**Revised Policy**

**Collaborative Agreements within the Faculty of Humanities**

In October 2004, the Faculty put in place interim arrangements for the approval of partnership agreements to ensure that the development of new partnerships is properly regulated. In the former VUM, it was not uncommon for individual academics to sign agreements with other HEIs, individuals within HEIs or other bodies. These then legally bound the University (or the Department or Faculty) to abide by such agreements, as they were entered into in good faith by the other party(ies), although the individual may have had no authority to negotiate binding agreements.

The Faculty procedure is that approval to enter into any **agreement** **involving other parties outside the University (see exceptions below)** must be given by the Dean, following a recommendation from the relevant Head(s) of School. For agreements with organisations from outside the UK, a recommendation must also be provided by the Director of International Development (DID).

Under this procedure, it is not permissible for individuals to sign official agreements binding the Faculty (and the University) and doing so could constitute a disciplinary matter. This would not prevent individuals from giving a statement of intent, provided that it is made clear to the other party(ies) that such a statement is not legally binding, and that only the Dean has the right to commit the Faculty to agreements.

There are two exceptions:

(i) Consultancies which are covered by a separate University policy; and

(ii) Study Abroad Agreements

* Study Abroad agreements where more than one School is involved: approval must be sought from the Associate Dean for Teaching and Learning who will also be responsible for signing such agreements. A copy will be sent to the Faculty Teaching and Learning Office so that a record can be kept.
* Study Abroad agreements where only one School is involved: approval must be sought from the Head of School who will also be responsible for signing such agreements. The Study Abroad Unit will send copies to the Faculty Teaching and Learning Office so that a record can be kept.

**1. Process for the approval of collaborative agreements:**

***1.1 Agreements involving an award of the University:*** The University’s policy and procedures for the quality assurance of collaborative provision must be followed. The policy can be viewed at (<http://www.campus.manchester.ac.uk/tlso/map/collaborationsandpartnerships/>)

Further information and guidance should be sought from the Senior Faculty QAE Administrator

***1.2 All other agreements:*** Any proposal for an agreement with another party outside the University should be brought initially to the attention of the Head of School (HoS).

1.2.1 The Head of School will arrange for the proposal to be considered within the School and to be tested against a number of criteria including:

* + - how will the proposed agreement contribute to the University’s mission as set out in ‘Advancing the Manchester 2015 Agenda’?
    - what will the proposal bring to the School(s), eg in terms of PGR recruitment, research?
    - what financial benefits will the proposal bring to the School?
    - what will the full economic cost be to the School (bearing in mind that many of the costs associated with supporting such agreements are hidden under current arrangements)?
    - has any consideration been given to arrangements for terminating the agreement, if necessary?

1.2.2 It is expected that most agreements will contribute towards the University’s research or PGR agendas. It is not expected that partnerships aimed at increasing UG or PGT students will normally be in the interest of the University and such proposals would be expected to demonstrate other benefits.

1.2.3 Proposals for collaborative agreements not involving an award of the University must be accompanied by a business plan costed by the School Accountant.

1.2.4 The HoS may wish to consult the Head of Faculty Administration or the relevant Associate Dean(s) if there is any doubt about the desirability or viability of the proposal.

1.2.5 If the proposal involves more than one School this process should be followed in each contributing School and approval given by all HoS involved.

1.2.6 Once the proposal has been approved by the HoS, it should be sent to the Head of Faculty Administration. He will arrange for it to be discussed with the relevant Associate Dean(s) who will ensure that the above process has been followed and check that the proposal fits with the Faculty strategic plan.

1.2.7 Once signed off by the Associate Dean(s) the proposal will be forwarded to the Vice-President and Dean for consideration.

1.2.8 Once approval has been given for the collaboration, a formal agreement must be developed which will be signed by the Dean for implementation by the School. Advice should be sought on the development of formal agreements from the University’s Research Contracts Office.

1.2.9 All approvals will be reported to HPRC.

**2. Additional process for non-UK agreements (including Study Abroad Agreements)**

For agreements with parties outside the UK, there is an additional process to ensure that all such agreements are registered and approved by the International Development (ID) section within the Directorate for the Student Experience. This process should proceed in parallel with the procedures described above.

***2.1 Agreements that involve an award of the University***: this requirement is built into the process for the approval of a collaborative agreement, as per the policy and procedure for the quality assurance of collaborative provision.

***2.2 All other agreements***: At the same time as a non-UK proposal is being considered within a School, the Proposer should discuss it with the ID section, which will then offer provisional advice on the general suitability of the proposed agreement in relation to the University’s mission, aims and objectives. A member of ID is assigned to each School and this person should be the initial contact

2.2.1 The ID procedures require the completion of a form for approval and central registration of all non-UK agreements (available here). Before the form can be returned to ID, it must have the approval of the HoS. In practice, HoS approval should be sought simultaneously for both FoH and ID.

2.2.2 ID will arrange for their form to be signed off, as appropriate, by the Head of School, by the relevant Associate Dean or by the Dean and Vice-President. ID will then be responsible for ensuring that all appropriate parties receive a copy of the signed ID form.

Revised 17/4/13

(Previous versions dated: 17/3/11, 25/10/05 and 18/10/04)