Generic Terms of Reference (ToRs) for International Teaching Partnership Management Groups *(Revised ToR approved by Senate June 2015)*

1. To ensure, on behalf of the CPOC, that each major collaborative teaching partnership is conducted in line with Lancaster University (LU) strategy and all relevant LU policies and procedures relating to the establishment, management, monitoring and review of collaborative teaching partnerships as approved by Senate or under Senate delegations and as set out in the Manual of Academic Regulations and Procedures.

2. To ensure that:
   
   (i) the partnership is conducted in accordance with:
       - the formal partnership agreement set out in the relevant Memorandum of Agreement (MoA);
       - the procedures set out in the individual partnership Quality Assurance Handbook and annual operating plans;
   
   (ii) any departures from the MoA and from agreed processes and procedures are identified and dealt with appropriately and in a timely fashion;
   
   (iii) any issues arising from the partner’s national and/or sector legislative and regulatory environment are identified and dealt with appropriately and in a timely fashion;
   
   (iv) any changes to the MoA and/or agreed process and procedures thought desirable by both parties are discussed and agreed through approved channels, are properly recorded, and are implemented and monitored.

3. To establish, maintain and keep under continuous review a Risk Register for each partnership, initiating any preventative or remedial action as appropriate.

4. To ensure that agreed processes and procedures for assuring standards and quality in line with LU expectations and requirements are in place and are complied with, initiating any necessary action through relevant bodies as appropriate.

5. To ensure that individuals and/or offices and academic groupings with designated responsibilities both in LU and in the partner are carrying out their agreed responsibilities effectively.

6. To agree student number targets and income projections annually and agree and oversee marketing recruitment strategies and activities to deliver these targets.

7. To receive on a regular basis, and act upon as appropriate, data on:
   
   - recruitment numbers against targets for the current recruitment cycle
   - total registered student numbers against targets
• student progression and attainment
• financial arrangements and income streams.

8. To consider proposals for new programmes leading to LU degree awards against agreed criteria and, if approved, to ensure that detailed programme and module information is considered through the agreed programme and module approval procedures at LU and at the partner.

9. To ensure that Annual Teaching Reviews of provision delivered by the partners, and leading to LU degree awards, are carried out and that the resulting reports are considered by appropriate bodies within LU and action taken as appropriate.

10. To carry out an annual review of the partnership and produce an annual report for CPOC which will include the results of an annual review of compliance with the relevant MoA, carried out by the University’s Academic Standards and Quality unit.

11. To discuss, in consultation with the ISIG, possible future developments of the partnership including types of provision and levels, types and numbers of programmes and qualifications to be validated, making recommendations to CPOC (and/or ASQC if appropriate) as required.

12. To ensure that the partnership is formally reviewed periodically at agreed intervals in line with LU requirements and to receive reports of such reviews, taking action as necessary including recommendations to CPOC (and/or ASQC and ISIG as appropriate).

13. To make reports to CPOC (and/or ASQC and ISIG as appropriate) at any time if systemic issues of concern which put the partnership or LU’s reputation at risk are identified.

**Standing agenda items for each meeting**

Standard data set:

• projected admissions numbers against targets
• numbers of actual registrations and total student numbers
• progression/completion data by cohort
• fees income received against target

Report on recent partnership developments and activities
Marketing and recruitment report
Quality and standards issues report
Risk Register for the partnership
Review of compliance with the MoA (annually)

**Membership (for International Teaching Partnerships)**
ex officio

PVC International (Chair)
relevant Faculty ADTs, Faculty Directors of International Programmes and/or relevant
departmental Link Tutors
Director of Communications and Marketing (or nominee)
Director of RAID (or nominee)
Academic Registrar (or nominee)
Head of Student Registry (or nominee)
International Office representative
Finance Office representative

Appointed

Director of Partnership Development (for each Type 1 International Teaching
Partnership)
Other staff with relevant knowledge and expertise as appropriate

Fiona Aiken
Lesley Wareing
Steve Bradley

June 2015