

**Academic Partnership Expansion Plan Proposal Form**

This form should be completed if there are proposals for expansion of a current partnership: including the addition of a new or existing programme(s), the addition of a delivery site, or an increase in student numbers/removal of student number caps. Proposals for expansion will only be considered where the partnership has been running for one full academic cycle so that key programme data can be reviewed as part of the expansion request.

Where proposals for expansion lie **outside** of the parameters of the partnership contract, Academic Partnerships Committee (APC) is responsible for approval on the recommendation of the Faculty QCSE. Where proposals for expansion lie **within** the parameters of the partnership contract, APC is responsible for approval.

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| 1. Partnership Summary Information | | | | |
| Name of Partner |  | | | |
| Subject Lead Partnerships |  | | | |
| School(s) |  | | | |
| Nature of existing Collaboration | Choose an item | | **Nature of partner organisation** | Choose an item |
| Programmes currently offered with the partner |  | | | |
| Partnership Contract Commencement Date | | Click here to enter a date | | |
| Partnership Contract End Date | | Click here to enter a date | | |
| Explain the Financial Strategy that underpins the expansion plan | | | | |
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| 1. Details of the Proposed Expansion and Areas for Collaboration | | | | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme Title(s) | Student Numbers (per cohort) | | | | Type of Partnership  Franchise, Validation, Flying Faculty? | Mode of Delivery |
| UG (FHEQ 3,4,5,6) | | PG (FHEQ 7) | |
| Full Time | Part Time | Full Time | Part Time |
|  |  |  |  |  |  | Choose an item |
|  |  |  |  |  |  | Choose an item |

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| 1. Rationale for the additions (enter N/A if not applicable) | | | | | | | | | | | | | | | |
| Addition of New Delivery Site(s) | | | | | | | | | | | | | | | |
| Outline the rationale for introducing additional sites and choice of location(s) | | | | | |  | | | | | | | | | |
| Location of additional site(s) | | | | | |  | | | | | | | | | |
| Does the partner have the necessary permissions to run an educational facility? | | | | | |  | | | | | | | | | |
| Addition of New or Existing Programme(s) | | | | | | | | | | | | | | | |
| Outline the rationale for the addition of new or existing programmes to this partnership | | | | | |  | | | | | | | | | |
| Are the new programmes at the same, higher or lower level than those already being offered with this partner? | | | | | | Choose an item. | | | | | | | | | |
| If the programmes to be added are a higher FHEQ level, does the partner have experience of offering programmes at this level? | | | | | | *Please give details, including if these programmes are with another HEI provider.* | | | | | | | | | |
| Is the partner equipped to deliver the new programmes? | | | | | | *Please give details of any adjustments the partner may need to make in order to deliver these new programmes effectively.* | | | | | | | | | |
| Are these programmes new or existing programmes? | | | | | | *If the programmes are part of SMU’s existing provision, will any adjustments be required for the partner?*  *Note: you must go through the validation process for new programmes.* | | | | | | | | | |
| Additional Student Numbers | | | | | | | | | | | | | | | |
| Outline rationale for increase to student numbers | | | | | |  | | | | | | | | | |
| 1. Financial Viability: University income | | | | | | | | | | | | | | | |
| Minimum cohort size per programme | | |  | | | | | | | **Minimum cohort size per programme** | | |  | | |
| Projected % growth rate over 5 years | | 1st year | | | | | 2nd year | | | 3rd year | | 4th year | | | 5th year |
|  | | | | |  | | |  | |  | | |  |
| Origin of Students | | Choose an item | | | | | | | | | | | | | |
| 1. Current Collaboration: Programme Titles; Level & Mode of Study; student numbers | | | | | | | | | | | | | |  | |
| *Please provide details of student numbers for current programmes offered with this partner (add more rows as required)* | | | | | | | | | | | | | | | |
| Programme Title(s) | Student Numbers (per cohort) | | | | | | | | | | Type of Partnership  Franchise, Validation, Flying Faculty? | | | Mode of Delivery | |
| UG (FHEQ 3,4,5,6) | | | | | | | PG (FHEQ 7) | | |
| Full Time | | | | Part Time | | | Full Time | Part Time | |
|  |  | | | |  | | |  |  | |  | | | Choose an item | |
|  |  | | | |  | | |  |  | |  | | | Choose an item | |
| 1. OfS B3 Metric and Key Performance Indicators | | | | | | | | | | | | | | | |
| What specific steps will the partner take to safeguard the achievement of the agreed target for Continuation? | | | |  | | | | | | | | | | | |
| What specific steps will the partner take to safeguard the achievement of the agreed target for Completion? | | | |  | | | | | | | | | | | |
| What specific steps will partner take to safeguard the achievement of the agreed target for Progression? | | | |  | | | | | | | | | | | |
| How will partner ensure that the approaches taken in each campus (e.g. systems, structures, student support, students experience) ensure a consistent student experience, parity of opportunity and comparability of outcomes? – in particular B3 OfS Thresholds, and the targets/thresholds set out in the Contract. | | | |  | | | | | | | | | | | |
| Include a complete resource plan including additional learning resources e.g. Physical books, journals, VLE, Student applications (web/mobile), IT Platforms | | | |  | | | | | | | | | | | |
| How will risks of expansion be mitigated? Include a Risk Mitigation Plan that sets out the perceived risks and the measures that will be put in place to address them. | | | |  | | | | | | | | | | | |
| 1. Staffing | | | | | | | | | | | | | | | |
| Outline a full recruitment strategy i.e. what investment in resources/staffing will underpin student recruitment in each of the new campuses  Provide an Organogram to support the expansion (include Academic and Administrative staff resources) | | | |  | | | | | | | | | | | |
| Include the CPD/Training that will be provided to staff as part of the expansion plan | | | |  | | | | | | | | | | | |
| 1. Student Attendance and Engagement | | | | | | | | | | | | | | | |
| How will the partner ensure strong attendance at timetabled sessions?  How is the attendance recorded? | | | |  | | | | | | | | | | | |
| Outline how student engagement is measured (e.g. this may include student interactions with Careers Services, Use of Library Resources, Use of VLE, engagement with formative and summative assessment etc) | | | |  | | | | | | | | | | | |
| 1. Student Support, Voice and Employability | | | | | | | | | | | | | | | |
| How will capturing the ‘student voice’ as a driver for enhancement (e.g. Student rep systems, Student-staff liaison Forums) be maintained? | | | |  | | | | | | | | | | | |
| Outline student support arrangements including pastoral support, personal tutoring arrangements and access to individual career guidance | | | |  | | | | | | | | | | | |
| How will work placements be managed? | | | |  | | | | | | | | | | | |
| What staffing resource will be in place to identify placements, and quality assure them? | | | |  | | | | | | | | | | | |
| 1. Learning and Teaching | | | | | | | | | | | | | | | |
| What strategies will be employed to ensure that peer learning, interactive learning and collaborative learning (e.g. group discussions) | | | |  | | | | | | | | | | | |
| What guidance will be given to students to ensure that they are able to utilise/manage their time effectively with regard to ‘independent study’ | | | |  | | | | | | | | | | | |
| 1. Operation of the partnership (To be completed by SMU Subject Lead Partnerships) | | | | | | | | | | | | | | | |
| How well is the current partnership operating? | | | | *Please outline any examples of good practice or any areas of concern and detail how these have been addressed with the partner.* | | | | | | | | | | | |
| How is a regular dialogue between the Programme Team and the partner maintained? | | | |  | | | | | | | | | | | |
| Have there been any site visits to the partner since the agreement was signed? | | | |  | | | | | | | | | | | |
| Please provide comments from professional service contacts within the University who support the partnership | | | | *Responses should be included from:*   * *Marketing and Admissions* * *Registry* * *TEL* * *Library Services* * *Student Support (where applicable)* * *Finance* * *Quality and Standards* | | | | | | | | | | | |
| Faculty QCSE Approval | | | | *Date of meeting and relevant minute* | | | | | | | | | | | |
| APC Approval | | | | *Date of meeting and relevant minute* | | | | | | | | | | | |

**Appendix One: Site Visit**

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| **Date(s) of visit(s)**  **Names of Site visit team**   * Subject Lead Partnerships (lead): |
| **LOCATIONS OF ALL VISITED SITES** (please list) |
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| **RESOURCES and FACILITIES** |
| **Teaching spaces, including classrooms and any specialist facilities** |
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| 1. **Library and learning resources (incl TEL) and facilities** |
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| 1. **IT resources and facilities** |
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| 1. **Academic support for students (e.g tutoring, management of placements, if applicable)** |
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| **STUDENT SUPPORT SERVICES** |
| 1. **Student Support services and facilities**   *Please give details of any relevant support/facilities available to students at the collaborative institution such as counselling, dyslexia support, student union, student reps, halls of residence, placement procedures.* |
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| **STAFFING** |
| 1. **Current Staffing Plan (details of Academic Teaching and Support team structures)**   *Please give details of staffing at the collaborative institution, including levels of qualifications held by members of staff involved in the delivery of programmes.* |
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| 1. **Current Procedures for Recruitment and Appointment of Academic Staff**   *Please give details of staff recruitment and planning and the measures in place to ensure the programme(s) is approriately resourced and continuity assured.* |
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| 1. **Current Arrangements for Staff Development** |
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| **STUDENT PERFORMANCE** |
| 1. **Standard of student achievement on current HE programmes** |
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| **MEETINGS WITH STUDENTS (if applicable)**  *Add any comments (if the site visit allowed the chance to meet with students).* |
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| **QUALITY ASSURANCE AND PROGRAMME MANAGEMENT** |
| 1. Please give an outline (and provide structure charts if available) of the partner’s arrangements/strategies for:  * Quality management and enhancement (e.g. Committee structure, enhancement plans) * Programme meetings and exam board arrangements * Assessment, moderation and feedback, tutorial systems * Student representation and student feedback mechanisms * Employability and Careers education, information and advice * Institutional policies/guidance relating to academic misconduct, complaints, appeals, student support |
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