

**Committee Terms of Reference:**

**COLLABORATIVE PROVISION BOARD**

Reports to: Senate

Occurrence: at least three times a year

Terms of reference last reviewed: Sept 2018; last revised: Sept 2018; and next due for review: Sept 2020

Members:

- Pro Vice-Chancellor (Learning, Teaching and Student Experience) (Chair)
- Faculty Associate Deans Learning, Teaching and Student Experience (x3)
- One nominee per faculty (x3)
- Academic Registrar
- Director of Marketing & Recruitment
- Manager, Centre for Welsh Language Services
- One Students' Union representative
- One Information Services representative
- Director of the International Office
- One Planning Office representative
- Head of International English Centre

15 members.

Quorum: 5 members

In attendance:

- Deputy Registrar (Partnerships) (Secretary)

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

Remit: The Collaborative Provision Board is responsible for the management, Quality Assurance and oversight of the University's international and UK collaborative activities. This includes the application for, the assessment of, and the review of all collaborative arrangements; and to ensure all relevant documentation, is available for review, on request. The Board is responsible that the University meets the expectation of the UK Quality Code, Chapter B10 Managing higher education provision with others with the exception of Work-based Learning which falls within the remit of the Student Experience Committee.

Terms of reference:

1. To consider and recommend for approval by Senate:
  - a. Changes to the Academic Quality Handbook in relation to Collaborative Provision (section 8).
  - b. The establishment of new collaborative arrangements in accordance with the procedures published in the Academic Quality Handbook.
2. To consider and have authority to approve on behalf of Senate:
  - a. The assessing of all initial proposals for collaborative activities that lead to the award of University credit, and whether they progress to the next stage of the approval process.
3. To receive reports for information and advise Senate as appropriate on:
  - a. The University's activities in relation to the UK Quality Code, Chapter B10: Managing Higher Education Provision with Others.
  - b. The management and oversight of the University's collaborative activities, including the implementation of the University's international strategy in respect of collaborative activity
  - c. The Quality Assurance of the University's international and UK collaborative activities, ensuring that AU and its partner organisations meet the expectations of the UK Quality Code in relation to collaborative provision.
  - d. The application for, assessment of, and the review of all collaborative activities, ensuring that all relevant documentation is available for review on request.
  - e. The continuing monitoring and review of portfolios of collaborative activity in accordance with the procedures and timelines that are published in the Academic Quality Handbook.
  - f. The assurance that all collaborative activity satisfies UKVI expectations and requirements, and any legal requirements.
  - g. Safeguarding the student experience of collaborative arrangements.

Operation

The committee may consider matters referred to it by Academic Board, Recruitment and Marketing Board, or Research Board.