Procedures for approval and monitoring of collaborative provision

Birkbeck College 2015
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PART A  PROCESS AND PROCEDURES

1. Introduction

Birkbeck has successfully run programmes in collaboration with other higher education (HE) and further education (FE) institutions, as well as professional institutions. These collaborations are productive for staff and students alike; allowing specialist practice in our partner institutions to be drawn on; academic and research links to be made and recruitment opportunities to be improved.

This guidance aims to assist Birkbeck staff in developing and seeking approval for collaborative proposals, as well as managing collaborative partnerships, in a coherent manner which safeguards the College’s reputation and has due regard for its responsibility towards the quality of its research and the academic standards of its awards.

2. Development of Collaborations

Delivering programmes in collaborations with other higher education institutions provides numerous benefits. These can include; providing distinctive educational opportunities student mobility, and opportunities for research collaborations. Establishment and management of collaborations also offer significant challenges and must be managed appropriately. Challenges can include; maintenance of academic standards, legal status and clarity for students.

Collaborative arrangements are only entered into after consideration has been given to the appropriateness of the arrangement. Any formal collaboration will only be considered once full deliberation has been given to both the academic standing of the potential partner and the appropriateness of the arrangement in light of the College’s mission, corporate plan and relevant strategies.

All formal collaborations must adhere to a signed agreement between the College and the collaborative partner, and meet the College’s quality assurance requirements in all aspects of the student learning experience. In addition, when partnerships with overseas institutions are formed, or EU/UK based partnerships which will result in overseas students attending Birkbeck programmes, the College is responsible for reporting details to the UK Visas and Immigration (UKVI) section of the Home Office.

Collaborations are developed and managed at the department or school level. Support in terms of the creation of appropriate mechanisms, templates and wording is provided by the Academic Standards and Quality team (ASQ) in Registry. In the development of academic collaborations, Schools are advised to seek advice from relevant parties in central services throughout the development process.

Collaborations are developed in line with the Quality Assurance Agency (QAA) UK Quality Code for Higher Education Chapter B10 ‘Managing higher education provision with others’ http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b
3. Types of collaborations

“Collaborative provision" is defined as all arrangements in which Birkbeck College makes an award (jointly or solely) or gives specific credit towards a Birkbeck award on the basis of educational provision with another organisation or institution in the UK or overseas.

Birkbeck is currently involved in a number of existing collaborative arrangements which are summarised here in the Collaborative Provision Register on the Registry website: http://www.bbk.ac.uk/registry/for-staff/quality/collaborations

The types of collaborative activities which Birkbeck currently recognises are shown below with more detail available in appendix C. All of these operate at Level 4 or above and require a legally binding Memorandum of Agreement signed by the Executive Dean and Deputy College Secretary (Operations), unless otherwise stated.

Note that often collaborations might involve one or more of the following specific collaborative activities, e.g an MoA detailing a Dual award may also involve student exchange.

**Joint award:** partnership arrangement in which the college and the partner(s) provide a programme leading to a single award made jointly with at least one other partner institution.

**Dual award:** a partnership arrangement in which the college and one or more awarding institutions provide programmes leading to separate awards being granted by both/all partners.

**Partnership provision leading to a single Birkbeck award:** a partnership agreement which details the involvement of one or more additional partner(s) in the delivery of a Birkbeck programme.

**Partnership provision not leading to a Birkbeck award:** a partnership agreement which details the involvement of Birkbeck staff in the delivery of a non-Birkbeck programme.

**Partnership provision leading to the award of Birkbeck credit:** a specific type of partnership agreement which details the delivery of a specified amount of Birkbeck credit recognised by another institution.

**Staff movement/exchange:** covers incoming staff or outgoing Birkbeck staff, from or to, another institution.

**Student movement/exchange:** covers students incoming to Birkbeck or outgoing Birkbeck students and forms a separate section of an overarching collaborative activity.

**Validation and Franchising**

As a College of the University of London, Birkbeck's degrees are awarded by the University; therefore the College must adhere to University of London regulations and cannot act as a
validating power for other institutions/external organisations wishing to undertake the running of a degree programme.

The following types of collaboration are not currently undertaken by Birkbeck College due to the rationale detailed below:

- **Franchised provision**: an arrangement in which a partner is licensed to provide the whole or part of a programme of study designed by the college and leading to an award (or credit) by the college. University of London regulation 1 DO NOT allow franchising agreements beyond a foundation year (year nought):
  [http://www.london.ac.uk/fileadmin/documents/about/governance/Regulation_1_UoL_Awards.pdf](http://www.london.ac.uk/fileadmin/documents/about/governance/Regulation_1_UoL_Awards.pdf)

- **Validated provision**: an arrangement in which the college states that a programme of study developed and delivered by another institution or organisation is of an appropriate quality and standard to lead to a Birkbeck award. University of London regulation 1 DO NOT allow validation agreements beyond a foundation year (year nought):
  [http://www.london.ac.uk/fileadmin/documents/about/governance/Regulation_1_UoL_Awards.pdf](http://www.london.ac.uk/fileadmin/documents/about/governance/Regulation_1_UoL_Awards.pdf)

### 4. Formal Agreements

Academic collaborations are defined using a Memoranda of Understanding (MoU) and/or a Memorandum of Agreement (MoA).

A Memorandum of Understanding, is a a non-binding arrangement and will normally precede the development of a Memorandum of Agreement. MoUs can be college wide or school focussed, and describe an intention to collaborate, but do not make reference to the specifics of how the collaboration might work. MoUs contain no reference to the award or recognition of credit and do not include any financial details. MoUs can be signed by an Executive Dean or the Deputy College Secretary (Operations).

When seeking to engage in defined collaborative activity the specifics of the relationship must be outlined in a formal agreement known as a Memorandum of Agreement (MoA). AnMoA will describe the agreed collaboration, outline the responsibilities of the parties and include a schedule of the financial arrangements.

The MoA will detail or signpost to all the necessary policies and procedures which apply to the collaborative provision, e.g. this may include: quality assurance processes, student handbooks and further details on UKVI compliance. MoAs are normally signed by the Master of the College or the Deputy College Secretary (Operations).

An MoA will typically outline the detail regarding the following areas: programme details, Admissions, enrolment, teaching, learning resources, programme monitoring, assessment, marketing financial arrangements, awarding, intellectual property, confidentiality, data protection, duration and termination.

Templates should be used except in circumstances where the partner institution suggests their own template or a previous MoA agreed with ASQ. Templates are available from ASQ.
5. Process for approval of new collaborations

Any staff member considering a collaborative agreement is requested and advised to notify Academic Standards and Quality from the outset, in order to access support and advice through the above process.

1) **Collaborative Proposal Form** completed (see Appendix A)

2) **School Executive** approval to proceed and **School Teaching and Quality Enhancement Committee** (STQEC) approval to proceed

3) Collaborative Proposal Form submitted to **Academic Standards and Quality (ASQ)**.

4) Comments and approval to proceed sought from members of the **Collaborative Approval Panel**. Due diligence requirements established.

5) **Department** develop the collaborative arrangement supported by ASQ. When approved to proceed the Memorandum of Agreement can be developed and any necessary due diligence questions can be addressed.

6) Formal approval via **College Committees**.

**Collaborations Approval Panel (CAP)** The Collaborations Approval Panel consists of senior members of Birkbeck staff who will consider concurrently but separately, at a college level, the legal, financial or other implications of potential arrangements with other parties. At this stage the proposal will also be shared with central service teams to ensure it is possible to set up the programme in its proposed form. Members of CAP may request further information from the collaboration proposer.

CAP membership is as follows:

- Deputy College Secretary (Operations)
- Director of Finance
- Head of Academic Services
- Pro-Vice-Master Learning and Teaching
- Pro-Vice Master Internationalisation

In order to make a decision as to endorsement or otherwise of the collaboration, the Collaborations Approval Panel (CAP) will consider the rationale and outcomes of the proposed collaboration. Considering area such as the following:

- **Does the agreement provide consistency with the College’s mission, and its corporate and international strategies?**
- **Does the proposed partner institution/organisation have appropriate levels of academic standing, teaching and research quality?**
- **Does the proposed partner institution/organisation have the capacity to sustain collaboration?**
- **How will the proposed partner institution(s) and organisation(s) impact on the College’s reputation?**
- **Does the proposed partner institution pose a compliance risk to the College’s Tier 4 Licence?**
- **Are there any substantive financial risks to be considered?**
Collaboration Proposal Form (CPF) completed by proposer

Approved by School Executive  
Approved by STQEC

Submitted to ASQ

Considered by Collaborations Approval Panel (CAP)

Approval to Proceed

Y

ASQ support department in development of Memorandum of Agreement and undertaking of due diligence

Consultation with CAP - as required

N

Referred back to department

Proposed collaboration reported to TQEC/RSSC/International Group and Academic Board for approval

Memorandum of Agreement Signed
New Programme - If a new programme needs to be developed as part of the collaboration, this will go through the usual process for new programme development in parallel. It is advised that programme development and approval is started at the earliest opportunity. However, it may be necessary to develop the MoA before the programme structure can be agreed.

Due Diligence - It is important that appropriate and proportionate due diligence is carried out for all collaborations, and the College are satisfied as to any academic, financial, legal and reputational risks are identified and addressed. ASQ and CAP will advise of appropriate due diligence required in the development of the collaboration.

6. Operation and monitoring and of collaborations

Collaborative activity will be managed and operated by the Department/School proposing the collaboration. Collaborations are normally managed by a joint steering committee with representation from the relevant collaborative partners.

Collaborative activity is normally subject to the standard College quality monitoring mechanisms, including external examining, annual monitoring and internal review. College oversight is provided by Teaching Quality Enhancement Committee (TQEC)

ASQ maintain a register of all agreed collaborations and is available on the ASQ website.

7. Renewal of collaborations

Collaborations are normally agreed for a set period of time, after which they are either terminated or renewed. The Department/School which manages the collaboration is expected to contact ASQ six months prior to the end of the collaborative agreement to indicate whether the collaboration will be terminated or renewed. If a collaboration is renewed, it is required that a renewed due diligence assessment is carried out prior to renewal. ASQ and CAP will advise of appropriate due diligence required for renewal of a collaboration.

8. Contacts and further information

The Academic Standards and Quality team within Registry Services can provide administrative support and advice to staff working through the collaboration approval process. Please see the ASQ website for more information on Collaborations: http://www.bbk.ac.uk/registry/for-staff/quality/collaborations

You should also seek advice as appropriate from Business Systems and Planning and International Student Administration.

- Academic Standards and Quality: asq@bbk.ac.uk
- Business Systems and Planning: bsishelp@bbk.ac.uk
- International Student Administration: isa@bbk.ac.uk
PART B  GUIDANCE NOTES

(i)  General

Academic staff may be approached, or may themselves approach, different parties interested in developing a formal collaborative agreement with the college. It is anticipated that a rationale for working together will be developed with the institution/organisation of interest, based on agreed realistic and explicit goals. The rationale should be discussed and agreed with the Head of Department. Advice and guidance can be sought at any time from Academic Standards and Quality (ASQ).

(ii) Fees

If the collaboration involves the movement or exchange of students, the department will need to consider if those students will be eligible for adjusted fees. The Planning and Business Systems team should be consulted regarding any bespoke fee structure. If students are on a standard programme of study and should pay a different fee from other students on the programme then they should also be provided with a letter from the department confirming the amount. Templates can be provided from ISA on request. As the total fee due is an important part of the student’s visa application, the departmental fee letter should also be sent to International Student Administration.

(iii) Financial agreement

The School should reach an agreement about the financial aspects of the collaboration, with the partner institution. In the design of this agreement advice should be sought from Finance and the Planning and Business Systems team.

(iv) Programme Structure

Prior to finalising the Memorandum of Agreement (MoA), it is important that the programme director liaises with ASQ and Business Systems and Planning to ensure that the specific programme is set up correctly. It will for example need to be checked whether the programme start and end dates are recorded correctly, whether the fee structure is correct, and whether any routes to permit students to enter directly into advanced stages of a programme (e.g. year 2 entry) have been set up.

(v) Production of the Memorandum of Agreement

If fully approved and endorsed by the College, the Academic Standards and Quality team in Registry, will notify the department and work with the staff member involved to produce a bespoke memorandum for agreement (which will detail the required operational and administrative procedures related to the delivery of the collaborative activity).

(vi) Changes to programmes mid-collaboration and at the end of the collaboration

The memorandum of agreement will detail the actions which the programme director/department should take if the collaborations end and national or international students remain on a programme of study at Birkbeck or at another institution/organisation.
The programme director/department must first contact Student Administration and/or International Student Administration, ASQ and BSIS, so they can make the necessary system changes at least one week prior to contacting the students directly to inform them directly of the changes.

It is the responsibility of the School to renew a collaborative agreement at least one year before the current agreement expires.

(vii) Immigration considerations

If the potential new collaboration/programme is likely to attract students from outside of the European Economic Area and Switzerland, programme directors/academic staff will need to consider any potential immigration arrangements in order to inform any prospective students of those requirements.

The requirements vary according to the length of stay of the students in the UK, e.g. students staying less than 6 months in the UK will require a Short-term study visa, any longer and a Tier 4 (General) Student visa is required.

Short-term Study Visas

Collaborative agreements which are designed to attract overseas students to study for less than 6 months at Birkbeck will require the students to apply for a Short-term study visa to study in the UK.

A summary of the process is as follows:

a) Students apply for admission to Birkbeck using the direct application system.

b) Once the acceptance of a place has been confirmed, departments/programme directors should send International Student Administration (ISA) a full list of the international students expected on the programme as a result of the collaboration agreement including the agreed fee adjustment. This must be provided to ISA at least 3 months in advance in the format suggested below:

c) Birkbeck’s ISA team will send the students a "Short-term study visa letter".

d) Students use this letter to apply for a visa to study in the UK.

e) Upon arrival at the college all students must be told to register their passport and visa with the ISA. A relevant member of departmental staff should liaise with ISA to arrange a suitable date for the students on the particular programme(s) to do this.

Tier 4 (General) Student Visas

Collaborative agreements which are designed to attract students to study for 6 months or more at Birkbeck will require a Tier 4 (General) visa to study in the UK.

A summary of the process is as follows:

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1 Further information can be found here: https://www.gov.uk/browse/visas-immigration/student-visas
a) Students apply for admission to Birkbeck using the direct application system or UCAS.

b) Once the acceptance of a place has been confirmed, departments/programme directors should send ISA a full list of the international students expected on the programme as a result of the collaboration agreement, including the agreed fee adjustment.

   Note that if the proposed length of the international students study is more than 6 months, but less than 12, the Home Office will issue two additional months to the visa. If the length of study is more than 12 months, then four additional months will be provided. Should this period not cover the time students will need to be in the UK, you should contact ISA to discuss further.

c) Once all the conditions of the formal offer are met Birkbeck’s ISA team will send students a Confirmation of Acceptance for Studies (CAS) number. Students use this CAS to apply for a visa.

d) Upon arrival at the college all students must be told to register their passport and visa with the ISA. A relevant member of departmental staff should liaise with ISA to arrange a suitable date for the students on the particular programme(s) to do this.

(viii) English Language Requirements

Students from ‘majority English-speaking’ countries² and those who have obtained a degree from these countries will not be required to take an English language test to obtain a Tier 4 visa.

All other students will be required to take a Secure English Language Test approved by the UK Visas and Immigration (UKVI) section of the Home Office³ (this will be detailed in the MoA).

(ix) Institutional Tier 4 Sponsor Licence holder

If the collaboration involves a UK HEI as a Tier 4 Sponsor Licence holder (i.e. a collaboration involving another UK HEI/organisation hosting international students) Birkbeck is required by the UKVI to formally add the institution as a ‘Partner’ to our Licence. Partners are thus linked together in such a way that should one be suspended or revoked, the other institution could potentially face sanctions. It is for this reason that the collaboration approval process includes an institutional agreement form with risk assessment process for potential partners.

If the collaboration involves an overseas institution who will send international students to study at Birkbeck, the institution will be formally added as an ‘agent’ to Birkbeck’s Licence. UKVI expect Birkbeck to monitor the performance of these agents.

² A list of these countries is available on the UKVI website https://www.gov.uk/tier-4-general-visa/knowledge-of-english
Visiting Research Students

If the collaboration will enable overseas nationals to enrol as 'visiting' research students (i.e. those who do not wish to enrol on a full time programme of study), they are able to do so with a Short-term study visa.

These students should apply using the affiliate application form and their visits cannot exceed 6 months in length. The details of the students must be sent to ISA. Please refer to the Visiting Research Students Registration and Enrolment Procedure.

(x) **Staff Visas**

A collaborative agreement which involves visits or formal exchanges between staff at Birkbeck and international institutions, require the academic to apply for an Academic Visitor visa. These enable visiting academics/researchers to enter the UK and study at Birkbeck for up to 12 months, in order to carry out private research or exchange research techniques with colleagues in the UK. A template letter of invitation which Birkbeck will be required to complete in order to facilitate the entry of the visiting academics is available from Human Resources. Below is a full summary for the qualifying requirements for the Academic Visitor visa:

The Academic Visitor visa is a sub-category of the Business visitor category that permits academics to enter the UK. It should be noted that some consulates seem unwilling to grant Academic visitor visas, regardless of whether or not the person meets the criteria below. It is therefore recommended that the applicant obtain confirmation of what documents are required by the consulate well in advance of travelling to the UK.

**Those who qualify:**
A person on leave from an overseas academic institution who wishes to make use of their leave to carry out their own private research or exchange information on research techniques with colleagues in the UK.

OR an academic taking part in formal exchange arrangements with UK counterparts, for example where a university here is collaborating with an overseas university on research and may exchange personnel for the project.

**Those unlikely to qualify:**
Recent graduates; people on sabbatical leave from private research companies; sponsored researchers; and those in the UK to undertake a series of lectures for which they will receive a fee.

**Application process:**
Non visa nationals\(^4\) who are coming to the UK for less than six months are not required to apply for this in advance. They must however announce the purpose of their visit (i.e. as an Academic Visitor) to immigration officers at port of entry and satisfy the relevant conditions.

All other applicants – Must apply for this visa in advance of arriving to the UK, via the relevant consulate. If granted the visa could be valid for up to 12 months, with no possibility to extend.

**Evidence that must be presented by applicant to the consulate**:

1. A letter of invitation from Birkbeck;
2. Evidence that they have been working in a Higher Education Institution overseas, or in the field of their academic expertise immediately before seeking entry to the UK;
3. That they require leave for only 12 months, will leave at the end of this period and will not return for extended/frequent visits;
4. There are no specific requirements around funding but the academic must illustrate they can maintain and accommodate themselves without using public funding, including the cost of return journey;
5. Proof that the academic will not undertake a course of study or take any form of employment or payment from a UK source;

(xii) **Work Placements**

If part of the collaboration requires students to take a work placement within the UK as part of the proposed programme, the details should be discussed with ISA), as there are restrictions related to the ability of overseas nationals to take complete work placements, depending on the type of visa they hold.

(xii) **Roles and Responsibilities**

**Departments/Programme Directors/School Executive**

- Identify opportunities for collaborations
- Liaise with partners
- Arrange any fee payments/invoicing between collaborative partners
- Coordinate collaborative steering groups
- Draft Memoranda of Agreement
- Renew collaborations before expiration

**School Teaching Quality and Enhancement Committee (STQEC)**

- Responsibility for approving collaborations at a School Level

**Collaboration Approval Panel (CAP)**

- Responsibility for endorsing the School’s approval of the collaboration at a College level.

**College Programmes Committee (CPC)**

- If the collaboration is proposed as part of a new programme, CPC is responsible for endorsing the School’s approval of the collaborative programme at College level.

**Academic Standards and Quality**

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5 For further information visit: [https://www.gov.uk/business-visitor-visa/overview](https://www.gov.uk/business-visitor-visa/overview)
• Maintain register of collaborations and electronic copies of all MoAs
• Provide templates for MoAs, Due Diligence questionnaires and risk assessments.
• Provide advice on drafted templates of MoAs
• Administer CPC.
• Report to TQEC termly/annually on collaborations approved or in development

**International Student Administration (ISA)**

• Registers the recruitment of Tier 4 students to UKVI.
• Provides advice on staff and student visa requirements.
# Collaboration Proposal Form

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<thead>
<tr>
<th></th>
<th>Name(s) of Collaboration proposer (BBK staff)</th>
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<tbody>
<tr>
<td>2</td>
<td>Home Department/School</td>
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<td>3</td>
<td>Scope of Collaboration</td>
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<tr>
<td></td>
<td>National UK/EU/Switzerland Collaboration</td>
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<tr>
<td></td>
<td>International (Non UK/EU/Switzerland collaboration)</td>
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<tr>
<td>4</td>
<td>Proposed collaborative partner</td>
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<tr>
<td></td>
<td>Name of institution</td>
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<td></td>
<td>Address of Institution</td>
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<tr>
<td></td>
<td>Academic Contact details (name and email address)</td>
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<tr>
<td></td>
<td>Registry/relevant department contact details (name and email address)</td>
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<tr>
<td>5</td>
<td>Type of collaboration (indicate which description which best fits)</td>
</tr>
<tr>
<td></td>
<td>Memorandum of Understanding (MoU)</td>
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<td></td>
<td>Memorandum of Agreement (MoA) for a Joint Award</td>
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<td></td>
<td>Memorandum of Agreement (MoA) for a Dual Award</td>
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<td></td>
<td>Partnership provision (PP) leading to a Birkbeck award</td>
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<td></td>
<td>Partnership provision leading to the award of Birkbeck credit</td>
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<td></td>
<td>Staff movement/exchange</td>
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<td></td>
<td>Student movement/exchange</td>
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<tr>
<td></td>
<td>Institutional Partnership Agreement (IPA) or Progression agreement</td>
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</tbody>
</table>

## Rationale for Collaboration

1. What is the scope of this collaboration? E.g. if it is international does it include the joint delivery of a programme of study as well as encourage research collaboration and staff and student exchange?
2. Why is working together in this way, better than the college acting alone?
3. Why this particular institution(s), rather than another?
4. Is this a single special relationship, or is there access to a ready-made network of existing partners?
5. How long do both parties want this collaboration to last?
6. If students are involved in the collaboration will they be required to undertake a work placement?

## Collaborative Programme Details

*Note that if the programme on which the collaboration is based does not currently exist, the relevant paperwork must be submitted to ASQ to be considered at the College Programme Committee*
<table>
<thead>
<tr>
<th>Programme name (if applicable)</th>
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<tbody>
<tr>
<td>Collaboration proposed start date</td>
<td></td>
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<tr>
<td>Level</td>
<td></td>
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<tr>
<td><strong>Details</strong></td>
<td><em>(i.e. structure, amount of teaching by each partner, number of students expected, any work placements)</em></td>
</tr>
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</table>

8 | Record of Approval |
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<tbody>
<tr>
<td><strong>Head of Department / School Executive</strong></td>
<td>Date</td>
</tr>
<tr>
<td><strong>STQEC</strong></td>
<td>Date</td>
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<tr>
<td><strong>Collaborative Approval Panel</strong></td>
<td>Date</td>
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</tbody>
</table>
### Appendix B – Types of Collaboration

<table>
<thead>
<tr>
<th>Collaborative activity – type and definition</th>
<th>Key Characteristics</th>
</tr>
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</table>
| **Joint award**: partnership arrangement in which the college and the partner(s) provide a programme leading to a single award made jointly with at least one other partner institution. | - Any potential partner must have the legal ability to award a joint degree.  
- Can be UG or PG.  
- The agreement *may* include shared ownership of the curriculum or IPR.  
- Students *may* register with either or both institutions but one normally provides the lead for administrative processes.  
- It is normally expected that each institution delivers half of the credits of the programme of study. At least 33.3% of credits of the programme must be studied at Birkbeck and no more than 66.6% (TBC)  
- Students should have the rights of access to learning resources at both/all institutions.  
- The degree programme is subject to both/all institutions' quality assurance processes, through a joint committee and a joint examination board/process (details specified in MoA).  
- One joint diploma/transcript is produced with both/all institutional logos.  
- Can be with national or international institutions/organisations.  
- A detailed legal template MoA is required. |
| **Dual award**: a partnership arrangement in which the college and one or more awarding institutions provide programmes leading to separate awards being granted by both/all partners. | - Each partner is responsible for the content, delivery, quality and standards of its own award.  
- Can be UG or PG.  
- Students may be registered concurrently at each partner institution or sequentially.  
- It is normally expected that for a student to be awarded a Birkbeck degree as part of a dual award degree they must study a minimum of 50% credits of the Birkbeck degree. (TBC)  
- Two or more separate diplomas/transcripts are produced, one from each individual institution.  
- Can be with national or international institutions.  
- A detailed legal template MoA is required. |
| **Partnership provision (PP) leading to a single Birkbeck award**: a partnership agreement which details the involvement of one or more additional partner(s) in the delivery of a Birkbeck programme. | - Staff from a partner institution delivering part of one, or one or more Birkbeck module(s) which constitute a programme awarded solely by Birkbeck.  
- The partner can be another HEI or a public or a private sector body.  
- As Birkbeck is the awarding institution, it owns both the modules and the programme and has overall responsibility for its delivery, quality assurance and standards.  
- Students are registered with the college but may attend the partner institution for the delivery of particular elements of the module/programme.  
- Can be with national or international institutions.  
- Can be UG, PGT and PGR.  
- A detailed legal template MoA is required. |
### Partnership provision not leading to a Birkbeck award:
A partnership agreement which details the involvement of Birkbeck staff in the delivery of a non-Birkbeck programme.

- Birkbeck staff delivering part of one, or one or more modules which constitute a programme owned and awarded by another institution.
- The partner is the awarding institution; it owns the programme and has overall responsibility for its delivery, quality assurance and standards.
- Students do not register with the college but may attend Birkbeck for the delivery of particular elements of the programme.
- Students *may* have access to *some* of the same facilities as registered students.
- Can be with national or international institutions.
- Can be UG, PGT and PGR.
- A simplified template can be used.

### Partnership provision leading to the award of Birkbeck credit:
A specific type of partnership agreement which details the delivery of a specified amount of Birkbeck credit recognised by another institution.

- Birkbeck staff delivering one or more Birkbeck modules totalling a specific amount of Birkbeck credit.
- Credit achieved does not amount to a Birkbeck award.
- The home institution has the opportunity to recognise Birkbeck credit according to its own processes.
- E.g. this applies to international students on the London Semester Programme.
- A detailed legal template MoA is required.

### Staff movement/exchange:
Covers incoming staff or outgoing Birkbeck staff, from or to, another institution.

- An agreement facilitating the incoming/outgoing movement or exchange of staff nationally or internationally.
- Mainly for the purposes of academic/cultural exchange.
- UKVI and other visa requirements may apply.
- Costs associated with the move would need to be negotiated.
- Often forms a separate section of an overarching collaborative activity.
- A simplified template can be used.

### Student movement/exchange:
Covers students incoming to Birkbeck or outgoing Birkbeck students and forms a separate section of an overarching collaborative activity.

- Mainly for the purposes of international student recruitment and academic/cultural exchange.
- Can be UG, PGT or PGR.
- UKVI and other visa requirements may apply.
- If exchange is arranged under Erasmus+ scheme, it falls outside the scope of this document.
- May involve tuition in which case a schedule for the payment of student fees will need to be devised.
- May involve the enrolment of International students onto a UG full-time degree from Yr 1 or with direct entry into Yr 2 +.
- May involve providing desk space and some access to facilities/supervision only of international students from specific institutions.
- A simplified template may be used.

In addition, the widening participation team at Birkbeck can support the development of Institutional Partnership Agreements (IPAs) which facilitate the progression of successful level 3 students (e.g. A Level, BTEC, Access to HE and other qualification students) from specific London FE Colleges and 6th Form Colleges to certain undergraduate programmes at Birkbeck. Similarly, successful Higher National Certificate (HNC) Level 4 and Higher National Diploma (HND) Level 5 students at certain FE colleges may be guaranteed an offer to a related honours degree at Birkbeck. For further information contact Garmon Ap Garth in the widening participation team: g.ap-garth@bbk.ac.uk or visit [http://www.bbk.ac.uk/prospective/undergraduate/how-to-apply/progression-agreements-with-further-education-colleges](http://www.bbk.ac.uk/prospective/undergraduate/how-to-apply/progression-agreements-with-further-education-colleges)