# Definitions of collaborative activity

The following definitions are used to describe the provision of all collaborative activity in operation at the College where the management of the educational opportunity for a programme of study or a module that leads to or contributes to the award of King’s academic credit or a qualification are delivered, assessed or supported through an arrangement with a Partner and where the achievement of the relevant learning outcomes for the programme or module is dependent on the arrangement made with the partner.

**Memorandum of Understanding (MoU)**: a non-legally binding document setting out the aspirations between the Partners for future academic co-operation that is signed prior to any collaborative activity being agreed.

**Memorandum of Agreement (MoA):** a legally-binding document setting out the agreed terms of reference between the Partners for delivering any activity set out in the activity schedule that is signed prior to any agreed collaborative activity being delivered.

**Activity Schedule:** sets out the operational aspects for delivering the programme activity around the student lifecycle that is signed following programme approval. The activity schedule is not in itself legally-binding unless the accompanying MoA is signed.

**Jointly delivered programme activity:** defined by the QAA as ‘*A programme delivered or provided jointly by two or more organisations, irrespective of the award (whether single, joint, dual/double or multiple). It refers to the education provided rather than the nature of the award*’. Examples of types of jointly delivered programme activity are given in table one.

**Learning opportunity offered for a programme:** defined by the QAA as ‘*The provision made for student’s learning, including planned study programmes, teaching, assessment, academic and personal support, and resources (such as libraries and information systems, laboratories, studios or specialist facilities)*’. Examples of types of learning opportunities offered for a programme are given in table two.

**Serial Arrangements:** defined by the QAA as ‘*the delivery organisation (through an arrangement of its own) offers whole programmes (franchised to it or validated by the degree awarding body) elsewhere or assigns to another party powers delegated to it by the degree-awarding body*’. Examples of types of Serial Arrangements are given in table three.

**Physically present overseas campus arrangements**: a generic description of those types of arrangement where the higher education provision of a UK degree-awarding body is delivered in a Country outside of the UK and is a typical example of a Transnational Education (TNE) arrangement. Examples of types of Physically present overseas campus arrangements are given in table four.

**Table One (Jointly delivered programme activity)**

| **Type** | **Co-operative partnership** | **Double or Multiple Awards** | **Dual Award** | **Joint Award** | **Split-site PhD** |
| --- | --- | --- | --- | --- | --- |
| Definition | An arrangement whereby the College enters into a partnership with another degree awarding body to design and jointly deliver a programme of study, but with only one awarding institution. | A partnership arrangement whereby the College and one or more partner(s) provide a single jointly delivered programme for the same qualification, but leading to separate awards and separate certification being granted by both King’s and the Partner(s) | A partnership arrangement whereby the College and another Partner work together to offer a jointly conceived programme leading to separate awards (and separate certification) being granted by both King’s and the Partner. | A partnership arrangement under which the College and one or more partner(s) provide a programme leading to a single award made jointly by King’s and the Partner(s). A single certificate or document (signed by the competent authorities) attests to the successful completion of this jointly delivered programme, replacing the separate institutional or national qualifications. | An arrangement whereby the College enters into a partnership with another institution for a ‘non-resident student’ to register for a King’s awarded PhD programme and receive joint supervision and access to shared resources. |
| Programme Design | * A single jointly conceived programme with one distinct set of learning aims and outcomes; * The partner is expected to collaborate with the College to share resources and contribute to the teaching of the programme leading to a King’s award. The level of teaching contribution is normally continuous throughout the programme and significantly higher than for off-campus arrangements. These arrangements are normally only considered with a Partner where the College does not have the relevant expertise; * The provision is jointly designed with the partner with elements of the programme being delivered and often assessed by the partner in accordance with the College policies and regulations. | * A single programme with one set of learning aims and outcomes, designed and delivered in the same way as a Joint Award, but separate awards; * There is normally shared ownership of the curriculum and related IPR (Intellectual Property Rights); * These arrangements offer students a unique experience in being able to obtain two degree awards, although students have to satisfy the programme requirements to receive any award; * These arrangements will only be considered where there are legal or regulatory difficulties with the recognition or acceptance of a single joint certificate for a Joint Award e.g. due to Country specific government regulations, meaning that it is not in the interests of the students to mark their achievement in this way. | * Two programmes combined to form an integrated jointly conceived programme offered by King’s and the Partner with their own set of learning aims and outcomes; * These arrangements are designed to lock together with either overlapping curricula or comprising a joint initial curriculum (or two parallel and equivalent curricula) followed by two separate blocks of learning taken consecutively at each partner in turn; * The overall programme offers a unique experience enabling students to achieve more than one set of learning aims and outcomes and complete the two programmes in a shorter timeframe. * The programmes offered may be at different levels. Neither are dependent on the other and students may be able to successfully complete the learning aims and outcomes of one of the programmes to receive the intended qualification for that programme. | * A single programme with one set of learning aims and outcomes leading to a single award; * There is normally shared ownership of the curriculum and related IPR (Intellectual Property Rights); * The programme offers students a unique experience; * These arrangements will only be considered were the Partner has the legal and regulatory authority to make the joint award and recognise this within their jurisdiction. | * A single jointly conceived programme with one distinct set of learning aims and outcomes; * The Partner is normally a Public Research Institution, Industrial Research Laboratory or a HEI without degree awarding powers or other government body that is prepared to host the student and deliver the training, resources and/or supervision to the standard expected by the College; * The arrangement allows for students to spend significant periods of time with the Partner, where the prescribed programme of study shall be carried out under the primary supervision of an external supervisor at the institution or laboratory where the student will be based; * The programme offers students the opportunity to acquire background knowledge and transferable skills relevant to their research; * Only offered with Partners without degree-awarding powers. |
| Programme Management | * There should be joint representation on relevant programme committees and assessment sub-boards to assure the academic standards and content for the programme, reporting into the King’s governance structure; * Marks awarded under the Partner assessment regulations should be reported to the relevant Assessment Sub-Board. * A mark translation scheme must be approved by CASC for the marks awarded by the Partner(s) that count towards the King’s award. | * A Joint Programme Committee should be established to oversee and assure the academic standards and content for the programme, reporting into the relevant governance structure at both/all institutions; * There is a joint assessment process reporting into the relevant structure at both/all institutions to consider the marks and/or credit that counts towards the King’s and Partner(s) programme; * Assessment marks and/or credit from each Partner is used towards the award from the other Partner; * A mark translation scheme must be approved by CASC for the marks awarded by the Partner(s) that count towards the King’s award. | * A Joint Programme Committee or JAC should be established to oversee and assure the academic standards and content for the overall programme, reporting into the relevant governance structure at both/all institutions; * Marks awarded under the Partner assessment regulations should be reported to the relevant Assessment Sub-Board with the totality of the combined programmes having external examiner oversight; * Assessment marks and/or credit from each Partner may be used towards the award from the other Partner; * Where marks are used from the Partner towards the King’s classification award, a mark translation scheme must be approved by CASC. | * A Joint Programme Committee or JAC should be established to oversee and assure the academic standards and content for the programme, reporting into the relevant governance structure at both/all institutions; * Arrangements for the considering the final results and qualification award of the student are jointly undertaken and reported into the relevant structure at both/all institutions; * A mark translation scheme must be approved by CASC for the marks awarded by the Partner(s) that count towards the final joint award. | * There should be joint representation on the relevant JAC established to oversee and assure the academic standards and joint supervision arrangements, reporting into the King’s governance structure; * The primary supervisor should play a key role in monitoring the progress of the student in liaison with the second supervisor based at King’s to enable the student to meet the key milestones for progress throughout their PhD. |
| Nature of Award | Leads to a King’s award. | Leads to separate awards being granted by King’s and the Partner(s). | Leads to separate awards being granted by King’s and the Partner. | Leads to a single award made jointly by King’s and the other Partner(s). | Leads to a King’s award. |
| Certification | King’s certificate, although students may receive a separate transcript of results from the partner institution, and the final certificate awarded should recognise the contribution of the partner | * Separate certificates issued by King’s and the Partner(s) attesting to the successful completion of the single programme; * The certificate should acknowledge that the programme has led to an equivalent qualification being awarded by the Partner as part of a double degree programme | * Separate certificates issued by King’s and the Partner, attesting to the successful completion of each of the programmes; * The certificate should acknowledge that the programme has led to the award of another qualification from the Partner as part of a dual degree programme | * A single certificate is jointly issued by King’s and the Partner(s), signed by the competent authorities, attesting to the successful completion of the jointly delivered/ supervised programme, replacing the separate institutional or national qualifications; * The single certificate may consist of two pages/sides jointly designed by the Parties to form the totality of the certificate. Care should be taken to ensure that the particulars stated on the two pages/sides match e.g. qualification awarded, date of award and must include a statement that it is only valid when presented with the other page/side of the single certificate. | King’s certificate, although the final certificate awarded should recognise the contribution of the partner. |
| Student entitlements | King’s normal student entitlements. Students will also be given normal access to the Partner facilities to be able to successfully complete the elements of the programme delivered there. | King’s and Partner normal student entitlements for the duration of the programme. Students will be considered ‘*home*’ students by both. | King’s and Partner normal student entitlements for the duration of the respective programme of study delivered by each Party. Students will be considered ‘*home*’ students by both. | King’s and Partner normal student entitlements for the duration of the programme, but with one of the Parties acting as the designated lead ‘*home*’ institution for administrative purposes. | King’s normal student entitlements. Students will also be given normal access to the Partner facilities to be able to successfully complete the elements of the programme delivered there. |
| Responsibility for academic standards | King’s where it owns the programme and is solely responsible for the final award. | King’s and the Partner are responsible for the content, delivery, quality and standards of its own provision and making its own award. | King’s and the Partner are responsible for the content, delivery, quality and standards of its own provision and making its own award. | King’s and the Partner are equally responsible for the content, delivery, quality and standards of the award and make the award jointly. | King’s where it owns the programme and is solely responsible for the final award. |
| Quality Assurance processes | * Subject to King’s quality assurance processes, although arrangements for undertaking this may be jointly managed with the Partner. Medium risk activity requires sign off from PDAC. * External examiner oversight of marks obtained from modules taken at the Partner. | * Subject to all awarding institutions quality assurance processes, with all aspects of programme design, development, delivery, assessment, management and decision-making on student achievement being jointly undertaken; * External examiner oversight for the totality of the programme. | * Subject to both awarding institutions quality assurance processes, although there may be a pooling/sharing of resources; * External examiner oversight for the totality of the programme. | * Subject to all awarding institutions quality assurance processes, with all aspects of programme design, development, delivery, assessment, management and decision-making on student achievement being jointly undertaken; * External examiner oversight for the totality of the programme. | * Subject to King’s quality assurance processes, although arrangements for undertaking this may be jointly managed with the Partner. Medium risk activity requires sign off from PDAC. * Subject to the normal process for appointment of examiners and conduct of the examination. |
| Regulations, policy and student related procedures | Governed by relevant sections of the College’s Academic Regulations, policies and procedures. | Governed by relevant sections of the College’s Academic Regulations, policies and procedures and Partner(s) equivalent. Although there may be a separate set of programme regulations established. | Governed by relevant sections of the College’s Academic Regulations, policies and procedures for the King’s award and by the Partner’s equivalent for their award. | Governed by relevant sections of the College’s Academic Regulations, policies and procedures and Partner(s) equivalent. Although there may be a separate set of programme regulations established. | Governed by relevant sections of the College’s Academic Regulations, policies and procedures with any limitations required by the Partner in respect of the thesis being stated in the agreement. |
| Guidance | * Guidance on the operation of collaborative teaching activity; * Guidance on jointly delivered taught programmes. | * Guidance on the operation of collaborative teaching activity; * Guidance on jointly delivered taught programmes. | * Guidance on the operation of collaborative teaching activity; * Guidance on jointly delivered taught programmes. * Guidance on key principles relating to the management, monitoring and assessment of joint PhD programmes; * Core terms of reference for a Joint Academic Committee for joint PhD programmes. | * Guidance on the operation of collaborative teaching activity; * Guidance on jointly delivered taught programmes; * Guidance on key principles relating to the management, monitoring and assessment of joint PhD programmes; * Core terms of reference for a Joint Academic Committee for joint PhD programmes. | * Guidance on the operation of collaborative teaching activity; * Guidance on off-campus study in research degrees. |
| Consult | * QSE Office * Global Engagement Office (International Partners) | * QSE Office * Global Engagement Office (International Partners) | * QSE Office * Global Engagement Office (International Partners) * Centre for Doctoral Studies (PhD programmes) | * QSE Office * Global Engagement Office (International Partners) * Centre for Doctoral Studies (PhD programmes) | * Centre for Doctoral Studies (PhD programmes) * Global Engagement Office (International Partners) * QSE Office |
| Type of Agreement | Memorandum of Agreement and Activity Schedule | Memorandum of Agreement and Activity Schedule | Memorandum of Agreement and Activity Schedule | Memorandum of Agreement and Activity Schedule | Memorandum of Agreement and Activity Schedule |
| Risks | Low to Medium   * Impact on King’s reputation through association and monitoring of partner publicity and partner withdrawal; * Impact on student experience for integrating students when delivering programme across more than one campus, in particular different geographical locations and diverse cultures and quality of Partner provision; * Impact of Partner withdrawal; * Impact on maintaining compliance with King’s Quality Assurance framework; * Impact on maintaining and safeguarding academic standards of King’s awards, including complexities around mark translation, and the quality of the student experience; * Impact on maintaining consistency between regulations and policy for shared ownership of the Programme * Impact on King’s legal compliance in respect of government requirements; * Impact on financial standing of Partner and King’s business operations; * Impact on ensuring sufficient resources are in place to protect the student experience. | Medium to High   * Impact on King’s reputation through association and monitoring of partner publicity; * Impact on student experience for integrating students when delivering programme across more than one campus, in particular different geographical locations and diverse cultures; * Impact if breakdown in complex working relationship and programme withdrawn; * Impact on complying with College expectations where partner(s) Quality Assurance framework differs; * Impact on maintaining and safeguarding academic standards of King’s awards, including double counting and complexities around mark translation, and the quality of the student experience; * Impact on maintaining consistency between regulations and policy for shared ownership of the Programme and related IPR (Intellectual Property Rights); * Impact on King’s legal compliance in respect of government requirements; * Impact on financial standing of Partner and King’s business operations; * Impact on delivering appropriate and suitable resources to deliver the overall programme and protect the student experience, resource heavy. | Medium   * Impact on King’s reputation through association and monitoring of partner publicity; * Impact on student experience for integrating students when delivering programme across more than one campus, in particular different geographical locations and diverse cultures and quality of Partner provision; * Impact of Partner withdrawal; * Impact on maintaining compliance with King’s Quality Assurance framework; * Impact on maintaining and safeguarding academic standards of King’s awards, including double counting and complexities around mark translation, and the quality of the student experience; * Impact on maintaining consistency between regulations and policy for shared elements of the Programme; * Impact on King’s legal compliance in respect of government requirements; * Impact on financial standing of Partner and King’s business operations; * Impact on ensuring sufficient resources are in place to protect the student experience. | High   * Impact on King’s reputation through association and monitoring of partner publicity and partner withdrawal; * Impact on student experience for integrating students when delivering programme across more than one campus, in particular different geographical locations and diverse cultures; * Impact if breakdown in complex working relationship and programme withdrawn; * Impact on King’s and Partner requirements within their respective Quality Assurance framework; * Impact on maintaining and safeguarding academic standards of King’s awards and the quality of the student experience; * Impact on maintaining consistency between regulations and policy for shared ownership of the Programme and related IPR (Intellectual Property Rights); * Impact on King’s legal compliance in respect of government requirements and impediments to the recognition of a joint award requiring a pooling together of degree awarding powers; * Impact on financial standing of Partner and King’s business operations; * Impact on delivering appropriate and suitable resources to deliver the overall programme and protect the student experience, resource heavy. | Low to Medium   * Impact on King’s reputation through association and monitoring of partner publicity; * Impact on student experience for integrating students when delivering programme across more than one campus, in particular different geographical locations and diverse cultures and quality of Partner provision; * Impact of Partner withdrawal; * Impact on maintaining compliance with King’s Quality Assurance framework; * Impact on maintaining and safeguarding academic standards of King’s awards and the quality of the student experience; * Impact on maintaining consistency between regulations and policy for shared ownership of the Programme; * Impact on King’s legal compliance in respect of government requirements; * Impact on financial standing of Partner and King’s business operations; * Impact on ensuring sufficient resources are in place to protect the student experience. |

**Table Two (Learning opportunity offered for a programme)**

| Type | Articulation/ Progression | Doctoral Training Centres/ Partnerships | Off-campus study | Placement provision | Student Exchange |
| --- | --- | --- | --- | --- | --- |
| Definition | A partnership arrangement whereby cohorts[[1]](#footnote-1) of students who satisfy academic criteria on a programme offered by a Partner are automatically entitled to be considered for admission with advanced standing (with or without RPL[[2]](#footnote-2)) to a subsequent stage of the specified programme (Articulation) or whereby selected students, who have met the admissions criteria, may be granted entry from a programme of study offered by another institution/body to a specified programme of study at the College without advanced standing (Progression). | A partnership arrangement whereby two or more awarding bodies collaborate in the delivery of studentships, and personal, professional and career development skills training for research candidates. Included within this definition are *Doctoral Training Programmes* where there is a collaborative element to provision e.g. LAHP Doctoral Training Partnership. | A partnership arrangement whereby an external provider designs learning opportunities or provides specialist teaching and/or resources, which have demonstrated adherence to the appropriate quality requirements and academic standards leading to a King’s award and where the learning opportunity is delivered on the partner’s premises. | A partnership arrangement whereby an external provider delivers a planned period of experience in a work-based environment, enabling students to develop particular skills, knowledge and understanding necessary to achieving the relevant learning outcomes of a programme of study leading to a King’s award. | A partnership arrangement whereby students are offered the opportunity to experience study overseas and enhance their degree. The strength of the partnership is expected to be both sustainable and reciprocal in nature. |
| Programme Design | * A flexible route that promotes student recruitment opportunities enabling students the opportunity to gain an overall learning experience and broaden their knowledge of a subject area in a shorter timeframe than if each programme was completed individually; * The learning experience for each programme offered is paired together, either at the same level or at different levels to form two discrete awards, but is not conceived as a joint enterprise as would be the case for a Dual Award; * King’s recognises the provision offered by the Partner as being suitable preparation for a student to either transfer onto a programme at King’s at an advanced stage (Articulation) or access a programme of study at King’s (Progression); * Articulation arrangements will require a formal commitment as King’s will consider the student as a direct entrant with or without recognition of credit whereas Progression agreements are informal arrangements with no guarantee of acceptance onto a programme of study offered by King’s. | * These arrangements are normally funded by Research Council studentships and may be used as a model of effective practice in providing research methods and skills training for research candidates and early career researchers; * The training may be within a focused research area or in the context of a mutually beneficial research collaboration between academic or non- academic providers or a combination of both; * The programme arrangements may involve the student undertaking a planned period of experience at the Partner or supervisory arrangements. | * The programme is designed by King’s and enables students to spend part of their programme at a Partner enabling access to specialist resources and/or supervision arrangements and/or specialist teaching to enhance the student experience; * The Partner is responsible for the provision of specialist resources and/or supervision arrangements and/or the design and delivery of the specialist teaching, and may be responsible for assessing modules, that is subject to approval by King’s to ensure it will meet the needs of the student learning experience and expectations. | * The Placement provider may include other awarding bodies, other education providers, non-academic providers (or those whose purpose is not primarily education) and employers; * Contributes to the learning leading to professional qualifications for which they have a statutory or regulatory responsibility (**Practice Placement/ Clinical Placement** e.g. medical electives **and Professional Placement/non-Clinical** e.g. teacher education**)** or a non-academic environment (**Industrial Placements** e.g. research undertaken in a laboratory) or a planned period of experience to help students develop particular skills, knowledge and understanding through a planned period of learning (**Internships**) or to specifically enable accreditation to a professional body that is not statutory or regulatory (**work-based placement**); * Credit may be given as either credit transfer or award of credit for the planned period of study necessary to achieve the relevant learning outcomes for a module or programme. | * The arrangement fosters mobility and training opportunities for students through a range of study abroad options, including the Erasmus + scheme and inter-institutional exchanges; * The opportunity offered involves a planned period of study or experience which contributes towards a King’s programme of study either as credit or mark transfer; * The opportunity may be optional or compulsory to the student’s degree programme. |
| Programme Management | * King’s and the Partner map the programme arrangement enabling students to transfer from one programme to the other or progress to the next stage of their learning; * King’s and the Partner own the curriculum for their own programme of study, although each may have an input into the curriculum content. | King’s is responsible for managing the relationship with the Partner to provide the necessary resources and teaching to deliver the learning opportunity for the King’s programme of study. | King’s is responsible for managing the relationship with the Partner to provide the necessary resources and teaching to deliver the learning opportunity for the King’s programme of study. | King’s is responsible for managing the relationship with the Partner to provide the necessary resources and teaching to deliver the learning opportunity for the King’s programme of study. | * King’s is responsible for managing the relationship with the Partner to provide the necessary resources and teaching to deliver the learning opportunity for the King’s programme of study; * Consideration should be given to the level of academic, administrative and pastoral support offered by the Partner and the strength of the relationship between participating departments for managing the activity. |
| Nature of Award | The student is awarded a degree from King’s and may receive an award from the Partner recognising any learning completed at King’s, but these types of arrangement do not lead to the award of academic credit of the College towards the Partner programme. | The student is awarded a degree from King’s only. | The student is awarded a degree from King’s only. | The student is awarded a degree from King’s only. | The student is awarded a degree from King’s only. |
| Certification | King’s will only issue a certificate for the programme offered by King’s and will not acknowledge on the certificate any association with the Partner | King’s will only issue a certificate for the programme offered by King’s and will not acknowledge on the certificate any association with the Partner | King’s will only issue a certificate for the programme offered by King’s and will not acknowledge on the certificate any association with the Partner | King’s will only issue a certificate for the programme offered by King’s and will not acknowledge on the certificate the association with the Partner | King’s will only issue a certificate for the programme offered by King’s and will not acknowledge on the certificate the association with the Partner |
| Student entitlements | Students have normal entitlements whilst enrolled on the King’s award-bearing programme, but would have no student entitlements at King’s whilst they are enrolled on the programme offered by the Partner. | Students have normal King’s entitlements and may be granted entitlements by the Partner to enable them to successfully complete the elements of the programme delivered there. | Students have normal King’s entitlements and may be granted entitlements by the Partner to enable them to successfully complete the elements of the programme delivered there. | Students have normal King’s entitlements and may be granted entitlements by the Partner to enable them to successfully complete the elements of the programme delivered there. | Students have normal King’s entitlements and may be granted entitlements by the Partner to enable them to successfully complete the elements of the programme delivered there. |
| Responsibility for academic standards | King’s and the Partner are responsible for the delivery and quality of their own programme of study and academic standards of award. King’s is responsible for ensuring that the provision undertaken at the partner institution is suitable for the recognition of specified admissions criteria or recognition of credit for prior learning (RPL). | King’s has overall responsibility for the academic standards of award, although the Partner is responsible for the provision and must demonstrate adherence to the appropriate quality requirements and academic standards required. | King’s has overall responsibility for the academic standards of award, although the Partner is responsible for the provision and must demonstrate adherence to the appropriate quality requirements and academic standards required. | King’s has overall responsibility for the academic standards of award, although the Partner is responsible for the provision and must demonstrate adherence to the appropriate quality requirements and academic standards required. | King’s has overall responsibility for the academic standards of award, although the Partner is responsible for the provision and must demonstrate adherence to the appropriate quality requirements and academic standards required. |
| Quality Assurance processes | The partner Institution owns the curriculum and the award for their particular programme of study and is responsible for its delivery and quality assurance, although there may be a sharing of resources agreed between the Parties. | King’s is the awarding institution and owns the programme, King’s has overall responsibility for quality assurance through the usual mechanisms. | King’s is the awarding institution and owns the programme, King’s has overall responsibility for quality assurance through the usual mechanisms. | King’s is the awarding institution and owns the programme, King’s has overall responsibility for quality assurance through the usual mechanisms. | King’s is the awarding institution and owns the programme, King’s has overall responsibility for quality assurance through the usual mechanisms, but the Partner will be responsible for the design and delivery of their own provision. |
| Regulations, policy and student related procedures | Governed by the relevant sections of the Academic Regulations and King’s policies and procedures;  Short Course Policy | Governed by the relevant sections of the Academic Regulations and King’s policies and procedures;  Core code of practice for postgraduate research degrees | Governed by the relevant sections of the Academic Regulations and King’s policies and procedures. | Governed by the relevant sections of the Academic Regulations and King’s policies and procedures. | Governed by the relevant sections of the Academic Regulations and King’s policies and procedures. |
| Guidance | Guidance on the operation of collaborative teaching activity. | Guidance on Doctoral Training Centres/ Partnerships: approval, monitoring and review | * Guidance on the operation of collaborative teaching activity; * Guidance on off-campus study in research degrees | Guidance on student placements | Guidance on the operation of collaborative teaching activity. |
| Consult | * QSE Office * Global Engagement Office (International Partners) | Head of Doctoral Training Centre Development | * QSE Office (taught programme provision) * Centre for Doctoral Studies (research degree provision) * Global Engagement Office (International Partners) | * Careers and Employability Office for Internship Host programme * Global Mobility Office for Languages and Literatures (taught programmes) * QSE Office (taught programmes) * Centre for Doctoral Studies (research degrees) | * Global Mobility Office * QSE Office |
| Type of Agreement | Memorandum of Agreement and Activity Schedule (contact QSE for a modified template specific for these types of arrangement) | DTC collaboration or DTP partnering agreement | Memorandum of Agreement and Activity Schedule | Internship Host Agreement (can be adapted to suit the purpose), may be supported with a Service Level Agreement with the Partner | Student Exchange Agreement or Erasmus + agreement or Activity Schedule (where a MoA already exists with the Partner) |
| Risks | Low   * Impact on King’s reputation through association and monitoring of partner publicity linking the programmes; * Impact on student expectations for progression to King’s or Partner’s programme; * Impact on monitoring the quality of students completing the Partner programme; * Impact on monitoring the Partner provision and student achievement; * Impact on maintaining and safeguarding academic standards of King’s awards. | Low   * Impact on King’s reputation through association with the Partner; * Impact on quality of student experience and expectations for elements delivered by the Partner; * Impact on maintaining compliance with King’s Quality Assurance framework, including quality of supervision and availability of resources delivered by the Partner; * Impact on maintaining and safeguarding academic standards of King’s awards; * Impact on King’s obligations in respect of government requirements for legal compliance, including health and safety around work-based learning; * Impact on financial standing of Partner and King’s business operations, including adequate insurance policies in place at the Partner; * Impact on ensuring sufficient resources are in place to protect the student experience; * Impact of Partner withdrawal. | Low   * Impact on King’s reputation through association with the Partner; * Impact on quality of student experience and expectations for elements delivered by the Partner; * Impact on maintaining compliance with King’s Quality Assurance framework, including quality of teaching and availability of resources delivered by the Partner; * Impact on maintaining and safeguarding academic standards of King’s awards; * Impact on King’s obligations in respect of government requirements for legal compliance; * Impact on financial standing of Partner and King’s business operations, including adequate insurance policies in place at the Partner; * Impact on ensuring sufficient resources are in place to protect the student experience; * Impact of Partner withdrawal. | Low   * Impact on King’s reputation through association with the Partner; * Impact on student experience and expectations for elements delivered by the Partner; * Impact on maintaining compliance with King’s Quality Assurance framework, including quality of planned period of work-based learning; * Impact on maintaining and safeguarding academic standards of King’s awards; * Impact on King’s obligations in respect of government requirements for legal compliance, including health and safety around work-based learning; * Impact on financial standing of Partner and King’s business operations; including adequate insurance policies in place at the Partner; * Impact on ensuring sufficient resources are in place to protect the student experience; * Impact of termination of the placement. | Low to medium   * Impact on King’s reputation through association with the Partner; * Impact on quality of student experience and expectations for elements delivered by the Partner; * Impact on maintaining compliance with King’s Quality Assurance framework, including quality of teaching and availability of resources delivered by the Partner; * Impact on maintaining and safeguarding academic standards of King’s awards, including complexities around mark translation; * Impact on King’s obligations in respect of government requirements for legal compliance; * Impact on financial standing of Partner and King’s business operations, including adequate insurance policies in place at the Partner; * Impact on ensuring sufficient resources are in place to protect the student experience; * Impact of Partner withdrawal. |

**Table Three (Serial arrangements)**

King’s currently has only one such arrangement in place, namely the validation of programmes offered by RADA. King’s may enter into new validated provision arrangements with a UK Partner that is similarly subject to the UK Quality Code.

The College is unlikely to enter into arrangements for accredited or franchised provision due to the complexity of these types of arrangement and the devolved responsibility for quality assurance mechanisms where the College would only have limited control. Therefore, the definitions for accredited provision and franchised provision have been included for advisory purposes only.

|  |  |
| --- | --- |
| **Accredited provision** | A partnership arrangement whereby an institution without its own degree awarding powers is given wide authority by the College to exercise powers and responsibility for academic provision. The College will remain ultimately responsible for the quality and standard of its awards, but only exercises limited control over the quality assurance functions of the partner institution. |
| **Franchised Provision:** | A partnership arrangement under which a partner is authorised/licensed to provide the whole or part of a programme of study designed by the College and leading to an award or award of credit of the College. |
| **Validated Provision:** | A partnership arrangement whereby King’s judges that a programme of study developed and delivered by another organisation is of an appropriate quality and standard to lead to a King’s award and is subject to King’s quality assurance procedures.  These types of arrangement are normally with a provider (without their own degree awarding powers) for specialist provision not offered by the College. The specialist education provided is designed and delivered by the delivery organisation enabling students to receive a King’s award that is recognised and trusted by future employers. The students will have a direct contractual relationship with the Partner and will not have a contractual relationship with King’s. Therefore, the students will not have any student entitlements at King’s.  Separate ‘*Policy and procedures for validation and accreditation*’ govern these types of arrangement. |

**Table Four (Physically present overseas campus arrangements)**

|  |  |
| --- | --- |
| Type | Flying Faculty |
| Definition: | An arrangement whereby a programme is delivered in a location away from the main campus (usually in another country) by staff from the College, who also carry out all assessment. Support for students may be provided by local staff, but the programme is solely delivered by King’s leading to a King’s only award. |
| Programme Design: | The whole or major part of a King’s programme is delivered at Partner organisation by King’s staff, opening up the opportunity for students to gain a King’s experience away from the main College campus. |
| Programme Management: | King’s is responsible for managing the relationship with the Partner to ensure the necessary oversight for the provision of resources and teaching arrangements to deliver the King’s programme. |
| Nature of Award: | Leads to a King’s award |
| Certification: | Standard King’s certificate |
| Student entitlements | Students have remote access to normal King’s entitlements and may also have entitlements to facilities at the Partner organisation to complete the elements of their programme. |
| Responsibility for academic standards: | King’s is solely responsible for the academic standards of award |
| Quality Assurance processes: | King’s is the awarding institution and owns the programme. King’s has overall responsibility for quality assurance through the usual mechanisms, but there may be some input from the Partner who deliver the resources for the programme. |
| Regulations, policy and student related procedures: | Governed by the relevant sections of the College’s Academic Regulations, policies and procedures |
| Guidance: | Guidance on the operation of collaborative teaching activity |
| Consult | * Human Resources * Finance Directorate * Visa Compliance team * QAS * Global Engagement Office (International Partners) |
| Type of Agreement | Memorandum of Agreement (incorporating operational arrangements for services provided and delivery of programme) |
| Risks | Low to Medium   * Impact on King’s reputation through association with the Partner including protection of King’s brand, King’s obligations and Government advice; * Impact on monitoring the quality of student experience and expectations where this is being managed by the Partner; * Impact on maintaining and safeguarding academic standards of King’s awards where academic regulations and related policies are being implemented and student records maintained by the Partner or any teaching delivered, including compliance with UK QAA obligations, compatibility with Partner quality assurance obligations and any PSRB requirements; * Impact on King’s in respect of government requirements for legal compliance, including data protection, accessibility, equality, right of appeal, freedom of speech, suitability of learning environment, employment law and tax issues that may impact on the delivery of the programme; * Impact of in-country permissions or changes to operate King’s business in the Partner Country, including ease of obtaining permissions and adapting to changes, IP, financial and tax regulations for hiring staff and contacting with students, staff visas, implementation of the regulatory framework to accredit and deliver the programme in another Partner Country; * Impact on management of human resources including employment and training/ development of local staff, political situations posing potential risks to staff working in another Country, physical impact on staff working across different campuses, effective communication and maintaining good relations between staff and students based at different campuses and operating in a different cultural teaching environment; * Impact on ensuring the Partner is able to provide appropriate resources and support levels to protect the student experience; * Impact of Partner withdrawal. |

**Individual student activity**

The following types of individual student activity may be attached to an ‘approved’ programme of study leading to a King’s award but does not fall under the Procedures for the approval, monitoring and management of collaborative provision for the following reasons:

* **Student placement or internship opportunities**: covered separately under the “[*Guidance on student placements*](https://www.kcl.ac.uk/governancezone/assets/governancelegal/qa-handbook-2019-20.pdf)” once the programme approval process has been completed to allow for these types of opportunity to be undertaken.
* **Research student opportunities**: covered separately under the ”[*Guidance on off-campus study in research degrees*](https://www.kcl.ac.uk/governancezone/assets/governancelegal/qa-handbook-2019-20.pdf)”.
* **Intercollegiate module opportunities**: fall under the governance structure of the University of London and arrangements for intercollegiate module registration and are covered separately in the College’s ‘[*Policy Statement on intercollegiate modules*](https://www.kcl.ac.uk/governancezone/teaching/intercollegiate-policy)’. The only exception is where the programme is jointly delivered with the Partner leading to a King’s award in association with the Partner or the final qualification award is made jointly with the Partner.

1. A distinction is drawn between formal agreements with a Partner that secure automatic admission with advanced standing to a subsequent King’s awarded programme and individual students submitting a request as part of their admissions application. [↑](#footnote-ref-1)
2. Please refer to the College Policy on recognition of prior learning [↑](#footnote-ref-2)