

**LANCASTER UNIVERSITY & BLACKBURN COLLEGE**  
**PARTNERSHIP HANDBOOK**  
**2024-25**

This handbook is designed to be used by staff at both the Regional Teaching Partner (RTP) Blackburn College (Blackburn), and Lancaster University (Lancaster). It aims to be the central repository of information and guidance on the management of the partnership, quality assurance, assessment regulations, student administration, staff development and data sharing and for the programmes delivered at Blackburn College. It is intended to be complementary to LU's [Manual of Academic Regulations and Procedures](#) (MARP) and more specifically [RTP policy, procedure and guidance documents](#).

In many sections the information is summarised for ease of use and maintenance of the handbook, however links are provided to access more detailed information. It should be noted that if information contained in this handbook differs from MARP, MARP will be the definitive document. The handbook will be reviewed and published electronically on an annual basis and circulated to relevant staff at both institutions in advance of the new academic year.

## Lancaster University &amp; Blackburn College

## Partnership Handbook

## VERSION HISTORY

Date approved	Version	Description of change(s)	Owner

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## **1 MANAGEMENT OF THE PARTNERSHIP**

### **1.1 INTRODUCTION**

Lancaster's approach to its collaborative teaching partnerships is underpinned by a commitment to help partners build their own capacity to manage quality and standards effectively. To this end, Lancaster has worked in partnership with Blackburn to take more of a leading role in quality assurance procedures such as the programme and module design. As the degree awarding body, however, Lancaster has continued to review and monitor the provision through core quality assurance procedures delegated to the College and has worked with the College staff to deal with any quality and standards issues, as they arise.

### **1.2 PARTNERSHIP AGREEMENT**

The current Memorandum of Agreement (MoA) came into effect 1<sup>st</sup> January 2022 for a term of five (5) years, unless it is terminated earlier (in accordance with the terms of the MoA) or is extended beyond the five-year term by mutual written agreement between Lancaster and Blackburn.

### **1.3 PARTNERSHIP MANAGEMENT AND GOVERNANCE OVERVIEW**

As the degree-awarding body, Lancaster has principal responsibility for the academic standards of awards granted in its name and for the quality of learning opportunities provided. Within Lancaster, ultimate responsibility for the partnership is located with the Lancaster Senate and the committees and officers to which the Senate formally delegates authority.

Within Blackburn, ultimate responsibility for the partnership is located with the Principal and Chief Executive and the committees and officers to which they formally delegate authority.

Management of the partnership at Lancaster will reside with Academic Standards, Quality and Conduct (AQSC), who shall have responsibility for ensuring that the programmes offered through the partnership are approved, delivered and managed in accordance with the terms of the agreement.

Operational management of the partnership at Lancaster resides with a Partnership Management Group (PMG), chaired by the Head of AQSC. The PMG is responsible for ensuring that the partnership is conducted in line with Lancaster's strategy and policy for collaborative provision and in accordance with the formal agreement. It will ensure that quality and standards are in line with Lancaster's expectations and requirements and the programmes offered through the partnership are approved, delivered and managed in accordance with the terms of this partnership agreement as set out in the MoA. The membership of the PMG is included in the Terms of Reference (Appendix 3).

At Blackburn, responsibility for operational management of the partnership lies with the Vice Principal Curriculum and Quality who ensures that the programmes offered through the partnership are delivered and managed in accordance with the terms of the partnership agreement as set out in the MoA.

### **1.4 PARTNERSHIP REVIEW PROCESS**

Lancaster will carry out a periodic review of the partnership every five (5) years, with the current agreement expiring December 2026. The partnership review incorporates both strategic and operational matters, and as part of the latter aspect consideration is given as to whether or not the current quality assurance model is working from both Lancaster and Blackburn perspectives or whether it needs refinement. The partnership review comprises a two-stage process:

Stage 1 considers strategic issues and relationship development including:

- the partnership vision and future plans;
- the implications of any significant developments since the last review and/or any known/possible imminent developments;
- the potential impact on the partnership of the Colleges' relationship with other organisations;
- the desired portfolio of degree programmes;
- marketing and recruitment strategies and processes.

Stage 2 considers the College's quality management and enhancement arrangements for the delivery of programmes leading to a Lancaster award and the partnership experience over the intervening years since the last partnership renewal. Areas include:

- institutional framework/academic governance;
- quality assurance processes;
- institutional management of teaching and learning;
- the quality and availability of published information.

After completion of the review a report and recommendations will be made through appropriate Lancaster bodies (including the Regional Partners Teaching Committee and Senate) and a decision will be taken as to whether the partnership should be continued. If so, a new MoA will be drafted and signed for another term. If the partnership is not to be continued, arrangements will be made to teach out the remaining registered students in accordance with the terms of the MoA.

## 1.5 PUBLIC INFORMATION

Blackburn ensures that all public information relating to Lancaster and its programmes complies with Lancaster brand requirements and current legislation, and is an accurate reflection of the provision on offer. Lancaster reserves the right to periodically and without prior notice monitor all public information to ensure compliance. Lancaster monitors regularly all sources of information produced by Blackburn (including websites and prospectuses) for prospective students and/or current students and staff. Lancaster ensures that the Lancaster University name and logo is used in a way that appropriately reflects the nature of the relationship between Lancaster and Blackburn.

Blackburn ensures that information provided to internal and external stakeholders is clear, accurate and consistent. The [Competitions and Markets Authority Consumer Protection](#) advice framework is used to support the College's quality control processes. Clear guidelines are established as to the process for sign-off of publicity materials and Lancaster satisfies itself that the public is not likely to be misled about the nature and standing of the programme and qualifications provided under the arrangement.

Data Protection and Freedom of Information requests will adhere to UK law as appropriate and as stipulated in the MoA.

## 2 ACADEMIC QUALITY ASSURANCE

### 2.1 LANCASTER UNIVERSITY - MANAGEMENT OF STANDARDS AND QUALITY

Lancaster is responsible for the academic standards of all credit and qualifications granted in its name and also for the quality of the educational experience of students registered on programmes it validates and which lead to Lancaster awards. Lancaster also needs to be able to demonstrate academic equivalence between awards granted at Blackburn and awards granted at Lancaster and elsewhere in the UK HE sector. Lancaster therefore requires appropriate quality assurance arrangements to be in place for programme design and approval, the quality of delivery, teaching, learning and assessment arrangements, the approval of results and awards, and appeals and complaints. Variations in standard Lancaster procedures and practices may be agreed with partners where appropriate so long as these variations are in accordance with the principles contained within Lancaster's academic regulations and procedures and are also consistent with the requirements of UK HE regulatory bodies.

The MoA together with the RTP regulations and the responsibilities checklist (Appendix 1) set out the management and quality assurance framework for the partnership and the respective roles and responsibilities of each partner. There are core quality assurance processes and arrangements in place which enable the University to set and monitor quality and standards in order to satisfy itself that the programmes and Blackburn's delivery of these programmes match the expectations set by Lancaster for its awards. Lancaster has a set of procedural guidance documents for its RTPs for the operation of these processes.

Lancaster will provide a Programme Consultant to assist with support for the design, delivery, monitoring and enhancement of programmes. AQSC shall provide advice and support as appropriate

to officers of Blackburn and the teams managing the programmes.

## **2.2 BLACKBURN COLLEGE - MANAGEMENT OF STANDARDS AND QUALITY**

Relevant UK Subject Benchmark Statements are used as points of reference in setting and maintaining academic standards. The assignment of credit level and volume takes account of guidance embodied in UK national credit frameworks.

The quality assurance procedures agreed with Blackburn are set out in the remaining chapters of this Handbook. They may be amended from time to time by mutual agreement.

## **3 PROGRAMME DEVELOPMENT AND APPROVAL**

### **3.1 CURRICULUM STRATEGY AND DEVELOPMENT**

Lancaster validates curriculum provision at Blackburn as listed in the annual Business Planning Schedule. (Appendix 2)

Blackburn is responsible for the strategic development of Higher Education, including analysing local market conditions and curriculum needs and these are identified during the annual Business Planning Process. Blackburn ensures that capacity in terms of staffing and facilities are adequate for expected demand.

Blackburn's Teaching and Learning Strategy builds on and consolidates achievements and successes in HE with a view to making a significant contribution to economic, cultural and social growth. Extensive work with key local, national and international employers enriches the student experience.

Lancaster receives an annual report on Blackburn's curriculum and recruitment strategy through the PMG. Blackburn programmes are considered by the College within Annual Programme Reviews. Revalidation of programmes will normally take place every five years. Any request to revalidate a programme outside of this timescale will need to be approved by PMG.

### **3.2 COURSE DESIGN**

In addition to complying with the criteria agreed by the University Senate, all awards and programmes offered by the University are aligned with the Framework for Higher Education Qualifications in England Wales and Northern Ireland published by the QAA. Blackburn is responsible for course design as recorded in individual validation documents. A breakdown of teaching and learning hours per module and the categories of activities is provided for each programme.

In designing programmes and modules, Blackburn and Lancaster need to ensure that:

- a) entry standards define the minimum threshold for applicants to help ensure they have an appropriate academic background (e.g. subject knowledge, language competence, study skills) to cope with the demands of the degree programme to which they are being admitted;
- b) standards set at the end of each stage within programmes define the minimum threshold of achievement to ensure that students have progressed sufficiently in order to be able to continue onto the next level of study and to identify those students who may be at risk and who may need additional/different support in the next level;
- c) qualification standards define the expectations for particular levels of achievement (e.g. first, third, pass, distinction etc.);
- d) the content and structure of individual contributory modules are appropriate for the place they occupy in the programme structure and that students are being assessed according to appropriate criteria.

Lancaster Programme Consultants provide guidance on the design of programmes as required. Lancaster provides guidance on the design and approval of Lancaster validated Foundation Degrees and top-up degrees developed in light of sector requirements.

### **3.3 COURSE APPROVAL - NEW PROGRAMMES AND MODULES**

#### **3.3.1 Principles**



Programme proposals will be considered by Lancaster through the academic approval procedures managed by AQSC, and if agreed in principle, will be passed through the agreed [programme validation procedures](#) for formal approval. If Blackburn wishes to introduce a new programme, Lancaster must be consulted first concerning validation. Lancaster will agree to undertake a validation exercise for the programme where it is felt to be an appropriately academic subject.

### 3.3.2 Process

Lancaster's validation processes and procedures for the approval of awards made in its name enable the University to:

- i) Secure the academic standards of those awards and qualifications made in its name by Blackburn
- ii) Assure the quality of the learning opportunities available to students studying on those programmes leading to an award of the University.

Through these procedures, found [here](#), Lancaster seeks to secure equivalence with its own awards and qualifications.

## 3.4 COURSE APPROVAL– AMENDMENTS TO EXISTING PROGRAMMES AND MODULES

No amendment will be made to any programmes validated by Lancaster and leading to a Lancaster award without the agreement of Lancaster. No agreement will be granted where the proposed amendment would have an adverse effect on, or be inconsistent with, any obligations to existing students or any students who have an offer to study on any programme affected by the amendment. Revisions affecting existing students must be considered and agreed by a meeting that involves student representation. Where, exceptionally a revision is to be introduced within the same academic year, the unanimous support of the affected students must be obtained. Major changes to modules and programmes must be communicated to current applicants to the programme.

Blackburn staff, students and stakeholders contribute to the processes related to changes to existing programmes to ensure all aspects are considered. Changes to programme can occur through [Programme and Module Amendment Procedures](#). Within the category of Major Amendment, there are different levels of change, and the amount of information required in the proposal will depend on this. The Programme Leader must consult with both the External Examiner and Programme Consultant on amendments prior to submission to Lancaster. Major amendments to modules must be considered and approved at the relevant Blackburn Committee and passed to AQSC for logging using the appropriate [form](#). Major amendments to Programmes should be considered at the relevant College Committee and then passed to AQSC for approval by the relevant Faculty representative.

[PROGRAMME AND MODULE AMENDMENT PROCEDURES](#) [MODULE AMENDMENT FORM](#) [MAJOR AMENDMENT FORM](#)

## 3.5 PROGRAMME CLOSURE

Following Blackburn's monitoring and review processes, Heads of School determine whether the validity and currency of programmes have been affected by changes to industry, PSRBs, staffing or recruitment numbers. Underperforming programmes are identified for closure at programme and curriculum level ([PROGRAMME CLOSURE FORM](#)). Students enrolled should be reassured that in the event of course closure there are clear processes that will ensure the continuity of their studies. If a programme can no longer be offered, arrangements need to be made for existing students to be provided with suitable alternatives.

## 3.6 PROFESSIONAL, STATUTORY AND REGULATORY BODIES

Lancaster ensures that the status of programmes or awards in respect of UK PSRB recognition (accredited, approved or recognised) is represented accurately so that applicants or students are not misled. Blackburn shall prepare submissions for any accreditation of the Programme sought from a professional body, and Lancaster shall support Blackburn in applications to professional bodies for accreditation.

## 4 RECRUITMENT AND ADMISSIONS

### 4.1 MARKETING AND RECRUITMENT

Marketing and recruitment activities are carried out by Blackburn. Marketing and recruitment materials are the responsibility of Blackburn's Marketing team. See also 1.5 Public Information.

### 4.2 ADMISSIONS

#### 4.2.1 Admissions Policy and Principles

Blackburn is responsible for decisions on admissions and for the management of the admissions process. Lancaster approves the criteria for admission for new programmes at validation. Blackburn's admissions policy and associated procedures are expected to comply with relevant legislation and align with the expectations of the *UK Quality Code for Higher Education: Admissions, Recruitment & Widening Access*.

Students are registered with Blackburn and have a legal and contractual relationship with the College.

#### 4.2.2 Entry Criteria

Entry requirements for each programme are specified by Blackburn and agreed by Lancaster on validation of the programme and in accordance with agreed recruitment and admissions procedures.

#### 4.2.3 Equality and Diversity

Blackburn is committed to Equality and Diversity in all College activities for all students and staff, with the ethos of Equality and Diversity embedded in the curriculum.

### 4.3 RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning, including credit transfer and recognition of certificated or experiential learning for entry criteria purposes is permitted onto Blackburn programmes. Procedures are in place to assure that credit for such learning is comparable to that achieved through the teaching and learning activities required for specified modules of the Blackburn programme on which the student will be registered. These procedures apply to individual students and not to institutional arrangements for the recognition of credit. Requests for RPL are made to Blackburn and the College is responsible for considering and assessing all RPL claims. However, final approval of decisions relating to the award of Lancaster credit is made by Lancaster. [RPL GUIDANCE](#) [RPL PRO-FORMA](#)

## 5 PROGRAMME DELIVERY

### 5.1 DELIVERY STANDARDS

#### *Principles*

Lancaster University seeks to ensure that:

- the standards achieved by students in order to qualify for any Lancaster University award should be equivalent wherever the degree programme is delivered and should be in line with Lancaster University's academic framework;
- all learning, teaching and assessment provision delivered through Regional Teaching Partnerships should be academically equivalent to provision delivered at Lancaster;
- students registered on Lancaster validated programmes leading to Lancaster University awards should be given a broadly equivalent educational experience wherever they are studying;
- in the management of quality and standards, Blackburn needs to ensure and demonstrate consistency in approach and in the equitable treatment of all students in terms of admissions, learning, teaching and assessment, academic discipline and awards;

- all members of Blackburn staff have a responsibility to treat all students fairly and equitably;
- students should be treated on the basis of capacity and potential and should not be disadvantaged on any grounds irrelevant to academic study.

## 5.2 TEACHING STAFF

### 5.2.1 Recruitment and Approval

Lancaster University seeks to ensure that all staff teaching on Lancaster-validated programmes leading to Lancaster University awards have appropriate experience, expertise and qualifications to teach at the level of the degree programme(s). Lancaster is responsible for the monitoring and ongoing oversight of staff teaching on Lancaster-validated programmes in terms of appropriateness of qualifications, subject knowledge and experience and the overall profile of the staff team. Lancaster will make an assessment of staff at the point of validation for new programmes and at revalidation for existing programmes. Lancaster reserves the right to request alternative teaching staff on Lancaster-validated programmes. Following approval at validation/revalidation, Lancaster monitors staffing on an annual basis through the staffing report submitted as part of Blackburn's Annual Programme Review Reports. Any changes to staffing are reported to Lancaster along with CVs and monitored by the relevant Programme Consultant. [STAFFING STATEMENT](#)

Blackburn is responsible for appointing appropriately qualified and sufficient staff for the delivery of each programme and ensuring that all staff teaching on the programmes are appropriately inducted and supported, receive regular training and participate in staff development activities. Members of staff new to teaching are expected to meet College requirements for the attainment of a relevant teaching qualification and to engage with College induction and mentoring procedures where appropriate. The normal expectation is that partner institutions will have in place institution-wide policies and procedures for ensuring that academic staff have the necessary knowledge, abilities and aptitudes, together with sufficient time, to undertake all aspects of their roles to the required standard. It is College policy that all new staff without a teaching qualification are required to be working towards one and to successfully achieve a teaching qualification within 2 years of appointment.

#### *Professional Development and Scholarship*

The variety and extent of staff development offered and facilitated by Blackburn should support the professional development of staff and contribute significantly to the maintenance and development of staff's subject currency and of the currency of the curriculum. Blackburn undertakes to ensure that appropriate training, briefing and mentoring is provided on an ongoing basis so that staff are competent to undertake their roles and responsibilities and to ensure that assessment is robust. Staff development priorities for programme teams are identified as a whole through the Annual Programme Review process, and for individuals through the staff performance review process. All staff are encouraged to maintain absolute subject currency by continuously engaging with scholarly activities.

The College sets aside dedicated staff development days to enable both cross college training and departmental training to take place. Mentors with the appropriate skills and experience are appointed within Schools to provide additional support to staff.

## 5.3 LEARNING RESOURCES

Lancaster makes an evaluation of the appropriateness of physical learning resources and the learning environment provided by Blackburn at validation to ensure these are relevant to, and adequate for, the type, level and volume of the learning to be undertaken and whether they are appropriate to secure the achievement of the relevant learning outcomes. Blackburn is responsible for the distribution of learning resources and provision of an effective teaching and learning environment and runs Learning Resource centres on the college campus. Learning resources such as reading lists are

provided and Blackburn will ensure students have access either through acquisition of hard copy resources or through ensuring access to online resources. Traditional resources are supplemented by on-line journal databases such as EBSCO Host Academic Search and Business Source Elite and e-book libraries.

Blackburn students are eligible for Lancaster University library membership under 'Associate Borrower status' if they are studying on a course validated by Lancaster. Blackburn students may borrow 6 books and have walk-in user electronic resource access.

#### **5.4 MANAGING RELATIONSHIPS WITH THIRD PARTIES**

Blackburn works with placement providers and mentors in the facilitation of workplace learning. Work-based learning is an essential component of all employment-focused curricula and the College designs and delivers vocational higher education linked to work skills and practices. Blackburn engages with local employers from small and medium sized enterprises to large multi-national corporations to enhance access to best practice for students registered on the programmes. Workplace learning experience involves a three-way partnership involving students, employers and Higher Education providers. Blackburn's Work based Learning Module Tutors play a key role in preparing students for workplace learning and ensuring suitability and relevance of the placement to support learning. Workplace learning mentors or supervisors may also be appointed to provide support. Blackburn operates a risk assessment procedure before placements are agreed and authorised.

Blackburn will strive to keep Lancaster informed of any new arrangements with third parties and bring to attention any potential impact on delivery.

##### *5.4.1 Degree Apprenticeships*

Blackburn delivers degree apprenticeships and are seeking to align their provision wherever possible. Apprenticeships are high-quality alternatives to a more traditional degree route. They are designed to deliver the skills needed by employers, giving the technical and professional expertise to move careers forward.

For approval/re-approval of [Integrated Degree Apprenticeships](#), the validation/revalidation panel will include a Degree Apprenticeship Specialist from Lancaster. The External Assessor will also have experience of Integrated Degree Apprenticeships as well as subject knowledge. The College may also provide a member of staff who has Degree Apprenticeship expertise and knowledge of the programme to participate in the panel.

#### **5.5 STUDENT SUPPORT AND GUIDANCE**

Student support and guidance at Blackburn should be comparable to the support and guidance provided to Lancaster students at Bailrigg as laid out in MARP. In all cases the support and guidance shall be provided by Blackburn, including where students interrupt their studies (also known as Suspension of Studies). Blackburn endeavours to provide appropriate support and guidance to all students registered on programmes.

Blackburn provides a flexible additional learning support service to support all students in their personal, professional and academic progression during their studies.

The Academic Coach team offers flexible and non-subject specific support to all students, either as one-to-one direct contact or as a group workshop. This may be to enhance essential study skills, improve grades or gain strategies to improve their wellbeing such as handling stress and improving confidence.

Each student is allocated a personal tutor who will help to develop academic skills and practices along with reflection and confidence to enable them to achieve success in Higher Education.

In addition to this Blackburn College provides a wealth of support for students in terms of Information,

Advice and Guidance, and mental health support. Students may choose to access these support mechanisms independently, or could be signposted to them by members of staff:

- **Careers Advice:** The careers team offer drop-in sessions alongside being readily available to speak to students during the day.
- **Finance Team:** a dedicated team of specialists who can advise students on tuition fees, loans, bursaries and hardship funds.
- **Emotional Health and Wellbeing:** the college has a dedicated Emotional Health and Wellbeing Officer who supports students with mental health concerns. Students may then be signposted to counselling services outside of the institution if this is felt to be appropriate.
- **Student Assistance Programme (SAP):** the SAP is a suite of wellbeing services that offers students a way through physical and mental health issues or financial difficulties. It is a 24-hour helpline where students can access unlimited mental health and counselling support, financial advice and medical information.
- **Safeguarding:** In line with statutory safeguarding guidance, the College has a Designated Safeguarding Team. This group of colleagues work closely together to provide effective safeguarding interventions for all students at the College.

## **6 ACADEMIC STANDARDS AND ASSESSMENT**

### **6.1 SETTING AND MONITORING OF ACADEMIC STANDARDS**

Blackburn and Lancaster have agreed quality assurance procedures relating to delivery, teaching, learning and assessment, results and awards, appeals and complaints in accordance with the underlying principles in the Manual of Academic Regulations and Procedures (MARP). All quality assurance procedures will be consistent with the requirements of UK HE regulatory bodies.

### **6.2 ASSESSMENT REGULATIONS**

The assessment criteria will be set by Blackburn in line with what is approved at validation of the programme and in accordance with the [Assessment Regulations](#).

### **6.3 APPROVED PROCEDURES PARTICULAR TO BLACKBURN**

A number of procedures are particular to Blackburn and form appendices to the Lancaster Undergraduate Assessment Regulations for the Regional Teaching Partners. Blackburn procedures are reviewed annually by Lancaster, taking note of any amendments, to ensure that they align with Lancaster regulations. Procedures are approved by the Regional Partners Teaching Committee (RPTC) in advance of the academic year to which they will apply.

#### **6.3.1 Mitigating Circumstances**

Blackburn operates an Exceptional Academic Matters procedure for students who experience unforeseen events, which can severely disrupt their ability to study and affect their performance in an assessment.

#### **6.3.2 Administration of Examinations**

Boards of Examiners for programmes including Lancaster staff and External Examiners are constituted and conducted. Blackburn operates a two-tiered approach to board of examiner meetings. The first tier, the Module Board of Examiners is responsible for the ratification of module marks and the recommendation of decisions to the Programme Board of Examiners. The second tier, the Programme Board of Examiners is responsible for making decisions on progression and the award of qualifications. Provisional results and recommendations from Boards of Examiners will be made available to Lancaster for ratification by the Committee of Senate.

Exam papers are set by Blackburn and checked by External Examiners and the AQSC team.

## **7 STUDENT COMPLAINTS AND ACADEMIC APPEALS**

The responsibilities of Lancaster and Blackburn are clearly distinguished and publicised. Blackburn

ensures that students studying at Blackburn have clear information about the initial route for making an academic appeal or formal student complaint, and the sequence of processes involved.

[COMPLAINTS AND APPEALS PROTOCOLS](#)  
[COMPLAINTS AND APPEALS FLOWCHART](#)

## 7.1 COMPLAINTS

Blackburn are responsible for dealing with all student complaints and issues of student discipline regarding students enrolled on programmes in accordance with the relevant Blackburn policies and procedures as approved by Lancaster. Where the complaint and/or disciplinary procedure involves an aspect of service for which Lancaster has whole or partial responsibility, students shall be entitled to a final review of their standing by Lancaster.

## 7.2 APPEALS

Blackburn are responsible for dealing with all student academic appeals regarding students registered on programmes in accordance with Blackburn policies and procedures as approved by Lancaster. After all agreed appeal procedures have been completed within Blackburn, students shall be entitled to a final review of their standing by Lancaster.

# 8 PROGRAMME MONITORING, REVIEW AND ENHANCEMENT

## 8.1 ROLES AND RESPONSIBILITIES

Blackburn's HE monitoring and review processes are coordinated at an organisational level by the Head of Quality Assurance and Enhancement. Periodic monitoring and review contribute to and informs the development and enhancement of curriculum, teaching, learning and assessment and pedagogic practice. Monitoring and review processes capture feedback from students, employers and stakeholders and acts as a platform for critical reflection.

Lancaster is responsible for the quality assurance of the programmes and modules delivered at Blackburn, including the processes for programme monitoring, review and enhancement outlined in the following sections.

Programmes are regularly and systematically reviewed in order to consider the continuing currency and validity of programmes in light of developments in research, professional and industry practice and pedagogy. Along with changes in the external environment such as the requirements of professional, statutory and regulatory bodies and continued alignment with the providers strategy and mission.

Programme monitoring and review are part of a continuous engagement with a programme by both staff and students. [MONITORING AND REVIEW PROCEDURES AND GUIDELINES](#)

The outcomes of the processes of monitoring and review are reported at the appropriate level within the College and also at the University's Regional Partners Teaching Committee (RPTC). This allows for oversight of the outcomes of the process, in order to identify any overarching themes. Any strategy actions are identified and the outcomes used to inform organisational planning.

The College is required to review programme monitoring and review procedures and analyse outcomes within an Annual Quality Report which is presented at the University RPTC. The associated action plan is monitored as a standing item at each committee meeting.

### 8.1.1 *Programme Consultants*

Lancaster will provide a Programme Consultant (or equivalent) to assist with support for the design, delivery, monitoring and enhancement of the programmes. Programme Consultants are University academic staff who have a key role in maintaining the academic standards and quality of programmes validated by Lancaster but delivered at and by Blackburn. The role of Consultants is varied and the depth of involvement changes with the requirements of particular programmes and institutions.

Programmes are categorised as either standard or established and the role and time commitment of consultants differs depending on a programme's categorisation. The role for new programmes in

the developmental period leading to initial validation will also have a different time commitment. Prior to the start of each academic year, AQSC decide as to whether each programme at the RTPs requires a standard consultant or whether it falls into the category of an established programme for that year.

The Programme Consultant will monitor the progress of a programme and respond to any issues or changes that arise while a programme is running. For a new programme being proposed for validation, a Consultant will be appointed once the Outline Planning Permission document has been approved by AQSC. Programme Consultants produce an interim report in December and an annual report to assist the AQSC team to monitor the quality of programmes and to provide programme teams with suggestions for ways to improve aspects of how particular programmes are run. It should be noted that Consultants should not wait until submitting a report to raise concerns, any concerns should be discussed with the programme team first and if not resolved, escalated to AQSC. [PROGRAMME CONSULTANT GUIDANCE](#)

### 8.1.2 *External Examiners*

Lancaster is responsible for the appointment and functions of external examiners to provide independent judgement on quality of standards and of the provision at Blackburn, and ensure that it is consistent with quality and standards of the Lancaster provision and within UK HE. Lancaster will oversee the participation of external examiners in assessment and quality assurance processes. The nomination, induction and briefing of external examiners is delegated to Blackburn however Lancaster will participate in the annual induction event. The arrangements are described in more detail in the guidance and information for all Lancaster provision here: [EXTERNAL EXAMINER GUIDANCE](#)

## 8.2 ANNUAL PROGRAMME REVIEWS

Blackburn is responsible for ensuring that an Annual Programme Review is undertaken for each programme validated by Lancaster, and that the reports of these reviews (APR reports) are:

- a) considered internally as part of the standard quality assurance procedures for the programme;
- b) there is strategic oversight of these reports and the APR process within the College.

All programmes undertake an APR, which takes account of relevant information such as:

- External Examiner reports
- Programme Consultant reports
- Key statistics including data on applications, retention, success and achievements and destinations
- Results of NSS
- Results from internal surveys and questionnaires
- Feedback from student representatives and student forums
- Feedback from relevant stakeholders

All programmes develop a quality improvement plan (QIP) following the APR exercise, which is monitored by the programme team and curriculum area through termly Quality Summit meetings (QAMS) and programme quality reviews.

Blackburn will hold an annual meeting for review of all APR reports and this will include an AQSC representative, following which a report on the APR process and outcomes is submitted to the RPTC as part of an Annual Quality Report. Review of the Annual Quality Report by RPTC will facilitate the cross-fertilisation of ideas and good practice across the different programmes.

## 8.3 PARTNERSHIP MANAGEMENT GROUP (PMG)

The Partnership Management Group (PMG) acts as a management body for the University and

Blackburn. The group ensures that the partnership is conducted in line with the University's strategy and policy for collaborative provision and in accordance with the formal agreements. (Appendix 3)

#### 8.4 REGIONAL PARTNERS TEACHING COMMITTEE (RPTC)

The Regional Partners Teaching Committee (RPTC) is responsible for collaborative programmes and modules together with associated academic regulations and quality assurance processes. The Committee is also responsible for devising, implementing and monitoring procedures for the partner institutions. (Appendix 4)

#### 8.5 REVALIDATION

In addition to annual monitoring, programmes validated by the University are reviewed on a five yearly cycle and it is considered whether or not validation should be renewed for a further five years (revalidation).

[REVALIDATION PROCEDURES](#)

[GUIDANCE ON DOCUMENTATION FOR VALIDATION/REVALIDATION](#)

[REVALIDATION OPP](#)

[REVALIDATION REPORT TEMPLATE](#)

All programmes will be subject to a revalidation process every 5 years at Lancaster's discretion. Lancaster may from time to time (acting reasonably) carry out a revalidation on any of the programmes. The aim of revalidation is to review a currently validated programme and consider whether it may be renewed for a further five years taking into account the following factors:

- currency of the programme
- maintenance of the standards of the award
- satisfactory student achievement
- continuing demand for the programme
- sufficient resources for programme delivery
- effective implementation of QA procedures for the programme

#### 8.6 STUDENT ENGAGEMENT

Blackburn are responsible for student engagement through the following vehicles:

- a) A student representative group;
- b) Academic representation for each programme with student/staff committees;

Blackburn embraces students' views and works with them as partners and change-agents to enable them to shape their own individual learning experience, whilst also having a significant and effective impact on developing the College's quality enhancement processes.

Blackburn operates a Student Engagement Strategy, which is monitored by the Students Union in an Annual report. Student representatives make up the body of the Student's Union and assist the Union and College Management by providing a student's view of College life. Representatives help to make courses run well by giving feedback to the relevant Head of School and also help promote Students' Union activities.

Student representatives play a key role in making sure that the students view is included in all of the College's decision-making. Student reviewers are requested to support the review of the Colleges HE provision to ensure that programmes are fit for purpose and meet the expectations of students and validating partners. All students, individually and collectively, have an entitlement to participate in the co-production of their College experience through the following mechanisms:

- Students' Union



- Students' Voice Executive Committee (HE and FE)
- Students' Union President
- Student Executive and Senior Management Team Liaison
- Cross College Student Forums
- School Forums
- Student Representatives and Ambassadors
- Student Governors
- Student Focus Groups

## **9 STUDENT ADMINISTRATION**

### **9.1 ENROLMENT AND INDUCTION**

#### *9.1.1 Induction*

Blackburn will provide induction / orientation for all new students and also for returning students. A central induction schedule will provide a key introduction to all support and development services, including the Students' Union and key contacts from each support service for each student will be identified.

The Head of Student Experience will be responsible for coordinating the introductory programme. Induction activities will cover academic, administrative, social and welfare issues.

#### *9.1.2 Enrolment*

All applicants who have firmly accepted offers of a place to study at Blackburn will be required to register in order to become students of the College. These administrative procedures will be organised by Management Information Systems team (MIS). All students will be required to re-register at the start of each succeeding academic session.

No student shall normally be allowed to register concurrently for more than the equivalent of one full-time higher or further education scheme of study.

At the point of initial registration students will be informed of their intellectual property rights. Students should familiarise themselves with any terms and conditions relating to intellectual property rights and their assignment which are set out in any funding arrangements they have undertaken with research councils or other funding bodies.

Students should be informed that the information they provide on registering with the College will be held securely and may be shared within the institution across relevant departments and administrative sections for the purpose of managing and administering their degree programme or course.

Blackburn's MIS team will be responsible for the creation and maintenance of the definitive student record to be used for registration, the timetabling of teaching and examinations, results and awards, and data returns in Blackburn. The departments will be responsible for liaising with academic departments and colleges to ensure that data is up to date and accurate.

The College shall inform students at the time of module enrolment of the assessment methods to be used for each module and of the system whereby marks for written examinations and coursework assessment are combined. Students shall also be informed if formal examinations are to be held at times other than the main examination session and also if there are to be any class examinations that may be held at any time during the term.

### **9.2 EQUITY AND CONSISTENCY OF TREATMENT**

In the management of quality and standards, Blackburn ensures and demonstrates the equitable treatment of all students in terms of admissions, learning, teaching and assessment, academic discipline, support and awards.

Blackburn provides an inclusive environment for learning and anticipates the varied requirements of

students. Treating everyone with equal dignity and worth, while raising aspirations and supporting achievement for people with diverse requirements, entitlements and backgrounds.

### **9.3 COMMUNICATIONS WITH STUDENTS**

Blackburn will provide students with accurate, relevant and timely information informing them:

- a) of the primary means by which their academic departments, and central services will communicate with them and when this will happen;
- b) that it is assumed and expected that students will regularly check their Blackburn College email accounts for official communications and notifications of the status of their registration and studies;
- c) that it is the responsibility of students to maintain links with their academic department and the student administration, respond to requests for information, acknowledge specific communications related to the status of their registration and studies, and keep the College informed as to any changes in their contact details.

### **9.4 ATTENDANCE REQUIREMENTS AND PROGRESS MONITORING REQUIREMENTS**

#### *9.4.1 Requirements*

Undergraduate students are required to register for their programme at times to be specified and to be engaged on their studies for the full period of each term and/or for such other periods as may be stated in the regulations for particular courses. The place of work will be Blackburn and/or such other places as the department(s) concerned may specify. Students must present themselves for examination when required to do so.

#### *9.4.2 Monitoring*

All students must be informed in writing, preferably in programme handbooks, at the start of the academic year of what is required of them in relation to attendance, including Blackburn's attendance policy.

#### *9.4.3 Progression*

Students will be examined at the end of the academic year. Progression to the next academic year is dependent on successful completion of assessments. Full details are in the student handbook.

### **9.5 ACADEMIC DISCIPLINE**

In order to remain in good academic standing with Blackburn it is expected that students will attend compulsory elements of the course as stipulated by the College and should attend examinations and submit course work assignments at the times stipulated.

If students do not remain in good academic standing it is the responsibility of the College to record attempts to contact the student and initiate an academic recovery plan.

The programme leader shall inform the Head of School (HOS) if ever the student's work or attendance is unsatisfactory. If the Head(s) of School, after confirming that appropriate warnings in writing have been given to the student, consider(s) that the student should be excluded from Blackburn, a recommendation to that effect shall be to exclude the student from the College permanently or for a stated time and to stipulate conditions for a resumption of study.

It is the responsibility of the Quality department to advise and support Curriculum Areas, which have students who are no longer in good standing, and to take appropriate action.

### **9.6 TRANSCRIPTS, CERTIFICATES AND AWARDS**

The determination of results and the classification of University degrees are subject always to ratification by Lancaster's Senate and will be regarded as provisional until ratified, normally by a body or individual empowered by the Senate to act on its behalf.

Immediately after the meetings of the relevant examining bodies, Curriculum Areas may notify students of their provisional degree results.

It is the responsibility of Blackburn to issue students who have successfully completed their degree with a transcript. It is the responsibility of Lancaster to issue students who have successfully completed their degree with a degree certificate.

#### **9.7 GRADUATION**

Students whose awards have been confirmed by the Committee of the Senate (or a body or individual empowered by the Senate to act on its behalf) shall be eligible to attend a ceremony in Blackburn for the conferment of degrees.

#### **9.8 DEBTORS**

Blackburn is responsible for contacting students who have not paid their fees. Students may be prevented from receiving their award, including transcript and certificate until any academic related debts (tuition fees) are settled. Students will not be permitted to attend graduation until the debt is addressed.

In terms of non-academic debt, an award cannot be withheld and the transcript and certificate are given to the student. However, in serious cases, the invitation to graduate may be withheld until the debt is addressed.

## APPENDIX 1 – BLACKBURN OPERATIONAL RESPONSIBILITIES CHECKLIST

### Overview of partnership

External delivery of Blackburn College programmes validated by Lancaster University

This is a brief overview of where the primary operational responsibility for certain elements of the partnership reside.

Item	Blackburn	Lancaster	Shared	Documentary References	Comments
<b>Curriculum development</b>					
1. Identification of local curriculum needs	✓			Individual validation documents	Identified during the annual business planning process
2. Strategic development of Higher Education	✓			Teaching, learning and assessment strategy document	LU holds strategic meetings with the College
3. Course design	✓			Programme validation documents	
4. Final approval of new programmes		✓		<a href="#">Validation and revalidation: processes and procedures</a>	
5. Final approval of revisions to programmes/modules	✓	✓		<a href="#">Programme and module amendment procedures</a>	Major amendments require Lancaster approval via RPTC Faculty Representative; Major and minor module amendments are by the College and reported to LU.
6. Programme specifications and Learning Outcomes	✓			Individual validation documents, curriculum and assessment mapping template	Approved for each individual programme as part of the validation process. A curriculum and assessment mapping template is completed as part of the validation documentation.
7. Liaison with and involvement of employers	✓				
8. Maintaining professional body accreditation(s)	✓			Programme validation documents	
<b>Programme delivery</b>					

Item	Blackburn	Lancaster	Shared	Documentary References	Comments
9. Delivery of programme content	✓			Programme validation documents	
10. Programme management	✓			Programme validation documents	
<b>Student support</b>					
11. Academic tutorial / review and monitoring / academic guidance	✓				
12. Pastoral support	✓				
13. Library and learning resources available to students	✓			Programme validation documents	The learning resources provided by the College are considered as part of the validation process for individual programmes of study. College students have 'Community Membership' status in the LU library
14. Student academic appeals			✓		Student academic appeals considered primarily within the College but students can opt to appeal to LU once the College procedures have been exhausted
15. Student complaints			✓		Student complaints considered primarily within the College but students can opt to make a complaint to LU where this relates directly to the quality and standards of the programme once the College procedures have been exhausted.
<b>Admissions and recruitment</b>					
16. Setting of student fees	✓				
17. Collection of student fees	✓				

Item	Blackburn	Lancaster	Shared	Documentary References	Comments
18. Student recruitment, selection and admission	✓				Entry requirements for each programme are approved by LU as part of the validation process. Student numbers are reviewed by LU
19. Student enrolment, guidance and induction	✓				
<b>Academic standards and assessment</b>					
20. Defining assessment regulations		✓		<a href="#">Regional Teaching Partner Assessment Regulations</a>	
21. Setting assessments	✓				College sets the assessments in line with what was approved at validation/revalidation. Exam papers are reviewed by External Examiners and sampled by AQSC.
22. Marking and moderation of assignments	✓				College has the responsibility for marking work and providing internal moderation. External Examiners have oversight of marking and standards and a role in moderation.
23. Appointment of External Examiners			✓	<a href="#">Lancaster Manual of Academic Regulations and Procedures: procedures on External Examiners.</a>	College proposes potential External Examiners for approval by the University according to the procedures set out in MARP.
24. Giving feedback to students on their assignments	✓				
25. Production of award certificates		✓			
26. Administering award boards	✓				LU is represented on the Assessment Boards which are responsible for making award recommendations to Senate.

Item	Blackburn	Lancaster	Shared	Documentary References	Comments
27. Maintaining student records including transcript information	✓				
28. Graduation arrangements	✓				
<b>Annual and periodic review and monitoring</b>					
29. Collecting data on student achievement and retention	✓			Annual Programme Review reports for each programme.	Data on student achievement and retention is provided to LU via the Annual Programme Review report.
30. Monitoring student admission, retention and completion			✓	Annual Programme Review reports for each programme. College summary of Annual Programme Reviews	A College summary of Annual Programme Reviews is submitted to the January meeting of the University's Regional Partnership Teaching Committee.
31. Reviewing and responding to APRs and module evaluations			✓	Annual Programme Review reports for each programme.	Annual Programme Review reports are provided by the College to LU.
32. Monitoring the quality of HE teaching and learning			✓	Annual Programme Review reports for each programme.  Annual External Examiner reports for each programme  <a href="#">Annual Programme Consultant reports (role summary of Programme Consultants)</a>	Annual External Examiner reports provide external comment on the quality of learning opportunities and standards.  University appoints a member of academic staff as a Programme Consultant to monitor the quality of learning opportunities and academic standards. They are required to report to AQSC on a bi-annual basis.

Item	Blackburn	Lancaster	Shared	Documentary References	Comments
				Individual revalidation reports  Documentation submitted for Partnership Review (including revalidation documentation for the programmes)	Partnership Review (which includes revalidation of the programmes)
33. Collecting and acting upon student feedback/views	✓				
34. Developing systems for student engagement	✓				
35. Student Protection Plan	✓				Whilst this is a College responsibility, it is anticipated that both institutions' student protection plans will refer to the other Partner and that there may be some discussion about content.
<b>Staff</b>					
36. Appointment and management of staff	✓				College appoints and manages staff. The University has oversight of all College staff teaching on Lancaster validated programmes. Staffing is approved at initial validation and again at revalidation. Where there are changes to staffing during a validation period, staff CVs are sent to Programme Consultants for oversight. Staffing levels are monitored through Annual Programme Reviews.
37. Provisions for developing staff teaching and assessing skills at HE level	✓				Arrangements for staff development are jointly reviewed as part of Partnership Review.



Item	Blackburn	Lancaster	Shared	Documentary References	Comments
38. Provisions for staff HE subject updating and scholarship	✓				Arrangements for staff development are jointly reviewed as part of Partnership Review.
<b>Information</b>					
39. Programme and module information available to students	✓				
40. Public information - e.g.: on web or in prospectus	✓				College has primary responsibility; Lancaster to carry out periodic checks.
41. Procedures for ensuring the accuracy of public information			✓		College has primary responsibility; Lancaster to carry out periodic checks.
42. Marketing of programmes	✓				Lancaster to carry out periodic checks.
43. Returns to professional, statutory and regulatory bodies	✓				

**LANCASTER UNIVERSITY**
**APPENDIX 2**

**LANCASTER UNIVERSITY-BLACKBURN COLLEGE  
PARTNERSHIP ANNUAL OPERATING PLAN  
2024/25**

<b>Partner</b>	Blackburn College		
<b>Current Term of Agreement</b>	1 <sup>st</sup> January 2022 – 31 <sup>st</sup> December 2027		
<b>Last Partnership review</b>	2021		
<b>KEY CONTACTS</b>			
<b>Lancaster University address and contacts</b>			
Lancaster University Bailrigg, Lancaster LA14YW			
<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Vice- Chancellor	Professor Andy Schofield	01524 592001	a.j.schofield@lancaster.ac.uk
University Academic Dean	Professor Alisdair Gillespie	01524 93706	a.gillespie@lancaster.ac.uk
Head of Academic Quality, Standards & Conduct	Dr Stephen Bulman		s.bulman@lancaster.ac.uk
Academic Quality & Standards Manager	Cara Pinder-Emery		c.pinder-emery1@lancaster.ac.uk
External Examiner Support	Becky Hogan		externalexaminers@lancaster.ac.uk
<b>Blackburn College address and contacts</b>			
Feilden Street Blackburn Lancashire BB2 1LH			
<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Principal and Chief Executive Officer	Dr Fazal Dad		Fazal.Dad@blackburn.ac.uk
Vice Principal - Curriculum and Quality	Rachel Tarplee		Rachel.Tarplee@blackburn.ac.uk
Director of Quality Innovation	Liam Doherty		Liam.Doherty@blackburn.ac.uk

Academic Registrar- HE	Julie Bulcock		Julie.Bulcock@blackburn.ac.uk
Head of Quality Assurance and Enhancement	Scott Lumley		Scott.lumley@blackburn.ac.uk
<b>KEY DATES AND TIMES</b>			
<b>No. of terms per year at partner institution</b>	THREE (3)		
<b>Programme</b>	<b>Term Dates in 2024-25</b>		
UG Academic Year		<b>From</b>	<b>To</b>
	Michaelmas term	9 Sept	19 Dec 2024 (for HE)
	Lent term	6 Jan	4 April 2025
	Summer term	22 Apr	23 May 2025
Summer Assessment Boards	<b>Tuesday 24 June 2025</b>		
Reassessment Board	<b>Wednesday 27 August 2025 and Monday 1 September 2025</b>		
<b>Closures in Blackburn College 2023-24</b>		<b>From</b>	<b>To</b>
	Christmas – New Year	20 Dec	3 January 2025
	Easter	7 April	21 April 2025
	Bank Holidays	5 May 2025	
		26 May 2025	
		25 August 2025	
	October Reading Week	21 Oct	25 Oct 2024
<b>Closures in Lancaster 2024-25</b>		<b>From</b>	<b>To</b>
	Christmas – New Year	24 Dec	1 January 2025
	Easter	16 Apr	23 April 2025
	Bank holidays	5 May 2025	
		26 May 2025	
		25 Aug 2025	

Qualification	Programme title	Initial Validation	Revalidation Due	Programme Consultant	External Examiner
Cert HE/FdA	Accounting	2008/09	2024/25	Stacey Nobel	Loai Alsaïd
BA (Hons)	Accounting (top-up)	2010/11	2024/25	Stacey Nobel	Loai Alsaïd
BA (Hons) /with Foundation Entry	Animation and Game Arts	2013/14	2025/26	Emmanuel Tsekleves	Paula Newton
BA (Hons) /with Foundation Entry	Business with Management	2005/06	2025/26	Stacey Nobel	Alyaa Darwish
Cert HE	Children, Young People and Families Practitioner	2020/21	2025/26	Lindsay Youansamouth	Samantha Wilkinson
Cert HE/FdA	Criminology and Criminal Justice	2002/03	2026/27	Luca Follis	Billie Lister-McNeill
BA (Hons)	Criminology and Criminal Justice [top-up]	2009/10	2026/27	Luca Follis	Billie Lister-McNeill
BSc (Hons)	Data Science	2022/23	2027/28	James Grant	
FdA	Disability Studies with Inclusive Practice	2008/09	Closing Sept 2025	Miro Griffiths	Julia Lindley-Baker
BA (Hons)	Disability Studies with Inclusive Practice [top-up]	2010/11	Closing Sept 2026	Miro Griffiths	Julia Lindley-Baker
Cert HE/FdA	Early Childhood Studies	2003/04	2028/29	Carolyn Downs	Catherine Wilkinson
BA (Hons)	Early Childhood Studies [top-up]	2006/07	2028/29	Carolyn Downs	Catherine Wilkinson
BA (Hons)	Education Studies	2006/07	2026/27	Ann-Marie Houghton	Richard Nelson
BA (Hons) /with Foundation Entry	Fine Art	2000/01	2025/26	Nathan Jones	Nigel Grimmer
BA (Hons) /with Foundation Entry	Graphic Design	2013/14	2025/26	Leon Cruickshank	Paula Newton
FdA	Integrative Counselling and Psychotherapy	2011/12	2023/24	Ian Fletcher	TBC
BA (Hons)	Integrative Counselling and Psychotherapy (top up)	2011/12	2023/24	Ian Fletcher	TBC
BSc (Hons) /with Foundation Entry	Networking and Cyber Security	2020/21	2025/26	Andrew Scott	Nonso Nnamoko
BA (Hons) /with Foundation Entry	Photography and Moving Image	2007/08	2024/25	Nathan Jones	Sri-Kartini Leet
FdA	Primary Education: Teaching & Learning	2007/08	2028/29	Stephanie Evans	Karen Tait
BA (Hons)	Primary Education: Teaching & Learning	2018/19	2028/29	Stephanie Evans	Karen Tait
BSc (Hons) /with Foundation Entry	Psychology	2006/07	2024/25	Sandra Sunram-Lea	Kim Schenke
BA (Hons)	SEND and Inclusion	2023/24		Stephanie Evans	Julia Lindley-Baker
BA (Hons)	Social Care and Wellbeing (top-up)	2007/08	Closing Aug 2025	Carolyn Downs	Catherine Wilkinson
BSc (Hons) /with Foundation Entry	Software Development	2020/21	2025/26	Andrew Scott	Nonso Nnamoko
BA (Hons)	Working with Children and Young People [top-up]	2006/07	2024/25	Jane Pye	Samantha Ellis
Cert HE/FdA	Working with Children and Young People	2001/02	2024/25	Jane Pye	Samantha Ellis

## APPENDIX 3

### Lancaster University

#### Partnership Management Group – Terms of reference and Membership

##### Terms of reference

The Partnership Management Group (PMG) acts as a management body for the University and Blackburn College. The Group has the following responsibilities.

- To ensure that the partnership is conducted in line with the University’s strategy and policy for collaborative provision and within the parameters set by the Senate and its relevant committees.
- To ensure that the partnership is conducted in accordance with the formal agreements, ensuring that any departures from the agreements are dealt with appropriately and that any changes thought desirable by all parties are discussed and agreed.
- To discuss future developments and agree types of provision and levels, and types and numbers of programmes and qualifications to be validated.
- To ensure that quality and standards are in line with Lancaster University expectations and requirements.
- To ensure that relevant individuals and offices, and academic departments are carrying out operational activities in line with agreed responsibilities.
- To monitor and receive reports on student recruitment and student numbers.
- To ensure that the partnership is reviewed at the intervals agreed and to receive reports of such reviews, taking action as necessary and making recommendations to Senate and its relevant committees.
- To make reports to Senate and its relevant committees if there are issues of a systemic nature or which put the partnership or the University’s reputation at risk.

##### Membership

Head of Academic Quality, Standards & Conduct, Lancaster University	Dr Stephen Bulman
Academic Quality & Standards Manager, Academic Quality, Standards & Conduct, Lancaster University	Cara Pinder-Emery
Academic Quality, Standards & Conduct Administrator, Lancaster University	Rebecca Hogan

##### In attendance

Vice Principal - Curriculum and Quality	Rachel Tarplee
Academic Registrar- HE	Julie Bulcock
Head of Quality Assurance and Enhancement	Scott Lumley

Changes to the membership can be agreed between the parties at any time.

**Partnership Management Group**  
**Calendar of Meetings and Standing Items**  
**2024-25**

**Standing items for each meeting**

- Lancaster University report\*
- College report\*
- Report on revalidations and validations for the current academic year

\* Verbal reports from the institutions on any events/issues of interest arising since the last meeting and not covered elsewhere on the agenda.

**Annual items for particular meetings**

October

- Terms of Reference/membership/calendar of meetings
- Report on External Examiner attendance at exam boards
- College recruitment and curriculum strategy report for the current academic year, to include:  
*An analysis and evaluation of recruitment for the current year in the wider context*
  - *figures for numbers of students admitted to each programme;*
  - *trends in terms of comparisons with previous years;*
  - *overall numbers;*
  - *recruitment to different types of programmes;*
  - *full-time/part-time recruitment;*
  - *widening participation trends;*
  - *low recruiting programmes.*

December

- AQSC summary reports on external examiners and programme consultants and College response
- Audit of examination papers
- Actions arising from Public information checks\_

March

- Review of five-yearly revalidation schedule
- Review and approval of final BPS for next academic year\*

May/June

- Final update on previous academic year's revalidations and validations
- Reflections and plans for the next year.
- Possible review/tour of new physical resources (if applicable)
- Approval of updated annexes to Memorandum of Agreement
- Actions arising from Public information checks



## APPENDIX 4

**Lancaster University**  
**Regional Partners Teaching Committee**  
**Terms of reference and Membership**

To be responsible for all Regional Teaching Partner collaborative programmes and modules (that are not considered by the Faculty Teaching Committee) together with associated academic regulations and quality assurance processes, including:

- Validation and re-validation
- Annual monitoring
- Periodic review (or programme and partnership) ensuring that:
  - (a) appropriate processes and procedures (as detailed below) are in place to enable the University to be confident in the standard of the awards made by Lancaster University at the end of Lancaster University-validated programmes, together with the quality of the educational experience offered to students;
  - (b) these processes and procedures are aligned, as far as is appropriate, with corresponding processes and procedures applicable to Lancaster University in-house provision as set out in the Manual of Academic Regulations and Procedures.

To be responsible for devising, implementing and monitoring procedures for:

- (a) approving initial requests from partner institutions for new programmes made in accordance with agreed parameters by delegated action\*;
- (b) considering proposals for the validation and revalidation by the University of degrees and other schemes of study, or for revisions to existing schemes of study by delegated action\*;
- (c) annual monitoring of programmes and modules and associated learning, teaching and assessment;
- (d) promoting innovation and best practice in learning, teaching and assessment
- (e) thematic reviews
- (f) making recommendations about external examiners and course consultants;
- (g) the production and use, by collaborative partners, or qualitative and quantitative management information including:
- (h) demand figures, recruitment targets, recruitment data; retention figures and progression and achievement statistics; summaries of student feedback data.



\*See document Revalidation and Validation: Processes and Procedures

### Membership

<b>ex officio</b>	
Vice-Chancellor	Prof Andy Schofield
Head of Academic Quality, Standards & Conduct	Dr Stephen Bulman
Associate Dean – Education, Faculty of Arts and Social Sciences	Dr Alison Hui
Associate Dean – Education (Undergraduate), Health and Medicine	Prof Sarah Brearley
Associate Dean Undergraduate, Management School	Prof Pete Thomas
Associate Dean for Teaching (Undergraduate), Science and Technology)	Dr Fabrice Andrieux
<b>appointed</b>	
University Academic Dean	Prof Alisdair Gillespie
Arts and Social Science	Prof Graeme Gilloch
Health and Medicine	Prof B Lauder
Management School	Prof H. Ingham
Science and Technology	Dr Hossein Rahmani
Academic Quality & Standards Manager, Academic Quality, Standards & Conduct	Cara Pinder-Emery
<b>in attendance</b>	
Vice Principal - Curriculum and Quality	Rachel Tarplee
Academic Registrar- HE	Julie Bulcock
Head of Quality Assurance and Enhancement	Scott Lumley
Director of Quality Innovation	Liam Doherty