**LPAGXXXXXX/xx**

**CPP/RF3: COLLABORATIVE PROVISION PROPOSAL/RENEWAL FORM**

# CREDIT RATING AND ARTICULATION AGREEMENTS

This form is to be used to seek LPAG approval for:

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | Articulation agreement: i.e. the University is to recognise and grant specific credit and advanced standing (on a programme leading to a Brookes award) to students completing a named programme of study in a partner organisation\*. | New arrangements | Renewal of existing arrangements |
| \*Note: If an articulation arrangement is part of a wider collaborative arrangement, e.g. it leads to entry onto a franchise of the later stages of a Brookes programme delivered by the same partner, then do not use this form –instead, you should include the articulation element of the collaboration on the CPPF1 or CPRF1 form you are submitting for the franchise/validation arrangement.  or | | | |
| **B** | Credit rating: i.e. the University is to assign specific credit to modules offered by a partner organisation. | New arrangements | Renewal of existing arrangements |

*Please delete A or B above, as applicable.*

|  |  |
| --- | --- |
| **Name of partner:** |  |
| **Programme title/s:** |  |
| **Proposing Faculty:** |  |
| **CPPF completed by:** | Name and job title |
| **Date of approval by PVC/Dean:** |  |

# Consultation Checklist for Faculty Executive Group approval\*

Please mark each answer **Yes** (with date of consultation/notification of named individuals), **No** or **N/A**.

|  |  |
| --- | --- |
| Deputy Head of Global Partnerships  ([dcobiltean@brookes.ac.uk](mailto:dcobiltean@brookes.ac.uk)) |  |
| Head of UK Partnerships and Apprenticeships  ([qvermeulen@brookes.ac.uk](mailto:qvermeulen@brookes.ac.uk)) |  |
| Faculty Head of QA & Validations and [link QAO](https://www.brookes.ac.uk/staff/apqo/staff-and-contacts) |  |
| Faculty Head of Finance & Planning |  |
| Head of Student Records and Curriculum Management  ([nmcconaghy@brookes.ac.uk](mailto:nmcconaghy@brookes.ac.uk)) |  |
| Head of External Student Reporting  ([mbelshah@brookes.ac.uk](mailto:mbelshah@brookes.ac.uk)) |  |
| Does the proposal contain a realistic and comprehensive risk assessment, tailored to the proposal (with particular attention to the guidance on risk assessment and production of risk improvement plans)? |  |
| Has the membership of the PDT been agreed (section 4)? |  |
| Has an appropriately experienced Liaison Manager been identified? |  |

\*Faculty Executive Groups should satisfy themselves that the appropriate consultation/evidence-gathering has taken place prior to the PVC/Dean signing off the proposal. Clarification should be sought, prior to approval, on any point to which the answer ‘NO’ has been given.

**PART 1: PARTNERSHIP DETAILS**

|  |  |
| --- | --- |
| **Name and address  of proposed partner:** |  |
| **Country:** |  |

|  |  |
| --- | --- |
| **Key contact:** | Name, job title, telephone number and email address of the individual who has responsibility for progressing the proposal on behalf of the partner |
| **Programme leader:** | Name of programme leader at the partner organisation |
| **Liaison Manager:** | Name and job title |

**NATURE OF PROPOSED COLLABORATIVE ARRANGEMENT**

|  |  |
| --- | --- |
| Give brief details of the proposed arrangement, including a rationale for the partnership, and outline the reasons why this would be of benefit to the University/Faculty. | |
| **Proposed start date:** | Month / Year |

**RATIONALE FOR CHOICE OF PARTNER**

|  |
| --- |
| Describe the nature of the organisation (educational or other, public/private, profit/non profit), outlining the following:   * Summary of development and/or growth * Values and their compatibility with [OBU’s guiding principles](https://www.brookes.ac.uk/students/your-studies/brookes-charter/) (for example inclusivity) * The organisation’s rationale for partnering with Brookes |
| What is the prospective partner’s academic standing/reputation for quality within its national context?  Describe the partner’s experience of delivering higher education, training or employee development programmes. If there are published reports of external quality assurance agencies (e.g. QAA, Ofsted, PSRBs, or other national equivalents in the relevant country) relating to the work of the partner organisation, or reports available from other HE institutions with whom the partner has worked, give details of the reports and the conclusions that may be drawn from them. |
| If the proposal is for the renewal of existing arrangements, or addition to arrangements with a current partner, please give details of the partner organisation’s track record for quality, drawing on evidence such as external examiners’ reports, annual quality monitoring reports, etc. Please identify any issues (positive or negative) that have arisen during the course of the partnership, based on the Liaison Manager’s experience of working with the partner. |
| Provide any other information you would like to put forward to support the addition of the proposed partnership to the Brookes’ collaborative provision portfolio (such as the standing of the partner in country, their contribution to achieving [UN sustainable development goals](https://sustainabledevelopment.un.org/?menu=1300), or carrying out other notable work etc.) |

**PART 2: PROGRAMME DETAILS**

Complete either A or B, as applicable.

1. **ARTICULATION ARRANGEMENTS**

|  |  |
| --- | --- |
| **Programme title:** |  |
| **Award:** |  |
| **Level of award:** |  |
| **No. of credits:** |  |
| **Language of delivery  and assessment:** | If not English, describe the arrangements for monitoring and reviewing the articulation, and how the English language competence of the students will be determined for entry onto the Brookes programme. |
| **Brookes programme to which students will gain entry with advanced standing:** |  |
| **Level of entry:** |  |
| **Point of entry:** |  |
| **Maximum number of students per cohort:** |  |

1. **CREDIT RATING ARRANGEMENTS**

|  |  |
| --- | --- |
| **Partner programme title:** |  |
| **Award:** |  |
| **Level:** |  |
| **No. of credits:** |  |
| **Brookes programme/s or award/s for which the credit from the partner programme may be used:** |  |

**Reference points:**

* [Office for Students: sector-recognised standards](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf)
* [Referencing the qualifications frameworks of England and Northern Ireland to the European Qualifications Framework](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/840837/Referencing_the_Qualifications_Frameworks_of_England_and_Northern_Ireland_to_the_European_Qualifications_Framework.pdf)
* [UK ENIC](https://www.enic.org.uk/) (previously known as UK NARIC)
* Other national qualifications frameworks, as relevant to the recognition of the programme.

**PART 3: MARKETING AND FINANCE**

|  |
| --- |
| Give details of market research undertaken, by OBU and the partner, to support the development of the proposal. *Please add sources to ensure the market information has been cross-checked and is accurate.* Outline the marketing and recruitment strategy. |
| Indicate the level of student fees to be charged and the minimum annual income accruing to the University. |
| Currency in which payments will be made: |

**PART 4: PROJECT DEVELOPMENT TEAM**

|  |  |
| --- | --- |
| **Membership of the Project Development Team** | |
| PDT Chair: |  |
| Faculty representative/s: |  |
| Partner representative/s: |  |
| Faculty link Quality Assurance Officer |  |
| Legal Services representative: |  |
| Faculty Head of Finance & Planning: |  |
| Head of UK Partnerships & Apprenticeships or Deputy Head of Global Partnerships: |  |
| Other representatives:  (please specify job titles and names) |  |

**PART 5: RISK ASSESSMENT**

Please refer to the guidance on risk assessment available from the [APQO website](https://www.brookes.ac.uk/staff/apqo/quality-and-standards-handbook/templates-and-guidance-notes#collaborative). Advice should also be sought from the Associate Dean (Strategy & Development) on the assessment of the risks identified in the form below, and on the production of risk improvement plans (T5.13).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Specific Risk** | **Impact**  **(L / M / H)** | **Likelihood**  **(L / M / H)** | **Key actions taken or controls already in place** |
| **Generic Risks to be Considered and Completed for All Proposals** | | | | |
| 1. | Failure to achieve student recruitment targets as set in business plan |  |  |  |
| 2. | Over reliance on key personnel within the Faculty |  |  |  |
| **Additional Risks Specific to this Proposal (arising from the prompt questions below)** | | | | |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

*Extend list as necessary.*

**Prompt questions:**

Are there any specific issues or uncertainties still to be resolved from the analysis in any of the sections of the CPPF above? **Y/N**

You may also wish to consider whether:

* there are any major changes planned (but not yet in place) that could impact on the delivery of the proposed programme; **Y/N**
* the success of the course is dependent on key developments that have yet to be implemented (e.g. acquiring new premises, recruiting key staff, securing additional funding, and obtaining special permissions) **Y/N**
* there is any doubt about the ownership of any of the intellectual property or technical support/software needed for the programme; **Y/N**
* the proposal is dependent on any special/unusual method of teaching delivery that could present additional risk (e.g. foreign language, e-Learning or distance learning, work placements); **Y/N**
* there are any risks relating to obtaining or retaining professional accreditation for programmes. **Y/N**

# PART 6: COSTINGS & BUSINESS PLAN

Please consult with your Faculty Head of Finance & Planning and provide details of the income and costs associated with the proposal.