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| Collaborative Provision **Proposal to renew or amend existing collaborative arrangements**Section 1: Agreement details | http://www.leeds.ac.uk/identitymanagement/assets/big_logo_new.gif |

|  |  |
| --- | --- |
| School/Faculty |  |
| Academic Lead/Link Tutor | Name:Email: |
| Name and location of partner institution  |  |
| Category of collaborative arrangement e.g. entry agreement, articulation agreement, Flying Faculty, dual award, joint award  |  |
| Programmes currently included in the collaboration |  |
| Date legal agreement signed |  |
| State if the proposal is for a renewal or an amendment of the collaborative arrangement |  |
| For renewals, complete Section 2; for amendments, complete Section 3. If the proposal is for **both** a renewal and an amendment, complete Sections 2 **and** 3. |

Section 2: Renewals

### **(2.1) Student Numbers**

*Enter the number of students that have registered at Leeds via the arrangement over the duration of the contractual period.*

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| --- | --- | --- | --- | --- | --- |
| **Minimum student intake specified in legal agreement** | **Year 1 (e.g. 2014/15)** | **Year 2** | **Year 3** | **Year 4** | **Year 5 (e.g. 2018/19)** |
|  |  |  |  |  |  |

### **(2.2) Supporting information (from the School/Faculty)**

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| Outline a brief rationale for renewing the agreement, with reference to School/Faculty strategic priorities, relationship with the partner institution and any other benefits the partnership enables. In the case of a higher risk arrangement, relevant outcomes from the periodic review should inform this rationale.  |
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| If the agreement has not resulted in the minimum student intake stated in the legal agreement for the last two recruitment cycles, use this box to outline the reasons why the agreement should be renewed and the remedial actions that will be taken to support effective delivery of the partnership. |
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### **(2.3) Supporting information (from the International Office)**

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| The International Office will complete this section. In addition to the existing benefits to the School that the arrangement provides, consideration should be given to longer-term market prosperity. NB. The International Office will also oversee the updating of the legal agreement. |
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Section 3: Amendments to the original agreement

### **(3.1) Types of amendment**

If the amendment proposed constitutes a minor modification to the existing collaborative arrangement, please complete this section. Examples of minor amendments include:

* adding programmes from either institution to the agreement (NB. if the arrangement is an articulation, append a syllabus mapping document for the new programme(s) to this form).
* adding or removing a pathway (e.g. including a 1+2 or 2+2 within an existing articulation agreement – relevant syllabus matching should be appended to this form)
* removing programmes from either institution from the agreement
* adding or amending a campus location for the partner
* changes to programme titles that do not materially affect the structure of the programme or its learning outcomes

Major amendments (e.g. adding an arrangement in a high risk[[1]](#footnote-1) category) **must** go through the separate, full collaborative approval process.

### **(3.2) Details of proposed amendment**

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| Outline the rationale for the proposed amendment. If a new programme or pathway is being added, please append evidence of syllabus mapping to this form. NB. The International Office must be notified of all amendments to taught collaborative arrangements and will oversee the updating of the legal agreement. |
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### Section 4: Endorsements/Approval

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| **School/Faculty Stage**  |
| **Proposing School** |
| Endorsed by the School Taught Student Education Committee |  | STSEC date or state “Chair’s Action”: |
|  |
| Head of School | Signature: | Date: |
|  |  |
| Faculty Pro-Dean Student Education (for advanced arrangements) | Signature: | Date: |
|  |  |
| Faculty Pro-Dean International | Signature: | Date: |
|  |  |
| **Supporting School(s)***Signatures are required from all Schools involved in the collaboration* |
| Head of School | Signature: | Date: |
|  |  |
| Name of School: |
| Head of School | Signature: | Date: |
|  |  |
| Name of School: |
| **University Stage** Once all endorsements at the School/Faculty stage have been completed, please forward the form to the Quality Assurance Team. |
| Reported to the Collaborations and Partnerships Committee |  | CPC date: |
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1. High risk models of collaboration are more regularly referred to as advanced arrangements. These include Flying Faculty, joint and dual awards and other formally integrated provision that may be delivered in part or wholly off-campus. [↑](#footnote-ref-1)