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**Academic Quality Handbook**

**Chapter I: Collaborative Partnerships**

**Appendix I.4: Collaborative Partnership Re-Approval Form**

**This form should be completed to evaluate the quality, benefits, and risks of an existing collaborative partnership ahead of the signing of a new legal agreement.**

**The form must be approved at the relevant Quality Committee before submission to ASQB. If the partnership is cross-institutional, the form can be submitted directly to ASQB. The draft of the proposed new agreement must be submitted to ASQB together with this form (but not to the Quality Committee).**

**The purpose of this form is to evaluate the partnership arrangements as opposed to the curriculum or teaching and learning on the associated study programme or module. The standard academic quality processes apply for evaluating these.**

**The form should be completed by the Trinity Laban Liaison Person for the partnership, in communication with the partner institution where relevant. The Liaison Person should contact the Senior Assistant Registrar (Quality & Governance) (**a.wikman@trinitylaban.ac.uk**) in the first instance for advice and guidance on the collaborative partnership re-approval process, which is also described in** [Chapter I of the Academic Quality Handbook](https://www.trinitylaban.ac.uk/about-us/learning-teaching-research/academic-quality/academic-quality-handbook/)**.**

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| **KEY DETAILS** |
| Name and title of TL Liaison Person |  |
| Name and address of partner institution |  |
| Name, role and contact details of contact person at partner institution |  |
| Type of partner institution*Financial due diligence checks are required for privately-funded organisations. Please contact the Senior Assistant* *Registrar (Quality & Governance) for advice.* | Publicly funded organisation [ ] Privately funded organisation [ ] Not-for-profit private organisation/charity [ ]  |
| Partnership type | Articulation [ ]  Progression [ ]  Collaborative delivery [ ]  Study abroad [ ]  |
| Link to partner institution website |  |
| Programme(s) or module(s) the partnership relates to |  |
| Academic year the partnership was first established |  |
| **RE-APPROVAL INFORMATION** |
| Brief summary description of partnership activity  | *[describe each partner’s main responsibilities in particular]* |
| Summarise the rationale for the continuation of the collaborative partnership, including whether student number, or other, targets have been met since the signing of the current agreement. | *[strategic fit; benefits to student experience; benefits to staff; financial benefits, reputational benefits; academic benefits; recruitment benefits]* |
| Describe the proposed changes to the current partnership agreement.  |  |
| Has there been any changes in the institutional or external circumstances of the partner institution since the signing of the current agreement that could affect Trinity Laban’s risk assessment of the partnership?*Refer to* ***Appendix I.1. Initial Assessment*** *in the* [*Academic Quality Handbook*](https://www.trinitylaban.ac.uk/about-us/learning-teaching-research/academic-quality/academic-quality-handbook/) *for areas to consider.*  | *[change of ownership; developments in the political context of the country of the partner institution; reputational issues; financial issues; significant changes to organisational structure etc.]* |
| What are the financial arrangements between the partner institutions, and will they change following the new agreement?  |  |
| Are there any changes proposed to either party’s responsibilities in the partnership, including for example:* Programme/module delivery, design and review
* Student support
* Academic support
* Reporting and data management?
 |  |
| When will the current agreement expire and what are the proposed start and end dates of the new agreement? |  |

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| **Self-Evaluation of the Collaborative Partnership***The below sections should be completed to review the quality of the collaborative partnership.* |
| Describe any issues in the partnership from the past three years and how they were resolved in relation to collaborating with the partner institution in: |
| *Marketing and recruitment.* |  |
| *Student record management.* |  |
| *Student support.* |  |
| *Student conduct and complaints.* |  |
| *Assessment (including academic misconduct, reassessment).* |  |
| *Quality assurance.* |  |
| *Information sharing and communication.* |  |
| *Anything else.* |  |
| How often and through what means does the Trinity Laban Liaison Person communicate with the partner institution? |  |
| Has the External Examiner made any comments on the partnership in the past three years? If so, what and how was it addressed? |  |
| Has there been any student feedback in relation to the partnership in the past three years? If so, what and how was it addressed? |  |
| What are the future plans for the partnership? Are there any areas for improvement or enhancement under discussion with the partner? |  |
| What areas in the partnership work best and why? |  |