

Review

A review of partnership programmes is made up of the following elements:

- Self-Evaluation and Business Planning document – to include a review on the T&L and operational aspects of the programme to date, a financial review, and comments on future plans and development of the programme. The School will produce this document based on the template available on request from CQSD.
- Partnership Programme Review – review of the operation of the partnership and programme and its continuing strategic fit with the School, University and Partner Institution. A site visit will be conducted where required. CQSD and the relevant TLD will compile this report.

These documents and reports will be presented to UPB, usually with a recommendation and action plan for any on-going improvements and enhancements highlighted in the review. UPB will make a decision on the approval of the continuation of the partnership and programme.

This will precede the renewal of the Memorandum of Agreement with the partner.

The flowchart in annex 2 represents an ideal sequence of events.

Periodic Review

The documentation resulting from the most recent Periodic Review will inform the partnership programme review and will provide guidance for initial discussions. The TLD will identify any areas within the Periodic Review that are relevant to the partnership programme and merit further consideration.

If a Periodic Review and the expiration of the existing MoA occur within in a similar time frame it may be possible to conduct the Periodic Review at the same time as the Partner Review. If this does occur, the Chair of the Periodic Review may also act as Chair for the site visit in consultation the TLD.

Self-

the TLD and CQSD who will confirm that the response adequately covers recommendations arising from the review. The Action Plan will act as appendix to the Partnership Programme Review.

Approval

Once all documentation is finalised, CQSD and the TLD will submit the following paperwork to the University Programme Board (UPB) and recommend, as appropriate, renewal of the partnership programme;

- Partnership University

Annex 1

Roles and responsibilities in the review of partnership programmes

Overall responsibility

The overall responsibility for the review of programmes involving delivery with a partner and partnership review lies with the relevant TLD. Support for the TLD in this respect will be provided by CQSD.

Specific roles and responsibilities

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The School will take the lead on the production of the Self-Evaluation and Business Planning Document, with support from their Finance Business Partner, CQSD and the TLD.

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The TLD will oversee the Partnership Programme Review supported by CQSD and the School. The TLD and CQSD will identify the key individuals to be involved in contributing to the review.

This may include:

- Pro Vice Chancellor (Teaching and Learning)
- Head of School
- School Director of Teaching and Learning
- Programme Director
- Academic staff involved in the delivery of the programme
- Administrative or Professional staff involved in the operation of the programme
- Director of the Reading International Office (where applicable)
- International Partnerships Team
- Support Services (such as Student Support Centres, the Library, TEL Team/IT, Admissions etc)
- Equivalent staff to the above at the Partner

Annex 2

Flowchart of review process

