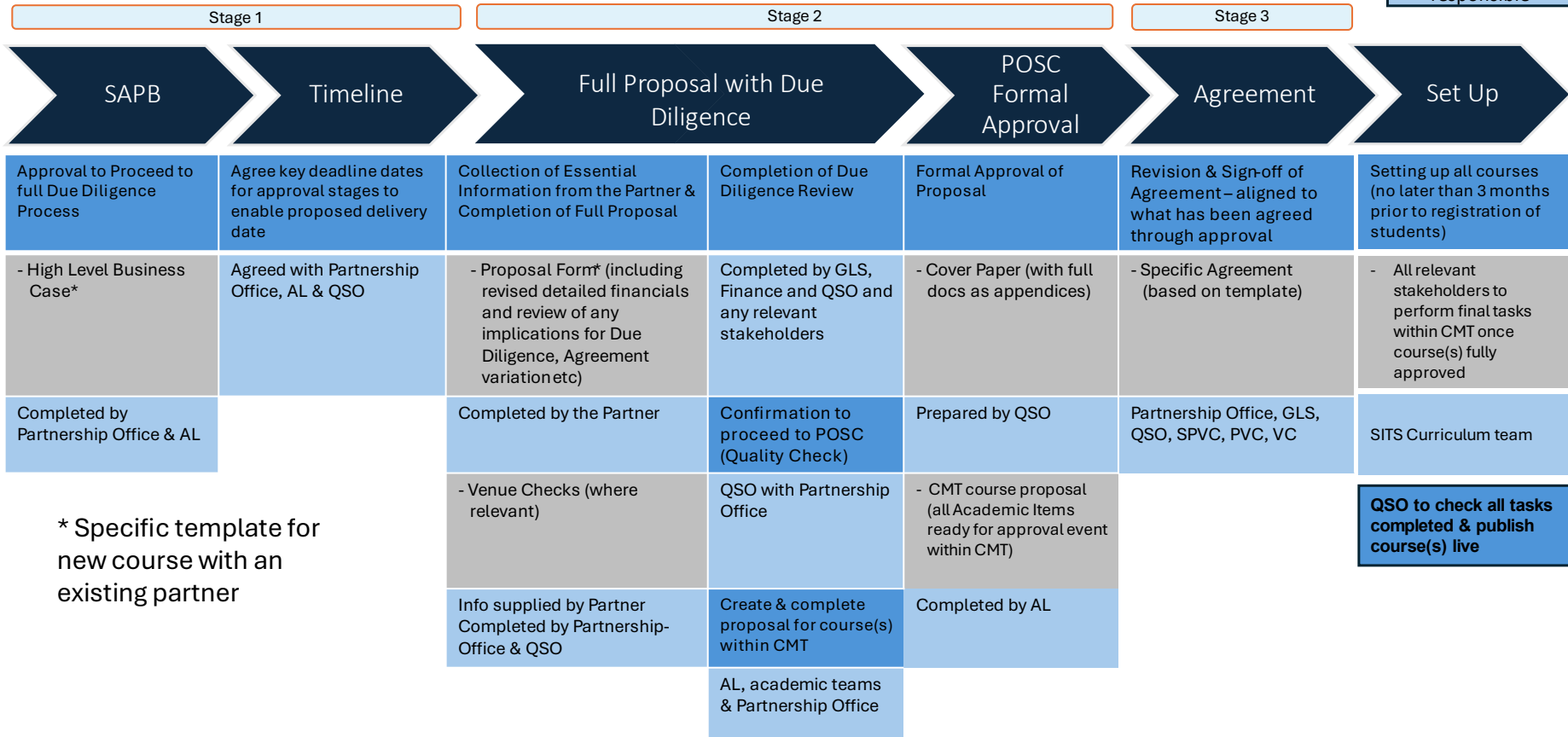


Revised Process – New Partner / Franchise Course



Revised Process - new course with existing partner (illustrated for Franchise)

Key Activity
Documentation
Areas/Individuals responsible



* Specific template for new course with an existing partner