

**ACADEMIC PARTNERSHIP COMMITTEE**

**TERMS OF REFERENCE AND MEMBERSHIP**

**2024-25**

**1. Purpose**

1.1 To maintain oversight of the approval, implementation, and monitoring of academic partnership activity across the University.

**2. Membership**

2.1 The Board membership is as follows:

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| Provost (Chair) | Prof Sara Spear |
| Dean of Faculty of Business and Law (Partnerships) | Prof Karen Sanders |
| Dean of Faculty of Sport, Technology & Health Science | Dr Jessica Hill |
| Dean of Faculty of Education, Theology and the Arts | Dr Kim Salmons |
| Dean of Education and Outcomes | Prof Amanda Harvey |
| Head of Academic Partnerships | Hannah Qurashi |
| Director of Student Operations | Simon Williams |
| Academic Registrar | Helen A’court |
| Director, Commerical and Community | Tim Emmet |
| Director of Strategic Planning | Liz Bell |
| Director International Engagement, Student Recruitment & Admissions | Kristen Pilbrow |
| Chief Financial Officer | Richard Solomon |
| Senior Legal Adviser | Sukhi Panesar |
| Chief Information Officer | Kevin Braim |
| Student’s Union representative | TBC |

**2.2 In attendance**

Committee Secretariat- Partnerships Manager or equivalent (Head of Academic Partnerships- interim)

**3. Quorum**

The Committee will be quorate with 50% of attendees present. Where members are unable to attend, details of a nominee must be sent to the Committee Secretariat ahead of the meeting. This is to ensure that quorum is met with the nominee in attendance.

**4. Terms of Reference**

* Oversee and monitor all institutional academic partnership arrangements at St Mary’s
* Ensure that the quality processes and arrangements in place are aligned with the requirements of the sector regulator, and the principles relating to partnerships set out in the UK Quality Code for Higher Education.
* Maintain and manage a register of all institutional academic partnerships.
* Produce for Academic Board, an annual academic partnership report, reviewing the overall effectiveness, performance, and integrity of partnership programmes and collaborative partners.
* Provide recommendations to Academic Board and the VC Advisory Group to help the University maximise the value of its partnership activity.
* Ensure that all partnerships are managed in accordance with the University’s Academic Partnership, Implementation and Monitoring (AIM) Framework and Operations Manual for franchise partnerships, and to review both documents on an annual basis to ensure they remain up-to-date and fit for purpose.
* Routinely receive updates on each partnership, including from Faculty Quality, Curriculum and Student Experience Committees, and review relevant datasets and metrics, to ensure that academic partnerships are performing in accordance with expectations and legal contracts signed by each partner.
* Receive minutes, reports and papers from all Joint Management Boards (JMBs), site visits, partner annual reviews and three-year partnership reviews, identifying further actions from these where necessary.
* Assess the legal, financial, academic, and reputational risks associated with partnerships, and the proposals for managing these risks, and maintain the related risk register for Academic Collaborative Partnerships.
* Scrutinise new Academic Partnership Proposals, including reviewing due diligence documents/evidence, confirming whether any conflicts of interest exist, and requesting further information or evidence as required, to determine whether initial approval should be given for the collaborative partnership.
* Provide approval of all new Academic Partnership Proposals, before these are presented to VC Advisory Group for review, and the Board of Governors, (as required), for final approval.
* Report on academic partnership approval outcomes to Academic Board and the University Academic Strategy, Portfolio and Student Experience Committee.
* Review on an annual basis the Quality Assurance and Enhancement Handbook in regard specifically to the relevant sections on collaborative academic partnerships therein.
* Raise the profile and community awareness of collaborative partnerships, and in ensuring that appropriate communications /updates are in place.
* Promote a sense of community based on respect for equal opportunities and diversity in line with St Mary’s Vision and core values of Inclusiveness, Generosity of Spirit, Respect and Excellence.

**5. Method of Operation**

Committee meetings will be held six times a year for two hours, via Teams. The meeting dates are as follows:

|  |  |
| --- | --- |
| Tuesday 24 September 2024 | 10-12pm |
| Tuesday 12 November 2024 | 10-12pm |
| Tuesday 14 January 2025 | 10-12pm |
| Tuesday 18 March 2025 | 10-12pm |
| Tuesday 20 May 2025 | 10-12pm |
| Tuesday 15 July 2025 | 10-12pm |

Receipt of authored papers for the meeting will be two weeks prior to each meeting. All papers must be accompanied by a completed coversheet and submitted to the Committee Secretariat. A standardised coversheet template is available.

To allow members adequate time to prepare for the meeting, the agenda and papers will be collated and circulated one week prior to the meeting. Minutes from the meeting will be noted by members of the following Committees:

* University Executive Committee (UEC)
* Senior Leadership Team (SLT)
* Academic Board (AB)
* Academic Strategy, Portfolio and Student Experience Committee (SPSE)
* Faculty Quality, Curriculum and Student Experience Committees (F/QCSE)

**6. Delegated Power of the Committee**

N/A

**7. Governance and Standing Orders**

N/A

**8. Review of Terms of Reference**

Approved by Academic Board on the 21 November 2024.