|  |  |  |
| --- | --- | --- |
| https://www.aber.ac.uk/en/media/departmental/marketingandstudentrecruitment/logos/web/Aber-Uni-logo---WEB.jpg | **ACADEMIC PARTNERSHIP APPLICATION FORM [APf\_0b]**DEVELOPMENT OF AN ACADEMIC PARTNERSHIP | **APPLICATION FORM:****MEMORANDUM OF UNDERSTANDING(MOU)** |
| **The following checklist is intended to assist Faculties when they are developing arrangements to deliver a programme in collaboration with a partner organization.** | **Partnerships Development Questionnaire** |  |

**Developing a collaborative programme will normally involve often complex and length discussions with staff at the partner institutions and within the University. Such discussions should take part prior to the programme being submitted for approval.**

**Faculties should also be aware that, once established, any collaborative programme remains their responsibility.** When considering such arrangements, they must be prepared to commit sufficient time and staff resources to it, to ensure that quality assurance and enhancement requirements are met.

## Section A

## Partnership Development:

|  |  |  |
| --- | --- | --- |
|  | **What is the rationale for developing this partnership?** |  |
|  | **How does it fit with the development plans of the Faculty?** |  |
|  | **How does it fit with the University’s Learning and Teaching Strategy?** |  |
|  | **How does it help deliver the University’s Strategic Plan?** |  |
|  | **Has the course and partner been approved by FAAC or another relevant committee?** |  |
|  | **Does the course require recognition by a professional, statutory, or regulatory body?** If so, which one, and how will recognition be achieved? |  |
|  | **Is it intended that the course will be accredited?** If so by which organisation and by what mechanisms will this be achieved? |  |

## Section B

## Academic Content and Delivery:

|  |  |  |
| --- | --- | --- |
|  | **Where will the programme be delivered?** |  |
|  | **Will the programme be Full-Time or Part-Time?** |  |
|  | **Is the course new, or is it based on a similar programme currently being delivered in Aberystwyth, or elsewhere?** |  |
|  | **What parts of the course will be delivered by the staff of the University, and by those of the partner?** |  |
|  | **What will the programme consist of e.g. compulsory and optional modules, work placements?** |  |
| 1. W
 | **Will the course be delivered through the medium of Welsh, English or bilingually?** |  |

## Section C

## Admissions & Financial Requirements:

|  |  |  |
| --- | --- | --- |
| 1. | **Which organisation will be responsible for Marketing and Recruitment?** |  |
| 2. | **What will the entry requirements be?** |  |
| 3. | **Which organisation will be responsible for Admissions and Registration?**  |  |
| 4. | **How will Admissions be processed?** |  |
| 5. | **What fees will students pay, and to whom?** |  |
| 6. | **What financial support will be available to students on the course?** |  |

## Section D

## Resources:

|  |  |  |
| --- | --- | --- |
|  | **What physical resources are required to run the programme, and can they be provided through the proposed collaboration?** |  |
|  | **Are the teaching rooms suitable equipped?** |  |
|  | **Does the partner have sufficient library, IT, and other resources to fulfil their requirements?** |  |
|  | **Are the staff of the partner organisations sufficiently well qualified to deliver, assess, and monitor the programme?** |  |

## Section E

## Course Management:

|  |  |  |
| --- | --- | --- |
|  | **Who will be responsible for the academic management of the programme:**1. **In the partner**
2. **In the University**
 | ***Partner:*** |
| ***University:***  |
|  | **Which organisation (University or partner) will be responsible for:*** **Maintenance of student records**
* **Provision of ratified results**
* **Issuing of certificates and transcripts**
 |  |
|  | **Will the students attend the Aberystwyth University degree ceremonies?** |  |

## Section F

## Student Support:

|  |  |  |
| --- | --- | --- |
|  | **What welfare and other support systems will be available to students on the course?** |  |
|  | **How will students on the course provide feedback?** |  |

## Section H

## Review:

**Form completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Academic Partnerships)**

**Details of Academic Champion:**

|  |  |
| --- | --- |
| **Name(s):** |  |
| **Department:** |  |
| **Faculty:** |  |
| **Date:** | *Click or tap to enter a date.* |

## FURTHER INFORMATION

**Faculty Review:**

ARTS AND SOCIAL SCIENCES

Gethin Rhys, Faculty Registrar FASS - ger@aber.ac.uk

BUSINESS AND PHYSICAL SCIENCES

Meinir Davies, Faculty Registrar FBPS - met@aber.ac.uk

EARTH AND LIFE SCIENCES

Rebecca Edwards, Faculty Registrar FELS - rje@aber.ac.uk

Stephen Atherton, Associate Dean FASS - sta@aber.ac.uk

Fred Long, Associate Dean FBAPS - fwl@aber.ac.uk

Jo Hamilton, Associate Dean FELS - jvh@aber.ac.uk

For details of Governance (including details of Senate Sub-Committees and University Calendar)

See website: <https://www.aber.ac.uk/en/corporate-information/governance/>

For details of Academic Partnerships Office and related information:

See website: [Academic Partnerships - Aberystwyth University](https://www.aber.ac.uk/en/academic-partnerships/)

Email: aqsstaff@aber.ac.uk for further information or to book a consultation.