

9 RESPONSIBILITIES OF ACADEMIC PARTNERS IN RESPECT OF ACADEMIC PROVISION

Introduction

- 9.1 Degree programmes normally have a designated responsible academic partner. Other academic partners will be designated as Home Academic Partners (HAPs) as long as they are able to provide the necessary facilities and resources for that degree programme.
- 9.2 Only organisations which are academic partners may be designated as responsible academic partner or Home Academic Partners (HAPs).
- 9.3 The responsible academic partner, and all other academic partners which will be Home Academic Partners (HAPs) for a particular programme, will be confirmed through the academic approval process. The facilities and resources required at HAPs will be defined within programme documentation, depending on the subject area and the mode of delivery.
- 9.4 Non-degree programmes (including QS awards) are subject to different approval processes and frameworks for academic partner-level curriculum management. Although the regulations within this section have been written from the perspective of degree programmes, the principles inherent in them should be applied to all provision by the same, or nearest equivalent, processes.

Responsibilities of ‘responsible academic partner’

- 9.5 The responsible academic partner is required to identify, manage and support an appropriate programme leader, or other responsible individual who fulfils this role in accordance with current guidance.
- 9.6 The responsible academic partner, through the oversight of its quality committee and engagement with annual quality monitoring process, is required to ensure that:
 - a. the operation of the programme complies with the Academic Standards and Quality Regulations and any professional or statutory body requirements where appropriate
 - b. any matter affecting the delivery of the programme is addressed in an effective and appropriate manner, taking into account current management or resource implications or constraints, as appropriate. Where matters cannot be effectively addressed by the academic partner they shall be reported to the cognate subject group in the first instance.

Responsibilities of Home Academic Partners

- 9.7 A Home Academic Partner (HAP) is responsible for enrolling students on their programme of study and providing both generic services and programme-specific facilities and resources. Every student will be allocated to an approved Home Academic Partner.
- 9.8 A Home Academic Partner (HAP) is responsible for providing the following services for all students it enrolls:
 - a. to provide students with a local induction
 - b. to provide pastoral support, e.g. information on funding, counselling

- c. to provide reasonable adjustments - and a Personal Learning Support Plan, where appropriate
- d. to collect fees
- e. to ensure each student has been provided with a Personal Academic Tutor who fulfils this role in accordance with current guidance
- f. to identify, manage and support a Hosting Manager
- g. to ensure that the delivery of programmes complies with the *Academic Standards and Quality Regulations* and any professional or statutory body requirements where appropriate.

- 9.9 A Home Academic Partner (HAP) is also responsible for providing programme-specific facilities and resources as defined in programme documentation:
- a. learning resources, video-conference and ICT equipment
 - b. specialist equipment and software
 - c. accommodation (e.g. classrooms, laboratories, workshops) for teaching, learning and assessment, including examinations.

Learning centres

- 9.10 If a Home Academic Partner makes a programme available through an affiliated Learning Centre, it has delegated responsibility for ensuring that students at that location have access to an equivalent level of programme-specific facilities and resources.

Quality Monitoring

- 9.11 Academic partners will provide such co-operation, information, data, evidence, or access to premises, personnel and relevant records as may be reasonably required by the University and/or QAA from time to time in relation to any monitoring or audit activity carried by QAA, Qualifications Scotland or any relevant regulatory bodies, in relation to the University or any Higher Education activity undertaken by the academic partner.

Improvement Notices

- 9.12 If reasonably requested by the University, the parties will discuss and agree Performance Indicators to measure the performance of the academic partner under the Partnership Agreement and as required by the QAA, Qualifications Scotland or any relevant regulatory bodies. This applies whereby if at any time the University, acting reasonably, considers that:
- o the academic partner is materially or consistently failing to meet a Performance Indicator; or there is a material or consistent breach of the Partnership Agreement by the academic partner in relation to academic standards and quality.
- 9.13 The University may, by notice served on the academic partner at any time:
- i. conduct such enquiries into the academic partner's operations as the University considers appropriate, and the academic partner will co-operate with such enquiries and provide all information and assistance as is reasonably required by the University for that purpose, including full access to records, premises and employees as requested by the University;
 - ii. recommend what steps (if any) should be taken to improve the performance of the academic partner (following discussion with the academic partner, and taking reasonable account of any representations made by the academic partner as to the content of any such improvement plan) under this Agreement and provide a timescale for the implementation of

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such steps, and the academic partner will take all steps required or necessary to implement and carry into effect the recommendations made; and/or

- iii. provide such additional support and resources as the University considers appropriate to support the academic partner to implement any improvement plan developed in terms of sub-clause ii. above.

9.14 If the academic partner fails to comply with any notice served by the University, the terms of the UHI Partnership Agreement will apply.