

UNIVERSITY OF PLYMOUTH

INTRODUCTION TO THE COLLABORATIVE PROVISION REGISTER AND THE TAXONOMY

1. THE COLLABORATIVE PROVISION REGISTER (CPR)

This was originally compiled by the Central Quality Office who maintains its update in consultation with faculties/Academic Partnerships and the Doctoral College. Chapter B10 of Part B (Assuring and enhancing academic quality) of the previous Quality Code – *Managing higher education provision with others* – indicated that all higher education providers maintain records (by type and category) of all arrangements for delivering learning opportunities with others that are subject to a formal agreement¹.

- Discussions about collaborative agreements with another institution which lead to a University award should not be entered into on the University's behalf without appropriate advice: including the University Solicitor (for legal implications and advice on agreement format – a **suite of 'template' agreements** are in place as a starting point) and Central Quality Office (for Quality Code implications).
- Faculties are required to bring all proposals for new or extended institutional partnerships to the Academic Development & Partnerships Committee (ADPC) using the relevant ADPC planning form, following which the appropriate process for approval (of a new partnership) must be followed as detailed within the Quality Assurance Handbook.
- All such collaborative agreements with another institution will be signed in accordance with the **signatory protocol** (as approved by Academic Board in December 2013 and updated in summer 2017).
- Faculties/Graduate School /Academic Partnerships/other parties must forward original signed agreements to the Central Quality Office. They must also ensure that the agreements have been uploaded to the Customer Relationship Management (CRM) system² to maintain the currency of the Register of Collaborative Provision.

¹ [Chapter B10](#) [previous Code]– Indicator 10 within the Indicators of sound practice. *Expectations and practices of the new Code have now been published by QAA and on the [UKSCQA website](#). The full Code, including the advice and guidance that underpins the Expectations and practices, is scheduled for publication in November 2018.*

² Salesforce database was 'rolled out' for partnerships in 2015/16

- Following receipt of agreements the Central Quality Office (CQO) will arrange storage of original agreements in a secure repository.
- CQO will liaise on a regular basis with Senior Administrators (Quality) and Associate Deans (Teaching and Learning) and ensure that the Collaborative Provision Register (drawn down from the CRM) is forwarded at least bi-annually to the University Teaching, Learning & Quality Committee.
- The Register of Collaborative Provision is made available for consultation within the University via the Intranet (using Collaborate) as well as through the regular updates with Faculty colleagues. In addition the Register of Collaborative Provision is made available externally [in line with the **Wider Information** expectation]³ subject to the exclusion of any commercially sensitive information’.
- Central Quality Office would welcome early notification of any new or developing arrangements (eg Memoranda of Understanding⁴), or changes to existing arrangements, and can offer advice as they arise.
- Central Quality Office will undertake to provide information to the public as requested, and in accordance with the Public Information Act, from the information held on the University’s Register of Collaborative Provision.

2. **TAXONOMY** (previously titled ‘Typology’)

The University has compiled a revised taxonomy which incorporates institutional level collaborations and programme taxonomy. All agreements which fall under the heading of any of categories within the Taxonomy must be included in the Collaborative Provision Register.

Where the University of Plymouth is entering into a new partnership arrangement – see Planning and Approval of a new collaborative partner (taught provision) – the category of institutional partnership (within the taxonomy) will need to be confirmed as an outcome of the

³ Approved by UTLQC November 2014/Academic Board December 2014

⁴ A Memorandum of Understanding is not a formal agreement but sets out a starting point for possible future collaboration between two institutions with formal agreements being concluded thereafter (eg Articulation, Academic Collaborative Agreements)

approval process and the institutional taxonomy must be consulted throughout the process of approval.

For programme approvals which involve collaboration with an existing partner institution the programme taxonomy must be confirmed during the programme planning process for inclusion into Salesforce (CRM) to ensure accurate Collaborative Provision Register reporting.