



St Mary's
University
Twickenham
London

COLLABORATIVE PROVISION AND ENHANCEMENT SUB-COMMITTEE

TERMS OF REFERENCE AND MEMBERSHIP 2021-22

The Collaborative Provision and Enhancement sub-Committee reports to the Quality Assurance and Enhancement Sub-Committee of the Academic Development Committee (ADC).

In the context of St Mary's University, the term 'Collaborative Provision' refers to provision which leads to either a substantive award, or the award of academic credit made by St Mary's University. If a proposal does not lead to the award of academic credit or award (e.g., CPD or study abroad and exchanges) they are managed by alternative departments (short course provision/continuing education provision) within the University and received by the sub-Committee for noting only.

Terms of Reference

1. To oversee and monitor all institutional collaborative arrangements at St Mary's that fall within the scope of the [UK Quality Code, Advice and Guidance: Partnerships](#) and [Office for Students \(OfS\)](#) This will include:
 - i. maintaining and managing a register relating to institutional partnership arrangements such as study abroad arrangements, and the delivery of collaborative provision, reporting to the Quality Assurance and Enhancement Sub-Committee on an annual basis.
 - ii. monitoring the effectiveness and integrity of partnerships on at least an annual basis, including receiving an annual report from Partnership Liaison Managers and consideration of all collaborative arrangements via an institutional level overview report.
 - iii. ensuring that management processes and frameworks are in place in order that academic standards and the quality of programmes and awards are assured and that St Mary's and collaborative partners comply with the expectations and core practices within the UK Quality Code.
2. To consider, scrutinise and evaluate all proposals for the delivery of collaborative provision, following the approval of an Initial Proposal to the Senior Management Team. This will include:
 - i. confirmation of broad alignment with St Mary's Vision, aims, values and academic strengths
 - ii. considering and scrutinising completed due diligence activities with the proposed partner, which will accompany a detailed description of the proposed collaborative arrangements and to make recommendations to QAEC as appropriate.
 - iii. assessing the legal, financial, academic and reputational risks and the proposals for managing these risks;

- iv. confirmation that proposers of collaborative arrangements do not have links/relationships with the proposed institutional partner that could compromise the integrity of the partnership.
3. The Institutional report will contain a review of St Mary's institutional partnership activities to QAEC, in order that St Mary's may have confidence in the arrangements for the assurance of academic quality and standards for St Mary's awards delivered by institutional partners.
4. To identify ways in which the St Mary's Collaborative Partnerships Strategy and associated processes can be enhanced and made more efficient, and to identify enhancements that will help the University to extract maximum value from new and existing partnerships, whilst also ensuring that Partnerships which are providing declining value are terminated in a timely and efficient manner.
5. To receive and approve proposals for the development of new apprenticeship pathways.
6. To receive bi-annual report(s) on apprenticeships, which includes information on delivery of existing pathways, the development of new ones, progress against key metrics (retention, performance, progression to EPA, EPA success rates, complaints etc).

Membership 2021-22

- Dean of Learning and Teaching, Dr Adam Longcroft
- Ex-officio, Provost (Academic Strategy), Prof Symeon Dagkas
- Ex-officio, Associate Dean of Student Experience, Faculty of Sport, Applied Health and Performance Sciences, Dr Claire McLoughlin
- Ex-officio, Associate Dean of Student Experience, Institute of Academic Operations, Ms Ann Kennedy
- Head of Quality and Academic Partnerships, Mr Mandhir Gill
- Head of Registry Services, Mr Martin Hoyle. Alternate: Ms Preeyaa Fairley (Student Records Manager)
- Dean, Faculty of Sport, Applied Health and Performance Sciences, Dr Leanne Griffiths. Alternative is TBC
- Academic representative, Institute of Education (IoE), Prof Anna-Lise Gordon (Director of the Institute of Education) Alternate: Jane Chambers (Head of Department – Secondary Education)
- Academic representative, Institute of Business, Law and Society (BLS), Mr Bruce Rigal (Director of the Institute of Business, Law and Society) Alternate: Prof Karen Sanders (Professor of Communication and Politics)
- Academic representative, Institute of Theology and Liberal Arts (IoTLA), Dr Jeremy Pilch (Lecturer in Theology) Alternate: Associate Prof Matt James (Course Lead MA Bioethics & Medical Law)
- Representative, Library Services, Ms Jennifer Marven (Library and Student Hub Manager) Alternate: TBC
- Representative, International Office, Ms Sian Rees-Jones (Senior International and UK Partnerships Manager) Alternate: TBC
- Representative, Legal Services, Ms Sukhi Panesar (Senior In-House Legal Adviser) Alternate: Mr Andrew Browning (Clerk to the Governors and Company Secretary)

- Representative Employability Services, Ms Yasmina Mallam-Hassam, Head of Employability Services; Alternate: TBC
- Representative, Technology Enhanced Learning, Ms Bing Choong (Head of Library and Digital Support). Alternates: Mr Paul Stapley or Ms Kathryn Reilly (Learning Designers)
- Representative (by invitation) Finance. Finance team to be contacted prior to the meeting for relevant representative to attend.
- Representative (by invitation), Marketing. Marketing team to be contacted prior to the meeting for relevant representative to attend.

A nominee must attend in place of the Committee member. The Committee will be quorate with half of the membership present. Representatives from Marketing and Finance will be invited to attend CPSC for relevant items of business.

Committee Secretary (in attendance)

- Quality and Standards Manager, Collaborative Provision, Mrs Rebecca Baker
- Quality and Standards Manager, Partnerships, Mr Luke Dillion

Quoracy: The committee will be quorate with 50% of attendees present.

Frequency of meetings: The sub-Committee will meet six times per academic year.

Dates of meetings

The dates for the 2021-22 academic year are as follows:

- 30 September 2021
- 25 November 2021
- 27 January 2022
- 24 March 2022
- 26 May 2022
- 21 July 2022

Document: Collaborative Provision and Enhancement sub-Committee
Document update: 30 September 2021
Document approved: Academic Development Committee, 6 October 2021