

**BIMM
UNIVERSITY**

A university
for the creative
industries

Partner Handbook 2024/25

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Annual Partner Calendar

	Academic Year 2024-25	Due Date:
Semester/ Trimester One	<p>The following items are to be received by the University from its partners:</p> <p>Confirmation of the courses to be delivered during the year.¹</p> <p>List of Academic Staff² and CVs of any new teaching staff.</p> <p>Updated electronic copies of all student handbooks for each course.</p> <p>Calendar of HE-relevant committee dates.</p> <p>Dates, composition and membership of assessment and retrieval boards.</p> <p>Confirmation of External Examiner fees and modules assigned to them.</p> <p>Copy of Complaints and Appeals Policy / Procedure 2024/25.</p>	<p>Mon 2 Sept 2024, unless a separate deadline has been agreed with the Partnership Unit.</p>
	Commercial and Academic Planning Committee (CAPC)	To be advised
	Teaching at BIMM University begins (Semester/Trimester: 1)	23 rd September 2024
	Partner Network Day	To be advised
	Partners are to submit a list of all students on BIMM University courses delivered in partnership and the course they are assigned to as of 1 December 2024.	Friday 6 th December 2024
	Partners to submit their Annual Monitoring Report to the University. ³	Friday 29 th November 2024
	Quality Assurance and Compliance Committee	Friday 6 th December 2024
	Teaching at BIMM University ends (Semester/Trimester: 1)	Friday 13 th December 2024
	BIMM University Winter break	14 th December 2024 to 6 th January 2025
	Per capita fee invoice sent by the University to partner institution.	20 th December 2024
	BIMM University Semester/Trimester one summative assessment period	Monday 6 th January to Friday 17 th January 2025
	BIMM University Winter Graduations	To be advised

¹ For partners delivering courses with non-standard start dates: please notify the Partnership Unit as soon as these courses are confirmed and send a copy of the relevant student handbooks on or before the start date.

² Academic staff are defined as academic and industry professionals who are responsible for planning, directing and undertaking academic teaching within the partner institution - this will include teaching staff, module and course leaders and academic managers.

³ Where a course has been delivered for at least one academic year.

	Academic Year 2024-25	Due Date:
	Partner Annual Monitoring Review Event	To be advised
Semester/ Trimester Two	Teaching at BIMM University begins (Semester/Trimester: 2)	Monday 27 th January 2025
	Deadline for new course proposals starting 2026/27 for courses recruited through UCAS	Monday 17 th February 2025
	Commercial and Academic Planning Committee (CAPC)	Thursday 5 th March 2025
	BIMM University Semester One Assessment Boards: PG Module PG Continuation UG Module UG Progression PG Retrieval UG Retrieval	1. 26 th February 2025 2. 27 th February 2025 3. 4 th March 2025 4. 5 th March 2025 5. 3 rd April 2025 6. 3 rd April 2025
	Commercial and Academic Planning Committee (CAPC)	15 th April 2025
	BIMM University spring break	12 th April to 27 th April 2025
	Quality Assurance and Compliance Committee	25 th April 2025
	Teaching at BIMM University resumes (Semester/Trimester: 2)	28 th April 2025
	The following items are to be received by the University from its partners: Deadline for External Examiner nominations for 2025/26.	To be advised – normally two weeks before the S2 QACC
	Teaching at BIMM University ends (Semester/Trimester: 2)	2 nd May 2025
	BIMM University Semester/Trimester 2 summative assessment period	5 th – 16 th May 2025
	The following items are to be received by the University from its partners: Deadline for policy changes (inc. assessment regulations) for implementation in 2025/26.	To be advised
Trimester Three	BIMM University Summer Break (undergraduate only)	26 th May 2025 to 7 th September 2025
	Teaching at BIMM University begins (Trimester: 3)	26 th May 2025
	BIMM University Semester Two Assessment Boards: 1. PG Module	1. 24 th June 2025

	Academic Year 2024-25	Due Date:
	2. PG Continuation 3. UG Module 4. UG Progression 5. UG Award 6. UG Retrieval 7. PG Retrieval	2. 25 th June 2025 3. 3 rd July 2025 4. 3 rd July 2025 5. 10 th July 2025 6. 29 th July 2025 7. 29 th July 2025
	Teaching at BIMM University ends (Trimester: 3)	5 th September 2025
	BIMM University Trimester 3 summative assessment period	18 th – 29 th August 2025
	BIMM University Assessment Boards: PG Module PG Continuation PG Award PG Retrieval	1. 4 th October 2025 2. 6 th October 2025 3. 25 th October 2025 4. 30 th October 2025
	Quality Assurance and Compliance Committee (Summer meeting)	25 th April 2025
	BIMM University Summer Graduation	To be advised

Introduction

This handbook describes the policies and procedures underpinning the setting of academic standards and the assurance and enhancement of academic quality of taught programmes delivered by Partner Institutions of the University.

Partnership arrangements are formally constituted agreements between BIMM University Limited and another institution to allow that institution to run two types of provision as follows:

- **Franchised provision** – courses designed and approved by BIMM University under its degree awarding powers and delivered at the partner institution. For franchised provision, the normal expectation would be that the partner institution adopts BIMM University's regulatory and quality assurance frameworks.
- **Approved provision** – courses designed and delivered by a partner institution approved by BIMM University under its degree awarding powers. For approved provision, the normal expectation is that the partner institution aligns its academic framework and policy with that of BIMM University and adopts the University's quality assurance framework for the courses BIMM University approves.

The University is committed to developing collaborative provision with like-minded Partner Institutions based on compatible and complementary educational objectives. The University recognises that delegating responsibilities to another institution involves additional risk and has developed quality assessment procedures for collaborative provision proportionate to the risk level, compliant with the Office for Students regulatory framework, and consistent with the UK Quality Code for Higher Education.

These procedures are designed to ensure that the academic standards of awards, the student experience, and the enhancement of learning opportunities available to students on BIMM University-approved courses delivered by a Partner Institution all meet the expectations of the University.

Key contacts

The Partnership Unit in the University's Provost's Office is the first point of contact for anyone requiring advice or guidance on any matters referred to in this handbook. Contact details TBC.

Who's Who at BIMM University (Senior Leadership Team)

Role:	Name:
Chancellor	Vacant
Vice-Chancellor	David Jones Owen
Deputy Vice-Chancellor and Provost	Prof. Louise Jackson
Pro-Vice-Chancellor (Music)	David Rowe
Pro-Vice-Chancellor (Screen and Film)	Dara Kilkenny
Pro-Vice-Chancellor (Performing Arts)	Vacant
Pro-Vice-Chancellor (Student Experience)	Dr. Mark Cunningham
Chief Strategy and International Development Officer	Dr. David O'Connor
Chief Financial Officer	Fiona Tyler
Chief People Officer	Dawn McCutcheon
Chief Marketing & Customer Experience Officer	Tom Picken
Deputy Provost and Director of Postgraduate Studies	Prof. Mark Irwin
Director of Academic Services & University Clerk	Richard Smith
Director of Admissions	Julia Ruzika
Director of Technology	Simon Jones
Dean of Music	Alex Searle
Dean of Screen and Film	Sam Hope
Dean of Performing Arts	Carol Harvey-Barnes
Dean of Creative Technology	Nicolas Rodriguez
Head of Quality Assurance and Enhancement	Karyn Woolcock
Head of Wellbeing	Mark Lewis

Partnership Arrangements

The University's partnership arrangements fall into two categories: full partnership and associate partnership. A full partner has all its higher education provision approved by the University. In contrast, an associate partner has some of its higher education provision approved by the University and may have several other validating partners. Details of the two types are summarised below:

Full partner

All Higher Education (HE) provision is approved exclusively by the BIMM University, with other opportunities for collaboration identified. In exceptional circumstances, it may be that a full partner does work with another validating partner and still retains its full partner status, subject to discussion with the University and approval of any other partnership arrangements.

The University commits to supporting the development of the academic portfolio of the partner through engagement with the appropriate Faculty and the assignment of one or more partnership tutors. The University may agree to approve courses outside of its areas of expertise as long as an external examiner of appropriate experience can be identified to fulfil the quality assurance requirements.

The partner is entitled to refer to itself as "a full partner of the BIMM University" and to use the University's logo on agreed marketing materials. The partner is entitled to use BIMM University branding at an institutional level, for example, on physical signage and web presence. The University must approve all usage of the University's logo and name before use.

- Any international partnership arrangement the Partner Institution may pursue is subject to discussion with BIMM University.
- Any assessment boards where a BIMM University award is made must be chaired by the University.
- A designated member of the Senior Leadership Team usually attends graduation at the Partner Institution, as approved by the Provost.

Associate partner

This is a non-exclusive partnership, where the University approves only some of the partner's HE provision. The initiative for this type of partnership typically comes through a Faculty and focuses on a particular discipline. The partner must advise the University of any proposed third-party partnership arrangements.

A partnership tutor will usually be assigned to the partner; depending upon the provision, this may be an overarching Partnership Tutor.

The partner is entitled to use the University's name/branding in marketing materials related to the approved course(s). It is not allowed to use BIMM branding at an institutional level. The University must approve all usage of the University's logo and name before use.

- Any assessment boards where a BIMM University award is made must be chaired by the University.
- Steering Group arrangements are agreed on a case-by-case basis.
- A member of the Senior Leadership Team may attend graduation at the Partner Institution.

General Principles for Academic Partnership

Franchised Provision

- The partner institution will typically adopt all University academic policies including its Academic Framework and Academic Regulations for franchised courses.
- Non-academic policy must be closely aligned with the University – this will be checked through the recognition process.
- Students on franchised courses will typically be considered students of the University and registered as such. They will be recruited by the partner institution but enrolled by the University, and induction events will be planned and delivered collaboratively to ensure the best experience for students.
- Students on franchised courses will be taught and assessed by staff at the partner institution. Still, the University will typically conduct calibration and moderation in collaboration with the partner institution's academic staff.
- The partner institution will record marks and upload them to the University's Student Records System.
- The external examiners appointed to the University's courses will also oversee the assessment of students at the partner institution.
- All University quality assurance processes and policies will apply to franchised courses, and partner institutions will be subject to the same deadlines as those set for the University's courses.
- The partnership agreement will set out what access, if any, students and staff from franchise courses will have to University resources and facilities, including CPD for staff.
- Representatives of the partner institution will attend Boards of Studies and assessment boards and may be nominated to participate in the University's academic committees where appropriate.
- Students on franchised courses will attend BIMM University Graduations and receive certificates and transcripts directly from the University.
- Where a full partnership between the University and another institution and both franchised and approved provision is in place, the partnership agreement may allow for specific derogation from these principles, allowing for a single academic and policy framework and approach. This approach will be tested through institutional recognition.

Approved Provision

- The partner institution will align its academic framework and regulations with that of the University, and this will be tested at institutional recognition.
- Non-academic policy should typically adhere to the same general principles as those adopted by the University.
- Students on approved courses will be registered with the partner institution, which will recruit, enrol and induct students. Student records will be maintained by the partner institution, ensuring that accurate information is recorded and shared with the university as the partnership agreement requires.
- Students on approved courses will be taught and assessed by staff at the partner institution. The partner institution's academic staff will typically conduct calibration and moderation.

- The partner institution will record marks and upload them to an assessment database. It will ensure that accurate information is recorded and shared with the University as the partnership agreement requires.
- The partner institution will nominate external examiners who will be approved and appointed by the University and will oversee the assessment of students at the partner institution and report to the University.
- University quality assurance processes and policies will apply to courses and partner institutions, with adaptations to accommodate approved provision and partner academic calendars.
- The partnership agreement will set out what access, if any, students and staff from approved courses will have to University resources and facilities, including CPD for staff.
- The partner institution runs its Boards of Studies and Assessment Boards (with the University Chairing all Award Boards). Staff may be nominated to attend the University's academic committees where appropriate.
- Students on franchised courses will attend Graduation at the partner institution, which will be attended by a senior member of staff from the University. Certificates and transcripts will be provided by the University working collaboratively with the partner institution.
- Where a full partnership between the University and another institution and both franchised and approved provision is in place, the partnership agreement may allow for specific derogation from these principles, allowing for a single academic and policy framework and approach. This will be tested through institutional recognition.

Regulatory Responsibilities

The University must consider the Office for Students (OfS) Conditions of Registration⁴ when entering academic partnerships. The Regulatory Framework for Higher Education⁵ and the Quality Assurance Agencies guidance on academic partnerships⁶ will be considered as part of the recognition and re-recognition processes for UK-based partners and transnational partnerships. Several critical conditions within the framework specifically reference educational provision delivered in partnership as follows:

This condition applies to any higher education provided “by, or on behalf of, a provider”. This includes higher education provided to all of the students who are registered with a registered provider, taught by a registered provider or studying for an award of a registered provider (or where these services are provided on a registered provider’s behalf). This includes UK-based and non-UK-based students, and courses delivered through partnership arrangements both within the UK and internationally.

The reference to “including, but not limited to, circumstances where a provider is responsible only for granting awards for students registered with another provider” means that a provider is required to comply with the provisions of this condition where it is the awarding body for a course, whether or not that provider has any other role in the design or delivery of that course.

Where a provider is not the awarding body for a course, this condition applies to a course the provider itself delivers, or which is delivered on its behalf, regardless of the

⁴ <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/conditions-of-registration/>

⁵ https://www.officeforstudents.org.uk/media/1231efe3-e050-47b2-8e63-c6d99d95144f/regulatory_framework_2022.pdf

⁶ https://www.qaa.ac.uk/docs/qaa/quality-code/advice-and-guidance-partnerships.pdf?sfvrsn=e2bc181_8

identity of the awarding body, whether or not that awarding body is registered with the OfS, or the nature of any partnership agreement. For the avoidance of doubt, this means for example, that a provider delivering, or allowing another provider to deliver, courses leading to a qualification awarded by Pearson is responsible for compliance with this condition in relation to those courses. Similarly, a provider delivering, or allowing another provider to deliver, courses leading to a qualification awarded by another higher education provider, whether that awarding provider is located in England or elsewhere, is responsible for compliance with this condition in relation to those courses.

In practice, these provisions may result in more than one registered provider being responsible for compliance with this condition in relation to the same course.

OfS registration and Data Reporting

As above, where the partnership is with another OfS registered provider the reporting of data to the OfS may also be the responsibility of both the partner institution and the University.

Immigration and Compliance: Teaching Partnerships

As a Student Route Visa Sponsor, the Home Office's Student Sponsor Guidance⁷ requires the University to list all teaching partnerships it relies upon to teach Student Route Visa Students. Any partner institution of BIMM University holding a Student Route Visa Sponsorship is also required to register the teaching partnership with the Home Office, irrespective of which institution will issue Confirmation of Acceptance for Studies documents to students studying under the umbrella of the partnership.

This guidance details the immigration and compliance requirements that the University must meet to register its teaching partnerships with the Home Office. Please note that the requirements specified below are correct at the time of publication of this Guidance but are subject to change by the Home Office. Staff are therefore strongly advised to use the web links in this document to check up-to-date requirements in the relevant Home Office Guidance.

Types of teaching partnerships and immigration compliance actions to be completed before submission of an application to the Home Office to register a teaching partnership.

The table below identifies the types of teaching partnerships the University may enter into and the related immigration compliance requirements that must be met. BIMM University staff negotiating any teaching partnership agreements should:

- Check whether the partner institutions holds a Student Route Visa Sponsor and notify the University's Authorising Officer and Head of Immigration and Compliance accordingly.
- If the new partner of the University holds a Sponsor Licence, the Authorising Officer (or Key Contact) for their Sponsor licence should be included in negotiations about establishing the partnership to ensure that all immigration compliance requirements are met on their side and that the submission of applications to the Home Office by the University and its partner to approve the partnership are properly co-ordinated.
- Be mindful that the respective applications to register a new Teaching Partnership with the Home Office submitted by the University and its partner institution (if they hold a Sponsor Licence) may take up to eighteen weeks to be processed by the Home Office.
- Note that the teaching partnership can only be operationalised for teaching Student

⁷ https://assets.publishing.service.gov.uk/media/652670aa244f8e00138e73df/Student_Sponsor_Guidance_-_Doc_1_-_Applying_for_a_licence_October_2023_FINAL.pdf

Route Visa students after Home Office approval has been secured.

- Ensure that the University's Education Oversight Body (the OfS) is notified about the teaching partnership per the Sponsor Guidance requirements.⁸
- Liaise with the Chief Strategy and International Development Officer and the Head of International Recruitment and Partnerships to determine the impact of the implementation of the new partnership on the University's annual CAS allocation renewal application.

Documents required for application to the Home Office to register a teaching partnership

The University will be required to submit a memorandum confirming details of the partnership signed by a member of the University's senior management and their counterpart at the partner institution.⁹

Please also note that the Home Office reserves the right to ask the University and its partner to submit additional documents to ensure that the requirements for Sites and Partnership applications specified in the Home Office Guidance for Student Sponsors are met.¹⁰

⁸ https://assets.publishing.service.gov.uk/media/652670aa244f8e00138e73df/Student_Sponsor_Guidance_-_Doc_1_-_Applying_for_a_licence_October_2023_FINAL.pdf

⁹ https://assets.publishing.service.gov.uk/media/651e859f5f7e680014fabd78/Sponsor-guidance_Appendix-A_10-23.pdf

¹⁰ https://assets.publishing.service.gov.uk/media/652670aa244f8e00138e73df/Student_Sponsor_Guidance_-_Doc_1_-_Applying_for_a_licence_October_2023_FINAL.pdf

Type of teaching partnership	Home Office Sites and Partnerships application required by BIMM University	Home Office Sites and Partnerships Application required by BIMM University Partner	Conditions	Home Office Immigration and Compliance Owner
A pre-session course delivered by a partner institution where student progresses on to degree course at BIMM University under a joint CAS	Yes	Yes if partner institution holds a Student Route Visa Sponsor Licence.	BIMM University is required to issue a CAS covering both the pre-session and degree course	BIMM University
A pre-session course delivered by a partner institution only with <u>no</u> progression to a degree course at BIMM University	Yes	Yes if partner institution holds a Student Route Visa Sponsor Licence.	The partner institution must issue a CAS covering the pre-session course only.	Partner Institution
Partnership with another HEP or an overseas HEI to deliver a course	Yes	Yes if HEP partner is in the UK.	Both parties must hold a Student sponsor licence with Student Sponsor status. The HEP teaching the majority of the course (i.e. over half its duration) at one of its sites must sponsor the student. If teaching is shared equally, the HEPs must decide which of them will sponsor all of the students being taught that course under the partnership. Where the partnership is with an overseas HEI, the HEP and overseas HEI may decide which of them will sponsor all of the students being taught that course under the partnership.	<ol style="list-style-type: none"> 1. If BIMM University teaches the majority of the course: BIMM University. 2. If teaching shared equally: BIMM University or Partner institution. 3. Partnership with overseas HEI: to be decided when partnership agreement signed.
Partnership with a publicly funded college or private provider to deliver a course	Yes	Yes	Both the HEP and the partner institution must hold a Student sponsor licence with Student Sponsor status. Where a Student is taught by the HEP at one of its sites for over half the duration of the course, the HEP must sponsor the Student.	If BIMM University teaches over half the course: BIMM University
Partnership with a non-departmental public body to deliver a course	Yes	Yes	<p>The HEP must hold a Student sponsor licence with Student Sponsor status. The non-departmental public body may or may not hold its own Student sponsor licence.</p> <p>The Student must be taught by the HEP at one of its sites for over half the duration of the course and the HEP must sponsor the student.</p>	BIMM University

Partnership Agreements

Partnership agreements will be prepared by the University's Chief Financial Officer and its legal advisors.

Institutional recognition and Re-recognition will be formalised in a partnership agreement. The partnership agreement will bind the institutions to the commitments in this procedure and enable both parties to understand their rights and responsibilities fully.

The partnership agreement may be amended by agreement of the parties through the exercise of the appropriate authority on both sides.

The partnership agreement may be terminated by the parties' agreement through the exercise of appropriate authority on both sides, provided that the agreed notice period is given and that satisfactory arrangements are made for existing students to complete their courses.

The Partnership Process

Governance

Commercial and Academic Planning Committee (CAPC)

CAPC is a subcommittee of the Academic Board (AB), which is a subcommittee of BIMM University Ltd Board (BULB). CAPC will thoroughly consider proposals for new educational partnerships with BIMM University. Moreover, the approval of new curriculum development in partnership follows the University's approval process for its courses through the Learning, Teaching and Enhancement Committee (LTEC) and Quality Assurance and Compliance Committee (QACC), both sub-committees of Academic Board.

CAPC will:

- Facilitate the initial approval of new domestic and international collaborative education partnerships with institutions based in the UK or overseas and recommend to the Executive Management Team (EMG) whether to give final approval for new partnerships.
- Determine the nature of the partnership to be engaged in, according to agreed definitions:
 - Approved provision – partner-designed course(s) approved as BIMM University Awards and delivered by the partner institution.
 - Franchised provision – the partner institution delivers existing BIMM University courses.
 - Dual, double or joint awards, developed and delivered in partnership.
 - Flying faculty (where University staff contribute to delivering and assessing courses at the partner institution).
 - Distance learning courses, approved by the University.
- Receive and approve reports on institutional recognition and the periodic review of collaborative education partnerships.
- Approve initial new course proposals or entry points to be delivered at the partner institution under the scope of the partnership agreement before stage one and stage two approval through LTEC.
- Note the withdrawal or suspension of partner courses with due consideration of obligations to provide timely notification of such changes to applicants and/or students

as applicable.

- Make recommendations to EMG regarding withdrawal from existing partnerships.
- Consider proposals for new partner delivery sites and buildings, which must be approved before teaching can occur.

Course Withdrawals or Suspensions

Partners are asked to notify CAPC of any course withdrawals or suspensions using the Course Suspension or Withdrawal Form template.

All paperwork for CAPC can be found on the Partnership Unit SharePoint here:

Please contact the CAPC Servicing Officer if you have any questions.

See the section below for more details on the process of CAPC approval of new partnerships and institutional recognition.

Institutional Recognition

- The University will approve courses only at recognised Partner Institutions.
- These procedures set out the requirements for recognition, periodic review and course approval processes.
- The procedures have been drawn up after due consideration of the Office for Students' regulatory framework and UK Quality Code (where appropriate) to ensure academic quality and standards in higher education.
- The University is responsible for all awards granted in its name.

Indicative Timeline for Institutional Recognition

Stage:	Likely time to prepare:	Requirements:	Responsible/Accountable:	Approved by:
'0' - Initial approval of proposal for partnership	6-12 weeks	Proposal and due diligence report and outline business case.	Deputy Vice Chancellor, Chief Strategy and International Officer and relevant Pro-Vice Chancellor.	EMG
1 - Approval of the detailed case for academic partnership.	4-6 weeks	Academic and Business Case, academic due-diligence report, and International Business Development Research Report for TNE if required. Submission of course proposals (Stage 1) to LTEC)	Deputy Vice Chancellor, Chief Strategy and International Officer, Chief Financial Officer and, Director of Academic Services and University Clerk.	CAPC
2 -	6-12 weeks	Institutional	Partner Institution staff	CAPC

Institutional recognition and course approval(s)		Recognition Document and supporting evidence. Stage 2 Course approval Documentation for approval panel scheduled by LTEC.	supported by the Partnership Unit and PVC.	LTEC
Confirmation	2-4 weeks	N/A	Chairs of panels	CAPC

The recognition process Stage by Stage

Initial Development (Stage 0)

The approval process for recognition of new UK and Trans-National Education (TNE) collaborative partnerships commences with an 'in principle' decision reported to the Executive Management Group (EMG) by the Deputy Vice-Chancellor and Provost and the relevant Faculty Pro-Vice-Chancellor.

To reach this stage, there will have been a process of initial development and scrutiny of the proposed partner. This will involve Academic Services, the Chief Strategy and International Development Officer and relevant academic colleagues to consider the proposal with respect to the University's strategic objectives and (as appropriate) its TNE Principles. This analysis will then form the basis for deciding whether the proposal will advance to the next stage of the scrutiny process.

Support from the 'owning' Faculty is a requirement for the approval process to move beyond this stage.

CAPC (Stage 1)

The next stage is for the initial academic plan to be submitted to the Commercial and Academic Planning Committee (CAPC) at Stage 1.

At CAPC Stage 1 approval, the initial academic plan will be expanded to include a more detailed full academic plan and due diligence report, including an assessment of the strategic alignment between the two institutions. This consists of a Finance report, a response to any EMG comments at Stage '0', a description of the resources required to deliver the partnership, and a Stage 1 submission for new courses (if needed) to LTEC. For TNE partnerships, an International Business Development Research Report is also required to be overseen by the Chief Strategy and International Development Officer.

Subject to CAPC's approval, the partnership proposal will proceed to Stage 2 (Institutional Recognition), and Institutional Recognition and Stage 2 Course Approval events may also be scheduled.

The Recognition Panel (Stage 2)

Once a new partnership proposal has completed this approval process, a Recognition Panel will be established to carry out a full risk assessment of the proposed partnership. The formal recognition event is usually held in the autumn or spring to ensure that the process is finalised to be received within the committee cycle of that academic year.

The Recognition Panel will be chaired by a Senior Leadership Team (SLT) member, typically the Deputy Vice-Chancellor and Provost, the Deputy Provost or the Director of Academic Services. The Panel will, in addition to the Chair, normally (but not exclusively) comprise a senior member of the academic faculty, a member of Academic Board, a senior member of Academic Services, and a member external to both institutions. The panel will be supported by a Servicing Officer from the Partnership Unit.

In liaison with the University's Chief Strategy and International Development Officer, the Recognition Panel will conduct an initial desk-based risk assessment in light of a complete submission from the proposed partner describing internal operations (supported by appropriate documentation). This enables the Panel to judge the quality and standards of the operation in line with the questions posed in Appendix 1. At this point, the panel may request additional information and/or clarification from the prospective partner and/or the 'owning' faculty.

In some cases, the prospective partner institution may be unable to provide information concerning some of the questions simply because it may be a private or public organisation with no prior higher education experience. In such a case, it may be more helpful or relevant for the questions to be addressed at validation and answered there in the context of a particular course proposal.

Where a prospective Partner Institution is known to have a current or former relationship with another UK Awarding Institution, the Recognition Panel will make enquiries of said Institution regarding the standing and effectiveness of the proposed Partner Institution.

The Recognition Event (onsite at the partner institution)

An onsite recognition event will be held to finalise the consideration of any issues, including the Recognition Panel and members of the proposed partner organisation supported by the Dean and PVC of the 'owning' faculty.

Final and complete electronic documentation must be received by the University's Partnership Unit at least six weeks before the event; the submission must include documentary evidence and a contextual evaluation addressing the issues set out in Appendix 1. Informal discussions are welcomed before formal submission.

The Partnership Unit will provide a checklist of what is required for the event, to include:

- A complete list of participants from the Partner Institution (including name, titles and job titles).
- Any information that will be provided on the day, such as marketing material, recent reports, student handbooks, etc.
- The Panel will want to talk privately to higher education students during the day, usually at lunchtime; an informal buffet usually works best. The dietary requirements of the Panel will be advised to you in good time.
- We will advise on travel arrangements for the Panel.

An internal briefing meeting of the Panel is held two weeks before the event. The external is not required to attend but is invited to contribute comments in writing. At this meeting, areas of investigation are identified. Points raised are collated into a document, forming the basis for the event's agenda.

The definitive participant list is circulated, which will include the Panel and additional members from the University, as well as all those expected from the proposed partner and 'owning' faculty.

The Recognition Report

Within one week of the recognition event, the Partnership Unit will send a summary report to the proposed partner stating the Panel's conclusions, including any conditions set and recommendations, with a formal deadline for a response.

A full report is written by the Partnership Unit on behalf of the Panel within four to six weeks of the event, depending on workload. The report will be sent to the proposed partner for comments on factual accuracy. The Chair will approve the report, including any changes; a definitive report will be circulated.

The conclusions to the report will specify:

- Any conditions of recognition (which must be met within an agreed period; final approval will not be given until these conditions have been met).
- Any recommendations the Partner Institution is asked to consider but is not required to act upon other than reporting any action taken (together with justification).

A standard condition of recognition will be that the institution agrees to maintain the structures, frameworks, policy, and regulations approved by the University that underlie recognition unless changed by a similar collaborative process leading to CAPC approval.

The report will be submitted to CAPC, which has the authority to receive and approve the formal recognition of the institution as a partner on behalf of Academic Board.

Having received the report, CAPC will report their decision to Academic Board and BIMM University Ltd Board (BULB).

Response to Conditions

A deadline will be given by which conditions must be met. Responses should be in a format that is clear and easy to read and check, and all changes must be tracked.

We may contact you over your responses and ask for further information until all panel members are satisfied.

The recognition of an institution as a partner of the University will typically be for an initial three-year period. It will be reviewed with the possibility of continuing for an additional period of typically six years.

The Partner Institution will bear all costs relating to the recognition process.

Any changes to the organisation of the institution, the make-up of the senior management team, financial arrangements, committee structure, procedures and policies which the institution wishes to make during the period of recognition must be reported to the University before the changes are made, to give the University an opportunity to comment and where appropriate, approve.

Requirements and procedures for Re-Recognition

Partnerships will be re-recognised every four years using the Institutional Recognition process from Stage 2 as outlined above.

The Re-recognition report will be received by CAPC, which may or may not recommend the re-recognition of the Partner Institution to Academic Board. The outcome of this decision will be reported to the BIMM University Ltd Board (BULB).

Conditions of re-recognition that emerge must be satisfactorily fulfilled before the University may approve any new courses.

The Partner Institution will bear all costs relating to Re-recognition.

Approved and franchised courses will also be reviewed on a three to six-year cycle using the

University's [Periodic Review Process](https://bimmnet.sharepoint.com/sites/CourseCurriculumDevelopment/). The Periodic Review Handbook may be found here: <https://bimmnet.sharepoint.com/sites/CourseCurriculumDevelopment/>

Approval of new delivery centres for partner institutions

Where a partner institution wishes to deliver franchised or approved courses at a site not initially included in the Institutional Recognition or course approval process, approval must be applied for and granted before the new site can deliver BIMM University provision.

The University scrutinises all delivery centres within a potential Partner Institution through its Institutional Recognition process and approves them to deliver courses leading to its awards. This approval of courses is usually granted for an initial period of three years and then renewed at six-year intervals. Within this period, a Partner Institution may approach the University requesting the approval of a new or additional delivery centre.

Partner institutions use the same process BIMM University deploys to approve new delivery centres at the University, which can be found in [the University's Quality Handbook](#).

Course Approval

Partners may submit new course proposals to CAPC for approval to proceed to Stage 1 and Stage 2 course approval under the University's [Course Approval and Modification Policy](#).

Curriculum Development

Partners must follow the process outlined in the University's [Course Approval and Modification Policy](#) and submit proposals for major course modifications to the University's Course Modification Committee (CMC), a sub-committee of LTEC.

Course Review and Enhancement (CRE)

The University requires its Partner Institutions to submit an annual report reflecting on the outcomes of its ongoing monitoring and enhancement processes for approved courses. A specific template for this purpose is available from the Partnership Unit.

This is one of three main processes for assuring the academic standards and the quality of students' learning opportunities for taught courses delivered by Partner Institutions.

The University continually reviews its provision and Partners are also required to undertake this activity. General procedures and arrangements for CRE are detailed in [the University's Quality Handbook](#).

Publicity and Marketing

In consultation with the Head of Quality Assurance and Enhancement, the Partnership Unit will ensure the accuracy of the public information, publicity and promotional activity provided to registered and prospective students on collaborative courses where this pertains to the partner's relationship with the University. In addition, the Marketing Department will advise on correctly using the University's name and logo. Through this approval process, the University assures itself of compliance with its obligations under consumer protection law.

In line with our agreement with Partner Institutions, all publicity and marketing materials must be sent to the Partnership Unit for prior approval. This includes information on:

- Partner websites.
- Signage.

- Artwork.
- Prospectuses.
- Student handbooks.
- Social media.

We aim to ensure that the material is checked and approved within one week of receipt.

Guidance for using:**The University's Name**

The University must always be referred to as 'BIMM University', never BIMM in official documents. After the first mention in the same context, it is acceptable to use 'BIMM' or 'the University.'

Terminology for the partnership

When referring to the partners' relationship with the University, the correct terminology should be used:

Full partners	The Partner Institution is:	"A full partner of BIMM University"
	Courses approved by the University are:	"Approved by BIMM University"
	Students on BIMM University- approved courses are:	"Affiliate students of the University"
Associate partners	Courses approved by the University are:	"Approved by BIMM University"
	Students on BIMM University- approved courses are:	"Affiliate students of the University"

Note that courses approved by LTEC to proceed to Stage 2 approval but are yet to complete the approval process can be publicised with the clause 'subject to approval.'

The BIMM University logo

- Partners are welcome to publish the BIMM University logo alongside a partnership mentioned in line with the terminology above.
- The logo should appear below or alongside the partnership mention where it appears on the website or publication.
- The BIMM logo should not appear as a co-brand or equal brand to that of the partner; e.g. the BIMM logo should not be applied as the main brand or cover brand in marketing literature. Note that associate partners cannot use the University brand at the institution level.
- Please contact the BIMM University to request the use of the University's logo each time you need it for publication. Please send your request, along with a link or PDF showing the context of the logo's appearance and the format/colour required.
- We will aim to respond to logo requests at short notice, but to ensure a response; please allow fourteen days before your publication deadline.
- The BIMM University logo is available in jpg, png, and svg.
- We ask that you not stretch or squash the logo or overlay it with other graphics or photography. Please ensure that it always appears in an appropriate resolution for the publishing medium.

Social Media

Language can be less formal on social media as we can use abbreviations and shorthand. Still, it is essential to retain the partner's branding sense of identity and to represent the partnership correctly.

When using social media:

Tag the University's Twitter and Facebook (BIMM University) handles, and please use abbreviations in line with the guidance in this handbook section.

Competition and Markets Authority

The [consumer law advice](#) published by the Competition and Markets Authority states that Higher Education providers and Further Education colleges are expected to ensure that students are given the information they need to make informed decisions about their studies. Prospective students must be provided clear, intelligible, unambiguous and timely information by HE providers. Hence, they know what is offered and can compare courses and HE providers. The Head of Quality Assurance and Enhancement can advise on Compliance with UK consumer law.

Unistats and Discover Uni

Data for Unistats is collected prospectively and submitted in May-August on courses commencing in the following academic year. Information on the submission process and deadlines for collection can be found on the HESA website:

<https://www.hesa.ac.uk/collection/c23061>

The Unistats record is collected to aid prospective higher education students in deciding what and where to study. Unistats collection provides comparable information about full or part-time undergraduate courses and contains information prospective students have identified as most important to inform their decisions about future study.

The Unistats collection allows providers to resubmit their data at any point during the collection. Providers must update their data submissions throughout the year if their course offerings change. Information submitted to HESA in this way will be included in weekly updates to the open data and the Discover Uni website.

This data is then joined to other datasets, such as the National Student Survey and Graduate Outcomes, to generate a range of course information. This is published by HESA as open data and included on the Discover Uni website. Discover Uni is a student information website from the Office for Students (OfS).

Staff Changes at Partner Institutions

It is essential that the Partnership Unit is notified of changes to teaching staff and that CVs of new members of HE academic staff are provided using the form Appendix 5 List of Teaching Staff. This is required for the University to ensure that new staff members are sufficiently qualified to deliver programmes as approved.

Appendix 5: List of Teaching Staff Form must be completed by the due date as scheduled in the Partnership Calendar above. Outlining whether teaching staff are full-time, part-time or sessional staff, and their time commitment to the course (as a percentage). CVs of new members of teaching staff should be attached to the form.

Recruitment and qualifications

It is the responsibility of the Partner Institution to recruit, appoint, induct and develop staff to assure the standard of delivery of courses. Teaching staff on approved and franchised courses at Partner Institutions will typically be qualified to a level at least one above the level at which they are teaching or have significant industry and teaching experience and/or have attained recognition from a professional body at an appropriate level. In assessing whether this is the case, the University will look for a balance in the mix of industry expertise and academic qualifications or accreditation within the teaching team for each approved course as a part of the approval or recognition process. Partners must maintain this balance throughout the partnership.

Staff development opportunities

The Postgraduate Certificate in Learning and Teaching (Professional Practice) is a 2-year, 60-credit postgraduate teaching qualification available to staff at BIMM University and accredited by Advance HE at the D2 level of the Professional Standards Framework. Partner Institutions that are full partners of the University may be given access to this course for their staff as part of their partnership agreement.

The University also offer a fee-paying [Masters in Learning and Teaching in the Creative Industries](#), and this course is available to staff at all partner institutions at a negotiated fee.

External Examiners for BIMM University Approved Courses

The University's procedures for External Examiners are detailed in the [External Examiner Handbook](#). This is the definitive document on external examination at the University and is updated annually.

Nomination of External Examiners

Partner Institutions are responsible for nominating suitable External Examiners to BIMM University. Nominations must be submitted using the 'Nomination of External Examiners for Partner Institutions' form in Appendix 4.

Nominations must be received before the previous examiner's tenure expires. As stated in the Calendar of Business above. This allows nominations to be approved at the summer meeting of the Quality Assurance and Compliance Committee to ensure that approval is finalised before the new Academic Year.

We welcome informal discussion of an External Examiner's suitability before completing the form. Please be aware that the nomination procedure can be lengthy, and a candidate may occasionally be unsuitable.

The Partnership Unit will inform the Partner Institution once a nominee is approved. The Quality Assurance and Enhancement Team will then directly liaise with the External Examiner to prepare the external examiner's contract and induct them into the role.

Appointment of External Examiners

External Examiners are appointed by the University's Quality Assurance and Compliance Committee. The principles underpinning the criteria for the appointment of External Examiners:

- Require that External Examiners have knowledge and understanding of UK sector agreed reference points for maintaining academic standards and assurance and enhancement of quality.
- Require that External Examiners are sufficiently qualified and have sufficient expertise

and experience in discipline-specific and assessment matters.

- Support the exercise of objective, impartial and independent judgements about awards made by the University.
- Avoid arrangements which result in undue reliance on the nomination of External Examiners from any one university and arrangements where there is a known conflict of interest.
- All External Examiners must show evidence that they are legally entitled to work and reside in the United Kingdom. They will be required to use the UK as their primary residence throughout their tenure. After their appointment, the Quality Assurance and Enhancement team will check this with the External Examiners.
- The University is unable to accept applications from those who:
 - Have previously been appointed as an External Examiner at BIMM University.
 - Have been a member of staff or student within the BIMM University or one of its Partner Institutions within the last five years.
 - Have any direct interest in or ties to BIMM University or the Partner Institution.
 - Hold more than one other External Examiner position.
 - Are from the same department/unit of the same institution as another current External Examiner.

The Partner Institution is responsible for sharing course documentation and key dates (such as assessment boards and dates external examiners will be required to review samples) with the External Examiner before the start of their appointment.

Reporting Process

External Examiners submit an annual report to the University using a standard form within three weeks of the final assessment board attended by the external examiner.

External Examiners should send their reports to externalexaminers@bimm.co.uk, which will be received by the University's Quality Assurance and Enhancement Team. Confirmation of receipt will be sent to the External Examiner. At this stage, a copy is sent to the Partner Institution.

Following receipt of the External Examiner reports from the University, the Partner Institution should prepare an action plan that addresses each issue raised by External Examiners, giving a clear reason where no action is proposed. The External Examiner's report and the proposed action plan are appended to the CRE Report and submitted to the Semester 1 meeting of the Quality Assurance and Compliance Committee.

The Quality Assurance and Compliance Committee will report to Academic Board that standards have been confirmed as appropriate.

The Partner Institution is responsible for writing to External Examiners about the action that has been taken or is planned. A copy of this letter is also sent to the Partnership Unit.

Should the External Examiner raise an issue related directly to BIMM University, the Quality Assurance Team is responsible for writing to External Examiners, informing them of actions taken or planned in response to institutional-level concerns raised in their annual report.

Fees and payment

Each Partner Institution is responsible for setting fees for their External Examiners, and we recommend that BIMM University's fee payment calculation is used, as outlined in the [External](#)

[Examiners Handbook.](#)

Partner Institutions must confirm External Examiners' fees for 2024/25 by the due date outlined in the Partner Calendar. They must also provide a list of all modules to which each External Examiner is assigned.

The Quality Assurance and Enhancement Team arranges the payment of External Examiners' fees, which are later recouped from the partner institution. Upon receipt of a satisfactory report, this payment is made directly into External Examiners' bank accounts.

Payment of any expenses resulting from a visit to the Partner Institution is the Partner Institution's responsibility. External Examiners should be informed of the details for claiming these when they visit.

Assessment Boards (Approved Courses)

Chairing assessment boards

Assessment Award Boards (Award and Retrieval) will be chaired by a senior faculty member nominated by BIMM University Academic Board. An observer from Academic Services will usually attend. A senior staff member from the partner institution will chair module and progression boards.

To avoid clashes with the University's assessment boards, partner institutions must submit proposed Award Board dates for approval to the University's Academic Board at its summer meeting.

Dates, composition and membership of assessment (Award and Retrieval) boards

For each assessment board, please provide:

- The date and time of the Board.
- The composition of the Board (i.e. the role of the members such as Internal Examiner, External Examiner, etc.).
- The list of members indicating alongside their names the role they play in the composition of the assessment board.
- Assessment Board arrays, reports (misconduct, mitigation, Chair's Action) and a copy of the previous minutes at least 48 hours before the date of the Board
- This information is to be received by the Partnership Unit as outlined in the Partnership Calendar.
- Please ensure that the composition of the assessment board is consistent with that approved in the recognition documents or provide a brief rationale proposing alterations.
- It is good practice for exam board members not to be involved in Misconduct Panels or considering academic appeals pertaining to that Board.
- The main CRE report incorporates the assessment board outcomes, External Examiner reports, and the associated action plans.

Certificates, Transcripts and Graduation (Approved Courses)

Production of Award Certificates

The University is responsible for producing award certificates for students on approved courses at its Partner Institutions. It does so following the receipt of the relevant Pass Lists and Certificate Spreadsheet. It is good practice for Pass Lists and spreadsheets to be sent to the Partnership Unit within a couple of days of the Assessment Board. These documents must be thoroughly checked for accuracy before they are sent to Academic Services for the certificates to be produced correctly and on time.

Pass Lists

The Pass List is a legal document indicating a degree's successful completion. Pass Lists are confidential and not published to students.

The Partnership Unit is responsible for having the Pass Lists signed by the Chair of the Assessment Board and the Deputy Chair of Academic Board. Pass lists for undergraduate and postgraduate degrees are also signed by the Deputy Vice-Chancellor or their nominee (who confers the degree).

Appendix 6: Pass List Template should be used when submitting the Pass Lists.

Spreadsheets

The Spreadsheets contain information on the candidate, including their name, title, date of birth, sex, attainment and programme award title. Information on the spreadsheets is transferred directly onto the certificates. It is therefore essential to include special characters in this document, should they be required for accurate naming". The student's legal name must be provided, not the preferred one.

Spreadsheet templates and guidance on their completion are available from the Partnership Unit.

Diploma Supplements (Transcripts)

For students on approved courses, issuing diploma supplements (transcripts) is the responsibility of the Partner Institution. These should be issued to graduands (and other award holders) soon after the final assessment boards as they are often necessary for graduands to prove their attainment to other educational institutions and employers.

For students on franchised courses, transcripts are issued by the University. Partner Institutions do not need to take any action.

The European Commission sets out the format and content of diploma supplements at https://ec.europa.eu/education/diploma-supplement_en

This includes links to diploma supplement examples. Please be aware that the 'additional information' issued by NARIC¹¹ and required as an attachment to the main pages of the diploma supplement is updated from time to time.

Please contact the Partnership Unit if you would like to see a copy of the University's diploma supplement and for updated NARIC information.

The Partner Institution must keep records to allow the issuing of duplicate diploma supplements on request at a nominal cost (as a guide, the University charges £15 for a duplicate transcript, including postage, plus an additional £2 for further copies ordered at the same time).

¹¹ <https://www.enic-naric.net/>

Replacement/Duplicate Certificates

Replacement and duplicate certificates can be issued to students upon receipt of a request via the BIMM University Partnership Unit and online payment of £30 (plus £35 DHL courier charge where necessary). Students contacting their institution to request a replacement certificate should be directed to the above link. The University reserves the right to charge for duplicate certificates issued due to errors on the pass list. This charge would be incurred by the partner institution.

The certificates bear the signature of the Deputy Vice-Chancellor of the BIMM University and that of the Partner Institution College Principal or equivalent. Electronic signatures are used on the certificates.

Award Ceremonies & Graduation

Students on approved and franchised courses may attend a ceremony organised by the partner institution and attended by BIMM University Senior staff who will make the awards.

Please consult with the Partnership Unit before setting dates of graduation/award ceremonies for your institution so that the attendance of senior University staff members can be requested.

Complaints and Appeals from Students on Approved Courses

Partners running approved courses must submit the latest version of their student complaints and appeals regulations to the Partnership Unit at the start of each academic year. This will be shared with the Quality Assurance and Enhancement Team. Partners running franchised courses must use the University's appeals process but should have their process for complaints at levels 1 & 2. This will be established as part of the Recognition process.

Complaints

Students on courses (approved or franchised) at Partner Institutions must initially follow the partner's complaints procedures. To align with the expectations set by the Office of the Independent Adjudicator (OIA)¹², internal complaints processes should follow a three-stage process as follows:

Stage 1 (early informal resolution at the local level) and Stage 2 (formal stage) of the complaints procedure will be with the Partner Institution.

A student who has exhausted the Partner Institution's procedure and remains dissatisfied can invoke BIMM University's complaints procedure at Stage 3 (Independent Internal Review). The Partner Institution will inform a student of the right to escalate a complaint to the University, where appropriate.

A student can request a review by filling in the [form here](#) within 21 days of receiving formal notification of the completion of the Partner Institution's procedures.

The University will only review complaints that raise specific concerns about matters directly affecting:

- The quality of a student's learning opportunities and/or:
- The academic standards of its awards. This could be the delivery of teaching and learning or its associated resources (e.g. library provision).

The University will not become involved if a complaint covers other aspects of a student's experience or relates to the Partner Institution's services. For example, these might be concerns

¹² <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/>

about pastoral provision, accommodation, or finance.

To ensure timely consideration of complaints, Partner Institutions are asked to notify the University of all complaints at Level 2 that meet the criteria for the University to be involved at Level 3.

The Deputy Provost conducts all Level 3 reviews. If, after considering a complaint at Level 3 against the criteria set, the Deputy Provost decides to undertake further investigation, s/he will consult senior officers at the Partner Institution and the University's Quality Assurance and Enhancement Team.

Academic Appeals

Approved Courses:

Partner institutions offering franchised courses must use the University's academic appeals process in full.¹³ Students on approved courses at Partner Institutions who are appealing the outcome of an assessment must initially follow their own institution's appeals process. A student dissatisfied with the outcome of the appeals process may be able to ask for the decision to be reviewed by the University.

If the case is subject to review by BIMM University, the Deputy Provost will consider whether the Partner Institution's academic appeals procedure has been correctly and fairly applied.

The University will not review issues relating to academic judgement as these are not subject to appeal.

Students must request a review within 21 calendar days of receiving the appeal decision using the [form here](#).

Franchised Courses:

Students on franchised courses must use [BIMM University's appeals process](#) at every stage.

Independent Review

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for reviewing university student complaints and appeals.¹⁴

A student dissatisfied with the University's review outcome may be able to apply for a review of their complaint or appeal by the OIA, provided that their complaint is eligible under its rules.¹⁵

Students should submit an [OIA Complaint Form](#) within 12 months of the date of their original Completion of Procedures letter.

Academic Governance

The partner institution's arrangements for academic governance will be scrutinised as part of initial recognition and through re-recognition.

Framework, Regulations and Quality assurance arrangements

For franchise provision, partners will use all BIMM University academic and quality frameworks, policies and procedures as students will be registered as students of BIMM University but taught

¹³ <https://www.bimm.university/appeals-and-complaints/>

¹⁴ <https://www.oiahe.org.uk/providers/>

¹⁵ <https://www.oiahe.org.uk/students/>

and assessed at the partner institution.

For approved provision, the partner institution must assure the University that their governance, frameworks, policy and procedures align with the University's. This is established at initial recognition and Re-recognition.

For joint and distance learning courses, the University will agree on a suitable approach to academic governance as part of the initial due diligence process.

Partner Steering Group

Each partner will commit to engagement with a university-convened steering group chaired by a senior leader from the University and attended by staff from the University and the partner institution. These meetings will occur at least three times a year, and the terms of reference can be found in Appendix 7.

Enhancement and Engagement

Partnership Tutors

An Academic Partnership Tutor is identified by the cognate Faculty within the University for each Partner Institution. Note that some partners offer courses across a range of subject areas, and so may have more than one cognate Faculty.

The role of the Partnership Tutor is to provide academic input, acting as a critical friend to the relevant course team(s) at the partner. The role descriptor for the Academic Partnership Tutor is included in Appendix 3.

Partner Network Events

The Partnership Unit organises Partner Network Events to provide a forum where all our partners can meet one another and discuss relevant and current issues. They also offer an opportunity to meet other BIMM University colleagues with whom staff at Partner Institutions may not come into contact regularly.

Partners are encouraged to suggest themes for future events to ensure they remain valuable and interesting. Speakers may be University staff, members of our partner colleges or external contacts.

The events aim to foster a real sense of a network between the University and all the Partner Institutions, and we encourage a variety of teaching and support staff to attend.

Student Representatives

Student representatives are an essential part of the quality assurance process. Partner Institutions are reminded to ensure student representation on all relevant committees (such as Board of Studies or Course Committees, Learning and Teaching Committees and Academic Boards or their equivalent). These representatives should be elected by their peers and trained and supported appropriately.

Fees and Charges for Partners

University fees and charges for the partnership are set out in the Agreement between the University and the Partner Institution.

Appendices

Appendix 1: Criteria for the Initial Recognition or Re-recognition of a Partner Institution

For an institution to be approved as suitable for the delivery of courses leading to awards of the University, a full risk assessment will be carried out by the Recognition Panel based on:

- a. The submission from the prospective partner providing evidence and contextual evaluation addressing the issues set out below.
- b. documentary evidence of formal institutional frameworks, regulations, policies and procedures.
- c. the recognition event.

It may be that some of the documentation required already exists, whereas other documents may need to be explicitly written. Documents must demonstrate the extent to which the partner organisation can operate at a level appropriate to the delivery of higher education and interact appropriately with the awarding institution to assure academic standards.

The documentation should be laid out addressing the following areas:

Reputation and standing

The University must be satisfied with the prospective partner's good standing and capacity to fulfil its designated role in the arrangement. Information and evidence which the prospective partner should provide should include (but not be restricted to):

- Information regarding the institution's legal status and legal jurisdiction in which the partnership agreement will apply.
- Details of its capacity in law to contract with the University.
- Information on partnerships with other Higher Education Institutions in the recent past.
- Copies of external audits/reviews over the last three years.
- Details of the institution's adherence to anti-corruption, anti-bribery and ethical business policies and legislation, including the Bribery Act 2010, Consumer Rights Act 2015, Modern Slavery Act 2015, Data Protection Act 2018, and Prevent Duty.

Compatible Educational Objectives

The Panel must establish whether the missions and educational objectives of the two institutions are compatible. The prospective partner must provide the following:

- The mission statement.
- The current strategic plan.
- Prospectus.
- Range of existing courses.
- The size and nature of the student body.
- The number and nature of teaching and other staff.
- Details of any external requirements, such as PSRBs and in-country regulatory requirements, with which the course and/or students must comply.

Financial Stability

The University must be satisfied that the prospective partner is financially stable. The prospective partner must provide the following:

- Information on how the institution is financed.
- Proof of continued solvency.
- Privately funded organisations should provide bankers' references and published accounts for the last three years.
- Partners receiving funding from the Office for Students should provide audited accounts for the same period.

Effective Management and Administration

The Panel must assess whether there are effective and accountable management systems and whether appropriate administrative infrastructures are in place to support the delivery of courses leading to the University's awards. The prospective partner must provide information to address the following:

- What management structure is in place (giving details of the roles and responsibilities of officers)?
- What organisational and academic structures are in place?
- What is the committee structure (details of constitution and terms of reference)?
- Where does responsibility lie for the admission and induction of students and keeping student records? Is there adequate administrative support for these functions? What systems are in place to ensure equality of opportunity within the admissions process?
- Who has the responsibility for the organisation of the assessment of students? Is the administrative support adequate?
- Are there reliable, accurate and systematic arrangements for recording marks and confirming student results?
- What are the arrangements for the conduct and invigilation of assessments, and are they consistent with University principles?
- What are the arrangements for data collection, and are they adequate for the University's requirements?
- Is there a student protection plan?
- Is there an access and participation plan?

Ethos and Environment for Effective Learning and Teaching

The Panel must assess whether there is an ethos and environment appropriate to higher education. The following information should be supplied at a minimum:

- Is there a Learning and Teaching or Education strategy, and how has its implementation been monitored and evaluated?
- Are all students provided the support they need to succeed in and benefit from higher education?
- Research and/or consultancy opportunities for staff.
- Equal opportunity and diversity policies.*

- Safeguarding policy.

Appropriate Resources

The Panel must ensure that the prospective partner has sufficient and appropriate resources to deliver a high-quality academic experience. The prospective partner should provide evidence to address the following issues:

- Are there sufficient appropriately qualified and skilled staff to deliver the existing and proposed portfolio?
- Under what form of contract are staff employed?
- What are the arrangements for induction, appraisal, promotion and staff development?
- What arrangements are made for the training of staff new to teaching?
- What are the grievance, harassment and disciplinary procedures for staff?
- Is there appropriate technical and administrative support available?
- Are there sufficient and appropriate facilities (including teaching accommodation), learning resources (including Library and IT provision) and student support services to deliver a high-quality academic experience?
- What social facilities are there for HE students?
- What are the services in place for students in relation to welfare, counselling, career education, information and guidance and students with disabilities?
- What arrangements are in place for academic support and personal tutoring?
- Is there an overall strategy for the deployment of learning resources?
- How are resources allocated?

Quality Assurance and Enhancement

The Panel must assess the appropriateness of the quality assurance and quality enhancement processes. The prospective partner should describe and provide evidence on the following:

- How the organisation has engaged with OfS Conditions for Registration and the UK Quality Code to assure academic quality and standards in higher education. Mapping documents should indicate how institutional practices relate to the expectations and core practices of the Quality Code.
- What is the process for course and module approval?
- What are the annual monitoring procedures?
- What are the periodic review procedures?
- What are the processes for student evaluation and engagement in the quality of their educational experience?
- How is student progression monitored?
- What are the external examining arrangements* – nomination procedures, induction, involvement in assessment?
- Are there effective mechanisms for the review of assessment regulations?
- How does the institution set, maintain and develop its academic standards?

Alignment of Regulatory Frameworks

The Panel must assess whether there is an appropriate regulatory framework in place together with academic policies and procedures. These must be consistent with the University's Higher Education Strategy in critical areas.¹⁶ The prospective partner must provide the following information and documents:

- Admissions policies and procedures*
- Assessment policies and procedures*
- Assessment board regulations; procedures for appointment of boards
- Misconduct and plagiarism policies and procedures*
- Grievance, harassment and disciplinary procedures for students*
- Induction policy and procedures
- Complaints and appeals procedures*
- Any regulatory requirements in the country of planned delivery with which the course and/or students will have to comply, if appropriate
- Details of any PSRB accreditation being sought, if appropriate
- Policies on promotional materials
- Information and handbooks given to the students.

Policies marked with * should be consistent with the University's normal principles and relate to the UK Quality Code as appropriate.

¹⁶ <https://www.bimm.ac.uk/document/he-strategy/?v=1686737704>

Appendix 2: Partnership Delivery Centres Checklist

Institutional Recognition theme	Specific assurance required	Documentary evidence (minimum suggested requirements)	Acceptability
Effective management and administrative systems	What management structure is in place at this delivery centre (giving details of the roles and responsibilities of officers)?	Organisational chart	
	What organisational and academic structures are in place at this delivery centre?	Organisational chart	
	How does this delivery centre feed into the partner institution's existing committee structures?	Governance chart	
	What are the arrangements for data collection, and are they adequate for the University's requirements?		
Ethos and environment for teaching and learning appropriate to higher education	How does the Partner Institution ensure delivery from this centre is aligned with its Learning and Teaching Strategy, and how will this be monitored and evaluated?	Governance chart (including quality assurance) Learning and Teaching or Educational Strategy	
	Are the same opportunities for staff to conduct research and/or consultancy at this delivery centre?	Staff development policy	
	Do the same equal opportunity and diversity policies apply in this delivery centre?	Equal opportunity and diversity policies	
Appropriate resources to support higher education courses	Material Resources:		
	Is the teaching and learning accommodation appropriate for delivering the existing and proposed course portfolio?	Learning resources strategy	
	Are the Library and IT provisions appropriate to HE for staff and students?	Learning resources strategy	
	What social facilities are there for HE students?	Learning resources strategy	
	What services are in place for students in relation to welfare, counselling, careers information	Learning resources strategy	

	and students with disabilities?		
	Overall, is this a safe working environment for students and staff?	Learning resources strategy	
	Human resources:		
	Is there sufficient academic/professional capacity within the delivery centre to deliver learning and teaching for the existing and proposed course portfolio?	Staff recruitment and development policy Staff CVs	
	Under what form of contract are staff employed?	Summary/overview of staffing contracts Staff CVs	
	Is there appropriate technical support available?	Staff CVs	
	Is there adequate administrative support for the following: <ul style="list-style-type: none"> • admission and induction of students • keeping of student records and recording marks • assessment of students • conduct and invigilation of assessments 	Staff recruitment and development policy Staff CVs	
Policies and regulations	Confirmation that policies and regulations affecting students and staff are consistent at the institution level and that there are no unique arrangements for this delivery centre.		YES/NO

Appendix 3: Academic Partnership Tutor Role Description

Purpose of role:

Academic Partnership Tutors are the liaison point between their Faculty and subject specialists at their allocated Partner Institution. They act as critical friends during course development and as controls on quality and alignment with University policy and practice during the course delivery. This complements the role played by External Examiners and allows us to ensure that standards are appropriately upheld for students studying BIMM University-approved and franchised courses. Academic Partnership Tutors may not always have the in-depth subject knowledge to fully support curriculum development of BIMM University-approved courses at the Partner Institution. Still, they will co-ordinate the provision of this expertise by their Faculty, liaising with the Dean of Faculty or Heads of School as appropriate. In support of the goals described, Academic Partnership Tutors may be asked to attend committees, working groups, or other events connected to their Partner Institution's activities and to read associated documentation.

Appointed by:

Partnership Tutors are appointed by their Dean of Faculty; the course(s)/pathway(s) covered by their role will be determined in consultation with the Partnership Unit.

Appointment commencement period:

1st September to 31st July.

Tenure:

Minimum three years.

Indicative time commitment:

0.1 FTE.

Letter of appointment:

Upon appointment, Academic Partnership Tutors will receive a letter from the Partnership Unit outlining their duties in more detail and identifying their counterpart in the Partner institution. Precise responsibilities will differ depending on the course(s)/pathway(s) Academic Partnership Tutors have responsibility for or the nature of the Partner Institution they will be working with. The Head of the Partnership Unit will have previously outlined these differences to the Deans of Faculty to enable them to make the most appropriate appointment to the post.

Point of contact:

The Partnership Unit will contact Academic Partnership Tutors throughout their tenure to clarify the role, answer any queries, update them on relevant information, or invite them to meetings. Whilst Academic Partnership Tutors (or their nominees) act as subject specialists as regards the partner's course development, Faculty Heads of Schools will serve as more generic academic advisers.

Handover:

It is hoped that the outgoing Academic Partnership Tutor will arrange a handover to the new

Partnership Tutor to preserve learning gained from year to year and better help the new Partnership Tutor adapt to their role.

Remuneration:

Faculties receive payment per Partnership Tutor. This compensates the Faculty for the Academic Partnership Tutor spends on the work related to the Partner Institution. The exact amount will be detailed on the Partnership Tutor Contract.

Unavailability:

If an Academic Partnership Tutor is unexpectedly unavailable when required to undertake activities with their Partner Institution, they should notify their line manager, who should then inform the Partnership Unit and liaise with their Dean of Faculty to find a suitable temporary replacement.

The role reports into:

Each Partner Institution has a University Steering Group overseeing its activity. Academic Partnership Tutors' reports and feedback will be discussed at these, but Academic Board ultimately oversees the nature and scope of the Partnership Tutor role.

Illustrative Partnership Tutor Activities (not an exhaustive list):

- Advocating for partner curriculum changes at CMC.
- Reading the relevant sections of the partner's CRE to provide feedback to QACC.
- Meeting with staff and students at the Partner Institution at least three times a year, ensuring that the conditions of approval and periodic review or re-recognition are being carried out and that staff are up-to-date with subject/sector developments and training.
- Providing an annual report on the Partner Institution's activities in relation to the course(s)/pathway(s) overseen to identify best practice or areas requiring development.
- Available as a Steering Group member.
- Available to attend Board of Study meetings.
- Available as a panel member for approvals.
- Available as a reader of a partner's full CRE report.

Appendix 4: Partnership Steering Group Terms of Reference

Partnership Steering Group

Meets: A minimum of twice a year (or more frequently if requested by either party).

Reports to: Academic Board (AcBd).

Composition (BIMM University):

- A senior Academic Leader from the University.
- Director of Academic Services.
- Head of the Partnership Unit.

In attendance (advisory):

- Dean of the owning Faculty.
- Head of Quality Assurance and Enhancement.

Composition (Partner Institution):

- A senior Academic Leader from the partner.
- Head of Quality.
- Head of Administrative Services.

In attendance:

- Partnership Coordinator (Servicing Officer).

The Steering Group shall form the highest-level governance board between BIMM University and the partner institution. The Steering Group shall meet two times a year (or more frequently if requested by either party).

Terms of Reference

- Ensure good governance, academic leadership and strategic direction.
- Review the health, performance and direction of the business relationship between the parties, including any recommendations about the continuation of the relationship;
- Review and discuss (as appropriate) topics identified by either party (if any) relating to further business opportunities or other areas of common interest.
- Share relevant planning information that may assist in the smooth running of the partnership.
- Share business strategy in its broadest sense to ensure optimal joint understanding.
- Receive and discuss actions arising from the outcomes of the University's annual monitoring of partner courses.
- Seek opportunities to enhance academic quality by sharing good practices and developing academic linkages.
- Receive and discuss proposals for new courses and proposed course terminations or suspensions.
- Review progress on the fulfilment of conditions and recommendations resulting from approval and Periodic Review of courses approved or franchised.

- Discuss any matters relating to external regulatory compliance and review progress on fulfilling actions arising from external audit/review.
- Monitor data relating to student performance and student satisfaction.
- Receive reports on staff appointments for approved or franchised courses at the partner.
- Ensure the Agreement is operated and controlled throughout its terms in a manner that optimises the best value for money.
- Carry out the specific obligations attributed to it in the Partnership Agreement and monitor the Partnership Agreement against current business requirements to ensure it remains fit for purpose.
- Review any business continuity and/or physical security issues escalated by either party.
- Where appropriate, agree on the content and form of communication to students and other relevant persons.

Copies of the appendices above and the following forms will be made available to partners:

Appendix 5: External Examiner Nomination Form (Partners)

Appendix 6: List of Academic Staff (Partners)

Appendix 7: Pass List Template